



UNIVERSITY OF PETROLEUM AND ENERGY STUDIES Dehradun



**Student Bulletin
(2014-15)**



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1. INTRODUCTION

The University of Petroleum & Energy Studies (UPES) is established through an Act No. 15 of 2003 of the State Legislature of Uttarakhand. The University is recognized by University Grants Commission (UGC) under Section 2 (f) of the UGC Act, 1956 vide notification no. F-9-20/2003 (CPP-1) dated 4th June 2004..

It is the first University in the country dedicated to petroleum and energy studies for creating world-class professionals in the Petroleum, Oil & Gas, Power and Transportation sector to fulfill the growing demand of specialized personnel in the industry. It offers Post Graduate and Undergraduate programmes in all areas pertaining to the Oil and Gas, Power, Transportation, Infrastructure and allied sectors such as Computer Science, Mechanical, Civil, Electronics, Instrumentation & Control , Robotics Engineering, Artificial Intelligence, Nuclear Science & Technology with highly focused cutting edge courses. From this year onwards UPES has also launched a no of innovative courses under its School of Design

The UPES is an endeavor of Hydrocarbons Education and Research Society (the ‘Society’), a non- profit organization, pioneer in imparting education and other activities in Energy Sector. The society comprises of eminent individuals from the Oil and Gas industry including the top bureaucrats concerned with this sector in Government of India, Professionals of repute, Chiefs of major oil companies and experts from various national & international organizations.

2. VISION

To be the premier institute with state of art facilities to provide world class education, training, research, consultancy and outreach services in the areas of Oil& Gas, Energy & Transportation Sector.

3. MISSION

- To create top quality human resources, to enhance the productivity in the Oil and Gas and Energy Industry.
- To design, develop and deliver continuously evolving education and training programmes for professionals in the industry.
- To take leader’s role in promoting the growth of Oil and Gas and Energy sector through specific education & outreach activities.
- To provide support to research, consultancy, development activities in all technical & managerial aspects of the petroleum industry

4. Quality Policy

We are committed to provide world-class education, training, research, consultancy and outreach services in the sectors of oil and gas, energy, power and interdisciplinary area of science, engineering, technology, management and law.

We shall continually strive to improve our system:

- To build and promote competent human resources for achieving holistic excellence.

- To continuously develop globally competent academic programmes through quality content, designed delivery and synchronized support services.
- To emerge as pioneers for promotion and proactive growth through interactive, outreach and continuous academic and research endeavors.
- To motivate and develop quality young talent by imparting knowledge,
- To design and deliver innovation, integrated and cutting-edge technologies for diverse industry acceptance.

5. Internal Quality Assurance Cell (IQAC) of the University

The University has a system of assuring quality of teaching and related processes. It is accredited by University Grants Commission (UGC) / National Assessment and Accreditation Council (NAAC), since 2009 and has a permanent Internal Quality Assurance Cell (IQAC).

Vice-Chancellor is the Chairman and has senior faculty members, functionaries of the University, external professionals as members. The policies and decisions of the Cell are implemented by the Vice-president (Academic Affairs) as Member-secretary of IQAC.

The IQAC plans, guides and monitors Quality Assurance (QA) in various academic programs / activities and Quality Enhancement (QE) activities of the various Colleges and departments of the University in accordance with the Vision and Mission defined by the University.

Thus, the Cell monitors all Academic processes and programs; Quality of academic delivery – teaching-learning process, evaluation procedures and examinations; Quality research, consultancy & extension activities; Collaboration with national & international partners for training/student exchange/faculty exchange/ research/resource sharing; Physical facilities including laboratories, Library as a Learning Resource for growth of knowledge, IT infrastructure & services ; Students' mentoring, support for progression and participation in activities, research and extension, Governance and innovation and best practices adopted.

It conducts academic audit, concurrent as well as annual and identifies conscious, consistent and catalytic programmed action to improve the academic and administrative performance in all aspects of the University operations.

The IQA Cell is constituted as follows:

Chairperson
Senior Administrator Officers

Vice Chancellor
PVC
Director (IntitutionalAffairs)
Deans of Colleges – Engineering,
Management,Legal Studies

Members from Teaching faculty

1. Dr. S.K.Gupta (Chemical Engineering)
2. Dr. S.K.Banerjee (Mathematics)
3. Prof. S.P.S.Narang (HR/ CoMES)
4. Dr. AtulRazdan (Marketing/CoMES)
5. Prof. S.C.Gupta (Civil Engineering)

Two members from Management

1. Campus Director

Two members from local Society

Member Secretary

Vice-President (Academic Affairs)

The office of IQAC is in the Energy House (G.F.) and is headed by the Vice President (Academic Affairs). The office oversees the implementation of IQAC activities (as above) to promote the quality culture in the University, in addition to preparation & implementation of academic calendar, time-tables, attendance and feedback of students, issue of MIS report.

The office may be approached for any information and assistance in academic matters, during office hours.

6. Centre for Innovation and Entrepreneurship

The Center of Innovation and Entrepreneurship at University of Petroleum and Energy Studies is a Technical Business Incubator (TBI) with focus on the technology sectors in Delhi-Dehradun-Chandigarh belt. The mandate of the center is to assist the UPES community entrepreneurs (faculty, staff, alumni and students) as well as the external community entrepreneurs to commercialize their product/service /ideas and/or accelerate their growth. The center provides limited seed fund but these are restricted only to UPES community entrepreneurs.

Technology Focus: The key technology focus areas are: IT/ITES, Gaming and Animation, Cloud Computing, Biotechnology, Energy Technology, Food Processing technology, New Materials, Retail Technology, Fashion Technology, amongst others. The Center also supports social entrepreneurship.

The Centre's team is comprised of faculty, alumni and students of UPES together with mentors and service providers from the industry, who span a variety of functional areas, sectorial domains and geographies. The team is passionately committed to promote innovation on UPES campus and aspiring entrepreneurs succeed commercially.

Incubation Services

The aspiring entrepreneurs shall receive structured guidance and support through a variety of programs and activities organized by respective centers:

- Panels and Talks, Business Plan Competitions (Student led Entrepreneurship Cells);
- Mentoring, Informational Sessions, Workshops and Other Pre-incubation Activities (Student Entrepreneurship Center);
- Virtual Incubation and Community Development Projects (Entrepreneur Support Center).

Incubation Infrastructure and Facilities

The aspiring entrepreneurs admitted to the Incubation Center shall avail the following facilities:

- Merit & need based entrepreneurship scholarships and/or limited seed funding;
- Dedicated cubicles, desktop & phone lines;
- Work stations;
- Meeting room;
- Multi-function printer(common);
- Priority Accommodation in hostel.

Value Proposition

- Regional access: Being located in Uttarakhand, we provide appropriate opportunities to the entrepreneurs by providing them access to the regional market for their offerings by utilizing the infrastructural facilities at the Incubator
- Strong R&D facilities: The Incubator can also provide access to the University R&D labs for the purposes of prototype development/product testing.

- Strong relationship with Ministries/ Government: The incubator has established strong relationships with Ministry of Medium and Small Scale Enterprises and the Government of Uttarakhand, which can be suitably leveraged.
- Student Resources: Leveraging on the 6000+ student population across disciplines, the incubator offers a strong potential to tap the student resources as “interns” both during the summer and during the semester (virtual).
- Strong ties with Associations: The incubator provides a strong industry-investor interface for the entrepreneurs through the ties with various associations such as National Entrepreneurship Network, TiE, Global Super Angles Forum, CII- Young Indians etc.

7. PROGRAMMES

The University offers the following programmes in various sectors through its 4 Constituent colleges:

- College of Engineering Studies
- College of Management & Economic Studies
- College of Legal Studies

College-wise Programs			
College of Engineering Studies			
Undergraduate		Postgraduate	
Oil & Gas			
<ul style="list-style-type: none">• B.Tech (Applied Petroleum Engg) with spec in Upstream• B.Tech (Chemical Engg) with spec in Refining & Petrochemical•	<ul style="list-style-type: none">• M.Tech (Chemical Engg) with spec in Process Design Engg• M.Tech (Pipeline Engg)		
Petroleum & Earth Sciences			
<ul style="list-style-type: none">• B.Tech (Applied Petroleum Engg) Upstream Spec• B.Tech (Geoscience Engg)• B.Tech (Geoinformatics Engg)• B.Tech (Mining Engg)	M.Tech (Petroleum Exploration)		
Electrical & Energy			
<ul style="list-style-type: none">• B.Tech (Power System Engg)B.tech (Electrical Engg)	<ul style="list-style-type: none">• M.Tech (Energy Systems)• M.Tech (Robotics Engg)• M.Tech Power Electronics & Derives• M.Tech Power Distribution with spec in Smart GridsM.Tech (Renewable Engg)		
Electronics, Instrumentation & Control			
<ul style="list-style-type: none">• B.Tech (Electronics Engg)B.Tech (Instrumentation & Process Control)	M.Tech Embedded System with spec in Wearable Technology		
Nuclear Science			
M.Tech (Nuclear Science & Technology)			
Civl			

B.Tech (Civil Engg) with spec in ID		
Aerospace		
<ul style="list-style-type: none"> B.Tech (Aerospace Engg) B.Tech (Aerospace Engg) with spec in Avionics 	M.Tech (Computational Fluid Dynamics)	
Mechanical		
<ul style="list-style-type: none"> B.Tech (Automotive Design Engg) B.Tech (Mechanical Engg) B.Tech (Material Science Engg) with spec in Nano Technology B.Tech (Production /Industrial Engineering) B.Tech (Mechatronics Engg) 	<ul style="list-style-type: none"> M.Tech (Rotating Equipment) M.Tech Nanotechnology M.Tech (Automotive Electronics) 	
Information Technology		
<ul style="list-style-type: none"> B. Tech in Computer Science& Engineering with specialization in Cloud Computing & Virtualization Technologies Mainframe Technologies Open Source & Open Standard Oil & Gas Informatics Telecom Informatics Retail Automation IT Infrastructure Business Analytics and Optimization Cyber Security & Forensics Banking, Financial Services and Insurance 	M.Tech Artificial Intelligence & Artificial Neural Networks	
Design		
B.Des	<ul style="list-style-type: none"> M.Des Transportation Design M.Des Industrial Design M.Des Product Design M.Des Interior Design 	
Health, Safety Environment & Fire Safety Engg		
B.Tech (Fire & Safety Engg)	M.Tech (Health, Safety & Environmental Engg) M.Tech (Disaster Management)	

College of Management & Economic Studies

Undergraduate	Postgraduate
Oil & Gas	
BBA (Oil & Gas Marketing)	MBA (Oil & Gas Management) MBA (Energy Trading) Master of Energy Economics
Power	
	MBA (Power Management)
Transportation	

BBA (Aviation Operations)	MBA (Aviation Management) MBA (Port & Shipping Management)
International Business	
BBA(Foreign Trade)	MBA(International Business)
Logistics	
BBA (Logistics Management)	MBA (Logistics & Supply Chain Management)
Infrastructure	
	MBA (Infrastructure Management)
Marketing	
BBA (Auto Marketing) BBA(Financial Services & Marketing) BBA(Industrial Marketing) BBA(Retail Management)	MBA (Business Analytics)
College of Legal Studies	
Undergraduate	Postgraduate
B.Com..LL. B.(Hons.) with emphasis on Taxation Laws (5years) BA.- LL. B.(Hons.) with emphasis on Energy Laws (5years) BBA - LL.B.(Hons.)withemphasis on Corporate Law (5years) B. Tech (Energy Technology) + LL.B.(Hons.) with specialization in Intellectual Property Rights (6 Years) B. Tech (Computer Science& Engineering) + LL.B.(Hons.) with specialization in Cyber Law (6 Years)	LLM with specialization in Energy Laws

8. SPECIFIC FEATURES OF UPES

Specific features of the University include:

- Industry specific programmes offerings
- Contemporary curriculum
- Real life exposure through industry visits
- Guest lectures by eminent professionals from diverse domains.
- Vast opportunities for summer training placement in reputed organizations.
- Scholarships for meritorious students
- Teaching assistantship to selected postgraduate students
- Courses are accredited by Energy Institute London, U.K.
- Accredited by NAAC

- MOU's with large no of National & International Institutes of repute for student exchange and faculty exchange and joint research projects.

9. CAREERS OPPORTUNITIES FOR UPES GRADUATES

The University has a career services department to provide on-campus/off-campus placement support to the graduating students in different disciplines. The role of the Career Services Department is that of a facilitator for placement related activities on a best effort basis. The student placement committee plays a vital role in supporting the placement activities. The Career Services department under no circumstances guarantee's a job to the graduating students.

10. LOCATION

UPES is located at one of the most scenic tranquil locations of Dehradun, the capital Uttarakhand, and famous for its educational institutions. The University has two campuses which are located close by on the outskirts of Dehradun.

11. ADMISSION REQUIREMENTS FOR THE ACADEMIC YEAR 2014-15

COLLEGE OF MANAGEMENT & ECONOMICS STUDIES

PROGRAM	ELIGIBILITY CRITERIA	ADMISSION CRITERIA	DURATION (YEARS)
BBA Oil & Gas Marketing	Science / Commerce stream with minimum 50% marks at Higher & Senior Secondary level (10th & 12th)	Group Discussion & Interview. Students appearing in class XII and awaiting result can also apply. Shortlisted candidates will be given a provisional offer letter. First round GD&PI to commence. from November 2014.	3
BBA Aviation Operations	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)		3
BBA Logistics Management	Minimum 50% marks at Higher & Senior Secondary level. (10th & 12th) Math in Class XII Preferred		3
BBA Auto Marketing	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)		3
BBA Foreign Trade	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)		3
BBA Retail Management	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)		3
BBA Industrial Marketing	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)		3
BBA Financial Services & Marketing	Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)	Screening of Application & Interview	3
Masters in Energy Economics	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) B.Com/ B.A.(Economics), BBA or any other Bachelor Degree with Economics as a subject with minimum 50% marks from a recognized		2

	University		
MBA Oil & Gas Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Engineering*/ B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University.	UPES Management Entrance Test (UPES- MET)/ National Level Test + Group Discussion & Interview	2
MBA Energy Trading	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Graduation in Commerce/Economics/Mathematics/ Statistics/CA/ICWA/Engineering*/B.Sc (PCM) with minimum 50% marks from a recognized University /		2
MBA Power Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th)(2)Engineering*/ B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University.		2
MBA Port & Shipping Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Graduation with minimum 50% marks from a recognized University.		2
MBA Logistics & Supply Chain Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Graduation with minimum 50% marks from a recognized University		2
MBA International Business	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Graduation with minimum 50% marks from a recognized University		2
MBA Aviation Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2) Graduation with minimum 50% marks from a recognized University		2
MBA Infrastructure Management	(1) Minimum 50% marks at Higher & Senior Secondary level (10th & 12th) (2)Engineering*/ B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University		2
MBA (Business Analytics)	(1) Minimum 50% marks at Higher & Senior Secondary Level (class 10 th 12 th) (2) B.Tech / BE in any discipline, B.Sc (PCM) or B.Sc (Maths); BA (Economics/ Math); B.Com Pass or honours, BBA with minimum 50% marks from a recognized University		2

NonExamination Pathway – MBA Admission through National Level Test**

For MBA Oil & Gas / Power Management / Energy Trading / Logistics & Supply Chain Management / International Business : Students having minimum CAT score of 75 percentile or MAT score of 80 Percentile will be exempted from UPES Management Entrance Test and will only be called for Group Discussion & Interview. Valid CMAT 2013 & 2014 / GMAT scores will also be accepted.

For MBA Port & Shipping Management / Aviation Management / Infrastructure Management / Business

Analytics) Students having minimum CAT score of 70 Percentile or MAT score of 75 Percentile will be exempted from UPES Management Entrance Test and will only be called for Group Discussion & Interview. Valid CMAT 2013 & 2014 / GMAT scores will also be accepted.

Note: CAT November' 13 and MAT scores of September' 13, December' 13, February' 14 and May' 14 will be accepted

Candidates appearing in the Final Year Qualifying Examination are eligible to apply provided they submit the proof of their eligibility latest by 30th September, 2014.

*It is mandatory for the students of BBA(AO) and MBA(AVM) to have the Passport. In case a student who does not have , they should apply and must submit a copy of the passport to the office by 31st Oct 2014.

University reserves the right to offer any or all of the above mentioned programmes in the Academic Session 2014-15. It also reserves the right to alter/modify the curriculum of the above mentioned courses from time to time.

