



MEWAR UNIVERSITY
GANGRAR, CHITTORGARH
RAJASTHAN

ADMISSION POLICY



MEWAR UNIVERSITY, GANGRAR (CHITTORGARH) RAJASTHAN

RULES OF ADMISSIONS

FOR VARIOUS COURSES IN UNIVERSITY

In exercise of powers conferred by Sec.32 read with Sec. 4 and Sec. 5 of the Mewar University Act, 2009 (Act No. 4 of 2009) published in the Rajasthan Gazette Extra ordinary on 5-2-2009 vide Law (Legislative Drafting) Department (Gr.II) Notification No F.2(1)Vidhi/2/2009 dated 5-2-2009, the Mewar University, Gangrar publishes its rules of Admissions to various courses of study as mandated by Schedule II appended to the Mewar University Act, 2009. The Academic Council passed the resolution No.5 relating to Rules of Admission at its meeting held on 23-12-16 followed by approval of the same by the Board of Management at its meeting dated 23-12-16.

- 1) These rules shall come into force w.e.f. 23-12-16, the date of approval of the rules by the Board of Management.
- 2) "University" wherever it appears in the foregoing paras shall refer to Mewar University, Gangrar (Chittorgarh)
- 3) The "Act" wherever it appears shall refer to the Mewar University Act, 2009;.
- 4) The University is duly recognized by the University Grants Commission u/s 2(f) and entitled to confer degrees u/s 22(1) of the UGC Act 1956;
- 5) The University is a private and self-financed University and a member of Association of Indian Universities (AIU)
- 6) The University is a member of the Association of Private Self-financed Universities;
- 7) The University has obtained the approval of various Regulatory bodies wherever it is required i.e. UGC, AICTE, NCTE, BCI, PCI and others;
- 8) Schedule II appended to the Act details various technical, professional and general courses and for admission to these courses, the following rules are made hereunder :
 - (i) For admission to the technical and professional courses shall be made through the Common Entrance Test conducted by the Association of Private Self-financed Universities. The Association shall notify the courses and the names of Universities in all prominent State and one National Newspapers on 1st day of May every year and invite applications from candidates by 20th of May and shall conduct the examinations on 25th of May and declare the result by 30th of May (or any other date notified by the Association) and ask the successful students to join on 5th of June (or any date notified by the Association) the University of their choice depositing the course fees;

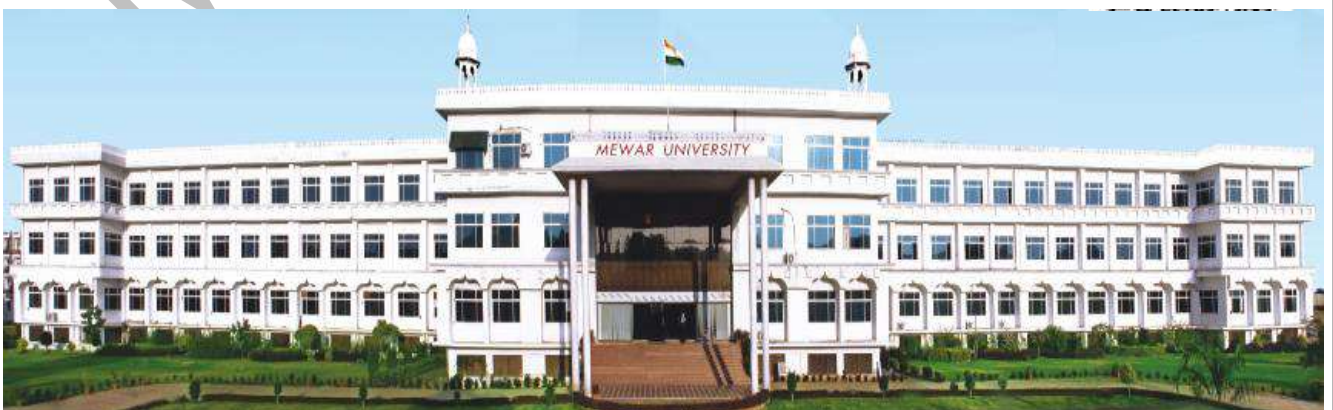
- (ii) 2nd Round of admissions shall start from 15th of June from amongst the students who have been in the wait list. The students will be given option to join the University as per their choice already exercised. The Association will send the list of successful students who have opted for Mewar University, thereupon the Admission Department of the University will contact all the students who appeared and passed in the examination and inform them to deposit the fees of the course within 15 days from the date of issue of letter.
- (iii) 3rd Round of admissions will start from 25th to 30th June and all the students in the wait-list maintained by the Association will be informed of the vacant positions in various Universities and give them option to opt for admission in the University of their choice given in the form. After completion of the list to report by the successful students who appeared in the Entrance Examination, the Admission Committee of the University will review the vacant seats and will start admission on vacant seats on **"First Come First serve Basis."**
- (iv) For admissions on **"First come first Serve Basis"**, wide publicity shall be given issuing an open advertisement in State Daily Newspaper and University's website, for admissions in the University to various courses. This will be an open round admissions for all the students whether they have appeared at the Entrance Test conducted by the Association or not and will be given admission on the basis of their academic performance in the previous course and oral interview on the **"First come first serve basis."**
- (v) So far as the **General courses** are concerned, the admissions shall be made from amongst the students who have applied to the University on the basis of advertisement and information on the website on the basis of their previous course's performance and oral interview.
- (vi) **Admission in General Quota & not in Management Quota** : This is the policy of the Management to provide admissions to the young, needy and poor students on nominal fees and "Reach to Unreached" . Therefore, all admissions to various courses shall be made on the basis of General Quota and Not in Management Quota. There is no Management Quota. There is only one fees and that is general fees and not management fees or capitation.
- (vii) **Reservation:** The required number of seats for SC/ST/OBC and physically challenged students shall be maintained as per Government of Rajasthan Policy.
- (viii) **Scholarship:** There is provision by the Government of India and various State Governments for scholarship to SC/ST/OBC and minority students for which the University will provide all help and guidance to these students in obtaining the same. A Help-Desk for this purpose will be operative in the University.

- (ix) **Scholarship by the University** : The University shall also provide for scholarship to the young, needy and poor students as merit-cum-need. In case of students who are meritorious and are very poor and cannot afford even to pay the reduced fees, there is a Committee under the chairmanship of Dean, Admissions to give concessions to such poor and genuine students.
- (x) **Fees in installments** : In case some students who are not in a position to pay the full fees, the fees in installments is also charged for which the Committee under the chairmanship of Dean, Admissions shall decide the number of installments and the amount to be paid with or without late fees.
- (xi) **Late Fees** : The normal procedure is to deposit the course fees at the time of admissions. When installments are fixed and even if the amount is not paid on those agreed dates, the late fees fixed by the Committee under the chairmanship of Dean, Admissions will have to be paid by the defaulters.
- (xii) **Discipline**: The students admitted in the University will have to observe the rules and instructions of discipline issued from time to time in respect of the campus. Any student found violating the rules and or instructions of the University will be dealt with accordingly.



MEWAR UNIVERSITY
GANGRAR, CHITTORGARH
RAJASTHAN

CODE OF CONDUCT
FOR
ADMINISTRATORS



Code Of Conduct For Administrators

Introduction and Purpose

1. Introduction: As members of Mewar University community, all administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function. The university values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices.
2. This Code is a shared statement of the University's commitment to uphold the ethical, professional and legal standards as basis for daily and long-term decisions and actions. It helps disseminate awareness to all involved to create an educational environment characterized by clarity, transparency and affinity.
3. Violations Adherence to this Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Act within the range of an allowed individual authority in all matters and in the best interests of the institute. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.
4. The University will not tolerate harassment, discrimination, unsafe work practices, fraud, or other unethical conduct. Members are expected to abide by the institute's Code of Conduct.
5. Discrimination-direct or indirect, Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities; disability; political or religious conviction; and sexual orientation or gender history.
6. Prevention and Resolution of Campus Ragging/Bullying: The institution acknowledges that all employees and students have the right to work and study in an environment free from bullying. The University has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimized, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the University.

Sexual Harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person.

7. Academic Freedom is recognized and protected by University as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are core value of the University
8. All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with University policies.
9. Confidentiality Staff members who have access to official University documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the University should also undertake to maintain privacy of oral communications where that has been requested.
10. Personal and Professional Responsibility
 - a. Fraud and Corruption: The University Policy on Fraud and Corruption clarifies the responsibilities of all University staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
 - b. Ethical Conduct of Research: Mewar University expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the University and other relevant funding bodies. Ethical clearances must be gained where appropriate.
11. Recruit with a commitment to diversity and inclusion.
12. Communicate opinions to others in a fair and constructive manner.
13. A standard of Integrity and Quality: Mewar University recognizes that it must earn reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.
14. Financial Reporting: All University accounts, financial reports, tax returns, expense must be accurate, clear and complete. All entries in the University books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.




**MEWAR UNIVERSITY,
GANGRAR, CHITTORGARH,
RAJASTHAN -312901**

CONSULTANCY-POLICY AND PROCEDURE

Compiled by

Internal Quality Assurance Cell (IQAC), Mewar University

Chittorgarh, Rajasthan, India


Registrar Registrar 2010
Mewar University
Gangrar, (Chit'rgarh)

AREA

Research and Consultancy

INTRODUCTION and OBJECTIVE:

Mewar University is a self financed university established as per Rajasthan Govt., Mewar University Act -2009 "No. F.2(1) Vidhi/2/2009 in persuasion of clause (3) of article 348 of the constitution of India. The University is recognized and approved under section 2(f) and 12(b) of the UGC act and empowered to confer Degree/Diploma/ certification under 22(1) of UGC act. The Mewar University is NAAC accredited as well approved by AICTE, Pharmacy council of India (PCI), Bar Council of India (BCI), and National council for Teacher Education (NCTE). The University is imparting the higher education since 2009 and provided higher education to thousands of students till now since its establishment. The University offers courses as Under Graduate, Post Graduate, Master of Philosophy and Doctor of Philosophy Courses as well as certificate and diploma courses at its premises.

The Mewar University encourages staff to undertake certain kinds of work, including a range of professional activities and some types of consultancy. It considers that these activities can enhance the standing and reputation of the University and also enables it to respond to the needs of the region in line with Government wishes. It also acknowledges the value of knowledge exchange in the Consultancy is essentially a knowledge based profession and consultants play an important role in technological, industrial and economic developments and are effective agents of change in the society. Consultancy plays an important role in providing a competitive edge to an organization. Keeping in view the importance of higher education in transforming the economic fortunes of a country by emphasizing innovations, Mewar University has taken several measures for

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20/12/2024

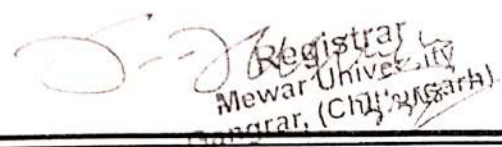
promoting innovative research by encouraging inter-disciplinary research through inter- university, intra-university, university-institute and university-industry collaborations. It includes an assignment or job basically for providing expert advice, training, testing at laboratories, market research and other related work.

AIM:

- To establish a framework to support Consultancy activities at Mewar University
- Create an attractive brand for the University
- Provide academic staff with extra index of assessment towards promotion
- Promote consultancy practice throughout the University
- Optimize use of infrastructure and facilities
- Develop the staff capacity to carry out consultancies through seminars and workshops

POLICY STATEMENT

- This policy on Consultancy will provide a clear framework to the faculties/research group who are engaged in or wish to engage in consultancy works and to all stakeholders
- The consultancy policy will benefit the teaching programmers and facilitate the new research opportunities.
- Faculty members involved in the Consultancy work can avail on-duty if industry/site visits are required.
- Publication if any arising from consultancy work should include the faculty affiliation of the University and acknowledge for the facilities used from the college.


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- The revenue generated out of consultancy services should be shared with Management, Faculty/research Group and Department.

PROCEDURE

- The person/organization who requires a consultancy service should write a request letter to the respective Coordinator/Convener.. All projects should be carried out with approval of Coordinator/Convener.
- The letter is forwarded to identify the research group/faculty that has the required expertise.
- Consultancy Cell convenes a meeting with the client to discuss the terms and condition.
- Discussion an MoU may be prepared in which the nature of consultancy work and commercials are clearly depicted and signed between the client and University.
- The members engaged in the consultancy work shall periodically report the progress of the consultancy work.
- The rules and mechanisms for the allocation of consultancy income require to appropriately reflect the range and nature of costs which may be incurred by an individual and by the University in the course of a consultancy


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DIVISION OF INCOME

The faculty members of the university involved in the consultancy are referred as consultants and the industry or department involved in consultancy are referred as consultants. Or any other outside agency seeking consultancy is referred as beneficiary.

The distribution ratio of the consultancy fee after the deduction of any direct costs would normally be as follows:

University	-	30%
Faculty	-	70%

The university share and consultant share should be collected separately.

Forms and Formats:

Forms and formats for seeking Consultancy will be provided by the consultancy cell.

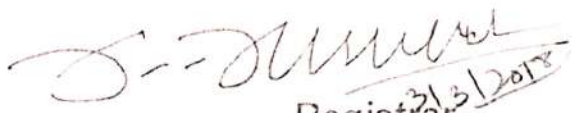
APPROVAL AND DISBURTION:

All University approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other University policies.

Applications to conduct Consultancy are required to be approved through.

Consultant fees may be disbursed upon completion of job and after receipt of completion certificate of the project.

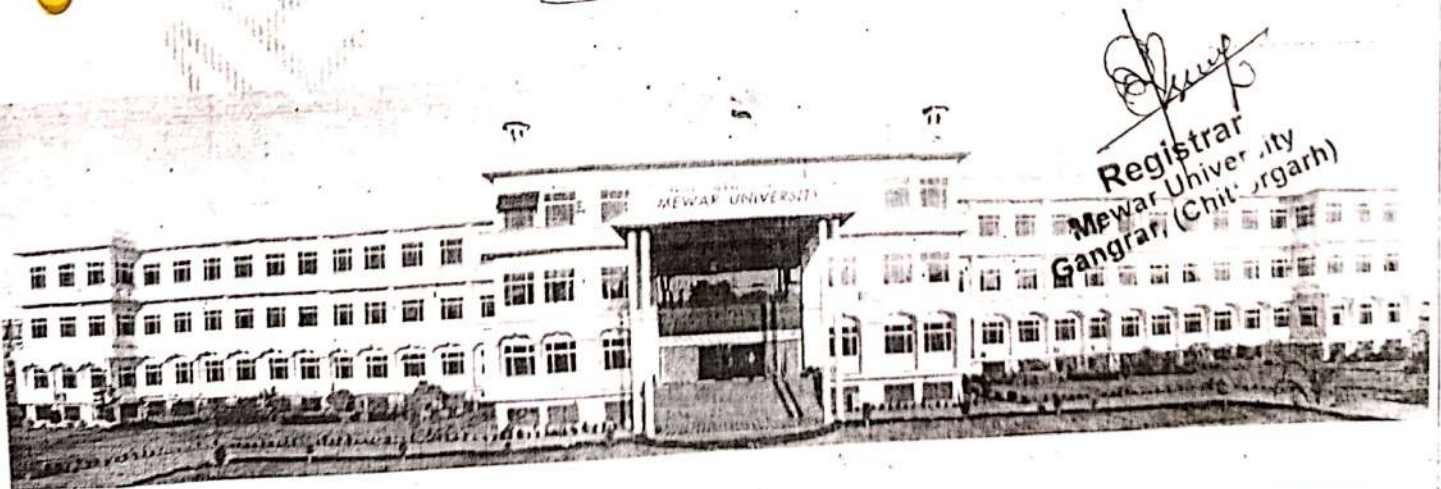
- The specific purpose and the specific rules and procedures to be followed for employing Consultants depend on the circumstances of the particular case.*


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DIVYANGJAN FRIENDLY
ENVIRONMENT POLICY



DIVYANGJAN FRIENDLY ENVIRONMENT

"Rights of Persons with Disabilities Act, 2016 states that the appropriate Government and the local authorities shall endeavor that all educational institutions funded or recognized by them provide inclusive education to the Children with disabilities and towards that end shall make building, campus and various facilities accessible."

Mewar University takes utmost care in providing the needed amenities and creates an environment of inclusive education for students.

1. Objectives

Assistive Technology (AT) group at Mewar university, aims at

- Enhancing the lives of the differently abled community and thus ensuring their participation in the society and in educational systems.
- Assisting the differently abled students in the university by helping them overcome the issues with learning, writing, reading and communicating effectively with the help of assistive technology related tools, software support and services, thereby fostering their inclusion and participation in the learning process.
- Providing appropriate training to the staffs in the university on how to support students with special needs and how to use the technology effectively with their students.

Who can benefit from Assistive technology in the university?

- Students and Staff with Disability.
- Students who are slow learners and have difficulties in remembering concepts/tasks.
- Aged people / Persons with disabilities attending the workshops/seminars/conferences etc. organized by the university.

3. Policy Statements

- Mewar University is against all forms of discrimination, on any grounds, including disability.
- To ensure the inclusion and participation and enriching the educational experience of the different abled students, MU ensures equal access to all educational equipment, visual and auditory information provided as a part of the teaching learning process.
- The institute ensures that the differently abled can access/avail the Assistive Technology related support and services provided to them, any time during the university working hours.

4. Assistive Technology related facilities in the campus

• Conveyance facilities

- Wheelchair is available for mobility purposes within the campus.
- Elevator facility is available in the main building.
- Ramps for accessibility in the main entrances are available.
- Eco-friendly battery-operated vehicles are provided for movements between hostels and various departments of the university.

• Campus facilities

- Institute ensures that the Classrooms, Laboratories, Library, Canteens, Restrooms, Hostel etc. are easily accessible to persons with special needs.
- To aid students with hearing impairment, all the important announcements and notifications are displayed on the LED Display boards placed near the reception. Also the information is shared via the social media as well as on the emails.

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• Teaching – Learning facilities

- Institute has adopted Cooperative learning techniques like Think- Pair-Share, Scaffolding, Adaptive learning, and other ACL techniques, to help students with learning disabilities and mild cognitive impairments.
- Institute ensures the conduct of remedial classes /special classes to help students with special needs and students who are slow learners.
- Scribe assistance or additional time is provided for writing the exams, on written request. Norms for allotting separate rooms which are easily accessible, by such students, is available.
- An AT group has been formed in the university, which focuses on conveying the importance of technology in enhancing the lives of the differently abled community.
- Recorded sessions of classes with captions, are made available, on request, to the students with learning disabilities.
- Desktop systems equipped with text to speech converters, Screen magnifier software, screen readers etc. are made available on request.

5. Action Plan

- Define strategies to incorporate more inclusiveness in education and to ensure the proper functioning of the AT group.
- Install more ramps for easy access to the different blocks in the buildings.
- Allocate space and budget to build toilets for persons with disabilities in each campus block.
- Provide training to staffs and students, to create awareness and to enable them to effectively communicate with differently abled students.
- Encourage students to undertake projects related to Assistive technology
- Initiate voice recording of textbooks and study materials to make audio textbooks available to students with visual impairment.
- Incorporate AR (Augmented Reality) and VR (Virtual Reality) based educational tools to enhance the teaching – learning experience.
- Periodic review, monitoring and follow-ups.
- A worksheet or checklist to be maintained for the AT implementation strategy.
- Budget allocation for AT group
- Provision for scholarships encourage differently abled students to pursue their interest in various fields.

SIGN BOARDS



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**GENERAL CODE OF
CONDUCT OF ALL
EMPLOYEES**



GENERAL CODE OF CONDUCT OF ALL EMPLOYEES

All employees/workers of the University are expected to develop proper rapport with the employer. Mutual respect and fraternal feelings are needed to ensure proper relationships. The following general duties and responsibilities of all employees have been framed:

1. All staff members of the University are required to be present in the University during working hours on all working days and days specifically notified.
2. All members of staff are governed by the general duties and responsibilities prescribed for each category of employees.
3. Conduct the University's transaction with utmost honesty, accuracy and fairness.
4. Perform all professional activities through proper channel.
5. Do not discuss with unauthorized individuals about professional and secret information.
6. Co-operate whole heartedly with the authorities of the University with professional responsibilities.
7. Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the dignity of the University.
8. Avoid all types of unethical practices.
9. Adhere all norms and standards set by the University from time to time.
10. Do not indulge in any political election/Dharna/ Boycott etc.
11. Employees/workers of the University shall not indulge in any adverse criticism of the University and its officers.
12. Employees/workers shall not use any intoxicating drug or liquor during the duty hours and in the premises.
13. Employees/workers should not use cell phone during class hours, meetings etc.
14. Without prior information and written permission of the university authorities, employees/workers shall not start private Business Organization, Association of his/her own or in partnership of his/her spouse or siblings.
15. Employees/workers shall devote his/her whole duty time to the service of the University and shall not engage directly or indirectly on any other private work/business.
16. Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations, instructions issued by the competent authorities from time to time.

17. In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the President is the final authority to decide.

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF TEACHING STAFF

The contribution of faculty members is expected to be more by way of research, extension activities apart from their regular academic and teaching activities. The following duties and responsibilities of all faculty members have been framed:

1. All Faculty members of the University are responsible for contribution and sustenance of the standards of the University.
2. They should comply with the relevant policies, rules, regulations, norms and standards set by the University, State/Central Govt. and/or any statutory body.
3. Every individual member is accountable for his/her action, as member of the University community they are collectively accountable for upholding those standards of behavior.
4. A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
5. As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made.
6. A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/ workshop for practical classes, as the case may be.
7. The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Dean/Higher Authorities from time to time.
8. As research is an inherent component of the functions of a University, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
9. Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
10. Active involvement of the faculty member in the student's project work is very essential.

11. If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
12. Faculty should take efforts to identify Interdisciplinary and collaborative research projects by interaction in other departments or researchers in established R&D laboratories for collaborative research purposes.
13. Faculty members can act as research supervisor for other Universities only with the prior permission of the University.
14. Faculty members should strive to bring out quality research publications in refereed journals of national & international importance.
15. Faculty member should also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
16. Faculty members shall also strive to file patents.
17. Every faculty member should submit research proposals to various govt./other funding agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
18. Faculty members should take efforts to secure consultancy works in his/her area of specialization from industries and business, Govt. and any other agencies.

Every faculty member is responsible for-

a) Teaching Learning

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department/Dean of the faculty for various programmes offered by the University.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/ organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more to improve the student's understanding of the subject.

- vii) Helping peer-assisted learning.
- viii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

b) Course Planning and Material Preparation

- i) All faculty members are required to plan and make complete preparation well in advance to teaching effectively the theory and practical courses.
- ii) They should prepare the schedule of lectures with topics, tests, assignments, demonstrations, various possible teaching aids etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes to improve the student's creative skills.
- vi) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- v) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging area as relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- vi) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National/ International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.
- vii) They may also enroll in one or more Professional Societies/Associations.

c) Examination, evaluation and grading

- i) All faculty members are required to set standard question papers and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- i) All faculty members are required to set standard question papers and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- ii) All faculty members are required to conduct and invigilate any exam/test in the University as assigned by the Head of Department/Controller of Examinations of the University.

iii) While evaluating answer scripts, project work evaluation, Viva Voce, approach of faculty members should scrupulously be objective in approach so that the student can earn the marks/grading for his/her performance only.

d) Maintenance of Records

- i) Every faculty member is required to maintain the record of attendance, class work, and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD)/Dean or any authority of the University as and when called.
- ii) If the faculty member is assigned to be Counselor/mentor of any class or a group of students by the HOD, he/she should maintain the list of students, contact Nos., address of parent and/or local guardian, so that the student's progress could be monitored and communicated to them.
- iii) The counselor/mentor shall also perform the duties of counselor as specified separately.

Roles & Responsibilities of Head of the Department (HoD)

a) Laboratory Development & Maintenance

1. HoD is responsible in the laboratory development activities of the respective department by introducing innovative experimental setups/instruments/computer software/computer control of machines or processes.
2. HoD should ensure that the various machinery and equipment in the laboratory and workshop are maintained in working condition and are used effectively both for academic requirement, project works and research related activities.
3. HoD has to oversee the work of technical staff of the laboratory, besides arranging for periodical maintenance/repair and recalibration wherever necessary.
4. HoD has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock Verification, and proposal for replacement of defected/unserviceable equipment.
5. HoD has to prepare budget every year for consumables, equipment, furniture, other academic & research requirements etc consultation with Dean or any competent authority and submit to the Management.
6. HoD is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions etc.
7. HoD is required to organize industrial visits, educational tours for the students.

8. HoD should see that the class rooms, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
9. HoD should ensure that lights and fans are switched off after the class is over and give necessary direction to the faculty members for compliance.
10. HOD has to provide assistance in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
11. HoD is expected to oversee the students go to the class on time and not loitering in the campus.
12. Any other activities related to Department or University Development that may be assigned to the HoD from time to time.

CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

The CFAO is required to perform the following roles & responsibilities

a) Account keeping and compilation

1. To supervise and control in keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
2. Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
3. Management of accounts receivables by taking prompt action to recover the amount due to the University.
4. Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
5. Accounting of caution deposit of students and refund/adjustment as the case may be.
6. Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
7. To manage all payables by the University by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
8. Institute a system of periodic internal audit.
9. To prepare and submit the annual reports on finance & accounts of the University to the competent authority.
10. Any other task assigned by the authorities of the University from time to time.

b) Budget preparation

1. Calling for budget details both for consumables and non-consumables from the Departments of the University.
2. Compiling the budget and getting the approval of the appropriate body.
3. Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.
4. Any other task assigned by the authorities of the University from time to time.

c) Fund Management

1. To supervise and control the Endowment fund, General fund and such other funds.
2. Investment of funds received from parent body and from income realized from students as per the decision of the University.

Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.

4. Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.
5. To examine the ways and means to augment the finance of the University.
6. To prepare and submit the quarterly, half yearly & annual cash flow projections.
7. Any other task assigned by the authorities of the University from time to time.

d) Salary and wages

1. Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
2. Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
3. Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
4. Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
5. Deduction of professional tax and remittance to appropriate authorities under the Act.
6. Draw of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.

7. Dealing with all other matters related to drawl & payment and recovery from the employees of the University.
8. Dealing with all matters relating to sanction of advances to employees, and recovery/adjustment of the same.
9. Any other task assigned by the authorities of the University from time to time.