**Upto 50% seats shall be filled through National Level Tests category. Incase candidates for such seats are not available, UPES has the right to fill these seats through UPES Entrance Test. University also reserves the right to conduct further physical (paper pencil test) / online test for admission in the month of May' 14 or June' 14

COLLEGE OF ENGINEERING STUDIES**B.Tech. Programmes**

PROGRAM	ELIGIBILITY CRITERIA	ADMISSION CRITERIA	DURATION (YEARS)
COLLEGE OF ENGINEERING STUDIES			
B. Tech. Applied Petroleum Engineering with specialization in Upstream	Minimum 60% marks at Higher & Senior Secondary level (10 th & 12 th) and Minimum 60% aggregate in Physics, Chemistry & Mathematics at Senior Secondary level (12 th)	UPES Engineering Aptitude Test (UESEAT) followed by Centralized Counseling OR Centralized Counseling through Merit rank for Non Exam Category	4
B. Tech. Applied Petroleum Engineering with specialization in Gas Stream			
B. Tech. Chemical Engineering with specialization in Refining & Petrochemicals			
B. Tech. Geo Science Engineering			
B. Tech. Geo Informatics Engineering			
B. Tech. Mining Engineering			
B. Tech. Automotive Design Engineering			
B. Tech. Mechanical Engineering			
B. Tech. Aerospace Engineering			
B. Tech. Aerospace Engineering with Avionics			
B. Tech. Electronics Engineering			
B. Tech. Mechatronics Engineering			
B. Tech. Power System Engineering			
B. Tech. Electrical Engineering			
B. Tech. Instrumentation & Process Control Engineering			
B. Tech. Civil Engineering with specialization in Infrastructure Development	Minimum 50% marks at Higher & Senior Secondary level (10 th & 12 th) and Minimum 50% aggregate in Physics, Chemistry & Mathematics at Senior Secondary level (12 th)		6
B. Tech. Material Science Engineering with specialization in Nano Tech.			
B. Tech. Fire & Safety Engineering			
B. Tech. Production and Industrial Engineering			
B. Tech. Energy Technology + LLB (Hons.) with specialization in intellectual Property Rights (IPR)			
B. Tech. Computer Science & Engineering + LLB (Hons.) with specialization in Cyber Laws			

Centre of Information Technology

PROGRAM	ELIGIBILITY CRITERIA	ADMISSION CRITERIA	DURATION
B. Tech. Computer Science & Engineering with specialization in Cloud Computing & Virtualization Technology*	Minimum 60% marks at Higher & Senior Secondary level (10 th & 12 th) and Minimum 60% aggregate in Physics, Chemistry & Mathematics at Senior Secondary level (12 th)	UPES Engineering Aptitude Test (UESEAT) followed by Centralized Counseling OR Centralized Counseling through Merit rank for Non	4
B. Tech. Computer Science & Engineering with specialization in Open Source & Open Standards*			
B. Tech. Computer Science & Engineering with specialization in Mainframe Technology*			
B. Tech. Computer Science & Engineering with specialization in Oil & Gas Informatics*			
B. Tech. Computer Science & Engineering with specialization in Telecom Informatics*			
B. Tech. Computer Science & Engineering with specialization in Retail Automation*			
B. Tech. Computer Science & Engineering with specialization in IT Infrastructure*			
B. Tech. Computer Science & Engineering with specialization in Business Analytics and Optimization*			

B. Tech. Computer Science & Engineering with specialization in Banking, Financial Services and Insurance (BFSI)*		Exam Category	
B. Tech. Computer Science & Engineering with specialization in IT Security & Cyber forensics*			

*In academic collaboration with IBM

M.Tech. Programmes

PROGRAM	ELIGIBILITY CRITERIA	ADMISSION CRITERIA	DURATION (YEARS)
M. Tech. Health, Safety & Environmental Engineering	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Chemical, Mechanical, Electrical, Civil, Industrial Safety, Petroleum Engg, Geo- Science Engg, Fire Safety Engg / M. Sc. in Environment Science/ M. Sc. (Organic Technology) with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Petroleum Exploration	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Mechanical / Chemical or M. Sc. in Geology / Geo Physics / Physics with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Energy Systems	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Electrical/Mechanical/Chemical/EEE/Electronics or M. Sc. Physics with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Pipeline Engineering	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Mechanical/Chemical/Civil/Electrical Engineering with minimum 60% marks	Screening of Application & Interview	2
M. Tech Chemical Engineering with specialization in Process Design Engineering	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Chemical Engineering/Petro Chemical Engineering, with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Robotics Engineering	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in Electronics /Mechanical /Electrical /Instrumentation & Control Engineering, EEE with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Artificial Intelligence & Artificial Neural Networks	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech./ BE (IT/CSE/EEE/ECE /Instrumentation & Control) / M.Sc.(IT/CSE)/MCA with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Computational Fluid Dynamics	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in any discipline with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Disaster Management	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in any discipline/ M. Sc (Env. Sc/ Phsyics/Industrial Chemistry) with minimum 60% marks	Screening of Application & Interview	2
M. Tech Automotive Electronics	(1) Minimum 60% marks at Higher & Senior Secondary Level (10th & 12th) (2) B. Tech/BE in any discipline/M.Sc (Electronics) with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Renewable Energy Engineering	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in any discipline / M. Sc (Physics) with minimum 60% marks	Screening of Application & Interview	2
M. Tech. Embedded	(1) Minimum 60% marks at Higher & Senior Secondary level	Screening of	2

Systems with specialization in Wearable Technology	(10th & 12th) (2) B. Tech /BE in Electronics & Comm. Engg/Electrical/ Instrumentation Control/M. Sc (Electronics) with minimum 60% marks	Application & Interview	
M. Tech Power & Industrial Drives	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech/BE in any discipline / M. Sc (Electronics) with minimum 60% marks	Screening of Application & Interview	2
M. Tech Power Distribution with Spl. in Smart Grids	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech/BE in Electronics & Comm. Engg/ Electrical/ M. Sc (Electronics) with minimum 60% marks	Screening of Application & Interview	2
M. Tech Rotating Equipment	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech /BE in any discipline with minimum 60% marks	Screening of Application & Interview	2
M. Tech Nuclear Science & Technology	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech/BE/M. Sc (Physics) with minimum 60% marks	Screening of Application & Interview	2
M. Tech Nano Technology	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) B. Tech/BE/M. Sc (Physics) with minimum 60% marks	Screening of Application & Interview	2

School of Design Studies

Program	Eligibility Criteria	Admission Criteria	Years
Bachelor of Design (B. Des)	Minimum 60% marks at Higher & Senior Secondary level (10 th & 12 th) and Minimum 60% aggregate in Physics, Chemistry & Mathematics at Senior Secondary level (12 th)	UPES Engineering Aptitude Test (UESEAT) + Design Test** followed by Centralized Counseling OR Centralized Counseling through Merit rank for Non Exam Category	4
M. Des Transportation Design	(1) Minimum 50 % marks at Higher & Senior Secondary Level (10 th & 12 th) (2) B. Tech / BE in any discipline / B. Arch / BFA-4 yrs / B. Des / Interior Design / Applied Arts with minimum 50% Marks	UPES Design Test (UPES – DAT) / Presentation of Portfolio followed by interview	2
M. Des Product Design			
M. Des Industrial Design			
M. Des Interior Design			

Note: - Candidates having valid CEED 2014 Score will be exempted from UPES - DAT

Please Note:

- For all MBA/M.Des./ M. Tech. programs, Candidates appearing in final year qualifying examination are also eligible to apply provided they submit the proof of their eligibility latest by October 30, 2014. Admission of students failing to submit the proof of their eligibility by October 30, 2014 even on account of non-declaration of results by their respective Universities will stand automatically cancelled & no refund of fee will be admissible, in such cases.
- Candidates placed in compartment are not eligible for admission to any program of study in the University in graduation.
- For all M. Tech. programs, candidates with valid GATE score will be preferred and will be offered teaching and research assistantship while pursuing the program as per University's requirements and discretion. For details refer page no.11
- Admissions will be purely on the basis of merit and candidates are strongly advised against canvassing and/or extraneous pressure on the selection process. Any candidate found guilty in above activities, his/her candidature is liable for immediate disqualification.
- The University of Petroleum & Energy Studies reserves the right to cancel any advertised course due to insufficient enrollments or for any other reason beyond its control. In such an eventuality, full fee shall be refunded to the student.

COLLEGE OF LEGAL STUDIES

PROGRAM	ELIGIBILITY CRITERIA	ADMISSION CRITERIA	DURATION (YEARS)
BA LL.B (Hons.) with emphasis on Energy Laws*	Minimum 50% Marks at Higher & Senior Secondary level (10th & 12th)	UPES Law Studies Aptitude Test(UL-SAT) / Board Merit / CLAT Merit/ L-SAT India Merit followed by Group Discussion & Interview	5
BBA LL.B (Hons.) emphasis on Corporate Laws*			
B.Com LLB (Hons) with emphasis on Taxation Laws*			
B. Tech. Energy Technology + LLB (Hons.) with specialization in Intellectual Property Rights (IPR)*	(1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th) (2) Minimum 60% aggregate in Physics, Chemistry & Mathematics at SeniorSecondary level	UPES Engineering Aptitude Test(UPESEAT) followed by Centralised Counseling	6
B. Tech. Computer Science & Engineering + LLB (Hons.) with specialization in Cyber Laws*			
LLM with specialization in Energy Laws	Minimum 50 % Marks at Higher & Secondary Level (10th & 12th) and LLB Degree (Both 3 year & 5 year eligible)	Entrance test followed by Interview	1

Note: *Programs are approved by Bar Council of India

Candidates appearing in the Final Year Qualifying Examination are eligible to apply provided they submit the proof of their eligibility latest by 30th September, 2014. **Candidates placed in compartment are not eligible for admission to any program of study in the University.**

12. FEE STRUCTURE

12.1 Fee For Regular Courses

COLLEGE OF ENGINEERING STUDIES (COES)

Programs:-B.Tech. Applied Petroleum Engineering with specialization in Upstream/B.Tech.Applied Petroleum Engineering with specialization in Gas Stream/B.Tech.Chemical Engineering with specialization in Refining & Petrochemicals/B.Tech.Automotive Design Engineering

Semester 1		Semester 2		Semester 3	
Tution Fee	69,600	Tution Fee	69,600	Tution Fee	74,400
Academic Service Fee	46,400	Academic Service Fee	46,400	Academic Service Fee	49,600
Total Fee	116,000	Total Fee	116,000	Total Fee	124,000
Semester 4		Semester 5		Semester 6	
Tution Fee	74,400	Tution Fee	79,500	Tution Fee	79,500
Academic Service Fee	49,600	Academic Service Fee	53,000	Academic Service Fee	53,000
Total Fee	124,000	Total Fee	132,500	Total Fee	132,500
Semester 7		Semester 8			
Tution Fee	85,050	Tution Fee	85,050		
Academic Service Fee	56,700	Academic Service Fee	56,700		
Total Fee	141,750	Total Fee	141,750		

Programs:- B.Tech Geo Science Engineering/B.Tech. Geo-Informatics Engineering/B.Tech Mining Engineering /B.Tech.Mechanical Engineering/B.Tech.Aerospace Engineering/ B.Tech.Aerospace Engineering with specialization in Avionics/B.Tech.Electronics Engineering/B.Tech.Mechatronics Engineering/ B.Tech.Power System Engineering/ B.Tech.Electrical Engineering/ B.Tech.Instrumentation& Control Engineering/ B.Tech.Civil Engineering with specialization in Infrastructure Development/ B.Tech. Material Science Engineering with specialization in Nano Technology / B.Tech. Fire & Safety Engineering / B.Tech.Industrial&Production Engineering/ Bachelor in Design (B.Des.)/ B.Tech. Computer Science & Engineering with specialization in Cloud Computing & virtualization Technology / B.Tech.Computer Science & Engineering with specialization in Open Source & Open Standards / B.Tech. Computer Science & Engineering with specialization in Oil & Gas Informatics / B.Tech. Computer Science & Engineering with specialization in Mainframe Technology/ B.Tech. Computer Science & Engineering with specialization in Telecom Informatics/ B.Tech. Computer Science & Engineering with specialization in Retail Automation / B.Tech. Computer Science & Engineering with specialization in IT Infrastructure / B.Tech. Computer Science & Engineering with specialization in Business Analytics & Optimization/ B.Tech. Computer Science & Engineering with specialization in Banking, Financial Services & Insurance/ B.Tech. Computer Science & Engineering with specialization in IT Security and Cyber Forensics.

Semester 1		Semester 2		Semester 3	
Tuition Fee	64,800	Tuition Fee	64,800	Tuition Fee	69,300
Academic Service Fee	43,200	Academic Service Fee	43,200	Academic Service Fee	46,200
Total Fee	108,000	Total Fee	108,000	Total Fee	115,500
Semester 4		Semester 5		Semester 6	
Tuition Fee	69,300	Tuition Fee	74,100	Tuition Fee	74,100
Academic Service Fee	46,200	Academic Service Fee	49,400	Academic Service Fee	49,400
Total Fee	115,500	Total Fee	123,500	Total Fee	123,500
Semester 7		Semester 8			
Tuition Fee	79,200	Tuition Fee	79,200		
Academic Service Fee	52,800	Academic Service Fee	52,800		
Total Fee	132,000	Total Fee	132,000		

Programs: B.Tech. Energy Technology + LLB(Hons.) with specialization in Intellectual Property Rights (IPR)/B.Tech. Computer Science & Engineering + LLB (Hons.) with specialization in Cyber Laws.

Semester 1		Semester 2		Semester 3	
Tuition Fee	55,350	Tuition Fee	55,350	Tuition Fee	59,100
Academic Service Fee	36,900	Academic Service Fee	36,900	Academic Service Fee	39,400
Total Fee	92,250	Total Fee	92,250	Total Fee	98,500
Semester 4		Semester 5		Semester 6	
Tuition Fee	59,100	Tuition Fee	63,150	Tuition Fee	63,150
Academic Service Fee	39,400	Academic Service Fee	42,100	Academic Service Fee	42,100
Total Fee	98,500	Total Fee	105,250	Total Fee	105,250
Semester 7		Semester 8		Semester 9	

Tution Fee	67,500	Tution Fee	67,500	Tution Fee	72,150
Academic Service Fee	45,000	Academic Service Fee	45,000	Academic Service Fee	48,100
Total Fee	112,500	Total Fee	112,500	Total Fee	120,250
Semester 10		Semester 11		Semester 12	
Tution Fee	72,150	Tution Fee	77,100	Tution Fee	77,100
Academic Service Fee	48,100	Academic Service Fee	51,400	Academic Service Fee	51,400
Total Fee	120,250	Total Fee	128,500	Total Fee	128,500

M.TECH FEE STRUCTURE (In Rs.)

Programs: M.Tech. Health, Safety & Environmental/M.Tech.Petroluem Exploration/M.Tech.Energy Systems / M.Tech.Pipeline Engineering/M.Tech.Chemical Engineering with specialization in Process Design Engg./M.Tech. Robotics Engineering/ M.Tech.Artificial Intelligence & Artificial Neural Networks/ M.Tech.Computational Fluid Dynamics/ M.Tech.Disaster Management/ M.Tech.Automotive Electronics/ M.Tech.Renewable Energy Engineering/ M.Tech.Embedded Systems and Specilization in Wearable Technology/ M.Tech.Power& Industrial Drives/ M.Tech.Power Distribution with Specilization in Smart Grids/ M.Tech Rotating Equipment/M.Tech Nuclear Science & Technology / M.Tech. Nanotechnology

Semester 1		Semester 2	
Tution Fee	70,875	Tution Fee	70,875
Academic Service Fee	23,625	Academic Service Fee	23,625
Total Fee	94,500	Total Fee	94,500
Semester 3		Semester 4	
Tution Fee	75,750	Tution Fee	75,750
Academic Service Fee	25,250	Academic Service Fee	25,250
Total Fee	101,000	Total Fee	101,000

M.DES. FEE STRUCTURE (In Rs.)

Programs: -M.Dec. Transportation Design / M.Des Product Design / M.Des.Industrial Design/ M.Des. Interior Design

Semester 1		Semester 2	
Tution Fee	142,313	Tution Fee	142,313
Academic Service Fee	47,437	Academic Service Fee	47,437
Total Fee	189,750	Total Fee	189,750
Semester 3		Semester 4	
Tution Fee	152,250	Tution Fee	152,250
Academic Service Fee	50,750	Academic Service Fee	50,750
Total Fee	203,000	Total Fee	203,000

COLLEGE OF MANAGEMENT AND ECONOMICS STUDIES (COMES)

BBA FEE STRUCTURE (In Rs.)

Programs: BBA Oil & Gas Marketing/BBA Aviation Operations*/BBA Logistics Management/BBA Auto Marketing/BBA Foreign Trade/BBA Retail Management/BBA Industrial Marketing/BBA Financial Services & Marketing.

Semester 1		Semester 2		Semester 3	
Tuition Fee	59,063	Tuition Fee	59,063	Tuition Fee	63,188
Academic Service Fee	19,687	Academic Service Fee	19,687	Academic Service Fee	21,062
Total Fee	78,750	Total Fee	78,750	Total Fee	84,250
Semester 4		Semester 5		Semester 6	
Tuition Fee	63,188	Tuition Fee	67,500	Tuition Fee	67,500
Academic Service Fee	21,062	Academic Service Fee	22,500	Academic Service Fee	22,500
Total Fee	84,250	Total Fee	90,000	Total Fee	90,000

*In additional, IATA (International Air Transport Association) course fee (approx. Rs.35000/- or as applicable) is payable during October 2014). Qualifying IATA Certification Program is mandatory for award of BBA (AVO) degree. Also, it is mandatory for these students to have a valid Passport. Students not having a Passport can apply and must submit a copy of the passport to the office by 31st October 2014.

MBA FEE STRUCTURE (In Rs.)

Programs: MBA Oil & Gas Management/MBA Energy Trading/MBA Power Management/MBA Port & Shipping Management/ MBA Logistics & Supply Chain Management/ MBA International Business/MBA Aviation Management/MBA Infrastructure Management/MBA Business Analytics

Semester 1		Semester 2	
Tuition Fee	145,313	Tuition Fee	145,313
Academic Service Fee	48,437	Academic Service Fee	48,437
Total Fee	193,750	Total Fee	193,750
Semester 3		Semester 4	
Tuition Fee	155,438	Tuition Fee	155,438
Academic Service Fee	51,812	Academic Service Fee	51,812
Total Fee	207,250	Total Fee	207,250

MASTER IN ENERGY ECONOMICS FEE STRUCTURE (In Rs.)

Semester 1		Semester 2	
Tuition Fee	75,000	Tuition Fee	75,000
Academic Service Fee	25,000	Academic Service Fee	25,000
Total Fee	100,000	Total Fee	100,000
Semester 3		Semester 4	
Tuition Fee	80,250	Tuition Fee	80,250
Academic Service Fee	26,750	Academic Service Fee	26,750
Total Fee	107,000	Total Fee	107,000

COLLEGE OF LEGAL STUDIES (COLS)

Semester Wise Fee (in Rs)

LL.B FEE STRUCTURE (In Rs.)

Programs:- BA.LLB.(Hons.) with emphasis on Energy Laws/BBA. LLB.(Hons.)emphasis on Corporate Laws/ B.Com. LLB.(Hons.)with emphasis on Taxation Laws

Semester 1		Semester 2		Semester 3	
Tution Fee	48,600	Tution Fee	48,600	Tution Fee	63,188
Academic Service Fee	32,400	Academic Service Fee	32,400	Academic Service Fee	21,062
Total Fee	81,000	Total Fee	81,000	Total Fee	84,250
Semester 4		Semester 5		Semester 6	
Tution Fee	51,900	Tution Fee	55,500	Tution Fee	55,500
Academic Service Fee	34,600	Academic Service Fee	37,000	Academic Service Fee	37,000
Total Fee	86,500	Total Fee	92,500	Total Fee	92,500
Semester 7		Semester 8		Semester 9	
Tution Fee	59,250	Tution Fee	59,250	Tution Fee	63,300
Academic Service Fee	39,500	Academic Service Fee	39,500	Academic Service Fee	42,200
Total Fee	98,750	Total Fee	98,750	Total Fee	105,500
Semester 10					
Tution Fee	63,300				
Academic Service Fee	42,200				
Total Fee	105,500				

LL.M FEE STRUCTURE (In Rs.)

Programs:-LLM with specialization in Engergy Laws

Trimester 1		Trimester 2	
Tution Fee	86,250	Tution Fee	86,250
Academic Service Fee	28,750	Academic Service Fee	28,750
Total Fee	115,000	Total Fee	115,000
Trimester 3		Trimester 4	
Tution Fee	92,250	Tution Fee	92,250
Academic Service Fee	30,750	Academic Service Fee	30,750
Total Fee	123,000	Total Fee	123,000

The University reserves the right to make changes in curricula, degree requirments, course offerings, studnets intake and academic regulations or change of location at any time without assigning any reason or priour notice. The said changes may apply not only to prospective students but also to those who are alredy enrolled with the University.

The fee does not include hostel fee/ industry tour fee etc. Concession on academic fee would be provided to students who posses“SthaiNiwasPramanPatra” from Uttarakhand State and who have necessarily passed their 10th and 12th examination from the State of Uttarakhand, and whose family income is less than Rs 2 lacs per annum.In case any taxes/ levies on fee are charged by the University, are levied by the Central/State/Local Authorities, the same shall be borne by the students.

12.2 OTHER FEES

INDUSTRIAL TOUR CHARGE: To give real life exposure of the industry, short duration industrial tours would be organized for all students of full-time programs. Participation in the industrial tour is mandatory and is a credit course for which a charge of Rs. 18,500/- (one time) is payable at the time of registration. In case travel of industrial tour by air is necessitated additional charges, if any, would be intimated to the students concerned for payment prior to commencement of the tour.

ALUMNI FEE: This Fee is applicable to students of all the programs of the University. An Alumni Fee of Rs.1,500/- is to be paid along with 3rd Semester fee of MBA/M. Tech/M.Des and LLM /7th Semester Fee of B. Tech/ 5th Semester Fee of BBA and 9th Sem. Fee of BA LLB(Hons.) / BBA LLB(Hons.) & B.Com.LLB(Hons.)/11th Semester of B. Tech.LLB(Hons.).

PERSONALITY DEVELOPMENT PROGRAM (PDP) FEE: To improve communication & soft skills, it is mandatory for all the students to attend the Personality Development Program organized by UPES. PDP fee for MBA / M.Des/M. Tech/LLM is Rs.12,500/- payable along with 2nd Semester Fee, and for Under Graduate Programs (BBA/ BALLB/BBALLB/B.Com.LLB/ B TECH/B.Des./ B TECH + LLB) is Rs. 17,500/- payable along with 3rd semester fee.

Convocation Degree Fee: An amount of Rs 1000 towards Convocation Degree Ceremony will be charged along with the last semester fee of graduating year of the students.

REFUNDABLE SECURITY: Refundable (interest free) security amount of Rs.20,000/- is also payable at the time of registration. In case any taxes/ levies on fee are charged by the Central / State / Local Authorities/ Overseas Authorities from time to time, the same shall also be borne by the students.

ONE TIME ACADEMIC COMPUTING FEE:Rs. 30,000/- will be charged at the time of registration towards computing device and allied computing services.

Students of BBA Aviation Operations will additionally have to pay applicable IATA course fee (approx. Rs.35,000/-) in addition to the semester fee during October 2014. **Qualifying IATA Certification Program is mandatory for award of BBA(AVO) degree. Also, it is mandatory for these students to have the Passport. In case the student who do not have the passport currently should apply, and must submit a copy of the passport to the office by 31st Oct 2014.**

13. FEE PAYMENT SCHEDULE

1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester
At the time of admission	by 10 th Jan 2015	by 10 th July 2015	by 10 th Jan. 2016	By 10 th July, 2016	by 10 th Jan 2017
7 th Semester	8 th Semester	9 th Semester	10 th Semester	11 th Semester	12 th Semester
by 10 th July 2017	by 10 th Jan 2018	by 10 th July. 2018	by 10 th Jan. 2019	by 10 th July 2019	By 10 th Jan. 2020

14. TRANSPORTATION

Limited bus facility is available for Day Scholars from Dehradun to Campus and back on designated routes. Student's availing bus facility will have to deposit an amount of Rs. 17,500/- for an Academic Year.

15. HOSTEL

Hostel facility is available with limited seats for boys and girls. Hostels provide all the basic facilities with hygienic and nutritious meals served in the messes. The other facilities include hot water during winters in the bathrooms, Wi-Fi connection, TV, sports and basic need shops within the campus. Bus facility to city and back on every Saturday/ Sunday. The campus has an Infirmary to provide first aid facilities. A doctor is available during day in the infirmary and a nurse during night in the hostel.

The students availing hostel facility will be required to deposit a sum of Rs. 90,000/- towards hostel fee for Academic Year 2014-15. In addition students will also pay an amount of Rs 10,000/- toward interest free refundable hostel security. Hostel students will have to pay extra transport fee for move to respective colleges.

A student registered in the on campus hostel and withdraws from the same at any point of time during the academic year will not be entitled to hostel fee refund. In case, the seat is filled up by another boarder, proportionate refund will be considered. Students availing Hostel Facility will have to abide by the hostel rules and regulations. Hostel facility is available **for one academic year** on first cum first serve basis and also contingent on meeting the laid down criteria in the hostel rules.

Large number of private hostels for both boys & girls are also available in the vicinity of campus and in Dehradun city.

16. WITHDRAWAL OF ADMISSION

UPES will follow the guidelines of UGC regarding withdrawal of admission as prescribed from time to time. The refund Cheque will be issued in the name of student only. The Academic Session is deemed to commence from the date of registration.

17. UPES SCHOLARSHIP & REIMBURSEMENT OF FEE

The University offers scholarships in specific programmes for students pursuing full time programmes. The scholarships will be available for meritorious Students as indicated below.

Order of Merit	Extent of Scholarships
1 st	20% of the fees
2 nd	12.5% of the fees

- In case of M.Tech/M.Des Program scholarship will be Rs. 10,000 per academic year

The scholarships will be disbursed at the end of the each Academic Year as per terms and conditions listed below:

- Scholarship will be based on CGPA of each academic year.
- The student secures first or second rank during the academic year and has obtained a minimum CGPA grade point of 3.67 out of 4.00. in the case of General Category Students and 3.52 out of 4.00 in the case of Uttaranchal Domicile Students.
- Number of scholarships will depend upon number of students enrolled for a particular programme.
- Has not re-appeared in any paper during the year
- Has fulfilled the prescribed attendance norms.
- Has not been involved in any indiscipline or misconduct.

The decision of the Management in this respect will be final and binding on the students.

18. SCHOLARSHIP SCHEME FOR MERITORIOUS STUDENTS IN B TECH PROGRAM.

UPES will offer scholarship to meritorious students admitted in B-Tech Programmes based on the following criteria:

- i) Number of scholarships per program will be decided by the Management.
- ii) Academic performance in CBSE/ICSE and eligibility criteria of UPES – 85% in Class XII & 90% in PCM.
- iii) 100% waiver of tuition fee to qualified students on first cum first serve basis.
- iv) Initially, the scholarship will be offered for 1st year. However, scholarship in subsequent academic years will be renewed subject to securing min CGPA of 3.67 at the end of preceding academic year.

19. CHANGE OF STREAM

Students pursuing B. Tech. Programmes may be allowed to change their stream at the end of the first academic year only subject to the following terms and conditions:

- Minimum CGPA at the end of the first academic year : 3.67
- Should be among the first two rank holders.
- Should not have indulged in any act of indiscipline
- Subject to Vacancy.

The decision of the Management in this respect will be final and binding on the students.

20. ACADEMIC AND LEARNING ENVIRONMENT

The academic environment at the UPES is fairly, demanding and quite different from what exists in most of the other Universities. The University is committed to the quality education for students, and their total development in the related fields of Engineering, Applied Sciences and Management which support and advance Petroleum, Power and Transportation Industry in the country.

The operations at the UPES are organized in accordance with the highest expectations of a world class University that upholds the standards for academic quality, professional ethics and best practices. The University aims to develop and offer new degree programmes in response to the demand & needs of the Oil & Gas, Power, Energy and Transportation Industry.

The academic and learning environment at UPES aims to inculcate a number of qualities and skills in students. These are as follows:

a) APPLIED AND THEORETICAL COMPETENCE

Development of capability to apply scientific and engineering principles in solving a wide variety of technical problems: The curriculum is structured in a manner that basic implementation skills and design skills are interwoven together.

b) PROFESSIONAL COMMUNICATION

Appreciation of verbal, written and graphical communication in engineering and management fields and developing skills to communicate with different persons at various levels employing IT skills wherever required.

c) SELF LEARNING

Development of curriculum which encourages self-learning and makes a bold attempt to move away from teacher-centered learning to student-specific learning: The students are encouraged to learn to

develop flexibility in managing a career path that changes over time and supported by life-long learning, critical thinking, team work and leadership.

d) GLOBAL PRACTICES

Inculcating awareness for customary practices in different countries and the influence of diverse cultures: UPES provides its students sufficient exposure to various cultures for their success in international arena.

e) INTEGRITY & MATURITY

Observance of professional integrity and maturity are the core competencies of UPES. Students are trained to always make ethical decisions.

f) QUALITY CONSCIOUSNESS

Striving towards importance of continuous improvement imbibing the zero-defect concept and doing quality work.

g) GROUP DYNAMICS

UPES stresses inter-disciplinary teamwork to crack the complex technological problems. Students learn group dynamics and the art of working in teams. That distinguishes them as a class among the masses.

21. CURRICULUM DEVELOPMENT

1. The Academic Council of the University, which is a blend of senior academia and industrial personnel, is the overall custodian of the academic rigour that is followed by the students and faculty. The Academic Council has constituted Board of Studies (BOS) (one for each Constituent College) to review the curricula which was developed by benchmarking it against similar programmes offered nationally and internationally

The BOS meet and review the curricula for its academic content and industry relevance so as to fulfill the international standards, academic standards and the latest industry requirements. The recommendations of the BOS are then sent to Academic Council for approval.

2. Basic theory and fundamentals of every subject are imparted through experienced professors who have a wide exposure and have excelled in their respective teaching and research areas. The practical aspects are covered by inviting experienced / working professionals from the industry in specific areas to sharpen student's grasp of the subject.
3. The industrial aspects are further strengthened by way of learning through actual field visits specific to programmes of study under the guidance of faculty members. In Addition, students are encouraged in preparation of assignments and presentation on critical aspects / areas of the course. This approach helps the students in developing better understanding and grasp of critical areas of the course and in-depth information on international operational and design standards. The students are also encouraged to understand practical aspects of theory through tutorials and assignments solving practical problems faced in the industry.
4. With a view to upgrade the students on the latest developments, in specific areas highly placed professional speakers are invited from the industry to discuss developments taking place in their respective areas followed by visits to national research laboratories / institutions of national importance. This exposes the students to working scientists and provides them an opportunity to develop familiarity with the problems / areas which are being investigated for future technological needs.
5. Another major step followed at UPES to make the learning process more practical for students is their summer internships for two months with the industry to work on well defined projects under the direct guidance of hard-core professionals. The projects for this purpose are chosen in advance as per the requirement of the industry / organizations and the students are asked to apply

the knowledge gained while on campus to find solution or develop applications which help the industry to improve operations / efficiency.

22. INSTRUCTION METHODOLOGY

Based on the outlines provided in the syllabi, the faculty develops teaching plan for each course in the beginning of each semester. The broad outlines of the course plan shall include:

- Title
- Course Code
- Objectives
- Learning Outcomes
- Course Outline: Detailing session plan coverage for various topics including the case studies likely to be taken up during each of these sessions.
- Evaluation scheme including weightages assigned to each component of evaluation system.
- Text and Reference Books

The faculty uses a blend of the following methodologies during the course of instruction to meet the teaching and learning objectives.

- | | | |
|---------------------|----------------------|---------------------|
| * Lectures | * Paper Presentation | * Industrial Tours |
| * Group Discussions | * Seminars | * Field Visits |
| * Case Analysis | * Quizzes | * Video Lectures |
| * Simulation Games | * Surprise tests | * Experts' Lectures |
| * Role Plays | * Projects | * Internships |

Some of the courses may also be offered in Self Study Mode with On Line Support from the faculty.

23. REGULATIONS GOVERNING EXAMINATION AND EVALUATION

23.1 General

23.1.1 Every Undergraduate/Postgraduate Programme of UPES shall be run in accordance with the Curricula and Syllabi of the respective programme framed by the Academic Council. The University reserves the right to modify the course outline/grid/syllabus based on BOS/Academic Council recommendation and to incorporate the demand of Industry in practice at any time during the course duration.

23.1.2 The B.Tech. programme will be of four years duration comprising eight semesters, the Postgraduate Programmes like M.Tech., MBA, etc., will be of two years duration comprising four semesters. The B.A., LL.B (Hons.)/BBA, LL.B (Hons.) will be of five years duration comprising ten semesters and Bachelors programmes like BBA will be of three years duration comprising six semesters. B.Tech, LL.B (Hons.) Programmes will be of 6 years duration comprising of 12 Semesters. LLM Program will be of one year duration.