CONTROLLER OF EXAMINATIONS

The duties and responsibilities include,

1. To ensure secrecy, safety and security of all documents relating to examimitaions.
2. Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.
3. Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
4. Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
5. Receipt of finalized course-wise award lists for every programme from the Departments/individuals and declaration of the final results of each student.
6. Printing and distribution of semester-wise mark-sheets/grade-sheet to students of various programmes.
7. Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
8. Issue and receipt of convocation application from students, preparation of degree certificates duly signed by the designated authority and keep under safe custody for distribution.
9. Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.



MEWAR UNIVERSITY
GANGRAR, CHITTORGARH
RAJASTHAN

GENERAL CODE OF
CONDUCT OF
STUDENTS



GENERAL CODE OF CONDUCT OF STUDENTS

Hostel Rules Admission

- Boys' Hostels (BH) and Girls' Hostels (GH) are reserved for students and full-time Ph. D. students of Mewar University..
- Admission to the hostels will be made on the recommendation of the Committees constituted for the purpose by the V.C. / Registrar of Mewar University.
- Application for admission into hostel must be made on the prescribed form available in the Academic Section of the University website.
- Admission into a hostel is for one academic session only (July–August). On the expiry of this session, a student will cease to be a boarder of the hostel in which he / she resided.
- The allotment of rooms, seats and directions as to the use of lavatory, bathing places, kitchen, store room, roof, etc. will be entirely at the discretion of Warden / In-Charge of the hostel.
- Every boarder is expected to pay room rent and other charges in advance to Mewar University through cash/demand draft before the date of registration, failing which his/her room will be treated as vacant, and his/her name will be removed from the rolls of the hostel in the beginning of the next semester.

WITHDRAWAL

A student once admitted as boarder must pay in advance the charges (for 12 months) at the time of admission.

(Explanation – If a boarder desires to leave a Hostel any time after admission, he/she has to pay for the seat and other charges payable to Mewar University, Chittorgarh for the remaining days of the month).

- In order to withdraw from a hostel, a boarder must give at least one month's notice in writing to the Hostel Superintendent.

FEES

The boarders, on admission, will have to pay fees under the following headings (information about the actual charges can be obtained from the concerned section and is subject to revision from time to time).

- i) Admission fee
- ii) Seat rent for the session, and
- iii) Miscellaneous charges

Boarders, on admission, will also have to pay one-time refundable caution deposit which is refundable to the boarder at the end of the boarder-ship tenure subject to fulfillment of certain conditions.

Late fine: Students, who fail to take re-admission as boarders by the last date, will have to pay a late fine.

Clearance Certificate: Boarders must produce Clearance Certificate from the hostel warden in respect of payment of seat rent, electricity charge, mess bill and other charges at the time of submitting fees and also before admit cards for the examination are issued.

DISCIPLINE

- A warden will be in the charge of each hostel, who will be duly assisted by a superintendent. The superintendent will be responsible for the proper management of the hostel and observance of discipline-related rules.
- Without the permission of the Superintendent, which shall be recorded in a book kept for the purpose, students shall not absent themselves from the hostel between 12 AM and 6 AM. If a boarder stays outside the hostel any night between 12 AM to 6 AM without obtaining written permission of the Superintendent, he / she is liable to be expelled from the hostel.
- The inmates of men's hostel are expected to be back in the hostel before 10 PM. Late-comers should enter their name and time in the register available with the security personnel.
- The inmates of ladies' hostel are expected to be back in the hostel before 7 PM. Late-comers should enter their name and time in the register available with the security personnel.
- A student going out of station must inform in writing to the Warden and shall take necessary permission before leaving.
- The students should follow the instructions issued by the hostel authorities and the security personnel.
- The inmates are expected to behave politely with fellow students, institute staff and hostel authorities and show utmost decency in all their activities.
- Students residing in the hostel shall not engage themselves in undesirable activities such as ragging and forming groups in the name of language / religion / state that may disturb the peaceful atmosphere of the hostel.
- Inmates are not permitted to convene meeting of any sort anywhere in the hostel or its premises without the Warden's permission. No circular/ subscription list shall be taken around without the permission/ authorization of the Warden.
- No student shall give a party of entertainment in the hostel without the previous permission of the Warden.

- A boarder should not rebuke or chastise a security guard, a cook, a servant or any other employee of the hostel for any reason whatsoever. If necessary, he / she may complain to Superintendent.
- No boarder shall employ a guard/cook/attendant for his / her personal business.
- The Common Room of the hostel will be kept open usually between 8:30 AM and 10 AM and between 4 PM and 7 PM every day unless decided otherwise by the Superintendent for special reasons.
- Smoking, consumption of alcohol and intoxication by any other means are strictly prohibited.
- Shouting, reading aloud and other similar acts, which are likely to disturb other residents, should not be indulged at any point of time.

The inmates should keep their rooms neat and tidy. They should make the room available for periodic inspections by the

- concerned authorities.
- Cooking inside the room is strictly prohibited.
- Boarders should not keep valuable and costly items in their rooms. They shall take due care of their belongings and deposit money in the bank.
- Boarders are required to make their rooms available for repair, maintenance, and inspection by Warden whenever necessary.
- The use of unauthorized electrical appliances such as heater, etc., is strictly prohibited.
- Each boarder should check the condition of furniture and electrical fittings which are to be returned at the time of vacating the room.
- All the boarders are responsible for maintaining the hostel equipment issued to them and returning them in good condition at the time of leaving the hostel. The student will have to pay for any loss or damage. No student is allowed to remove any equipment from the hostel.
- In case of sickness, boarders will consult the university doctor, or inform the hostel warden in case of emergency.
- The students are encouraged to discuss their problems with their warden as their mentor. They must note down the telephone numbers of their warden.
- Dining in the hostel mess (meals and tiffin) is compulsory for all boarders. Individual cooking or taking meals outside the hostel is not permitted. Boarders shall keep to the hours set for the meals and tiffin.
- The dining hours will ordinarily be

Break fast	7.00 A.M. to 9.00 A.M.
Lunch	12.00 P.M. to 2 P.M.
Tea	5.00 P.M. to 6.00 P.M.

Dinner 7.30 P.M. to 9.00 P.M.

The following rules are subject to change with the consent of the Warden.

- Meals or extras will not be served to the rooms of the members.
- Under no circumstances, members are allowed to take cups, saucers, tumblers and other utensils of the hostel mess to their rooms/lawns outside.
- Students are expected to maintain perfect discipline and order in the dining halls during dining hours. They are normally not allowed to enter the kitchen and help themselves.
- Rules for reduction of mess charges for the days of absence of diners will be framed by the hostel and mess committee from time to time.
- If the dues are not cleared before the end of the month when they fall due, the defaulting students will not be allowed to dine in the mess. (Hostel dues include mess charges, room rent, electricity charges, water charges, etc.). Students whose dues remain unpaid for a long period will be expelled from the hostel, and a penalty will be imposed for the delayed period. Students leaving the hostel for vacation should clear all their dues before their departure.
- The hostel office will inform the parents/guardian about the hostel dues if the student fails to pay in time. However, it is the responsibility of the student to clear the dues in time.

Expulsion

- Boarders are liable to be fined by the Superintendent for any kind of misconduct; serious offences shall be punishable with expulsion from the Hostel by the Board of Residence.
- If any boarder is expelled from the hostel for any breach of rules, he / she will be liable to expulsion from the college to which he / she belongs.
- Cases of infringement of rules and disobedience of orders shall be dealt with by the Superintendent who is authorized to impose fine in such cases. He / she shall report all cases of serious misconduct for consideration by the warden, and the decision of the warden shall be final in this regard.

Collective Worship/Religious Celebrations

- No collective worship/religious celebrations shall be permitted in any hostel without the special permission of the warden.

Water, Electricity, Furniture and Fixture

- Boarders must take bath only in the bathrooms provided for the purpose.
- All lights/fans must be switched off when the occupants leave their room.
- No Furniture shall be removed from one place to another without the prior permission of the Superintendent / In-Charge of the hostel.

- Any damage to furniture, fixture, and utensils must be made good by the boarder/boarders causing it. If the boarder causing the damage is not detected, all the occupants of the room or rooms where the damage was caused will be held liable for such damage.
- Bulbs, holders, switches, etc., must not be changed by the boarders without the knowledge of the Superintendent / Assistant Superintendent / In-Charge of the hostel. Violation of this rule will make the boarder liable to a fine as determined by the authority.
- Any damage to the electric fitting in the rooms, passages, hostels, etc. must at once be reported to the Superintendent / In-Charge of hostel who will take necessary measures to repair the damage.



MEWAR UNIVERSITY
GANGRAR, CHITTORGARH
RAJASTHAN

GREEN CAMPUS POLICY
&
INITIATIVE



GREEN CAMPUS INITIATIVES INCLUDE

The institutional initiatives for greening the campus are as follows:

- **Restricted entry of automobiles**
- **Ban on use of Plastic**

RESPONSE:

Mewar University has always followed a green agenda and has shown remarkable awareness of maintaining an eco-friendly campus. On visiting the Campus, one can experience the appealing and well-designed buildings, beautiful lawns, spacious sports grounds, and lush green environment favorable for the teaching-learning process.

INSTITUTIONAL INITIATIVES:

RESTRICTED ENTRY OF AUTOMOBILES

The university operates a fleet of 3 buses covering each corner of Chittorgarh, Bhilwara, and its nearby areas to facilitate the students and staff. The institute encourages the staff and students to use the university conveyance instead of their vehicles for safety, security, fuel conservation, and to reduce environmental pollution.

The University buses are periodically checked for pollution by the authorized agency. University has a vehicle parking area available outside the main entrance of the campus for the guests, visitors, faculties, students, and any other vehicles. The vehicles should possess pollution check stickers. Only bicycles are allowed inside the campus. Random checks are made to check the validation and periodicity of this certificate. For two-wheelers or four-wheelers, security measures are compulsory. Stakeholders are also encouraged to adopt carpooling to reduce the toxic emissions in the air.





NO

**VEHICLE
ENTRY
BEYOND
THIS POINT**

Green Your Commute

Walk



Carpool

Bike



Public
Transportation

Save money, get exercise
& help the environment.



USE OF BICYCLES

The students staying on the university campus are using bicycles to move within the campus as well as to travel the nearby areas outside the campus. Students and staff coming from nearby villages also prefer bicycles as a mode of transport for attending the University. It is environmentally friendly and helps to decrease pollution.



BAN ON USE OF PLASTIC

Mewar University is making an untiring effort to “Reduce Plastic Pollution” by minimizing plastic footprint and by way of refuse, reduction, reuse, and recycling. Hence, the subsequent initiatives are taken by all the stakeholders to spread awareness of environmental conservation:

1. To refuse and reduce plastic products in daily use, and pledge to a plastic-free environment within the campus.

2. Ban single-use plastic water bottles, takeaway cups, lunch wrapped in disposable plastic packaging, plastic bags, disposables food service cups, plates, and containers fabricated from polystyrene foam, plastic straws, etc, within the university premises and canteens.
3. Encourage the use of biodegradable and other kinds of compostable utensils in situ of plastic and shall bring a fork, knife, and spoon from home.
4. Encourage the use of durable, foldable, and cheap reusable bags that may be carried around in a car, pocket, or purse.
5. Discourage plastic bottles and instead use glass, steel, or clay bottles in offices.
6. Welcome innovative ideas to cut back plastic footprints.
7. Mobilize students of schools/ colleges/ polytechnic/ITIs and other offices across the country in a cleanliness drive.

Single-use plastic items like plastic bottles, bags, spoons, straws, and cups are banned completely and awareness is made among staff and students through orientation and display boards within the premises. To limit the utilization of plastic, measures are taken to switch plastic teacups and glasses with steel glasses within the canteen. The staff and students are informed to use steel or copper water bottles rather than plastic bottles.





Mewar University
Knowledge to Wisdom

MEWAR UNIVERSITY, GANGRAR, CHITTORGARH RAJASTHAN

IT POLICIES



1. Introduction

Mewar University provides IT resources to support the educational, Instructional, research, and administrative activities of the University and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed and carry out their functions in an efficient and effective manner. This document establishes specific requirements for the use of all IT resources at Mewar University. This policy applies to all users of computing resources owned or managed by the university. Individuals covered by the policy include (but are not limited to) Mewar University faculty and visiting faculty, staff, students, alumni, guests, external individuals, organizations, departments, offices, and any other entity which fall under the management of the university accessing network services via Mewar's computing facilities. For the purpose of this policy, the term 'IT Resources' includes all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. Misuse of these resources can result in unwanted risk and liabilities for the university. It is, therefore, expected that these resources are used primarily for university related purposes and in a lawful and ethical way.

2. Reason for IT Policy

Mewar University expects all individuals using ICT resources of the university to take the appropriate measures for the efficient, economical and ethical use of all the IT resource provided to create, preserve, transmit and apply knowledge through teaching, research and creative works. This policy governs the usage of IT Resources from an end user's perspective. This policy is applicable to all individuals/ users/ entities, who use the IT Resources of Mewar University.

3. Principles

1. The University's IT resources are maintained to support the work of the institution. The University reserves the right to monitor the use of these resources and to deal appropriately with users who use these resources contrary to the conditions of use set out in this policy.
2. The University accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use of its ICT Resources or the maintenance of its ICT Resources.
3. Basically the University IT policy exists to maintain, secure, and ensure legal and appropriate use of Information communication technology infrastructure established by the University on the campus.
4. This policy establishes University-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the University
5. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

P. S. D.
Registrar
Mewar University
Gangrar, Chittorgarh

4. Intranet & Internet Use policy

Network connectivity provided through the University, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the University IT Policy. The IT department is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the University's network should be reported to IT department.