23.1.3 The academic schedule for each semester (including the duration of each semester) shall be approved by Vice Chancellor in the form of an Academic Calendar before the start of the Academic Year. Unless otherwise provided in the academic calendar, an academic year of the UPES will normally begin in June/ July of current calendar year and end in May of the next calendar year. Every academic year shall be divided into two semesters. While the odd semester will normally begin in July and end in December, the even semester will normally begin in January and end in May.

23.1.4 The schedule of academic activities as notified in the academic calendar will normally be adhered to provided that, notwithstanding anything contained in these Rules, the Vice Chancellor

may, if he feels it necessary or expedient, modify the academic calendar, in consultation with the Deans/Directors of Constituent Colleges/.

Provided further that, notwithstanding anything contained in these Regulations, the Vice Chancellor may, in consultation with the Deans/Director concerned, allow the academic schedule of any particular programme to be at variance with the academic calendar of the UPES, if he finds that it is expedient or necessary to allow such variation(s).

23.1.5 UPES shall follow an instructor-led continuous evaluation system. The components of the evaluation system will be as follows:

ASSESSMENT	WEIGHTAGE
	UG & PG Programmes
Internal Assessment	30%
Mid Semester Examination	20%
Semester End Examination	50%

23.1.6 Internal Assessment

Internal assessment will be based on the student's performance in regular course work, assignments, quizzes, project, term paper, case analysis, paper presentations, class participation, role plays, etc. At the beginning of each semester, the scheme of weightage of each component of internal assessment shall be notified by the faculty concerned, through the teaching plan of the subject to be taught.

23.1.7 Mid-Semester Examination

The duration of Mid-Semester Examination will be of 2 hours. The question paper will include short & long answer objective and subjective type questions. For Postgraduate programmes, most of the questions will be application focused with analysis and numeric orientation.

The main purpose of the Internal Assessment and Mid Semester Examination will be to test students' comprehension and application of subject matter and to help students perform better in the course by providing them feedback on their performance.

23.1.8 End-Semester Examination

End-Semester Examination will be held at the end of each Semester. Duration of End-Semester Examinations will be 3 hours.

The Question Paper for the End-Semester Examination Course(s) shall have the following components:

Short answer type questions;

Analytical and conceptual comprehension through essay/descriptive type questions; and

Cases or problem solving exercises.

In both, Post Graduate and Undergraduate Programmes the End Semester Examination will cover entire contents of the course.

23.1.9 Practical Examination

There will be only one practical examination at the end of the semester. Course work for a Practical subject will include Practical Class Work, Practical Report Writing, Practical Examination, Viva-voce etc. The performance of a student in a Practical subject will be evaluated by assigning 50% weightage to regular laboratory work evidenced through well maintained laboratory/workshop note books and quality of experimental results and 50% weightage to the Practical Examination and comprehensive Viva-voce covering all aspects of practical course.

23.2 Registration and Re-Registration

23.2.1 Registration

All students admitted in the current year will register on the date of registration notified by University. All original documents will be verified. In case there is a discrepancy, the admission will be automatically cancelled. In case the student is unable to produce a certificate he/she will submit an undertaking to produce the certificate by 30th September 2014 failing which the admission will be cancelled.

23.2.2 Re-Registration of Existing Students

All students will be required to re-register at commencement of each semester on the date of Registration as notified by the University. Students not reporting for registration on the due date shall in addition to losing attendance and internal assessment weightage, have to face the following penalties:

- i. Late re-registration fine @ Rs. 500 per day up to a maximum of 3 working days.
- ii. Late registration fine @ Rs. 1000 per day for the next 2 working days.
- iii. Late registration fine of Rs.5000/- from 6th to 12th working days.
- iv. Name struck off from the rolls of the University after this date.

There is a provision for the student to appeal to the VC/PVC for reconsideration of his/her case. For cases pertaining to (iv) above the student may appeal to the VC/PVC after getting their case recommended by respective Dean /Director.

If the appeal is acceded to by the VC/PVC, the additional re-admission fee for such cases would be Rs.10,000/-

NB: Student will be solely responsible for the academic as well as attendance loss due to late registration/re-admission and has to make up the same to be eligible to appear in the End Semester Examination.

23.2.3 Only those students will be permitted to register who have

- (a) Paid all required tuition fee and other charges including hostel charges for the current semester;
- (b) Cleared all the University and Hostel dues of previous semesters/years; and
- (c) Not been debarred from registering by the University on account of disciplinary or any other ground.

Programme Completion Duration

The maximum duration of Programme of Study having minimum duration of one, two, three, four or five years will be as follows:

Minimum Duration	Maximum Duration
2 Years	3 Years
3 Years	5 Years
4 Years	6 Years
	5 Years 7 Years
6 Years	8 Years

A student shall be allowed to register for the next academic year based on the following Progression Policy.

PROGRESSION POLICY

For Post Graduate Student

Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.

For Under Graduate Student

At the end of the first academic year, the supplementary examination will be held for Ist&IInd Semesters and only those students will be allowed to progress to the next academic year who have a backlog of not exceeding three papers for both semesters put together including Practicals. Name of students having backlog of more than three papers at the end of first academic year even after the supplementary examination, will be struck off from the rolls of the University. However, the students with backlog of three or less papers, will have to clear all papers (including Practicals) of first year before they are allowed to progress to third academic year.

Similarly, the students in second year or subsequent years will be allowed to carry a maximum backlog of 3 papers (including practicals) of the previous year for the next academic years. Students who fail to meet this criterion will be given a year back. Students should have cleared all the modules of second year to be allowed to progress to the fourth academic year.

For Progression to the Fifth Year the student should have cleared all papers upto Third Year. For progression to the Sixth Year, the student should have cleared all papers upto Fourth Year.

Summer Courses may be organized for the benefit of weak students having NC ordebarred due to inadequate attendance, wherever possible; for which Summer School Registration fee and Supplementary Examination fee will be payable separately.

Students ineligible to progression would be registered as non regular student and allowed one year to become eligible for progression by clearing backlogs, provided, they are completing the programme within stipulated maximum time duration of that programme. Non - regular students will have the option to attend the classes along with regular students on payment of specified registration fee of Rs. 6000 for each subject registered.

Non Regular students are also allowed to improve their grades by registering for the entire semester. In such a case the student will be required to pay the tuition fee prevailing for that semester. Such candidate will not pay the Academic Service Fee.

It is not mandatory for the students to register for the semester or the specific subject. The student can be a non-regular student and appear directly for the End Semester Exam by paying the prescribed fee.

23.3 Semester Examination

23.3.1 No student will be allowed to appear at in the End-Semester Examination or Supplementary Examination unless the student has attended 75% of the classes in each the subject, including practicals. A student on medical or valid ground like immediate family exigencies, etc. who fails to secure 75% attendance in one or more subjects, but secures not less than 67% attendance, may, on recommendation of the Course Coordinators and Head of Department, be permitted to appear at the Examination solely at the discretion of the Dean/Director of the concerned College. The student who has attendance less than 50% even in a single subject including Practicals is liable to be given year back.

Application for condonation of attendance on medical ground shall be made to Course Coordinator/HOD immediately on joining back the programme after absence and in any case within 7 days of availing leave along with medical certificates in original from a registered medical practitioner. The medical certificate(s) /representation submitted after 7 days will not be accepted. Outstation medical certificate will be entertained for this purpose only from students who have proceeded to their hometown/place of residence of their parents/guardians for the purpose of obtaining medical treatment duly authenticated by the travel records and hospitalization records.

However, University reserves the right to have such applicants examined by medical practitioner empanelled by the University to ascertain the authenticity of the applicant's medical ailment.

24.3.2 An approved list of students who are not eligible to appear in the End-Semester Examination because of shortfall in attendance shall be prepared & notified by respective Academic Administrator atleast four days before the commencement of Examinations and submitted to SRE.

23.3.3 No separate Admit Card is issued for appearing in the End-Semester or Supplementary Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University. A student who fails to produce the Identity Card, on demand, may not be allowed to appear for the examination.

23.3.4 In case there are any dues/outstanding against a student from any department, he/she may not be allowed to appear in the End Semester Examinations / Supplementary Examinations.

Also before graduating, the student will have to produce a no-dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator / Dean/ Director as per the prescribed format.

23.3.5 Absence from Examination

A student, who does not appear in the End-Semester Examination, in one or more subjects without obtaining prior permission of the Course Coordinator, shall normally be denied permission to appear in the Supplementary Examination.

However, the Course Coordinator, on his being satisfied that a student could not appear in an End-Semester Examination due to some valid medical or other specific reasons and on receiving specific approval from the concerned Dean/Director of the College may permit the student to appear in the Supplementary Examination.

23.4 Exemptions

A student may be granted exemption from one or more papers for a programme if:

- (a) He/She is a registered student of the University and has cleared an equivalent course with a minimum Grade of C+ in a Postgraduate and D+ in an Undergraduate Course; or
- (b) He is transferred from another University / Institution where he has studied and qualified for an equivalent course (the exemption to be decided by a Course Transfer Committee constituted by the Vice Chancellor).

In any of the above cases, he will be given an exemption in the subject(s). In such cases, the subject exempted will not be counted for calculation of his/her Grade/ SGPA. The total number of credits, however, will be reduced proportionally for calculation purposes and the Grade Card would reflect a Grade E for the exempted papers.

23.5 Supplementary Examinations

23.5.1 Supplementary Examination will be conducted for the following category of students to help them to clear the subject/ improve upon their grade and thereby meet the SGPA qualifying criteria as well as individual subject qualifying criteria:

- Students desirous of clearing the subjects in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all subjects individually, OR students who fail to qualify in one or more individual subjects including dissertation/seminar/summer internship/project work. Supplementary Examination will be permitted only in such courses in which a student has secured

“C”; “D” or “F” grade in case of Under-Graduate and Post-Graduate programmes; “C” grade will include “C+” and “D” will include “D+”

- Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement.
- Any other disciplinary action which does not prohibit a student from appearing for any examination of the University.

23.5.2 Conduct of Supplementary Examination

For Post Graduate Course

The first Supplementary Examination will be held at the end of the First Academic Year for Semester I & II.

In case the student does not qualify in the Supplementary Examination held at the end of the First Academic Year, he/she will be allowed to avail one more opportunity to clear the backlog.

Student who has to appear in the First Semester course shall appear with the regular students of the next batch along with third semester examinations. However, those who fail to clear the paper(s) of the Second Semester will appear after Third Semester result and before Fourth Semester Exams.

Student requiring to appear for the first Supplementary Examination for third semester shall be allowed to do so before the Fourth Semester Exam

Supplementary Exam for the Fourth Semester and the second chance to appear in the Supplementary Exam of Third Semester will be held at a suitable date to be announced by SRE Department after the Convocation.

For Undergraduate Courses

The First Supplementary Examinations will be held at the end of the each academic year.

The student who fails to clear his Supplementary Exam will be allowed to take the second chance along with the regular students of the next batch.

In case of course of 3 years duration, Student requiring to appear for the first chance of Supplementary Examination for Fifth semester shall be allowed to do so before the Sixth Semester Exam. First Supplementary Examination for the Sixth Semester and the second chance of the Supplementary exam for the Fifth semester will be held at a suitable date to be announced by SRE Department after the Convocation.

In case of course of 4 years duration, Student requiring to appear for the first chance of Supplementary Examination for Seventh semester shall be allowed to do so before the Eighth Semester Exam. First Supplementary Examination for the Eighth Semester and the second chance of the Supplementary exam for the Seventh semester will be held at a suitable date to be announced by SRE Department after the Convocation.

In case of course of 5 years duration, Student requiring to appear for the first chance of Supplementary Examination for Ninth semester shall be allowed to do so before the Tenth Semester Exam. First Supplementary Examination for the Tenth Semester and the second chance of the Supplementary exam for the Ninth semester will be held at a suitable date to be announced by SRE Department after the Convocation.

In case of course of 6 years duration, Student requiring to appear for the first chance of Supplementary Examination for Eleventh semester shall be allowed to do so before the Tenth Semester Exam. First Supplementary Examination for the Twelfth Semester and the second chance of the Supplementary exam for the Eleventh semester will be held at a suitable date to be announced by SRE Department after the Convocation.

The Supplementary Examinations will be scheduled by the SRE Team in such a manner that the exams are held before the commencement of the next academic session. Students who are on internship will be required to forego their internship for that period. Students who fail to appear in these scheduled examinations would be deemed to have chance availed.

23.5.3 A student who appears in the Supplementary Examination shall be charged prescribed fee per subject. The quantum of fee per subject shall be notified by the University.

23.5.4 The course content in Supplementary Examination shall be the full course in vogue at the time of the Supplementary Examination.

23.5.5 No Repeat/Supplementary Examination will be held for Mid- Semester/ Internal Assessment under any circumstances.

23.5.6 Students appearing in the supplementary examination after going through the Summer School, the evaluation components/weightage shall be 30% and 70% as Internal Assessment and Supplementary examinations respectively. All the previous grades obtained by the student shall be superseded.

23.5.7 The maximum grade that will be awarded to the student who appears in the Supplementary examination will be "B+" in case of post graduate programme and "B" in case of undergraduate programme which means that irrespective of whatever grade is obtained by the student, his/her grade will be capped at "B+" and "B" in case of postgraduate and undergraduate programme respectively.

23.5.8 In case a student is appearing for supplementary examination for improving the grades, the SGPA will be capped at 2.67 in the case of post graduate programme and 2.0 in the case of undergraduate programme. However, in case a student is appearing in the Supplementary examination because the student could not appear in the end-semester examination for medical reasons, or any other exigencies beyond the control of the student his individual subject grade will be capped at "B+" in case of postgraduate programme and "B" in the case of undergraduate programme, but there will be no capping on the SGPA in case he/she has appeared in the supplementary exam on account of medical or family exigencies. In case a student fails to appear in the Supplementary Exam it would be deemed to have chance availed.

23.5.9 Graduating students who clear their academic requirements after the Convocation, will be issued a provisional certificate and will be awarded the degree in the convocation of the subsequent year.

23.5.10 Summer School

Summer School is mandatory for the following category UG students:

- (a) Students who have obtained an NC either on account of not meeting the required individual subject passing criteria (ISPC) or SGPC.
- (b) Students who are debarred from End semester examination in theory subject on account of short attendance even in a single subject. Minimum 50% attendance, in each subject, in the semester is mandatory for attending summer school.

These Summer Schools will be organized during Summer Break. It will be mandatory for the students {defined in category (a) & (b) mentioned above} to attend the Summer School on payment of prescribed fee, failing which they will not be allowed to appear in their first chance of supplementary examinations. Summer Schools will be arranged in the form of a compressed semester with a minimum input of 21 contact hours per course.

Components of evaluation will be Internal Assessment 30%, and End Semester 70%.

Student will also have to maintain a minimum attendance of 75% in summer school, failing which they will not be allowed to appear in the Supplementary Examination. Student will have to pay the prescribed fee separately for Summer School as well as for Supplementary Examination.

Exemptions

- (a) Post Graduate Students and the Under Graduate students who are going for summer internship (as per their course curriculum) and also to students in the graduating year are exempted from attending the Summer School.
- (b) Students failing in practical subject or only in Communication workshop are also exempted from attending the Summer School in these subjects.
- (c) Students who have obtained an “F” Grade on account of absence in the end Semester Examination and where the absence is because of medical or immediate family exigencies, in such cases, the student will appear in the Supplementary Exam. The Internal Assessment and Mid Sem Exams will be carried forward.
- (d) In case a student has not been able to attend the Summer School on account of serious medical or immediate family exigencies (application to be approved by HOD and Dean/Director), he/she will not be allowed to appear in the Supplementary Examination and it will be considered as “Chance Awailed”. All such students will go through the process of Directed Reading before being allowed to appear in the Supplementary Examination scheduled in the month of December/May of the next academic year applicable for students who do not fall into the category of year back as per clause 24.3.1.

23.5.11 Directed Reading

Directed Reading is applicable to Students who are debarred from appearing in End Semester Examinations on account of shortage of attendance (minimum 50% attendance to be maintained in each course) **AND where** Summer School is not applicable .i.e. PG students/ UG Students going for summer internship and the students in the graduating year and to the student fall under exemption clause (d) above (if applicable). In such case the evaluation will be done on 100% weightage of Supplementary examination. Students who are required to go through directed reading will be given assignments as deemed fit including tests and quizzes by the respective faculty. The faculty and student will have to maintain a record of all the assignments given by the faculty. On the successful completion of directed reading, the faculty will issue a certificate to the successful candidate and submit it to SRE after duly approved by HOD/Dean/Director. Only on the receipt of this certificate SRE will authorize the student to appear in supplementary examination. Students undergoing Directed Reading will have to pay a prescribed fee in addition to fee prescribed for appearing in supplementary examinations.

23.5.12 Normally students will be allowed two chances to appear in the Supplementary Examination. However, in exceptional circumstances, a student may make an appeal to the Appellate Authority for permitting him/her in the Supplementary Examination through the Deans / Director concerned. The Appellate Authority will consist of the following members:

Chancellor

Vice Chancellor

Director (IA)

The Appellate Authority will take a decision which to the best of their knowledge is fair and may fix up a bar either in terms of SGPA/CGPA above which only the mercy be allowed. The decision taken by the Appellate Authority will be final and binding on the students

No further appeal after the decision of the Appellate Authority in this regard shall be entertained by the University.

A student who fails in paper(s) in the last permitted Special Examination, shall be declared failed in that Academic Year and shall repeat the paper(s) as a non-regular Student. A student shall pay the requisite fee for paper(s) which he/ she shall repeat.

23.6 Conduct of Examination

23.6.1 Question Paper (Setting and Moderation)

23.6.1.1 The Question Paper shall be set only in English language and normally by the faculty teaching the course except where otherwise decided by the University.

23.6.1.2 The paper-setter shall be guided as to the scope of the subject of Examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the subject, can reasonably be expected to answer it within the time allotted. Questions in each subject shall be fairly distributed over the syllabus.

23.6.1.3 In case of a paper taught by multiple faculty the following guidelines will be followed:

Wherever there are 2 faculty members involved each of the faculty will be responsible for 50% weightage of the evaluation in each of the components viz. Mid-Semester / Internal Assessment and End Semester and the question paper may be set in two sections viz. A and B

In case where one of the faculty members is internal and the other is external the setting of the question paper and the evaluation will be coordinated by the internal faculty incharge and the weightage of their sections would be guided by the inputs given by each faculty member.

In case of a multi faculty taught course where more than 2 faculty members are involved to teach the course then either the HOD of the concerned programme or faculty member nominated by HOD would act as the anchor of the course who would be responsible for all components of evaluation before handing it over to SRE.

23.6.1.4 The Paper-Setter shall, as far as practicable, avoid any marked change in standard of question paper from Examination to SRE.

23.6.1.5 While the paper setter should have freedom and flexibility in setting the question paper, to ensure maintenance of the standard, quality and secrecy of the question paper all paper setters should get their question papers approved/moderated by the HOD / Dean of the concerned College before sending the question paper to the Exam branch. Model answers should be deposited with HOD /Dean or should remain with the faculty.

23.6.2 Evaluation

23.6.2.1 The answer-scripts of a subject shall normally be evaluated by the Instructor – incharge or by an Evaluator to be appointed by the Dean who could be a person other than the paper setter.

23.6.2.2 The evaluator so appointed shall evaluate the answer scripts and award marks for every question attempted in the answer script. After evaluation, the evaluator shall total all the marks in an answer script. If the total so arrived is not a whole number it shall be rounded off to the next higher whole number. The evaluator concerned would arrive at a scale for awarding various letter grades in that course. The grades awarded by the faculty would be discussed and finalized in consultation with the Examination Committee. The Examination Committee will have the authority to moderate the results submitted by the faculty members and also call for an explanation from the faculty, if desired.

23.6.2.3 The evaluator shall prepare the grade sheet providing following information:

- The title and code of the paper and credits assigned;
- The programme(s) whose students are being evaluated and the semester number;

- Against each students' enrollment number/name
- Internal Assessment (IA) marks obtained out of 100 and reduced to 30%
- Mid-semester (MS) marks obtained out of 100 and reduced to 20%
- End-semester (ES) marks obtained out of 100 and reduced to 50%
- Composite score obtained out of 100 (30% IA + 20% MS + 50% ES)
- Based on (iv) tentative grade are assigned to students

While awarding the grades, the evaluator will necessarily award grade "F" in case of a post graduate programme if the raw score obtained by the student is less than **40%** of the highest raw score obtained in the End-semester examination or/and in the composite score of IA + MS + ES. In the case of the undergraduate programme, grade "F" will be awarded if the raw score obtained by the student is less than 30% of the highest raw score obtained in the End-semester examination or/and in the composite score of IA + MS + ES. However the College/ Faculty is at full liberty to raise the criteria of cut off percentage of marks from time to time.

The evaluator should also provide the range of marks for each category of grade (a histogram is desirable)

23.6.2.4 In case of medical exigencies, if a student is unable to write an exam, the student will be allowed to use a writer. The credentials of the writer will be approved by the Head of SRE. Usually the writer will be a person who is two grades lower and does not belong to the same discipline as that of the student.

23.7 Approval of Grades by Examination Committee

23.7.1 The tabulation sheet prepared as per provisions of Clause 21.6.2 shall be placed for consideration before Examination Committee.

The Examination Committee of the Colleges will be constituted as per provisions of Statutes of the University to consider the matters referred by the Examination Board. The Examination Committee will have the concerned Dean/ Director as its Chairman.

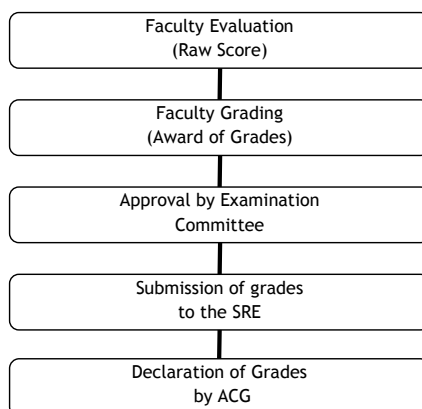
The Examination Committee will have the authority to moderate the results submitted by the faculty members and also seeking an explanation from the faculty, if considered necessary.

23.7.2 The Examination Committee may moderate the result of a particular subject/student and advice on any action to be taken in this regard, in writing for incorporation in tabulation of the results and preparation of Grade Cards; to the Controller of Examination/Head SRE.

23.7.3 Every Examination shall be conducted in accordance with the administrative orders framed by the Academic Council and in force from time to time. The responsibility of executing the administrative order of the Academic Council rests with Deans/Director of respective College.

23.8 AWARD OF GRADES

23.8.1 The following will be the process grading



23.8.2 The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA.

GRADE	POINT
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0
E*	Exemption

* For all E Grades, the credits for the subjects will not be considered for calculations of Grade Point Averages.

23.8.3 The credits for each subject will be assigned as approved by the Academic Council while approving the curricula and syllabi.

23.8.4 Grade shall be awarded on the basis of performance in Internal Assessment, Mid-Semester and End-Semester Examinations. In the case of Supplementary Examination 100% weightage is given to Supplementary Examination barring cases of students who are allowed to take Supplementary Examination after completion of Summer School, in such cases, Grade shall be awarded as per clause 24.5.6.

23.8.5 The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:

$$SGPA = \frac{\sum_{i=1}^S (G_i * C_i)}{\sum_{i=1}^S C_i}$$

where C_i = Credits in the Course i

G_i = Grade Points awarded to the student in Course i as per conversion table given in clause 19.8.2

S = No. of Courses for which a student is registered in that Semester

The overall Grade Point of a student in the programme of study up to the end of a particular Semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, obtained in all completed semesters as follows:

$$CGPA = \frac{\sum_{i=1}^N (G_i * C_i)}{\sum_{i=1}^N C_i}$$

Where C_i = Credits in the Course i taken by the student

G_i = Grade Point awarded to the student in the Course i

N = No. of Courses taken by the student up to the end of that Semester

23.8.6 For students who do not meet the individual subject passing criteria or SGPA qualification criteria though their SGPA nor CGPA will be calculated but in their grade card it shall be mentioned that the SGPA/CGPA qualifying criteria has not been met/NC.

23.9 Tabulation Of Grades And Preparation Of Result Sheet

23.9.1 The marks sheet in each subject shall be prepared in duplicate by the evaluator concerned as explained in Clause 21.6.2.3.

23.9.2 Tabulation of Grades and Preparation of Result Sheet shall be done by the Head of the Academic Computing. The Head of the Academic Computing shall carry out the work in accordance with the provisions laid down in Clause 21.8.

All the results will be published by the Academic Computing Group on the website.

23.9.3 Appropriate Grade Cards shall be prepared by the Academic Computing Group at the time of graduation.

23.10 Requirements for Passing

23.10.1 Students in all the postgraduate programmes are required to maintain a minimum SGPA of 2.67 to qualify in each semester. For individual subjects, minimum passing grade shall be C-Students in Undergraduate programmes will be required to maintain a minimum SGPA of 2.0 to qualify in each semester. For individual subjects minimum passing grade shall be D. For qualifying for a degree the student must secure a minimum CGPA of 2.67 for the Postgraduate and 2.0 for Undergraduate.

23.11 Moderation of Results

23.11.1 A Moderation Board constituted as per University Rules will have the power to moderate the results of the graduating students.

23.12 Declaration and Rectification of Results

23.12.1 The results tabulated and moderated, as above, shall be put up to the Chancellor, Vice Chancellor and Director (Institutional Affairs), The result shall be published only after approval by any two i.e. Chancellor/Vice Chancellor/Director(IA).

23.12.2 The Examination Board shall have the power to quash or rectify the result of a student (even after it has been published) if

- (a) It is found that he/she was ineligible to appear at the Examination; or
- (b) He/she used unfair means in the Examination or was found guilty of misconduct; or
- (c) A mistake is found in his/her result.

The Examination Board will consist of :

- | | |
|------------------------|----------------------|
| 1. Vice Chancellor | Chariman |
| 2. Pro-Vice Chancellor | Member |
| 3. VP(AA) | Member |
| 4. COE | Non-member secretary |

23.12.3 A student shall be entitled to have his/her answer books re-checked on payment of prescribed fee for each paper subject to the following condition:

- (a) The application for rechecking is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.
- (b) The Controller of Examinations shall get rechecking/re-evaluation (i.e. posting of marks, totaling of marks and if any questions is un-evaluated, to be evaluated) done to ascertain whether the

marks awarded to various answers have been correctly added and whether the Examiner has evaluated answers to all the questions written by the Examinee.

If any mistake is discovered as a result of re-checking as above, the Head of Academic Computing shall rectify the result.

23.13 Summer/Winter Training/Internship

23.13.1 Students of all programmes will be required to undergo summer training/internship of about 8 weeks as part of their academic programme.

23.13.2 Students of IIIrd, IVth and Vth Year of B.A, LLB(Hons.) , BBA, LLB(Hons.) and B.Com LLB(Hons) will be required to undergo mandatory Winter Internship in the month of January.

23.13.3 Students will have to keep a Record/Work Book detailing out the activities that are carried out during their summer/winter training/internship.

23.13.4 Students will be required to submit a Detailed Report at the start of the next semester after completion of their summer/winter training/internship.

23.13.5 The Course Coordinator will notify the date of presentation of the project/activities undertaken during summer training/internship.

23.13.6 The Report and the presentation will be evaluated by a duly constituted committee. The committee will ordinarily consist of:

- (a) HOD of the Concerned Department or his nominee;
- (b) Professor of the Constituent College;
- (c) Course Coordinator.

The Deans of the respective colleges shall have the authority to change the Constitution of the Committee if deemed necessary.

23.13.7 The Committee will submit its evaluation grade in a sealed envelope to the Controller of Examination/Head SRE.

23.13.8 It is mandatory for all students of all programme to undergo Summer Internship. However, if on account of some exigencies, if a student is unable to pursue internship, the HOD on approval of the Dean can assign him a project whose grade will then be assigned towards Summer Internship.

23.14 Dissertation/Project Work

23.14.1 Every student shall, carry out dissertation/project work under the overall supervision of the supervisor(s). Normally, only a faculty of the Constituent College concerned shall be allowed to supervise a dissertation/project work. If the topic of a dissertation/project work warrants, at the most two faculty members of the Constituent College concerned may be allowed to supervise a dissertation/project work. Considering the interdisciplinary nature of the work involved a faculty from other Constituent College and/or from industry/corporate organization active in the area in which the work is being carried may be allowed, to be associated as a co-supervisor.

23.14.2 Under exceptional circumstances, an expert in the area from other academic institutions may also be appointed as a co-supervisor in addition to a faculty from the Constituent College of UPES.

23.14.3 The Coordinators shall, in consultation with the Dean concerned, finalize the topic for dissertation/project work along with the name(s) of the supervisor(s).

For this purpose, the Coordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Coordinator may, if he considers it necessary or expedient, ask a student to carry out dissertation / project work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carry out his/her dissertation/project work. Mid course alteration/ modification in the scope of dissertation would need explicit approval from the Dean of the respective college.

The Coordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Dean of the concerned College shall be sent to the Examination Section.

23.14.4 The dissertation/project work shall

- (a) Be focused on the problem as per clause 21.14.3;
- (b) Include current status of knowledge in the subject (literature review);
- (c) Embody the result of studies carried out by him/her;
- (d) Show evidence of the student's capacity for critical examination and judgment; and
- (e) Be satisfactory in presentation so far as language, style and form are concerned.

23.14.5 The student shall indicate clearly and extensively in his/her dissertation/project, the following:

- (a) The source from which referred information is taken;
- (b) The extent to which he/she has availed himself/herself of the work of others and the portion of the dissertation/project work he/she claims to be his/her original work; and
- (c) Whether his/her dissertation/project work has been conducted independently or in collaboration with others.

23.14.6 A certificate to the effect that the dissertation/project work carried out by the student independently or in collaboration with other student(s) issued by the Supervisor(s) concerned and endorsed by the Coordinator concerned, shall form the part of the submission for evaluation.

23.14.7 Every student who spends a specified period of time in an industry/organization/institute for reasons of work related to his/her dissertation/project work, with prior permission from the Coordinator concerned will explicitly acknowledge working in the relevant industry/organization/institute.

23.15 Submission of Dissertation/Project Work

23.15.1 Every student shall, on completion of his/her dissertation/project work, submit to the Examination Section (through the Coordinator concerned) two typed (or printed) hard bound copies of his/her dissertation/project work embodying the results of his/her dissertation/project work.

The dissertation/project work shall be submitted not later than the date specified for the purpose in the academic calendar or as notified by the Coordinator with the approval of the Dean.

Provided that, in exceptional cases, the Dean may permit a student (on the recommendation of supervisor concerned) to submit his/her dissertation/project work in the following semester for which tuition fee/hostel and other fees (as may be applicable) shall be charged.

23.15.2 No such dissertation/project work shall be processed for examination unless it is accompanied by a certificate from the supervisor to the effect that the dissertation/project is a record of work carried out by the student himself/herself or in collaboration with other student(s).

23.16 Evaluation of Dissertation/Project Work

23.16.1 Seminar and Viva-voce of Dissertation/Project Work

Every registered and eligible student shall be required to deliver a seminar related to his/her dissertation work/project work before submitting the dissertation work/ project work before a committee constituted for the purpose by the Deans. The Coordinator shall, in consultation with the Dean concerned, notify the date of the seminar. The committee will ascertain the status of preparedness of the candidate for submission of dissertation project

23.16.2 Examination of the Dissertation/Project Work

Two Examiners, one internal and one external, who could be a faculty member of the college, shall examine the dissertation/project work. The Examiners shall be appointed by the Board on the recommendation of the Coordinator and the Dean concerned. The internal examiner shall ordinarily be the teacher under whose supervision the student carried out his/her project work.

23.16.3 The student shall be required to defend his/her dissertation/project work by making a presentation followed by Viva-voce.

24.16.4 The viva-voce (oral defence) on the dissertation will be conducted by a committee constituted for the purpose. The names of the Committee Members will be suggested by the Coordinator and approved by the Dean. The committee will opine about acceptability or otherwise of the dissertation and decide on the final grade, which will be submitted to the SRE by the Course Coordinator.

23.16.5 All Summer Internship Report and Dissertation Thesis submitted by the students will go through the process of plagiarism check through the anti-plagiarism software. The report produced by the software will necessarily be submitted to the SRE Department along with the evaluation of the Summer Internship Report/Dissertation Report. The Deans of the Constituent Colleges will frame the rules of anti-plagiarism and display them on students Notice Board.

23.17 Re-Examination of Dissertation/Project Work

If a student does not appear or fails in the 'Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. Evaluation shall be done in the same manner as specified in Clause 21.15 and 21.16. If he/she again fails to clear the seminar, his/her name shall be struck off the UPES rolls.

23.18 UPES Medals Awarded During Convocation

Gold Medal for the student standing first in the order of combined merit list prepared for all Post Graduate Programmes offered by the College of Management & Economic Studies

Gold Medal for the student standing first in the order of combined merit list prepared for all Under Graduate Programmes offered by the Under Graduate Student of College of Management & Economic Studies

Gold Medal for the student standing first in the order of combined merit list prepared for all Post Graduate Programmes offered by the College of Engineering Studies

Gold Medal for the student standing first in the order of combined merit list prepared for all Under Graduate Programmes offered by the Best Under Graduate Student of College of Engineering studies

Silver Medal for the student standing first in the order of merit in each of the Programme offered at Undergraduate and Postgraduate level by the COMES and COES.