A. IP Address Allocation:

Any computer (PC/Server) that will be connected to the university network should have an IP address assigned by the IT department. Following a systematic approach, the range of IP addresses that will be allocated will be based on Virtual LAN (VLAN) created against each entity or objective. Any device connected to the network will be allocated IP address only from that address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

B. Internet Bandwidth obtained by Other Departments

1. Internet bandwidth acquired by any department of the university under any research programme/project should ideally be pooled with the university's Internet bandwidth, and be treated as university's common resource.
2. Under particular circumstances, which prevent any such pooling with the university Internet bandwidth, such network should be totally separated from the university's campus network. All the computer systems using that network should have separate VLANs based on grouping criterion.
3. IP address scheme (private as well as public) and the university gateway should not be specified as alternative gateway. Such networks should be adequately equipped with necessary network security measures as laid down by the university IT policy. One copy of the network diagram giving the details of the network design and the IP address schemes used may be provided by IT department to the other department.
4. Non-compliance to this policy will be direct violation of the university's IT security policy.


Registrar
Mewar University
Gangrar, (Chittorgarh)

5. E-Mail Policy

Mewar University provides official e-mail access privileges to its users. In an effort to handle the efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official e-mail with Mewar University's domain. In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the University's administrators, it is recommended to utilize the university's e-mail services, for formal University communication and for academic & other official purposes.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

1. IT department provides the email accounts to staff and research scholars on Mewaruniversity.org or Mewaruniversity.co.in.
2. All staff, in particular administrative, academic and research staff should maintain and use only University email accounts and not use any external/personal account to conduct the official communications of the university.
3. The University's email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments.
4. University employees' e-mail addresses are not confidential. Employee e-mail addresses will be visible to other University e-mail account holders.
5. E-mail sent by the University to a University e-mail account is an official form of communication to employees. It is the responsibility of employees and students to receive such communications and to respond to them as may be necessary.
6. Official Communications may be time-critical and employees and students are expected to review messages sent to their University e-mail account on a reasonably frequent and consistent basis.

General Standards of Use:

E-mail facility provided by the University should not be used:

1. For the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
2. for the creation or transmission of material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
3. For activities that violate the privacy of other users. d) For the creation or transmission of anonymous messages, i.e. without clear identification of the sender.



6. Uses of IT Device

IT devices issued by the University to a user shall be primarily used for academic, research and any other university related purposes and in a lawful and ethical way and shall be governed by the practices defined in the Section "Use of IT Devices on the University Network". The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

7. Web Site Hosting Policy

This policy applies to any website affiliated with the Mewar University (MU), whether it was created and/or hosted by the Department of IT or the Office of Communications. This policy is established by the MU Governance Committee.

If your website has one or more of the following characteristics, it is considered affiliated:

- The MU logo or name is displayed in a way that suggests this website is affiliated with the Mewar University (e.g., header, footer, homepage, about us page, etc.).
- Your contact email is an ITsupport@mewaruniversity.co.in email, or the contact address is on campus.
- More than 25% of the content on the website is based on work/research/courses/etc. done at the School.

Request and Approval

All entities at the School must review the web publishing policies, submit a request, and receive approval before getting started.

Compliance

All websites must adhere to all University policies including but not limited to Style and Branding, Accessibility, Trademark, Copyright, and Information Security. The Web Communications Working Group is available to help with compliance questions.

Domain Names:

While some exceptions exist due to legacy and business continuity, new websites must use the following rules around domain names:

- Only websites hosted on the MU main website hosting platform are eligible to use the Mewar University.co.in domain.

- Websites hosted externally (Open Scholar, self-hosting, etc.) and that has been requested and approved (as described in the “Request and approval” section) are eligible to use sub domain.
- In very specific use cases, websites might be allowed to use an xxxx.org domain. This will have to be requested and approved by the Mewar University Web Governance Committee.
- In very specific cases, websites might be allowed to use a http://mewaruniversity.edu sub domain. This will have to be requested by the user, approved by the MU Web Governance Committee, and then approved by the Mewar Provost’s Office.

Required Content

All websites must contain the following information on all pages (usually in the footer):

- The official logo or text that reads: Mewar University Chittorgarh. Either the logo or text should link to <http://www.mewaruniversity.org/>
- Unless instructed differently by the Mewar Trademark Program, a copyright statement that reads “Copyright © {current year} The President and Fellows of Mewar university”
- A link to report copyright infringement that reads “Report Copyright Infringement” and links to <http://www.mewaruniversity.org/>
- A link to the University’s Digital Accessibility website and policy that reads “Digital Accessibility” and links to <http://www.mewaruniversity.org/>

8. Desktop Use Guide Policy:

(A) Use and Ownership:

Desktops shall normally be used only for transacting university’s works. Users shall exercise their own good judgment and discretion towards use of desktop devices for personal use to the minimum extent possible.

(B) Security and Proprietary Information:

1. User shall take prior approval from the IT department to connect any access device to the University network.
2. User shall keep their passwords secure and not share their account details. Users shall keep strong and secure passwords as per the password policy of the application.
3. All active desktop computers shall be secured with a password-protected screensaver which should be set with automatic activation at 10 minutes or less, or log-off when the system is unattended.
4. Users shall ensure that updated virus-scanning software is running in all systems. Users shall exercise due caution when opening e-mail attachments received from unknown senders as they may contain viruses, e-mail bombs, or Trojan horse c

5. User shall obtain authorization from the competent authority before taking an issued desktop outside the premises of the university.
6. User shall report any loss of data or accessories to the IT department and competent authority of the University .
7. Users shall properly shut down the systems before leaving the office/ department.
8. Users shall abide by instructions or procedures as directed by the Computer Centre from time to time.
9. If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the IT Dean (IT department) for corrective action.

Sharing of data:

Users shall not share their account(s), passwords, Personal Identification Numbers (PIN), digital signatures certificate or similar information or devices which is used for identification and authorization purposes.

Use of Portable devices

Devices covered under this section include issued laptops, mobiles, iPads, tablets, PDAs etc. Use of the devices shall be governed by the following:

1. User shall be held responsible for any unauthorized usage of their MU issued access device by a third party.
2. Users shall keep the issued devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations (e.g. classrooms, meeting rooms etc.).
3. User shall ensure that the portable devices are password protected and auto lockout enabled. The password used should be as strong as the device and should be as per the password policy of the application.
4. IT department shall ensure that the latest operating system, anti-virus and application patches are available on all the devices, in coordination with the User. Firewalls shall be enabled, if possible.
5. Users shall wipe or securely delete data from the device before returning/disposing it off.
6. Lost, stolen, or misplaced devices shall be immediately reported to the IA/ and the competent authority.
7. When installing software, user shall review the application permissions to ensure that unwanted information regarding the user is not shared with the application

8. Hardware & Software Installation Policy

IT Hardware Installation Policy

University network user community needs to observe certain precautions while getting their computers or peripherals installed. so that he/she may face minimum inconvenience due to interruption of services caused hardware failures. Primary user, who is an individual in whose room the computer is installed and is primarily used by him/her, is considered to be

“primary” user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

1. What are End User Computer Systems: Apart from the client PCs used by the users, the university will consider servers not directly administered by IT DEPARTMENT, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT DEPARTMENT, are still considered under this policy as "end users" computers.
2. Warranty & Annual Maintenance Contract: Computers purchased by any Section/Department/Project should preferably be with ...-year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.
3. Power Connection to Computers and Peripherals: All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.
4. Network Cable Connection: While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.
5. File and Print Sharing Facilities: File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.
6. Shifting Computer from One Location to another: Computer system may be moved from one location to another with prior written intimation to the IT DEPARTMENT, as IT DEPARTMENT maintains a record of computer identification names and corresponding IP address. Such computer identification names follow the convention that it comprises building name abbreviation and room No. As and when any deviation (from the list maintained by IT DEPARTMENT) is found for any computer system, network connection would be disabled and same will be informed to the user by email/phone, if the user is identified. When the end user meets the compliance and informs IT DEPARTMENT in writing/by email, connection will be restored.
7. Maintenance of Computer Systems provided by the University for all the computers that were purchased by the university centrally and distributed by the Estate Branch, University Computer Maintenance Cell (IT department) will attend the complaints related to any maintenance related problems.

8. Noncompliance MU faculty members , staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's noncompliant computer can have significant, adverse affects on other individuals, groups, departments, or even whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.
9. IT department representative: IT DEPARTMENT upon finding a non-compliant computer affecting the network will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/telephone and a copy of the notification will be sent to the IT department, if applicable. The individual user will follow-up the notification to be certain that his/her computer gains necessary compliance. The IT department will provide guidance as needed for the individual to gain compliance.

Software Installation and Licensing Policy.

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

- A. Operating System and its Updating Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at least once in a week or so. University as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.
- B. Use of software on Desktop systems:
 - a. Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.
 - b. Any software installed should be for activities of the university only.
- C. Antivirus Software and its updating Computer systems used in the university should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

- D. Backups of Data Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD etc.

Video Surveillance Policy:

The System

1. The system comprises: Fixed position cameras; Pan Tilt and Zoom cameras; Monitors; Multiplexers; digital recorders; SAN/NAŞ Storage; Public information signs.
2. Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.
3. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV/IP Camera installation is in use.
4. Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

Purpose of the system

1. The system has been installed by university with the primary purpose of reducing the threat of crime generally, protecting universities premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:
 - Detect those having criminal intent
 - Assist in the prevention and detection of crime
 - Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
 - Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.
 - In the case of security staff to provide management information relating to employee compliance with contracts of employment the system will not be used:

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- To provide recorded images for the world-wide-web.
- To record sound other than in accordance with the policy on covert recording.
- For any automated decision taking

Covert recording:

Covert cameras may be used under the following circumstances on the written authorisation or request of the Senior officer, Registrar and where it has been assessed by the Head of Security and Facilities Services and the Data Protection Officer

- That informing the individual(s) concerned that recording was taking place would seriously prejudice the objective of making the recording.
- That there is reasonable cause to suspect that unauthorised or illegal activity is taking place or is about to take place.
- Any such covert processing will only be carried out for a limited and reasonable period of time consistent with the objectives of making the recording and will only relate to the specific suspected unauthorised activity.
- The decision to adopt covert recording will be fully documented and will set out how the decision to use covert recording was reached and by whom.

The Security Control Room:

- Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole year. Monitors are not visible from outside the control room.
- No unauthorised access to the Control Room will be permitted at any time. Access will be strictly limited to the duty controllers, authorised members of senior management, police officers and any other person with statutory powers of entry.
- Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorisation from the Registrar. In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to enter the Control Room.
- Before allowing access to the Control Room, staff will satisfy themselves of the identity of any visitor and that the visitor has appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include details of their name, their department or organisation they represent, the person who granted authorisation and the times of entry to and exit from the centre. A similar log will be kept of the staff on duty in the Security Control Room and any visitors granted emergency access.

Appendix – I: Email Requisition Form
FORM FOR REQUISITION OF OFFICIAL EMAIL ID
(For staff use only)

First Name: _____
Middle Name: _____
Last Name: _____
Emp No: _____
Current Mail Address: _____
Department/ Branch: _____
Mobile Number: _____

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. The filled in form should be submitted after getting duly signed from respective Head of the Department/ Controlling Officer.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address

Pegada
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Gangrar, (Chittorgarh)

Appendix – I: Email Requisition Form
FORM FOR REQUISITION OF OFFICIAL EMAIL ID
(For student use only)

First Name: _____
Middle Name: _____
Last Name: _____
Enroll, No: _____
Current Mail Address: _____
Branch: _____
Mobile Number: _____

Note:

1. Please spell the names and all other information sought above correctly.
2. *This Email address should be currently used by you.
3. . The filled in form should be submitted after getting duly signed from respective Head of the Department/ Controlling Officer.
4. An official Email address would be created within 48 hrs. - 72 hrs.
5. Information regarding the official Email address created would be sent to your current Email address.

Pepalav
Registrar
Mewar University
Gangrar, (Chittorgarh)



Appendix – III: Wi-Fi Access Requisition Form
FORM FOR REQUISITION OF WI-FI ACCESS
(For Students only)

Student Name		
Mobile No:		
Enrollment No.	User Name	Password
	MUR	
Email address		
ID card photo copy	Yes/No	Student Sign

Appendix – III: Wi-Fi Access Requisition Form
FORM FOR REQUISITION
(For Staff only)

Name		
Mobile No:		
Employment No.	User Name	Password
Email address		
ID card photo copy	Yes/No	Sign


 Head Librarian
 Mewar University
 Gangrar, Chittorgarh

EMP NO.	EMP000		
Department Name			
Name			
Designation			
Mobile No:			
Email address			
		Degree with Stream	University
Qualification	Ph.D.		
	Post Graduate		
	Under Graduate		
	Other		
Field of interest			
Experience in teaching / Research/Industry/ Organization			
Number of Research Paper (Online journal and conferences)	International paper	National paper	
Counseling Section			
Other Information			

Candidate signature

Piyade
Registrar
 Mewar University
 Gangwar, Udaipur, Rajasthan

Mewar University, Gangrar

Chittorgarh



LEAVE RULES

With Effect From 1st July, 2021

1 Definitions

Holiday: Holiday means a day declared by a notification of the University to be non- working day for all employees except those otherwise specifically asked to attend the University .

Salary: Salary means the monthly remunerations drawn by an employee including basic pay and other allowances.