In case of a tie for the position of merit for award of Gold/Silver medal, the merit order will be divided on CGPA calculated upto the 3rd decimal point.

23.19 Punishment for Adoption of UNFAIR MEANS IN EXAMINATION

Whenever a case of adoption of unfair means in an Examination is brought to the notice of the Controller of Examinations by an invigilator (through the Centre Superintendent) or by a Centre Superintendent, the Controller of Examinations shall take cognizance of the matter. The Controller of Examinations shall on every such occasion enquire into the matter and bring all incidents of unfair means in writing with relevant documents, wherever possible, to the Examination Disciplinary Committee constituted by the Vice Chancellor.

The constitution of the Examination Disciplinary Committee shall be as follows:

- (i) Dean/Director of a Constituent College/ or their nominee Chairman
- (ii) Course Coordinator; and Member
- (iii) Controller of Examinations or his nominee Member Secretary

The Examination Disciplinary Committee may take further action under the following broad guidelines:

Nature of unfair means adopted	Punishment to be awarded
<p>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) When a student tries to copy from other Student's answer book, talks to other students, tries to exchange answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.</p>	<p>A. Examination in that subject shall be cancelled. In the event of the unfair-means being adopted in an End-Semester Examination the student(s) may be allowed to clear the subject by appearing in the Supplementary Examination.</p> <p>In the event of the unfair-means being adopted in a Supplementary Examination the student shall be declared failed in the Examination. This will attract provisions of Clause 21.5.</p>
<p>B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator.</p> <p>(b) When a student tries to copy from other students' answer books, talks to other students, tries to exchange answer books/question papers/ calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).</p>	<p>B. Examination in the subject as also in all other subjects of the semester shall be cancelled and the student shall be declared failed in all the subjects of the Semester.</p> <p>In The event of the unfair-means being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at special Examination in all the subjects.</p> <p>However, in the event of the unfair-means being adopted in supplementary Examination this will attract provision of Clause 21.20 (b).</p>

Nature of unfair means adopted	Punishment to be awarded
<p>C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or</p> <p>(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of unfair means on earlier occasion of the same End-Semester/Special Examination; or,</p> <p>(c) When the incriminating material comprises answer book/additional answer sheet stolen earlier and/or when the examinee tries to destroy the material, and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.</p>	<p>C. Examination in all papers of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the unfair-means being adopted in an End-Semester Examination the student shall not be allowed to appear in the Special Examination. This will attract provisions of Clause 21.20 (c).</p>
<p>D. When use of unfair-means has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty or staff on Examination supervision duty.</p>	<p>D. Examination in all papers of the semester shall be cancelled and the student shall be expelled from the University.</p>

23.19.1 The Examination Disciplinary Committee will examine each case referred to it by the Controller of Examination and make recommendations for appropriate punishment to the Dean/Vice Chancellor as the case may be.

23.19.2 Notwithstanding anything contained in the broad guidelines as above, the Board may, at its own discretion, award more severe punishment with or without imposition of a fine. When a fine is contemplated to be imposed, the Board shall decide the amount of the fine on a case to case basis. Board may also recommend rustication of the student from the rolls of the University, in case of repeated violation, or if student has a past history of other disciplinary violations or misconducts.

23.19.3 In case a student

23.19.3.1 is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.

23.19.3.2 All such cases will be taken suo-moto cognizance by the Examination Disciplinary Committee of the Constituent College appointed by the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of 'F' grade.

23.20 Deletion from the Rolls of the University

The name of a student shall be deleted from the rolls of University if

- (a) He/She does not clear 6 years programme in 8 years, 5 years Programme in 7 years, 4 years Programme in 6 years, a 3 year Programme in 5 years and a 2 year programme in 3 years;
- (b) He/She is expelled from the University on account of punishment for adoption of unfair means as defined in Clause 21.19; or
- (c) He/She is expelled from the University on account of indiscipline as defined in Clause 21.19.

23.21 In case of ambiguity in any of the clauses above, the decision of the Vice Chancellor shall be final and binding on the student.

23.22 For any exigency on Medical Grounds and/or natural calamity, a student can make an appeal to the Vice Chancellor whose decision shall be final and binding on the student.

23.23 Prescribed Fees

Supplementary Examination	Rs. 1,000 per paper
Re-evaluation of Examination Paper*	Rs. 250 per paper
Duplicate Grade Card/Transcript fee	Rs. 1,000 per set
Duplicate Degree	Rs. 5,000
Directed Reading	Rs. 1,500 per paper
Summer School	Rs. 2,000 per paper
Percentage conversion certificate	Rs. 250 per set

* Implies posting of marks, totaling of marks and if any question is un-evaluated, to be evaluated.

23.24 Weeding of Records

Following will be the retention period of records:-

Type of record

Retention period

- | | |
|----------------------------------------------|-------------------------------------------------------------|
| 1. Award sheets | 50 years (permanent record) |
| 2. Answerbooks of end semester examinations | 1 Year |
| 3. Answer books of mid semester Examinations | 6 months |
| 4. Examination attendance record | 1 year |
| 5. Model answer to question papers | 1 years |
| 6. Old question papers | To be retained in CD in Library |
| 7. Class room attendance record | Till the course completion |
| 8. Student dossiers | Important papers from the dossiers to be retained on a C.D. |
| 9. Convocation Registrar | Indefinite Period |
| 10. Supplementary Answer scripts | 1 Year |
| 11. Records of daily report | 6 Months |
| 12. Filled Supplementary exam forms | 4 Years |
| 13. Receiving Record file of Answer sheet | 4 Years |
| 14. Record of debarred students file | 4 Years |
| 15. Records of UFM files | 4 Years |
| 16. Date sheet file | 4 Years |
| 17. Re-Evaluation record file | 4 Years |
| 18. Sitting Plan/Invigilation duties | 1 Year |

24. LIBRARY RULES AND REGULATIONS

24.1 Membership

24.1.1 The membership is open to all regular students, Faculty members, UPES staff and participants of different courses conducted by the University and any person associated with the university or permitted by the College authority may be admitted in the library.

24.1.2 Library security deposit is refundable after adjusting dues, if any, on withdrawal of library membership.

24.2 Admission to the Library

24.2.1 Library timings (Subject to change) are as under:

- Monday to Friday : 8.00 AM - 6:30 PM
- Saturday : 9.30 AM - 5:30 PM
- During examination period library may open for extended hours.

24.2.2 The SAP Identity card is mandatory for entering the library and issuing of library documents.

24.2.3 The Janitor / Library Assistant at the entrance is authorized to examine everything that passes into or goes out of the library.

24.2.4 Personal belongings except Laptop shall not be permitted to be brought inside the library. The library does not accept any responsibility for loss or damage to personal property left at the counter.

24.2.5 Disfiguring of Library furniture e.g. writing on tables, newspapers etc. would result in the cancellation of library membership and also amounts to forfeit the refunded security deposit.

24.2.6 Students shall not be allowed to use Library during the class hours.

24.3 Exception During Examination Time

24.3.1 During Examination time, one copy of personal book is allowed in the library reading room (other than library documents) during library hours. Personal book must be registered and duly stamped at the checkpoint while entering into the library.

24.4 Borrowing Privileges

24.4.1 The books will be issued from 9:30 a.m. to 5:00 p.m. to the students and faculty members on all day when the library is open.

24.4.1 Each student will be entitled to borrow 4 books. Faculty members are entitled to borrow 10 books, and Administrative staff members are entitled to borrow 3 books.

24.4.2 The books will be issued to the students for 7 (Seven) days only. Faculty members / Administrative staff members can keep books for maximum 30 days.

24.4.3 The books may be reissued if the same is not in demand. The reissue will be done generally on the physical presentation of the books.

24.4.4 Reference books, bound periodicals / journals and loose issues of periodicals/journals shall not be issued.

24.5 Conditions of Loan

24.5.1 Students who do not produce "No Due Certificate" from the Library will not be allowed to register for next semester.

24.5.2 SRE UPES shall ensure that the students to various courses have taken "No Dues Certificate" from the Librarian before a decision is taken to award Degree.

24.5.3 Books may be re-issued provided:

24.5.3.1 No other member has reserved the same book; and

24.5.3.2 Not more than one renewal has already been made by the members
Consecutively.

24.5.4 An overdue charge of Rs. 5/- (Rupees five only) per book, per day, will be charged if the books are not returned to the library when due.

24.5.5 Books on loan are subject to recall by the Librarian at any time.

24.5.6 The Librarian may stop issue of any book only on justified and reasonable grounds.

24.5.7 It is the responsibility of the student to return the books on time. No reminders will be sent by the Librarian.

24.6 Library Fine, Renewals and Reservations

24.6.1 There will be an overdue charge Re.5/- per day/per book.

24.6.2 “No dues” certification will be cleared from the library only after the library dues are fully cleared.

24.6.3 Faculty and Staff member will not be levied any library overdue fine.

24.6.4 Books can be renewed for another term of 7 days, if no demand is there.

24.6.5 The renewal must be made on or before the due date.

24.6.6 Library member can reserve one copy of already issued document against their name.

24.7 Documents that cannot be borrowed

24.7.1 Reference Books

24.7.2 Journals, Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.

24.7.3 Theses/ Dissertations/Project Works submitted by Students are not issuable.

24.8 Loss of Books

24.8.1 Library materials are to be handled with care.

24.8.2 If a borrowed book is lost or mutilated beyond usable condition, book has to be replaced with the same or latest edition.

24.8.3 Library will follow the below mentioned steps, in the same order of preference to settle the dues :

24.8.3.1 Book has to be replaced with the same or latest edition, or

24.8.3.2 Actual cost of the book as per library records or the present market value

of the book, whichever is higher.

24.8.3.3 If the book lost or damaged is one of the volumes of a set, the member shall have to compensate the cost of the whole set.

24.8.3.4 Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within a month).

24.9 General Rules & Regulations

24.9.1 SAP Card is compulsory for getting access to the library. All library users are requested to record their in/out timings with the help of SAP ID card.

24.9.2 Members should keep the Librarian informed of any change in address during the period of membership.

24.9.3 Books removed from the shelves by students/ faculty, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself.

24.9.4 The members shall satisfy themselves about the physical condition of the books before borrowing. No plea that the book was already damaged will be entertained at the time of the return of the book.

24.9.5 Beverages, eatables, drinking, smoking and usage of cell phone are strictly prohibited inside the library.

24.9.6 No one shall enter the counter or use the Library Telephone without prior permission.

24.9.7 Members should not deface, mark, cut, mutilate or damage library resources in any way. If anyone found doing so, he/she will be charged the full replacement cost of the resource. Books borrowed should be protected from RAIN, DUST, INSECT, etc. Anyone found involved in such activity shall be penalized.

24.9.8 Students are advised not to issue books to others on their names.

24.9.9 All personal belongings *except Laptop, purses, notebooks and other valuable items (such as Camera, ATM Cards etc)* shall be deposited at the Library /Property Counter.

24.9.10 All users are requested to maintain dignified silence in the library.

24.9.11 All users are requested to keep their **Mobiles switched off or in silent mode** in the library.

24.10 Text Book Loan Scheme (TBLS)

24.10.1 The TBLS is open to all regular Students. Students can obtain a set of recommended books through the Text Book Loan Scheme for a semester. A set of recommended books will be returned to the library after the end of semester examination as notified by the university. If any student fails to return the books in time, he/she will not be allowed to register for the next semester.

24.10.2 TBLS Policy, Terms and Conditions:

24.10.3 Students will collect his or her book sets in the beginning of the semester within three days of stipulated issue dates as notified. Information to individuals shall not be given

for the same.

24.10.4 Students will bring their fee deposit receipt / SAP ID Card at the time of the book collection.

24.10.5 Books will be issued for a semester only.

24.10.6 Delays in a book return shall be treated as default. Fine recovery or termination of library membership may be done accordingly.

24.10.7 Books lost or defaced shall have to be replaced or double cost will be recovered.

25. COMPUTING FACILITIES

25.1 General Information

The Computer centre is equipped with 64-bit multi-core Xeon and Opteron processor based servers running in a virtualized cloud environment designed to provide maximum uptime as well as compute on demand facilities to the University community. These run on central network functions such as Authentication, mail services, database services, application servers etc. These servers cater to a total of about 8,000 nodes - of which 400 are in the main IT Block labs. All machines have internet access over high speed fibre optic links. The primary operating environment is a mix of Windows Server, Solaris and Linux.

Computer labs have Sun Rays and high end workstations available to students on which they can use Windows as well as Solaris and Linux applications. The network backbone is Gigabit switched running on a dual ring fibre optic network across the entire campus. Additional redundancy is provided by means of a failover wireless mesh across campus. End client access is provided through a mix of wired and wireless technologies. The entire campus acts as a wireless 'hot spot' by providing a Wi-Fi network based on the 802.11n standard. Any student having their own laptop/tablet/smartphone can be made part of the campus wireless network and have internet access. However, the device must be equipped with adequate and current antivirus protection and usage must conform to the University Acceptable IT Use policy available at <http://stu.upes.ac.in>.

The student Engineering Graphics labs contain 90 engineering workstations. All these machines are on a switched, gigabit backbone network and so can also be used to access central services including the Web.

Ancillary services and access to peripherals like CD/DVD burners, Scanners, photo quality printers and high speed laser printers is available to students through the computing labs. Centralized online backups are also maintained for the campus. Anti-virus protection is provided at the gateway, server & client levels. All classrooms are equipped with ceiling mounted LCD/DLP projectors, computers and PA system with wireless microphones.

The University has several Academic Alliances with leading IT majors such as Microsoft, ORACLE, Schlumberger, SAP, Aspentech etc. through which a large portfolio of applications and platforms are available for use by students and faculty. Applications range from basic operating systems to high end clustering and grid computing solutions. Additionally, specialized software is available to students like Solidworks for Engineering Graphics, CATIA, AutoCAD Engineering Suite, SPSS&Systat for Statistical analysis, Mathematica, Matlab etc. A complete list of software can be made available by placing a request to the IT Helpdesk.

Most faculty communicate with their students by email. It is therefore important that students read mail sent to their official student e-mail account regularly as this is the address they will use. Each student has

been provided with a unique email address of the format firstname.lastname@stu.upes.ac.in. This mail account can be accessed by going to <http://mail.stu.upes.ac.in> and providing your username and password.

25.2 Teaching Assistantship and Advisory Services

All the campuses have systems administrators on duty during the hours that the lab is open. Advisory services include helping to resolve problems in using computer hardware and software, and extend to tutoring in the academic subject at hand or conducting practical sessions. The administrators are provided with reference manuals for the software in use and work with the user to identify the problem and discover its solution.

In addition to regular administrators, student assistants may also be hired to assist with the lab. These student assistants are typically hired in their first or second year at the University and continue until they graduate, so average experience levels are quite good.

Non-credit seminars and other forms of instruction are offered to users free of charge regularly. Topics vary according to need, and include introductions to using the Internet, Microsoft Office, Internet Access and E-Mail system use, Web Page authoring, effective utilization of available infrastructure and any other requested topics.

25.3 Electronic Marking of Student Attendance/Online Attendance:

Student attendance is marked electronically through card readers placed in each class room. Student has to swipe their Identity card within a maximum of a few minutes (depending on class size) after faculty swipe to mark their attendance for the respective class. Students can check their attendance and time table of their courses from the website <https://academics.ddn.upes.ac.in/upes>, with the credentials provided as part of the student kit. Students are supposed to check their attendance regularly and any issues pertaining to attendance they should bring it to faculty notice within 1 day for rectification. Students are responsible to protect their identity cards from any damages.

25.4 Rules and Regulations

Every student is given an individual user-id and password. The individual is responsible to maintain the secrecy of his/her own password and store important data in their home folder on the network and not on the local hard disk.

Discipline to be maintained while enrolled with the university:

- Students are expected to strictly adhere to the Acceptable IT usage policy and social media Policy found on the students portal (<http://stu.upes.ac.in>).
- Damaging any IT equipment in class rooms or labs will result in a penalty.
- Unauthorized usage of commercial/free tools to subvert University systems will be dealt with in accordance with the penalties outlined in the Acceptable use policy.
- Students are advised not to tamper with the computing device issued to them – either in terms of hardware or software. Formatting of the machine or uninstalling legal software constitutes a violation of the University IT Policy and will be handled accordingly.
- The mind works better in peace and calm. Silence should be maintained.
- Bags/folders/bottles etc. are to be kept outside the Computer Centre (or lab).
- No eatables are allowed in the Computer Centre (or lab).
- No hardware components can be replaced / swapped without permission. Doing so without permission will result in a penalty. If necessary, guidance of the Systems Administrator is always available.