Average pay: Average pay means the average of salary of last 10 calendar months.

Retirement: The term refers to superannuation after attaining the age of 65 years. It has all other connotations as applied to a government department including pre- mature retirement.

2 General

- **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise. Leave will be calculated on Calendar Year basis i.e. 1st January to 31st December.
- **Leave Application:** The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- **No leave can commence unless it has been sanctioned:** Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
- **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/ sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- **Continued absence of more than six days,** or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

Note : All Leave other than Casual Leave is applicable to those staff only, who have successfully completed their probationary period.

3 Kinds of Leave:

- (1) Casual Leave (CL)
- (2) Compensatory Casual Leave (CCL)
- (3) Medical Leave (ML)
- (4) Earned Leave (EL)
- (5) Leave Without Pay (LWP)
- (6) Extra-ordinary Leave (EOL) Without Pay
- (7) Academic Leave
- (8) Maternity Leave

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Board of Management (BOM) in its sole discretion. The decision of the BOM in this regard shall be final and binding.

3.1 Casual Leave (CL)

- Every employee held on the roster of the University is entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- In the beginning of every six months, i.e. 1st January and 1st July 6 CL will be credited to the employees leave account
- A minimum of half a day (½) or a maximum of five (05) days of CL can be availed of at one time. Half day CL will not be granted on half working days if any.
- CL can be pre-fixed/suffixed with all types of holidays /leave.
- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

3.2 Compensatory Casual Leave (CCL)

Those who work with prior approval from competent authorities on Sundays or Holidays or after office hours for more than 6 hours will be eligible for one day Leave as CCL. If they worked minimum 4 hours, then they will be given half a day Casual Leave as CCL. CCL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

3.3 Medical Leave (ML)

Three days Medical leave in a year may be granted in case of sickness of the employee and not his/her dependants. Medical certificate from a Doctor would be required in case of absence of three

days or more.

- For every one year of service, 3 days of medical leave shall be credited to the leave account of the employee (on 1st of Jan in the calendar year).
- Medical leave may be combined with other leaves.
- Medical leave cannot be carried forward for following year.

3.4 Earned Leave (EL)

- In a calendar year a Three days Earned Leave may be granted.
- For every one year of service, 3 days of earned leave shall be credited to the leave account of the employee (on 1st of Jan in the calendar year).
- Earned leave can be pre-fixed /suffixed with other holiday/leave.
- Earned leave can be encashed once in a year.
- Earned leave shall not be sought by the employees during the middle of the semester.
- The accumulated Earned Leave in excess of 30 days at any time cannot be availed except when approved by the Board of Management.
- Earned leave can be carried forward for following year.

3.5 Leave with-out Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he may be granted, "Leave without pay" at the discretion of the Vice Chancellor or Chancellor subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

3.6 Extra Ordinary Leave (EOL) - Without Pay

As the name suggests, this leave is granted under extra-ordinary circumstances only. The Extra Ordinary Leave will be without Pay. This may include the following:-

- Prolonged sickness of self or a family member
- Higher education
- Forced exile /renunciation.

The duration of such a leave shall not exceed 365 (Three hundred sixty five) days at the time.

3.7 Academic Leave

An activity of an employee which can bring recognition to the University, or which has to be performed for work of the affiliating University may be considered for grant of Special Leave to the extent of 7 days in a year.

Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

Special Leave cannot be availed of unless previously sanctioned/approved by the Vice Chancellor. There is no provision for post facto approval of Special Leave.

Special leave may be granted for one or more of the following purposes:

- To deliver academic lecture or conduct examinations or evaluation in highly reputed/ranked organizations.
- To present a research paper in a conference /symposium of National/ International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Vice Chancellor.
- To attend selection committee or other such like committee meetings provided they are convened by a statutory body/university recognized by the Government.
- Any other special case on merit as approved by the Board of Management on the basis of recommendation of the Vice Chancellor.
- The Special leave will normally be restricted to a maximum of 2 days during a Semester But may be extended subject to the approval of Board of Management on the basis of recommendation of the Vice Chancellor.

3.8 Maternity Leave

- As per Maternity (Amendment) Bill 2017, To be eligible for the Maternity leave benefit, a woman must have been working as an employee in an establishment for a period of at least 80 days within the past 12 months. Payment during the leave period is based on the average daily wage for the period of actual absence. The duration of paid maternity leave shall be 12 weeks (i.e. 6 weeks before and 6 weeks after expected date of delivery).

Notwithstanding anything stated in this Leave Rules, for any unforeseen issues arising, and not covered by this Rules, or in the event of differences of interpretation, Chancellor/VC/PVC/Registrar may take a decision and their decision shall be the final.



*MEWAR UNIVERSITY,
GANGRAR, CHITTORGARH,
RAJASTHAN -312901
(NAAC ACCREDITED)*

**POLICY FOR PROMOTION OF
RESEARCH**

S. J. Singh
Registrar
Mewar University
Gangrar, (Chittorgarh)

Mewar University holds academic excellence and world-class research aimed at addressing real-world problems. Mewar University is well-positioned to make contributions in use of knowledge in the fields of arts, literature, agriculture, pharmacy, humanities, commerce, education, law, management, engineering, science and technology. The University wishes that research should be able to transform knowledge and understanding and to enable society to survive to the ages to come. This Policy helps in creating an eco system that promotes knowledge creation which is fair, just and can be meaningfully blended with societal concerns.

Compiled by

Internal Quality Assurance Cell (IQAC), Mewar University

Chittorgarh, Rajasthan, India

Registrar
Registrar
Mewar University
Gangrar, (Chittorgarh)
18/11/18

Introduction:

Mewar University was established by Government of Rajasthan in year 2009 vide University Act 2009 (Act no. 4 of 2009) as a Self Financing Private University. Mewar University has the unique distinction of being the only University in the District of Chittorgarh (Rajasthan). The University has been set up to benefit students from India as well as other countries. The University fills up the void in the field of higher, technical and vocational education in the Mewar region which, in spite of being rich in terms of agricultural, industrial and business growth, has lagged behind in education vis-a-vis the neighboring districts like Udaipur, Ajmer and Jaipur. This is the only private and self-financed University in Rajasthan which is also approved by the UGC u/s 12B of the UGC Act vide their letter No. F.9-15/2009 (CPP-I/PU) dated 15th October, 2018. The University is also NAAC accredited.

The vision of the University is to *develop a Center of Excellence for technical, professional and vocational education and research, at par with national and international standards.*

Mewar University, Chittorgarh is actively involved in the research and extension activities. The departments such as Chemistry, Life Science, Physics, Engineering, Agriculture, Pharmacy, Computer Application, etc. and others have good labs. To promote the research at University, the University upgrades the labs timely. The equipments that are needed are purchased and established at various labs. To encourage and enhance the research environment, various committees are formed at University.

The University promotes research through Minor and Major Projects to be undertaken at the UG level, Post-graduate Research Programmes, Ph.D. Programme, intra, and interdepartmental collaborative research activities,

consultancy services, sponsored research projects from private and public funding agencies, international collaborative research projects, etc.

Research activities flourish in an environment of academic freedom implying that the faculty and researchers shall have freedom of inquiry and the right to disseminate the findings thereof. The researchers shall have complete freedom to choose their subject/area of research and seek financial support from any source for their research work and also publish their findings.


The University also promotes organizing various workshops/ training programmes for the benefit of the researchers and encourages organizing national and international level research conferences under the auspices of national/international professional societies.

The activities related to research in the university are governed by a set of norms formulated by the University Research Advisory Council. The University also has Subcommittees such as a Research Board, Research Ethical Committee, Bio safety subcommittee to implement the research policy.

The University also establishes Research Centres to raise the research profile of the University, focus on areas where there is (or the University wishes to develop) research excellence

Objectives

1. To provide flexible, innovative academic and research programmes and support structures that are responsive to a broad range of learners and regional needs
2. To strengthen the institutional research capacity and encourage its faculty and researchers to achieve its research goals through their commitment to engage in research, industry connect, and collaboration with other universities and scientific institutions of repute.


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Gangrar, (Chittorgarh)

3. To maximize research funding through extramural research grants.
4. To provide seed money
5. To provide incentives to the best performers in research.
6. Enhance the up gradation of departmental research
7. To enhance research paper publications and presentation in events
8. To create, strengthen and maintain state-of-the-art research infrastructure

The University is equipped with all the necessary facilities for the conduct of research at its Premises. The University has:

- Constituted of Advanced Research Committee
- Policy on Promotion of Academic Research
- Policy on Seed Money
- Policy on Centre of Excellence
- Policy on Consultancy Projects
- Policy on Innovations, Incubations and Entrepreneur Development
- Policy on Ethical Research
- Establishment of Intellectual Property Rights (IPR) Cell
- Incentive Policy

Initiatives to promote Research:

- Special Research labs and a central research lab are available for researchers.
- Research specific activities should be organized
- Interdisciplinary research projects of research students and staff are encouraged


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Gangrar, Chittorgarh

- Duty leave/Academic leave for attending Seminars/workshops/conferences are granted.
- Academic leave for pursuing higher degree for research
- Financial Assistance is offered by the university
- National and international research programmes are initiated and promoted

Certificate of Appreciation for Quality Research:

The following category of felicitation was promoted among students and staff members.

- Best Research Publication (based on Impact factor)
- Recognition of faculty on project funding
- Participation in Seminar/Conference – Best paper award or any other award.
- Other research category awards

Research Facilities:

Required infrastructure in terms of space and equipment and support facilities are available at the University. The institution collaborates with other institutions/research bodies for sharing research facilities and undertaking collaborative research

Infrastructure Available:

- **Library & Knowledge Center:** Connectivity to the library.
- **Meeting and conference rooms:** Proper space for meeting and sharing the ideas

- **Printer, Scanner & Copier:** High speed and high capacity printer, copier, and scanner
- **Wi-Fi internet:** High-speed internet throughout the campus for comfortable access to information
- **Workspace:** Dedicated workspace with access to shared office infrastructure, wifi, and meeting rooms. Around 1000 Square feet is well furnished for work, and the proposed area is about 5000 square feet which are to be built.
- **Access to Supercomputer:**

Laboratories Available

- Biotechnology Lab
- Environment Science Lab
- Chemistry Labs
- Engineering Labs-Mechanical, Civil, Electrical, Electronics, Computer Science
- Pharmacy Labs
- Green House
- Central Chemical Lab
- Agriculture Labs
- Agro-forestry labs

S. S. M.
Registrar
Mewar University
Sangra (Chy. Organs)

List of Equipments

- Medical Capsule making machine (Available at Pharmacy lab)
- Spectrophotometer (Available at Life science lab)
- Karl Fisher titrator (Available at Chemistry lab)
- Ultra Sonic Bath (Available at Chemistry lab)
- Sonicator (Available at Chemistry lab)
- Fuming hood (Available at Chemistry lab)
- Curie temperature kit for Ferroelectric material (Available at Physics lab)
- Electron Spin Resonance Spectrometer (Available at Physics lab)
- Buchi Rotary Evaporator Bomb Calorimeter (Available at Chemistry lab)
- Centrifuge (Available at Chemistry lab)


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Mewar University
Bansalgarh, (Chittorgarh)



MEWAR UNIVERSITY
GANGRAR, CHITTOGARH
RAJASTHAN

**PROFESSIONAL CODE OF
ETHICS**



Professional Code of Ethics

Code of Ethics

I. Teachers 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 her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with the dignity of the profession;
- Seek to make professional growth continuous through study and research;
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- Maintain active membership of professional organisations and strive to improve education and profession through them;
- Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- Participate in extension, co-curricular and extra-curricular activities, including community service.

II. Teachers and Students

Teachers should:

- Respect the rights and dignity of the student in expressing her/his opinion;
- Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- Pay attention to only the attainment of the student in the assessment of merit;
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- Aid students to develop an understanding of our national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- Treat other members of the profession in the same manner as they themselves wish to be treated;
- Speak respectfully to other teachers and render assistance for professional betterment;
- Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

- Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- Adhere to the terms of contract;
- Give and expect due notice before a change of position takes place; and
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

Try to see through teachers' bodies and organisations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- Work to improve education in the community and strengthen the community's moral and intellectual life;

- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

MEENAR UNIVERSITY

REPORT OF THE ENVIRONMENT/GREEN AUDIT OF MEWAR UNIVERSITY



Academic Session – 2020-21



Date of Audit:- 23/02/2021 – 24/02/2021

Mewar University, Gangrar

D. Jay

Sahar

Registrar
Mewar University
Gangrar, (Chittorgarh)

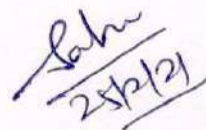
EXECUTIVE SUMMARY

The rapid urbanization and economic development at local, regional, and global levels have led to several environmental and ecological crises. In this background, it becomes essential to adopt the system of the Green Campus for the institute which will lead to sustainable development. It can make a tremendous impact on student health and learning, institutional operational costs, and the environment.

Mewar University, Gangrar, Chittorgarh, Rajasthan is deeply concerned and unconditionally believes that there is an urgent need to address these fundamental problems and reverse the trends. Being a premier institution of higher learning, the University has initiated 'The Green Campus' program right from its inception. The purpose of the audit was to ensure that the practices followed on the campus are following the Green Policy adopted by the institution. The methodology includes a physical inspection of the campus, observation, and review of the documentation, interviewing key persons, and data analysis.