- Internet usage should be in accordance with the Acceptable IT usage policy and Acceptable Downloads and Executable policy of the University. Both these documents are available at <http://stu.upes.ac.in>
- Entry of outsiders is strictly prohibited.
- Tampering with files of others in the desktop/network will be seriously viewed.
- Systems should be shutdown properly and switched off before leaving the Computer Centre.

All students will be required to sign an agreement with the University for usage of computing device.

25.5 Getting Help

For any help or assistance in either hardware, software or network issue, please contact the IT Helpdesk located in the IT Block; or log an online request through the helpdesk link at <http://stu.upes.ac.in>

26. STUDENT DEVELOPMENT ACTIVITIES

The Directorate of Student Affairs (DSA) set about its task of grooming the students to develop an all round personality to enable them to take their rightful place as future corporate leaders in Energy Environment. Numerous activities are held to inculcate character qualities, bring in desired attitudinal changes and hone behavior skills.

26.1 Sports

Basket Ball
Volley Ball
Football
Cricket
Table-Tennis
Athletics
Hand ball
Shooting

26.2 Adventure Activities

Trekking: Trekking expeditions are organized on regular basis under UPES trekkers

IMA obstacles: Under the able guidance of training instructors of Indian Military Academy our students can undergo the Russian obstacle training at the academy .

Shooting: The University has taken corporate membership of JaspalRana shooting range. Students carry out shooting practices under the guidance of world class shooter JaspalRana supported by national levels coaches.

26.3 Activities

Badge of Honour: In order to encourage the students to take more and more active part in sports and other extra curricular activities the Badge of Honour has been started.

Personal Grooming: A number of lectures concerning well rounded personality and dress etiquettes are conducted for students by Centre for Vommunication Studies(CCS).

26.4 Personality Development Programme are organized for Post Graduate Students on Resume writing, Presentation Skills, Interviews Skills, Group Discussion Skills, Business Etiquettes etc. by CCS.

27 DRESS CODE-BOYS & GIRLS

UPES prescribes a dress code for all students. All students must abide by the dress code as given below:-

- A. Jacket : Dark Navy Blue (Raymond Top Line—4040015235 Shade No. 12
- B. Trouser : Dark Navy Blue (Raymond Top Line—4040015235 Shade No. 12
- C. Shirt : Oxford Blue (Raymond Quality No. 40055021/21)
- D. Pull Over : Sleeveless Sweater with Yellow & Blue Strip
- E. Pull Over : Full Sleeves with Yellow & Blue Strip
- F. University Tie : As prescribed
- G. Shoes : Executive Black Leather shoes
- H. Socks : Navy Blue Socks (Cotton Feel)

28. REGULATIONS GOVERNING MAINTENANCE OF DISCIPLINE AMONG STUDENTS, 2009

1. Regulations Governing Maintenance of Discipline Among Students, 2009(as amended in 2010)

In exercise of the powers conferred by and in discharge of the duties assigned under sections 30 (h) & 33(2) of the UPES Act; articles 2.2.3(ii) & 6.1 of the First Statutes; clause 10(1) of the First Rules of the University.

2. Title & Commencement

These Regulations shall be called “The University of Petroleum and Energy Studies **Regulations Governing Maintenance of Discipline among Students, 2009**”(as amended in 2010)

Applicability

These Regulations shall apply to all students of the University, whether admitted before the date of notification of these rules or afterwards.

3. Definitions

- i. “Chancellor” shall mean the Chancellor of the University
- ii. “Vice Chancellor” shall mean the Vice Chancellor of the University
- iii. “Pro-Vice Chancellor” shall mean the Pro-Vice Chancellor of the University
- iv. Director (Student Affairs) shall mean the Director Student Affairs of the University
- v. “Dean”/Director shall mean Dean/Director of the College at the University
- vi. “Deputy Proctor” shall mean Deputy Proctor of the University
- vii. “College Proctor” shall mean the Proctor of the Constituent College.
- viii. “Teaching Faculty” shall mean the faculty of the University
- ix. “Student” shall mean a Student registered in the University.
- x. “University” shall mean University of Petroleum and Energy Studies, Dehradun
- xi. “Officers” shall mean Officers of the University

4. Code of Conduct

The code of conduct for students shall include:

- Observance of good conduct and orderly behavior within or outside the Campus.
- Emulating healthy traditions of the University and to be responsible students of the University.
- Giving undivided attention to their academic work and maintaining healthy and congenial academic environment at the University.

5. Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus which is formally reported shall be construed as violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

(a) Misconduct in Classroom

- i. Creating disturbance and not maintaining classroom decorum
- ii. Disobeying instructions of the faculty or officer of the University.
- iii. Rude behavior with faculty or officer of the University.
- iv. In attentiveness in the class.
- v. Use of mobile phone inside the class
- vi. Damaging or Tampering University property e.g. LCD, Presentation Systems, Screens, Microphones, etc.

- vii. Attempting “Proxy” in attendance

(b) Minor acts of Indiscipline /General Misconduct on the Campus

- i. Violating the prescribed dress code (partially or completely) and or not carrying student identity cards issued by the University;
- ii. Refusing to produce or surrender the identity card as and when directed by
- iii. deputy Proctor, College Proctors or other officers of the University;
- iv. Use of mobile phones inside the classrooms;
- v. Negligence or indifference towards the work assigned;
- vi. Disobeying the instructions of teachers or other authorities;
- vii. Smoking in the Campus(and within 100 mtrs. Outside the campus) – UPES having been declared a “No-Smoking Campus”;
- viii. Violation of Vehicle usage and Traffic rules of the University including misuse of UPES vehicle and buses;
- ix. Display of affection in public / indecent/ obscene/ abusive behavior;
- x. Creating loud noise/ talking in loud voices thus causing/ disturbing the ongoing academic activity.

(c) Major acts of indiscipline

- i. Non-compliance of any of the Library/Lab rules and/or willfully damaging books/printed material/lab equipments, etc;
- ii. Non-compliance of any of the hostel rules as prescribed in the Hostel Rules ;
- iii. Improper rendering of accounts for money drawn from or through any office of the University;
- iv. Disruption of teaching, examinations, extra classes, curricular or extra-curricular activities, administrative work, including any attempt to prevent any member of the University, its staff or its outsourced agencies from carrying out their work; and any act likely to cause disruption also including disruption of residential life in the hostels where the University students are residing;
- v. Disobedience or non-compliance of instructions while on Off-Campus activities like Industrial tours, Excursions, Internships, Seminars, Public functions, etc;
- vi. Damaging or defacing University property or the property of employees/ officers or of other students of the University or any other property inside or outside the University Campus;
- vii. Pasting of posters or distributing pamphlets, handbills, etc of an objectionable nature or writing on walls or disfiguring property/equipment of the University;
- viii.Engaging in any attempt at wrongful confinement of the University faculty/staff/employee or students inside or outside the Campus;
- ix. Use of abusive and derogatory slogans or intimidatory language or incitement of violence or any act calculated to further the same;
- x. Any act of sexual harassment to the students/faculty/staff considered indecent and unacceptable;
- xi. “Ragging in any form inside or outside the University Campus and hostel premises is strictly prohibited. Ragging is a cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;

Acts amounting to ragging could be

- Teasing, Embarrassing and Humiliating;
- Assaulting or using Criminal Force or Criminal intimidation;
- Wrongfully restraining or confining or causing hurt;
- Causing grievous hurt, kidnapping or rape or committing unnatural offence; and
- Causing death or abetting suicide

All students will abide by the Regulations on Curbing the Menace of Ragging in the University of Petroleum & Energy Studies, as given in Student Bulletin and displayed on the notice boards and other communications sent by UPES.

- xii. Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the University within or outside the Campus;
- xiii. Causing or colluding in the unauthorized entry of any person into the campus or in the residential premises where the students are residing or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the Campus;
- xiv. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc;
- xv. Furnishing false certificate or information to any office or authority under control and jurisdiction of the University;
- xvi. Consuming or possessing alcoholic drinks, drugs and intoxicants in the Campus and the residential premises where the University students reside in/or outside the Campus;
- xvii. Indulging in acts of gambling in the Campus and the residential premises where the University students are residing;
- xviii. Possessing or using any weapon such as knives, lathis, iron rods, chains, sticks or any other weapon, explosives and fire arms (licensed or unlicensed) in the Campus and the residential premises where the University students are residing;
- xix. Arousing disturbance through communal, caste or religious feelings or creating disharmony among students within or outside the campus;
- xx. Misconduct or misbehaving of any nature during examinations, as specified in the Examination Regulations of the University;
- xxi. Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged ;
- xxii. Holding meetings, organizing functions within the University campus without taking prior permission in writing from the appropriate authority of the University;
- xxiii. Any attempt or involvement in the hacking of University websites/emails/online attendance or any other system, or any violation acts attracting the cyber laws;
- xxiv. Any attempt or involvement in tampering or hacking with ATMs installed at Campus or Off-Campus;
- xxv. Any other act which may be considered as violation of discipline by the competent authorities, **including involvement of any nature in any criminal offence inside or outside the Campus.**
- xxvi. Involvement in Dharna, Protests, Agitations, Protest March on or off Campus including colluding with Non-UPES personals in Internal matters of the University.
- xxvii. Defaming / Maligning the name of Office Bearers / University Authorities
- xxviii. Instigating / Involvement in Mass Bunks / Boycott of Examination / Assignments
- xxix. Verbal threats / Attempt to hurt oneself on or off campus

- xxx. Infringing on the property / documents / computers of University officials without prior permission
- xxxi. Involvement in making audio / video clippings of fellow colleagues / University Officials without their consent.

6. OFFICERS AUTHORIZED TO TAKE DISCIPLINARY ACTIONS

- (a) Without prejudice to the powers of the Vice Chancellor/Chancellor under Section 14.6 of the Act, and Article 6.1 of the First Statutes; the following officers are authorized to initiate/take disciplinary action against students indulging in any acts of misbehavior or indiscipline in their respective Campuses:
 - The Pro-Vice Chancellor
 - Campus Director
 - The Dean / College Director
 - Director Student Affairs
 - Deputy Proctor
 - College Proctors.
 - Teaching faculty (for classroom misconduct, and in conjunction with any of the above officers for other acts of indiscipline)
 - Any other Officer authorized by the Vice Chancellor
- (b) Provided that no major penalties shall be awarded without referring the matter to the Disciplinary Committee of the University and taking concurrence of the Vice Chancellor in each case.
- (c) Information about all actions taken by any of the above mentioned Officers shall be intimated to the Deputy Proctor & College Proctors for records.

7. Duties and Functions of the Proctorial Board

- (a) The Proctorial Board shall comprise of The Director(Student Affairs), College Dean/College Director, the DeputyProctor and the respective College Proctors. The Deputy Proctor / College Proctors shall be appointed by the Pro Vice Chancellor/Director (Student Affairs) from amongst the Teachers /Senior Officers of the University (not below the level of Asst. Professor or equivalent level) and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as delegated/assigned hereunder.
 - i. Handle non-academic grievances of the students;
 - ii. Monitor the disciplinary climate prevailing in the student community;
 - iii. Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - iv. Make preliminary enquiries, collect relevant facts about the incidents of indiscipline, evaluate the evidence collected, if any. The Deputy Proctor shall place the relevant facts and information before the UPES Discipline Committee for consideration;
 - v. Recommend disciplinary proceedings against students, whenever required; and
 - vi. To suitably deal with media in event of law and order problems.
- (b) The College Proctors shall hold Office for a period of One year and shall also be eligible for re-appointment.
- (c) The Deputy Proctor shall be the Member Secretary of the Proctorial Board and also the Disciplinary committee of the University, the College Proctors shall be the Member Secretary of

their respective Discipline Committees, and shall convene the meetings of the Committee and issue notices/orders on behalf of their Discipline Committees/Authorities.

- (d) The College Proctors /Deputy Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to initiate/take immediate disciplinary action as the situation may warrant.
- (e) In event of a perceived threat of grave nature due to student indiscipline, the Deputy Proctor can seek the help of local police for maintaining law and order. But the police will only be called with the permission of Director (Students Affairs)/ Pro Vice Chancellor. Requisition for calling police will be vetted by Legal Department and signed by Director Students Affairs as Authorized Signatory.
- (f) The Deputy Proctor, in discharge of his/her duties, shall report to the Director (Students Affairs) and through him to the Pro Vice Chancellor/ Vice Chancellor/ Chancellor. The College Proctors shall report to their respective Dean/Director/Director Student Affairs and through them to the Pro-ViceChancellor.

8 Discipline Committees

Pro Vice Chancellor will be patron of all Disciplinary Committee as follow:

Of the University

Director Student Affairs - Chairman (Ex-Officio)

All Dean / College Heads (may also be appointed Chairman as required)

All Colleges Proctors

Deputy Proctor - Member Secretary

Of the College

The Dean / Director - Chairman

Two Senior Faculty Members of the College

The College Proctor - Member Secretary

The Deputy Proctor

The Patron/Chairman of the above Committees may co-opt such other members as the proceedings may warrant.

The discipline Committee shall hold tenure of one academic year i.e. from 1st July to 30th June of following year.

9 Powers & Functions and Rules of Business of Discipline Committees

(a) Powers and Functions

- i. The Discipline Committees shall take cognizance of all matters relating to breach of conduct/discipline and acts of misbehavior by the students of the University (as detailed in section 6.0), and shall have the powers to initiate disciplinary proceedings and recommend appropriate punishment as it may deem appropriate.
- ii. The recommendations of the Disciplinary Committee(s) shall be approved by the PVC in cases of minor offences (through the Chairman), and by the Vice Chancellor/Chancellor for major offences (through the Pro Vice Chancellor)
- iii. Powers to review any of the disciplinary action taken shall lie with the Vice Chancellor/Chancellor.

(b) Rules of Business

- i. Faculty Members nominated to the Disciplinary Committee or as College Proctors shall hold office for a period of One year. Any vacancy occurring shall be filled for the residual period of the term.
- ii. Three members of the Committee shall constitute a quorum for the meeting.
- iii. The Committees shall meet as often as required.

10 Penalties**(a) Classroom Misconduct**

Punishment for classroom misconduct shall be imposed by the respective teacher. Such punishment may include:

Verbal admonishment

Written warning

Assigning him/her additional assignments / tasks

Change of seat of a student

Sending a student out of the classroom

Debarring a student from attending his/her classes up to 5 working days

(b) General Misconduct

The penalty for general misconduct inside the campus will be imposed by the member of Proctorial Board or any other officer authorized by the PVC through recommendation of the DSA. Such punishment may include:

Verbal admonishment

Written warning

Assigning him/her additional assignments / tasks

Confiscating student's mobile for a period up to 03 days (only for cases of unauthorized use of mobile)

Debarring a student from attending all classes up to 03 working days (DSA/ College Dean/Director may debar up to 05 working days).

Penalty for classroom misconduct and General misconduct will be processed through respective College Proctors. It will be implemented only after confirmation by the DSA. Similarly, Proper record of such punishment awarded will be maintained by the College proctors/ Asst Proctor. Before awarding punishment, the defaulting student will be given a chance to be heard.

(c) Minor / Major Penalties / Disciplinary Probation

The penalties for other minor and major acts of indiscipline or misconduct or for sufficient reasons, shall be imposed on a student as under

Minor Penalties *	Major Penalties
Fine up to Rs. 5,000	Fine above Rs. 5,000
Recovery of pecuniary loss caused to University property	Recovery of pecuniary loss caused to University property

Written warning and information to the parent/guardian	Debarment from classes/hostels
Submission of written Undertaking	Debarring from an examination Withholding scholarship (if entitled to)
Imposing a period of Disciplinary Probation */Counseling	Non issue of Migration Certificate
Debarring from participation in any non-academic activity	Disqualifying from further studies, or prohibition of further admission or re-admission
Disqualifying from holding any representative position	Rustication from the University.
Suspension up to five working days from any academic or non-academic activities	Expulsion from the University.
Debarring from rendering assistance in summer internship, campus placements with the prior approval from Dean/PVC	

*** Committing three minor offences will constitute a major act of indiscipline and will attract major penalty.**

(d) Student on Disciplinary Probation

I. Invocation of Disciplinary Probation

A student might be put on disciplinary probation by the UPES Disciplinary Committee (DC) for a maximum period of six months on recommendation of the member of the Proctorial Board or as one of the penalty awarded by the DC proceedings. Disciplinary Probation is a severe reprimand awarded to a student for an established act of misconduct for a specified duration.