Dr. Vijay Kumar Yadav
Assistant Professor
Mewar University



Dr. Satish Kumar Ameta
Assistant Professor
Mewar University



Registrar
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Gangrar, (Chittorgarh)

INTRODUCTION:

The term "Green" means eco-friendly or not damaging the environment. Green Audit can be defined as the systematic identification, quantification, recording, reporting, and analysis of components of environmental diversity or ecological diversity. This can be acronymically called "Global Readiness in Ensuring Ecological Neutrality" (GREEN). "Green Auditing", is an umbrella term, known by another name "Environmental Auditing". The 'Green Audit' aims to analyze environmental practices within and outside the Institution's campus, which will have an impact on the eco-friendly ambiance.

Mewar University has also adopted the 'Green Campus' system for environmental conservation and sustainability. The goal is to reduce CO₂ emissions by creating a green cover, proper use, and minimum loss of energy and water use while creating an atmosphere where students can learn and be healthy. The university administration works on the several facets of 'Green Campus' including Water Conservation, Tree Plantation, Waste Management, Paperless Work, and Mapping of Biodiversity. The main objective of the green audit is to promote environmental management and conservation on the University Campus.

A committee has been working to monitor the proper conservation and sustainable use of environmental components in the campus Mewar University Gangrar, Chittorgarh, Rajasthan was established in 2009. More than 50 % of the total area of the university campus is under green cover which includes herbs, shrubs, and trees, including valuable medicinal flora, and huge lawns. The plants have systematically been identified by the green audit committee. There are more than 250 plant species (including wild ones) in the area of the university campus. Extra efforts have been made by the university to create environmental awareness amongst students. One major step in this regard is the extensive plantation program being organized regularly each year by faculties,




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PG, and UG students of different streams. Hon'ble Chairperson, Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Deans, Heads, and Professors have been taking a keen interest in Plantation programs to increase greenery and reduce carbon emission effects.

GREEN COVER

Activities organized to create greenery and its conservation at the university campus are as follows-


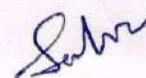
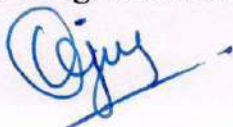
- Plantation of diversified species
- Introduction of medicinal plants
- Nursery Preparation for Forestry and Horticultural
- Identification of plants species

Plantation of diversified species:

To create a green cover, eco-friendly atmosphere, and pure oxygen at the university campus, a plantation program is organized every year involving all students, administration, and all department faculty members.

During this session on the eve of Ozone Day, a plantation program was organized under the proper guidance of Pro VC Hon'ble Anand Vardhan Shukla, OSD Shri H. Vidhani, and Hon'ble Chairperson of the University. Similarly, the initiative project entitled "**EACH ONE, PLANT ONE/ ONE STUDENT, ONE TREE**" is in the line with the Hon'ble Prime minister Narendra Modi's idea of a green and healthy environment.

On the eve of Earth Day, a plantation program was organized under the leadership of District Collector, Chittorgarh, and Hon'ble Chairperson of the University, and about 100 ornamental, avenue, medicinal rare, and beautiful trees were planted in Herbal Garden and other parts of the university campus. To keep the greeneries on the campus, plants are regularly looked after by paid



staff under the guidance of garden committee members. Moreover, the introduction of new plant species is a regular practice in the university.

Herbal and botanical gardens have been established wherein several medicinal and ornamental plants are being introduced. The university is maintaining several herbs of medicinal importance in the herbal garden. Mention may be made about species *Terminalia*, *Asparagus*, *Citronella*, *Serpentine*, etc.

Several medicinal plants are occurring wild on the University campus. Faculty members of the Agriculture & Life Science Departments are helping the students in plant identification of university plantations as well as the wild ones. The University campus is rich in wild and cultivated flora. The faculty member of the Agriculture and Botany department audited and identified various plant species with the help of flora of BSI as well as other standard literature. Extension programs are also organized to create environmental awareness and conservation of biodiversity amongst the students. Several huge lawns further add to the greenery of the campus.

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Some important plants of Mewar University Campus:

1. Common Timber Trees

S.No.	Common Name	Scientific Name	Family	Number of Trees
1.	Neem	<i>Azadirachta indica</i>	Meliaceae	87
2.	Kadamba	<i>Neolamarckia kadamba</i>	Rubiaceae	08
3.	Drum Stick	<i>Moringa oleifera</i>	Moringaceae	17
4.	Peepal	<i>Ficus religiosa</i>	Moraceae	06
5.	Desi Babul	<i>Acacia nilotica</i>	Fabaceae	29
6.	Siris	<i>Albezia lebbek</i>	Fabaceae	31
7.	Shisham	<i>Dalbergia sissoo</i>	Fabaceae	20
8.	Arjun	<i>Terminalia arjuna</i>	Combretaceae	19
9.	Ashapala	<i>Polyalthia longifolia</i>	Annonaceae	41
10.	Rudrax	<i>Elaeocarpus ganitrus</i>	Elaeocarpaceae	05
11.	Royal Palms	<i>Roystonea rigia</i>	Arecaceae	10
12.	Vilayati Babul	<i>Prosopis juliflora</i>	Fabaceae	50
13.	Monkey Puzzled Tree	<i>Araucaria heterophylla</i>	Araucariaceae	16
14.	Indian Laburnum	<i>Cassia fistula</i>	Fabaceae	17
15.	Bel	<i>Aegle marmelos</i>	Rutaceae	15
16.	Geiger Tree	<i>Cordia sebestena</i>	Ehretiaceae	16
17.	Siamea Tree	<i>Cassia siamea</i>	Caesalpiniaceae	32
18.	Pagoda Tree	<i>Plumeria rubra</i>	Apocynaceae	35

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2. Common Ornamental plants

S.No.	Common Name	Scientific Name	Family	Number of Trees
1.	Kachnar	<i>Bauhinia variegata</i>	Fabaceae	132
2.	Devil Tree	<i>Alstonia scholaris</i>	Apocynaceae	62
3.	Gulmohar	<i>Delonix regia</i>	Fabaceae	43
4.	Silver Oak	<i>Grevillea robusta</i>	Proteaceae	04
5.	Ashapala	<i>Polyalthia longifolia</i>	Annonaceae	41
6.	Ashoka	<i>Saraca asoca</i>	Fabaceae	13
7.	Benjamina	<i>Ficus benjamina</i>	Moraceae	36
8.	Date Palms	<i>Phoenix dactylifera</i>	Arecaceae	15

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Gangrar, (Chittorgarh)

3. Common Fruits Yielding Plants

S.No.	Common Name	Scientific Name	Family	Number of Trees
1.	Amla	<i>Emblica officinalis</i>	Euphorbiaceae	36
2.	Mango	<i>Mangifera indica</i>	Anacardiaceae	15
3.	Guava	<i>Psidium gujava</i>	Myrtaceae	16
4.	Mulberry	<i>Morus alba</i>	Moraceae	05
5.	Jamun	<i>Syzygium cumini</i>	Myrtaceae	07
6.	Jackfruit	<i>Artocarpus heterophyllus</i>	Moraceae	12
7.	Ber	<i>Ziziphus mauritiana</i>	Rhamnaceae	08
8.	Pears	<i>Pyrus spp.</i>	Rosaceae	07

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4. Common Shrubs & Plants

S.No.	Common Name	Scientific Name	Family	Number of Trees
1.	Lemon	<i>Citrus lemon</i>	Rutaceae	21
2.	White Champa	<i>Plumeria alba</i>	Apocynaceae	86
3.	Rose	<i>Rosa indica</i>	Rosaceae	95
4.	Duranta	<i>Golden duranta</i>	Verbenaceae	31
5.	Mehndi	<i>Lawsonia inermis</i>	Lythraceae	12
6.	Kaner	<i>Nerium oleander</i>	Apocyanaceae	21
7.	White Cedar	<i>Thuja occisentalis</i>	Cupressaceae	12
8.	China Rose	<i>Hibiscus rosa-sinensis</i>	Malvaceae	40
9.	Golden Durant	<i>Duranta erecta</i>	Verbenaceae	38

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Jaipur, (Chittorgarh)

5. Common Medicinal Plants

S.No.	Common Name	Scientific Name	Family	Number of Trees
1.	Harsringar	<i>Nyctanthes arbor-tristis</i>	Oleaceae	21
2.	Patharchatta	<i>Bryophyllum pinnatum</i>	Crassulaceae	40
3.	Tulsi	<i>Ocimum tenuiflorum</i>	Lamiaceae	67
4.	Sarpaganda	<i>Rauvolfia serpentina</i>	Apocynaceae	62
5.	Lemon	<i>Citrus limon (L.)</i>	Rutaceae	34
6.	Ashwaganda	<i>Withania somnifera</i>	Solanaceae	23
7.	Beach Launaea	<i>Launaea sarmentosa</i>	Asteraceae	12
8.	Aloe Vera	<i>Aloe barbadensis Mill.</i>	Asphodelaceae	41
9.	Lemon Grass	<i>Cymbopogon citratus</i>	Poaceae	36
10.	Chaff-Flower	<i>Achyranthes aspera</i>	Amaranthaceae	14
11.	Ajwain	<i>Trachyspermum ammi</i>	Apiaceae	17
12.	Kalmegh	<i>Andrographis paniculata</i>	Acanthaceae	21
13.	Satawar	<i>Asparagus racemosus</i>	Liliaceae	16
14.	Giloey	<i>Tinospora cordifolia</i>	Menispermaceae	11
15.	Harad	<i>Terminalia chebula</i>	Combretaceae	8







WATER MANAGEMENT

This indicator addresses water consumption, water sources, irrigation, stormwater, appliances, and fixtures. Four tube-wells are the major sources of water which are used for drinking purposes, canteen, toilets, laboratory, and gardening. Extra precautions are being taken to prevent the loss of water either by any leakages or by overflow from overhead tanks as well as to minimize wastage of water and use of electricity during the water filtration process, as the types of equipment used for such usage are regularly serviced. Gardens and lawns are watered by using a drip/sprinkler irrigation system to save water. This is one of the unique steps toward greening practices. Another unique feature is the recycling of wastewater generated from various hostels, central facilities, laboratories, and offices. This wastewater is collected in the water treatment plant and after treatment, the water is used for irrigation of lawns and gardens.

Another unique feature is the rainwater harvesting system. The rainwater coming through the pipes of all the buildings is collected in an underground tank and is being used for irrigation of lawns gardens and drinking purposes.

ENERGY USE AND CONSERVATION

Energy use is an important aspect of campus sustainability. The energy source utilized by all the departments and common facility centers is Electricity and LPG only. All the departments and common facility centers are equipped with LED lamps. LPG line has been given to all the laboratories for experimental work. Equipments like Computers are used with power-saving mode. In all departments, electricity is shut down after occupancy time is one of the green practices for energy conservation. Trapping of solar energy is also being practiced in the university. The university has installed a rooftop solar power plant of 480 KW installed capacity on the campus.

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WASTE MANAGEMENT

Solid waste generation and management is a burning issue. Unscientific handling of solid waste can create threats to everyone. Waste generated from tree droppings and lawn management is a major solid waste generated on the campus. Forestry and Agriculture departments are taking some initiatives in waste management. Vermicomposting is being practiced regularly in the crop fields and gardens by the agriculture department. The waste is segregated at the source by providing separate dustbins for Bio-degradable and Plastic waste. Segregation of chemical waste generated in chemistry and zoology laboratories is also practiced. Single-sided used papers are also reused for writing and printing in all departments. The use of plastic is discouraged hence very less plastic waste is generated. Metal waste and wooden waste are stored and given to authorized scrap agents for further processing. Glass bottles are reused in the laboratories. E-waste is much more hazardous than other waste because electronic components contain cadmium, lead, mercury, and Polychlorinated biphenyls (PCBs) that can damage human health and the environment. E-waste generated on the campus is very less in quantity. The cartridges of laser printers are refilled outside the university campus.

The E-waste and defective items from the computer laboratory are being reused for training the students and decorating in the Technical Today Club of Mewar University. The institution has decided to contact approved E-waste management and disposal facilities to dispose of E-waste scientifically. Illumination and Ventilation are adequate considering natural light and air velocity present. The noise level on the campus is well within the limit i.e. below 50 dB at daytime.




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Appendix – 1. Campus Environment and photos

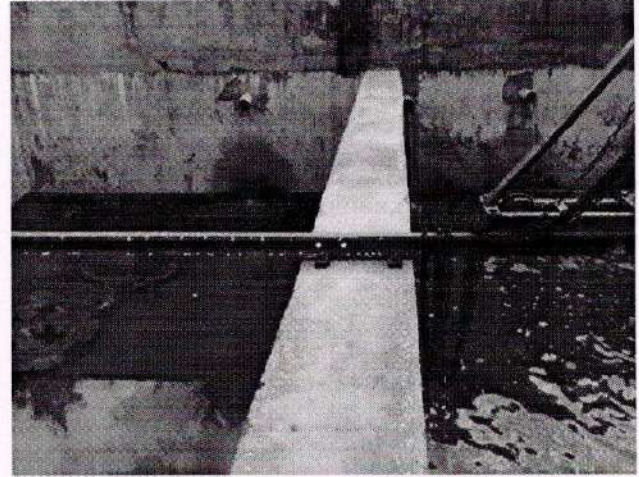
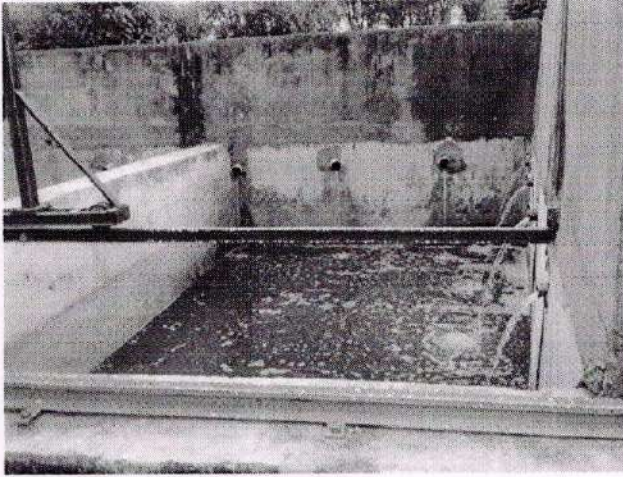


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Gangrar, (987129gah)

Water Treatment Plant



Water Treatment Process

Flora of the University Campus:-



Murrya koengii (Metha Neem)

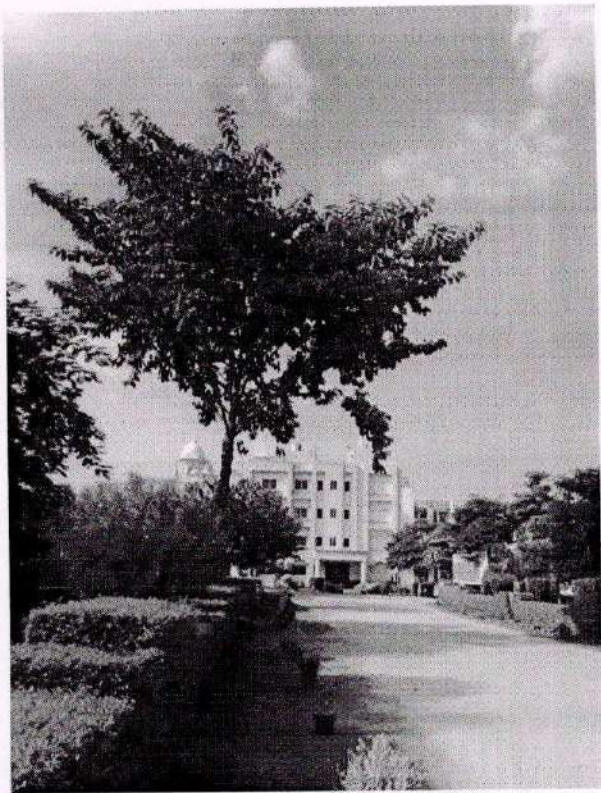
(Signature)



Alstonia scholarias (Saptarni)

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Anthocephalus cadamba (Kadamb)



Bauhinia variegata (Kachnar)



Bryophyllum sp. (Patherchatta)

Dey



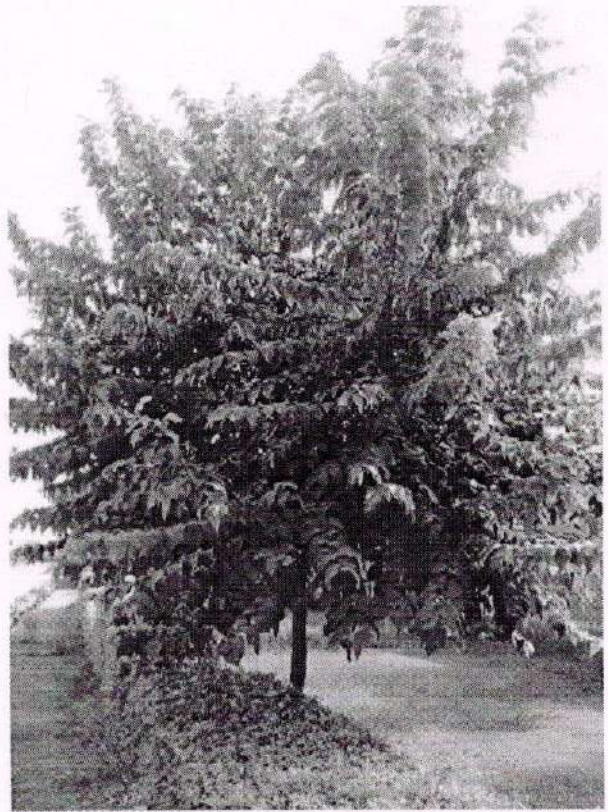
Callistemon citrinus (Bottle Brush)

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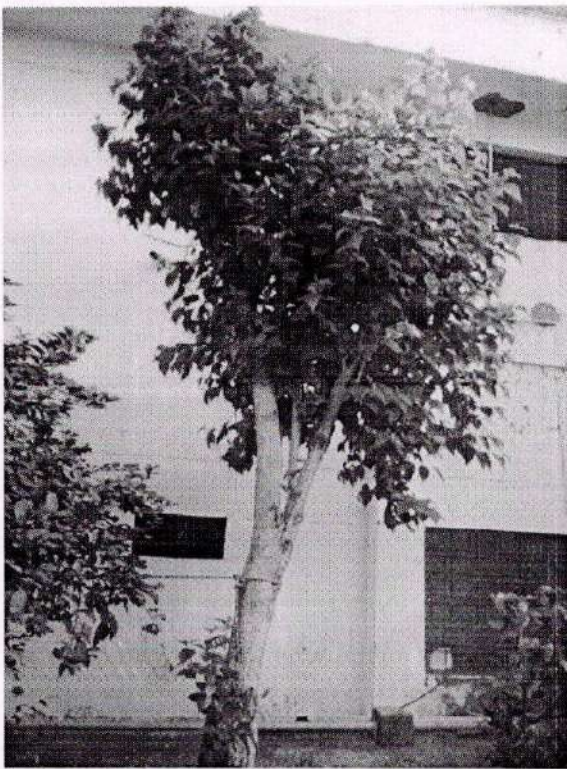
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Delonix regia (Gulmohar)



Guazuma ulmifolia (Bhadraksh)



Nyctanthes arbor-tristis (Harsinghar)

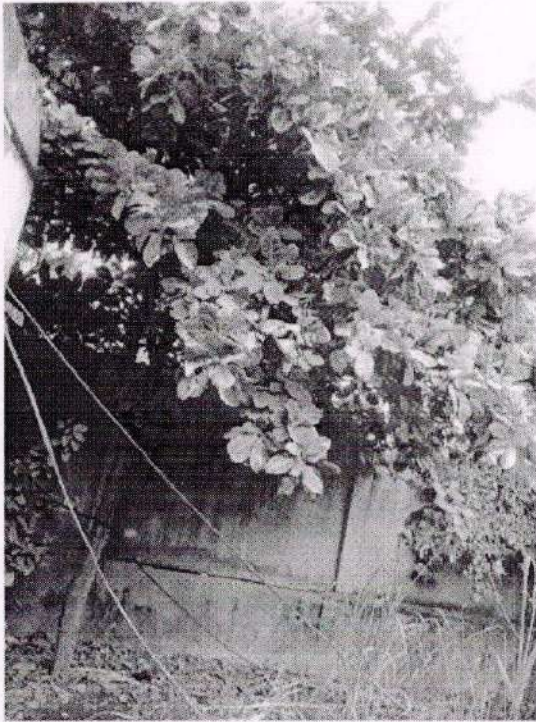
Q. Ray



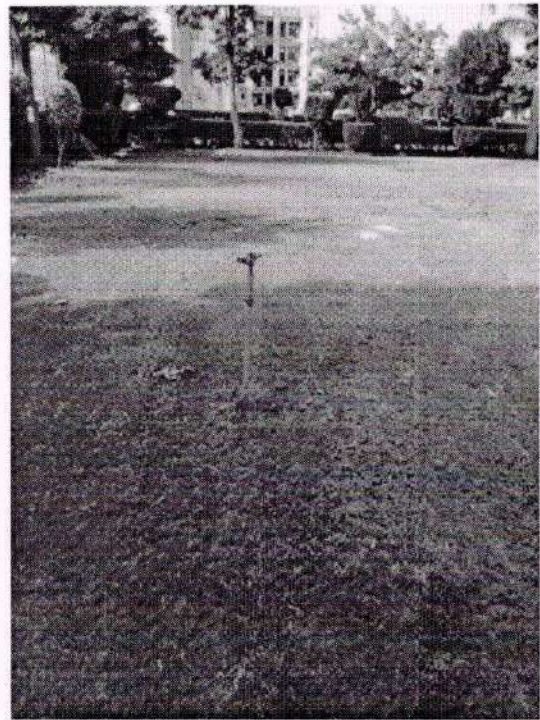
Plumaria rubra (Champa)

S.M.

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Newa University
Bhadraksh
2024



Prunus amygdaloides (Badam)



Sprinkler system



Purple Sunbird



Indian Silverbill

Ujjay

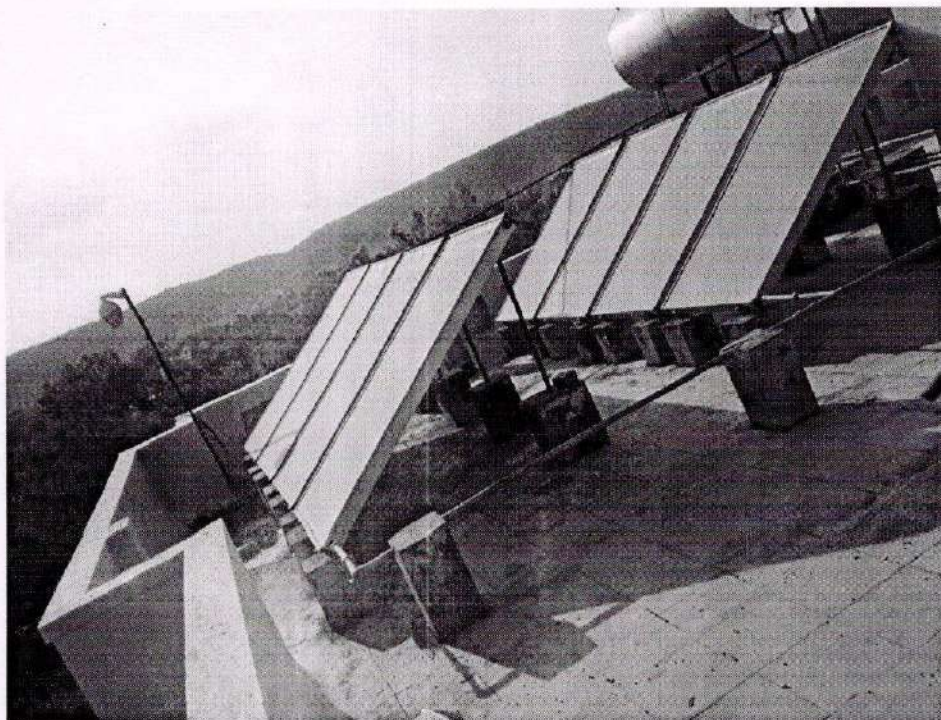
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Prakash
Mewar University
Gangrar, (Rajasthan)
24/11/2014



PLANTATION ACTIVITY AT MEWAR CAMPUS

Alternative Energy Sources in the University Campus

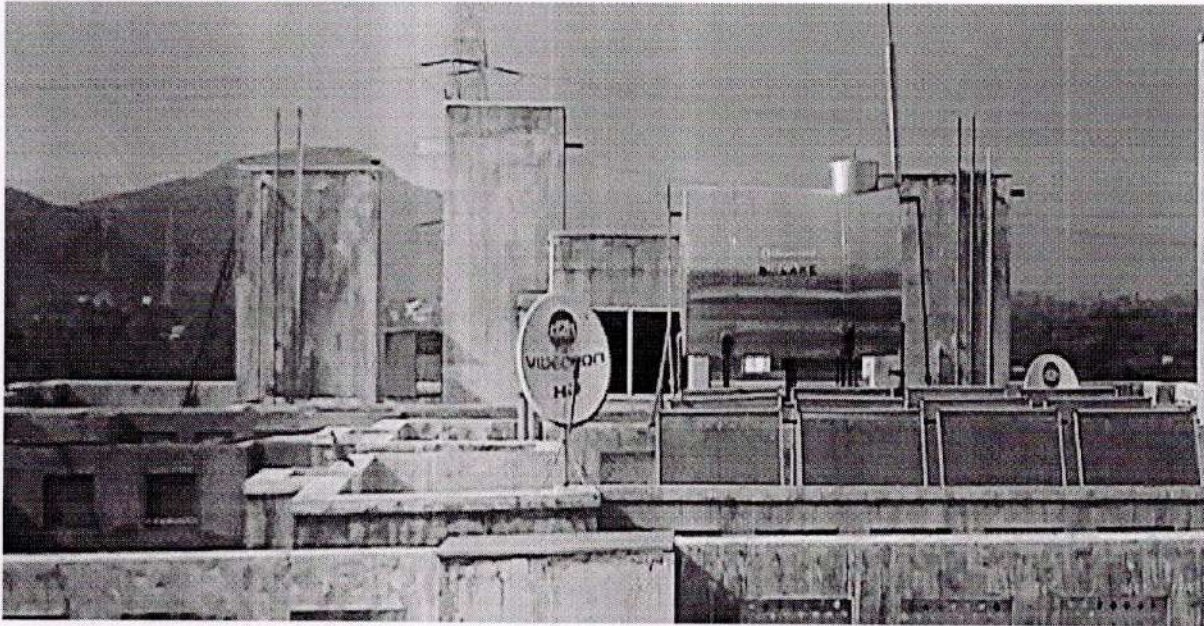


Utilization of Solar Energy on Guest House

Dyup

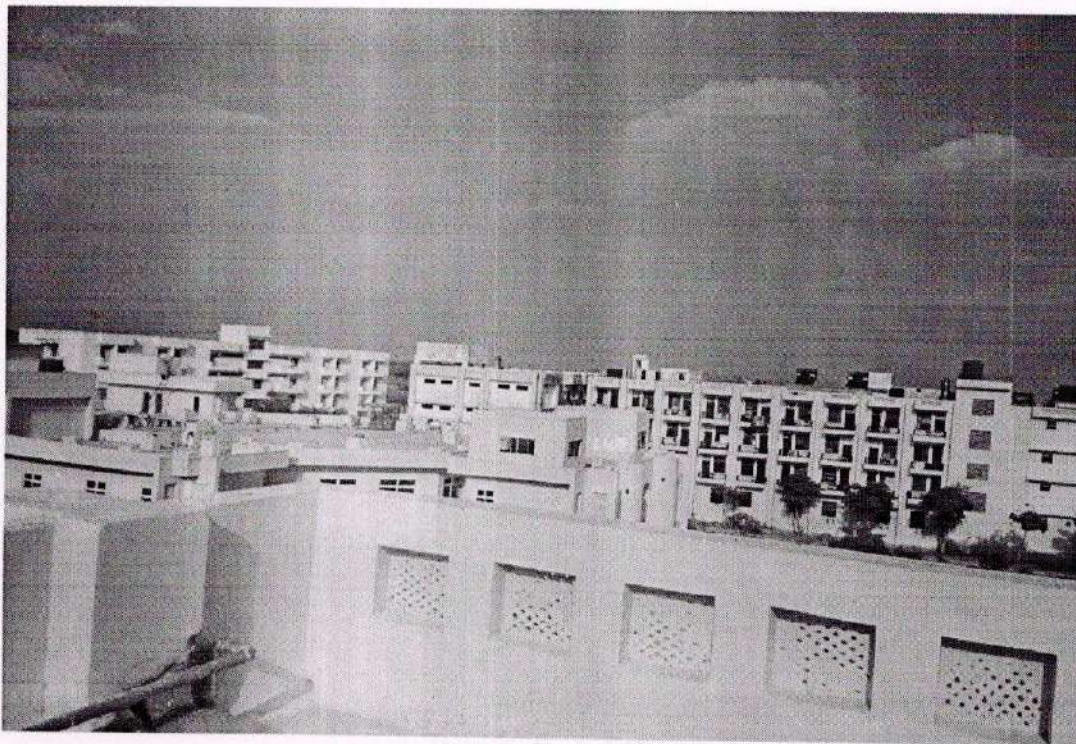
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Gangrar, (Bhilai, Jhargarh)
20/12/21



Utilization of Solar Energy on Faculty Quarters

University Campus:

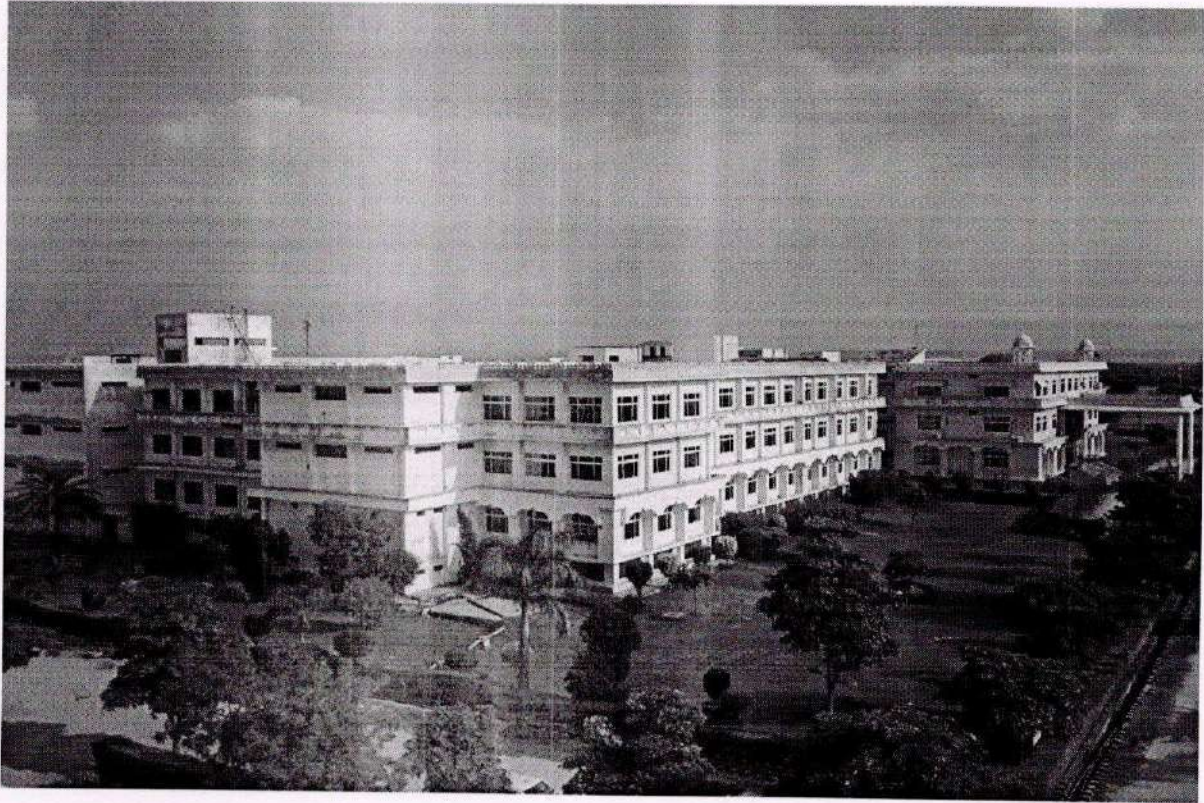


Hostels

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Gangrar, (Rajasthan)
28/2/24



The greenery of the Campus



Botanical Garden

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Mewar University
Gangrar, (Chittorgarh)



Mewar University

Knowledge to Wisdom

MEWAR UNIVERSITY, GANGRAR, CHITTORGARH RAJASTHAN

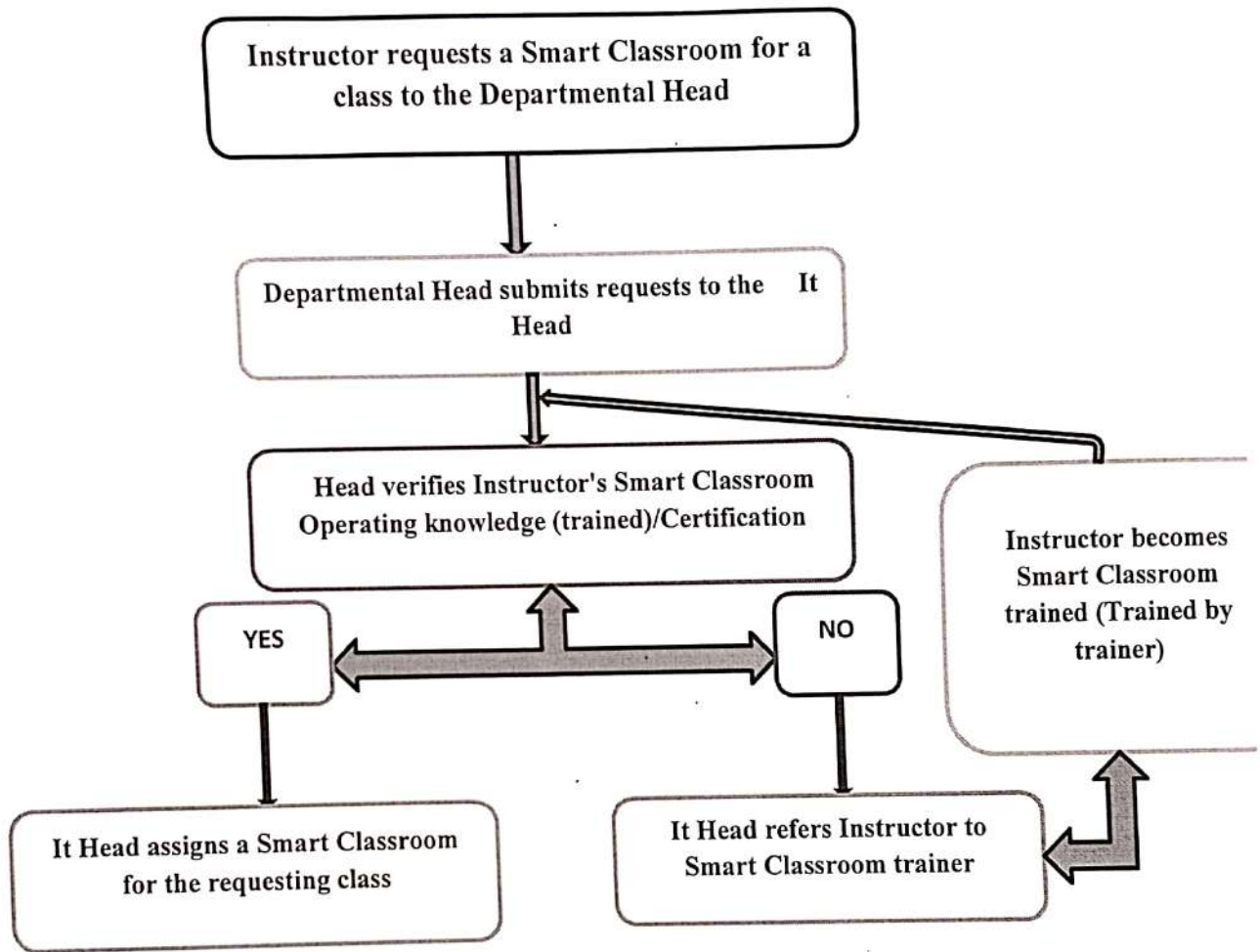
SMART CLASSROOMS PROTOCOL, POLICIES & PROCEDURES



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Mewar University
Gangrar, (Chittorgarh)



PROTOCOL TO USE A SMART CLASSROOM FOR A WHOLE SEMESTER



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Mewar University
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SMART CLASSROOM RESERVATION POLICIES

Usage Agreement

By reserving and/or using the Smart Classroom, the requestor indicates that he/she has read and accepted the terms of this usage agreement.

Requestor's Responsibilities:

- The requestor is responsible for the care of the room and its equipment and is expected to keep it in good condition.
- In case of theft, negligence or damage to the lab equipment, the requestor is financially responsible for replacement or repair costs.
- The Smart Classroom can only be used during the requested times specified in the reservation.
- The requestor is responsible for observing and enforcing the following rules while using the lab:
 - The smart classrooms are available for educational activities only.
 - Food or drinks are not allowed in the rooms.
 - Students are not allowed in the rooms without an instructor present.
 - Equipment or furnishing shall not be rearranged or taken out of the room.
 - Instructors must turn off smart board after each use.
 - Instructors must log off (and shut down) at the end of class.
 - Instructor must ensure that no student remains in the room.
 - Instructors must secure the room after each use.
- If any equipment in the room malfunctions or any assistance is needed, the requestor should contact IT support for immediate assistance.

The equipment in the room remains the property of University and may not be taken outside the lab.

Terms and Conditions

I have read the Smart Classroom Usage Agreement and agree to abide by the terms and conditions herein. I acknowledge that the lab equipment remains property of University and cannot be taken outside the lab. I understand that I am responsible for replacement or repair costs if the lab equipment is not returned in good working condition.

SMART CLASSROOM RESERVATION PROCEDURES

Smart Classrooms

- Prior to usage of any Smart Classroom, faculty must become Smart Classroom Certified/trained (by taking a workshop offered by It department) to learn how to properly operate the Smart Classroom technology.
- Faculty should justify the need for a Smart Classroom, and provide the intended outcomes.
- Faculty must use the Tech Resource Reservation System in order to request a Smart Classroom.
- Faculty must make a reservation at least 3 hours in advance.
- Smart Classroom reservations for the entire semester should be made through the departmental Head, and done before the semester starts.
- Faculty must enforce the rules and regulations that are posted in the labs, and abide by the responsibilities listed in the usage agreement.

Software

- The computers in the podiums run Windows.
- Users have access to all the software provided by the College.
- Some software, such as Windows, may run with certain restrictions.
- It support **will not install** special use software without conclusive proof that a valid license agreement exists for the requested software package. It is the **responsibility of the person** making the installation request to provide this proof and be responsible for any legal issues that may arise in connection with software installation or use.
- A minimum of fifteen (15) working days must be allowed to fulfill any special request.
- While every attempt will be made to accommodate reasonable special requests, It support may not be able to honor last minute emergency requests.

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SMART CLASSROOM PRIORITY USE SELECTION CRITERIA

- Instructor must provide a short description of how the course will utilize the functionality of the smart classroom to help achieve the class objectives
- Instructor should have used Blackboard in the past
- Instructor must answer yes to at least one of the following activities:
 - My course will use online video in the classroom
 - My course will use PowerPoint to augment teaching
 - My course will utilize lecture capture
 - My course will include real-time annotations of presentations


2/12/20
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Gangrar, (Chitorgarh)