II. Implications

Disciplinary Probation puts a student on notice that his or her conduct gives a considerable cause of concern, and his/her conduct is under observation. In addition to the acts of indiscipline already listed, behavior socially unacceptable to UPES fraternity and/or lowering its image will also be covered under the disciplinary probation. Examples of such behavior (but not restricted to these only) are;

- Consuming alcohol in public place.
- Display of affection in the campus/ public place.
- Making noise in the classrooms/ corridors.
- Using abusive language in the campus.
- Deriding UPES or UPES authorities on social media etc.
- Carrying of eatables / coffee etc in the class rooms / corridors.
- Using / found in washrooms that are not meant to be used by the student.
- Misconduct during industrial tours / educational visits or tours / internships / co curricular / extra curricular / sports visits.
- Any other act that qualifies gross misconduct as per the Regulations Governing Maintenance of Discipline among Students listed in the UPES Students Bulletin (as amended from time to time). This will include the acts of indiscipline committed outside the campus.

Such student is expected to pay a very close attention to his or her conduct, both during and after the probation. During Probation Period:-

- The conduct of the student will be closely monitored by the College Proctor and The Course Coordinator. Parents will be informed; they may also be requested to meet the UPES authority in person.
- The student will be allowed to attend classes and being marked as “Present”.
- The student will not be allowed to participate in any co-curricular, extra-curricular, and cultural event without the written permission of The College Proctor. This includes Industrial Visits.
- The student will not be entitled to hold representative position (e.g. CR/PR / TA etc).
- The student will not be entitled to placement assistance without the written permission of The College Proctor.
- During the period of discipline probation, another established act of indiscipline by the student will make him liable for the penalties as follows;
 1. Major Indiscipline – Rustication/Expulsion
 2. Minor Indiscipline – Extension of period of probation for specified duration.
 3. Act of major/minor Indiscipline committed during extended probation will make the student liable for rustication/expulsion. Provided that recommendation of award of penalty of rustication/expulsion will follow the procedure as laid down in the ongoing regulations.
- The student may be required to take obligatory behavior modification sessions with the Student Counselors, and report the same to the Proctor.

III. Termination of Disciplinary Probation

- Upon the termination of the period of Disciplinary Probation, the student will apply for revocation of Disciplinary Probation to The Proctor, through the Course Coordinator.
 - The Proctor may consult the Course Coordinator and/or members of faculty to obtain feedback about the student’s general conduct inside and outside the classroom/Campus and submit a written recommendation to The DSA.
 - The DSA will call a meeting of UPES DC, where the student will be given an opportunity for representation. His/her Course Coordinators may also be invited to the meeting.
 - The UPES DC may ;
 1. Revoke the Disciplinary Probation on termination of probationary period, or;
 2. Revoke the Disciplinary Probation subject to specific conditions mandated to the student, or;
 3. Extend the period of probation to another maximum period of six months as the case may be.
- a) All acts of indiscipline/misconduct during examinations will be dealt with in accordance with the provisions of “UPES Examinations & allied provisions, Regulations, 2003” as amended from time to time.
- b) Any student who is involved in a serious criminal offence and against whom an investigation or trial is pending in a court of law, may be summarily expelled from the University by the Vice Chancellor on the recommendation of the Pro Vice Chancellor without the holding of Discipline Committee proceedings.
- c) Provided that the offence in which the student is involved is of a serious nature and the Vice chancellor is of the opinion that his expulsion is necessitated in the interest of maintaining discipline in the University

- d) No major penalties shall be imposed without giving the student a reasonable opportunity of being heard in person and represent his case. For defence of his/her case, the student will not be allowed to engage/hire any outside person or a lawyer.
- e) Minor penalties as enumerated in Section 10 may be imposed by the Pro-Vice Chancellor on the recommendation of the College Disciplinary Committee.
- f) Any major penalty enumerated in Section 10 may be imposed only after the recommendations of the Discipline Committee(s) are approved by the Pro Vice Chancellor /Vice Chancellor /Chancellor(as the case maybe).

11 Procedures for Enquiry and Punishment

- i. All cases of indiscipline and misbehavior shall be referred immediately to the College Proctor / Deputy Proctor directly or through the PVC/Dean/College Director/Director – Student Affairs, who after a preliminary enquiry and assessing the nature and seriousness of the act, shall: either recommend summary dismissal of the case with minor penalty as specified for general/ classroom misconduct, or Convene a meeting of the Discipline Committee and place the facts and evidence gathered before it.
- ii. A notice for the meeting indicating date, time and the venue shall be issued **(within 3 days of the offence)** by the College Proctors / Deputy Proctor in consultation with the Chairman of their Disciplinary Committee and the guilty students shall be given an opportunity to appear before the Committee for cross examination and interrogation.
- iii. The Disciplinary Committee shall hold its meeting latest **within 5 days** of the offence and submit recommendations within **next 2 days**.
- iv. During the period of inquiry, the Disciplinary Committee will be empowered to suspend the student if its judgment is in the larger interest of the student community. (Reasons for suspension will be stated in the DC proceedings. Notwithstanding completion of the proceedings, such suspension will be revoked as soon as feasible. Period of suspension undergone will be considered while awarding the penalty)
- v. If further investigation is required, the Disciplinary Committee may inform the student in writing about the next appearance date and time.
- vi. The Disciplinary Committee is to keep a record of the proceedings and compile a Report containing all facts and evidence that has been placed before it. Such report along with the recommendations and punishment to be imposed is to be given to the Pro vice chancellor who would forward the same to the Vice Chancellor for further action (as the case maybe). If the guilty student fails to appear, the Disciplinary committee will have the right to draw its conclusion ex parte and submit the aforesaid documents to the Pro Vice Chancellor.
- vii. The final decision shall be communicated to the convicted student(s) and to their parents by the College Proctors (minor penalties) / DeputyProctor(major penalties).

12. Appeal

- i. A student having been awarded a penalty for any act(s) of indiscipline or misconduct, shall have the right to file an appeal (in writing) for review of the decision to the Vice Chancellor/Chancellor **within 10 days of the service of the order**.
- ii. The powers to review the major penalties imposed shall lie with the Vice Chancellor/Chancellor. Powers to review the minor penalties shall be with the Pro-Vice Chancellor as the case may be.

- iii. The Pro Vice Chancellor/ Vice Chancellor/Chancellor may either maintain the earlier decision, moderate or refer it back to the Disciplinary Committee for review in light of any new submissions made by the student in his appeal.
- iv. The decision of the Pro Vice Chancellor/ Vice Chancellor / Chancellor following the appeal will be final (as the case may be) and no more appeal(s) shall be entertained thereafter.

13. POLICY TO ADDRESS ODD OR ABNORMAL OR DEVIANT BEHAVIOR AMONG STUDENTS

AIM

The aim of this policy is to categorize and lay down process and authorization for dealing with reported abnormal and deviant behavior by UPES students.

APPLICABILITY

The foregoing policy shall apply to all the students of the UPES, whether admitted before the date of notification of the policy or afterwards.

- The applicability is extended not only to the information through observation of on Campus behavior, but also to the cases where any university official has been informed about unusual behavior regarding a student observed by others outside the campus.
- It will also extend to other outstation assignments like industrial tours internship, co – curricular, extracurricular and sports activities etc.

The policy will be read as a subset of the Regulations Governing Maintenance of Discipline Among Students, 2009 (as amended from time to time) in terms of procedure and authorizations.

CATEGORIZATION

The policy covers two broad categories as follows:

- Abnormal Behavior .
- Deviant Behavior.

In some cases, deviant behavior may be consequence of mental imbalance. In such contingency, efforts will be for extending help and rehabilitation.

ABNORMAL BEHAVIOR

Definition: The term will include any action or behavior that can be associated with psychiatric conditions to cover the following:-

- Psychiatric disorders like depression, panic attacks, schizophrenia or any other psychotic or other mood related disorders.
- Delusions, Hallucinations, Phobia as or paranoid episodes etc.

Symptoms:

- Irritable and aggressive behavior.
- Getting into frequent fights
- Abusing others in public or in normal conversations
- Repeated perceptions and complaints of persecution by others very frequently which are not substantiated.
- Self Harm tendencies.
- Feeling miserable or crying spells without reason (emotions due to humiliation , rude words, bullying or hurtful behavior of other person are not included)
- Attention deficit or hyper activity
- Inappropriate display of emotions e.g. grandiosity
- Sudden drop in academic performance , social withdrawal, continuous absences , unpunctuality in classes
- Filling wrong contact details or refusal to provide parents / guardians particulars when asked.
- Perform certain actions repeatedly or obsessively.
- Losing or putting on weight very rapidly (excluding physiological causes).
- Any other behavior resulting in discomfort of self or other tantrum throwing etc.
- Refusal to report or cooperate with counselor when asked to do also.

Process for Dealing with Cases of Abnormal Behavior

Any authority as defined vide paragraph 26. Student Bulletin 2014-15 (or subsequent versions) can report students observed to be indulging in abnormal behavior.

The report may be given to concerned Course Coordinator, member of UPES Proctorial Board, other officers of DSA office or directly to UPES Counselor or in her absence to the medical officers.

- If needed the student will be escorted to counselor or medical officer.
- After examination by the counselor the student :-
 - May be asked to resume classes and report to counselor as per periodicity laid down. Counselor will inform course coordinator telephonically or by mail to ensure compliance with copy to College Proctor and Asst Proctor.
 - In extreme cases, where counselor or medical authorities are of the opinion that student is unfit to stay independently; following action will be carried out.
 - Telephonic call to student's parent by the Counselor as also by Course Coordinator.
 - Written communication by the College Proctor incorporating the draft forwarded by the counselor, within 24 hours, with copy to SRE for filing in student's dossier.
 - Student Affairs Officer (DSA Office) will invariably be kept informed and will also help in providing relevant contact information from student's data base.
 - The College Proctor will keep the college heads informed of student showing abnormal behavior. Similarly, Student Affairs Officer will also maintain data base of such students.
 - In serious cases, the Counselor will recommend that parents be called to take the student with them for appropriate treatment up to a maximum period of six months. After successful treatment , student may be allowed to re register on production of fitness certificate from an authorized psychiatrist, as also on recommendation of UPES Counselor

- During the period of absence for treatment, UPES provisions for attendance, examinations, progression to next term and fees shall continue to apply.
- VC will be the final approving authority. The case will be processed through the Proctorial Board, DSA and the PVC.

DEVIANT BEHAVIOR

It can be defined as a form of behavior, which does not adhere to widely accepted social or cultural norm. The subsets of deviant behavior are given as follows; invariably there will be need to examine the background and behavioral trend of such reported cases before categorizing as deviant.

- Self harm tendencies.
- Consumption / possession of banned substance / alcohol, as also misconduct under the influence of these.
- Frequent absence and or unpunctuality in class room attendance.
- Frequent breaking of rules e.g. not wearing helmets, not following dress code, repeated involvement in fights, reporting late in hostels etc.
- Gender insensitivity / related behavior to indulge in eve teasing, humiliation , molestation or sending inappropriate SMS , e-mail , mobile / tele calls and social media messages / photographs
- Indulging in socially / legally unacceptable behavior on and off the campus e.g. rave parties etc. loitering in intoxicated state.
- Ragging

Dealing with Deviant Cases

Not with standing any action that might be initiated by the Police in accordance with law, the following procedure shall be followed by UPES in matters mentioned below:-

- **Self Harm Tendency Cases:** Student who has shown self harm tendencies will be handed over to parents on the recommendation of the Counselor and the Proctorial Board. Parents will be advised to get the student treated. The student can resume his studies thereafter, on production of fitness certificate from a qualified psychiatrist and favorable review by the UPES Counselor. The duration of treatment shall not exceed six months and will be treated as extra ordinary suspension. This will required to be duly approved by the Vice Chancellor. As regards attendance, examinations, and fees existing, UPES rules will apply. On a lapse of six months period or more with no improvement in condition or intimation from the parents / students, the University may decide to remove the student from the rolls.
- **Substance Abuse:** Student who voluntarily discloses his / her addiction will be examined by the Counselor / Doctor. In case of serious condition, procedure outlined for self harm cases will be followed. Student found in possession or consumption of banned substance will be dealt with as the disciplinary procedure laid down in the Student Bulletin.
- **Absenteeism:** Student remaining frequently absent / unpunctual in class will be referred to counselor by the course coordinator under the intimation to College Proctor and Asst Proctor. The

Counselor may treat the case or recommend the student be handed over to the parents as per the procedure laid down above.

➤ **Gender Insensitivity/ Ragging/ Frequent Breaking of Rules/ Socially Unacceptable Conduct:** Following action will be under taken:-

- Penalty will be awarded as per appropriate DC
- Written communication to parents as also referring, the student to the UPES Counselor.

In cases falling under all the above categories, if a student is referred to report to UPES Counselor by appropriate authority and if he fails to do so without sufficient reason, he / she will be suspended from classes till further orders, by the DSA on recommendations of members of the Proctorial Board.

Handling of Abnormal or Deviant Behavior cases goes beyond the laid down disciplinary procedures, meriting dedicated follow up. SrManager Students Affairs will be responsible to monitor follow ups and maintaining documentation of all such cases as per the SOP. However, wherever disciplinary action is required to be initiated, the existing regulations will apply.

The parents of such defaulting students will be informed by the Course Coordinator and concerned College Proctor.

DOCUMENTATION

In all cases of deviant/abnormal behavior, drug overdose/abuse, self infliction of injury etc, the Directorate of Student Affairs shall maintain a detailed record of events and documents, case wise, as under:-

- Details of Initial and subsequent verbal intimation to parent regarding the incident including name of official contacting the parent, name of person spoken to, time, date and telephone no. etc.
- Copy of all written intimations / emails to parent including that asking them to temporarily withdraw the concerned student from Campus along with copy of Courier/Registered AD receipt.
- Copy of finding of University Counselor / Doctor's examination.
- Minutes of Proctorial Board where applicable.
- In serious cases of drug abuse, self injury etc, copy of statement of relevant persons / students who reported / were witnesses.
- In case of self infliction of injury/hospitalization etc, all medical records of University doctor and civil hospital where student is shifted for treatment.
- Copy of FIR and other documents in case cognizance is taken by the police in attempt to suicide /durgs etc. any particular cases.

The University reserves the right to initiate disciplinary proceeding on receipt of complaint about student indulging in deviant behavior from the police in writing /telephonically or verbal.

Note: Student should also note that the University has Grievance Handling Procedures to redress issues of all kinds. Students are advised to visit the website for details.

14. Social Media Policy and Code of Conduct on Social Media for Students

INTRODUCTION

At University of Petroleum & Energy Studies, we realize that part of 21st century learning is adapting to changing methods of communication. The importance of faculty members, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. In recognition of this, UPES has developed the following policy to provide direction for the UPES students, staff, alumni and parent community when participating in online social media activities.

Due to the plethora of new social media tools available to students, student's intellect produce and documents have the potential to reach audiences far beyond the classroom. This translates into the need for a greater level of awareness, responsibility, and accountability for all users. Below are the guidelines for UPES students to follow when using social media.

A - Guiding Parameters (Merriam-Webster Online)

Forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos) .

Common examples of such social media forums include Facebook, Linkedin, Twitter, My Space, Youtube, Google+, Whatsapp, WattsChat etc. and the list grows steadily.

B. Key Principle

Interacting with each other on-line is no different than interacting face-to-face. We are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for members of the UPES community (including students, employees, parents, or others) should be judiciously avoided in written communications, and cyberspace.

Students who participate in online interactions must remember that their posts reflect on the entire UPES community and to the world at large, are subject to the same behavioral standards set forth in the Student Code of Conduct as given in the Student Bulletin.

Code of Conduct

Every type of online interactions, using any electronic media i.e mobile phones, i-pads, and computing devices will be covered under code of conduct laid down herewith.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future employer to see, as you can not control posted data once it is on the web.
2. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
3. "Common E-Mail Ids" (CEI) – CEIs are email ids whose password is shared by a large number of students/faculty members. There is no mechanism to identify and control the

password possession and spread of these mail IDs. Therefore finding out / fixing the ownership of e- mailed material, of the actual person who sends mails using CEIs is impossible.

UPES policies and systems in place do not mandate creation of such CEIs. The creation and operation of CEIs is by individuals, and UPES is not liable for any harm/damage caused to anyone through mail sent using these mail ids.

Therefore students will not create CEIs, and dismantle them if already created. Members of faculty and staff are required not to use CEIs for communication with students.

For communication between a member of faculty and students personal/official email IDs is recommended that specifically identifies the student, and faculty. Also, for all academic purposes effective and comprehensive usage of LMS is strictly recommended.

4. As an amplification of cyber laws / IT Policy of UPES, following acts of omission and commission by students is forbidden. Implicit or explicit indulgence in such acts will constitute violation of / UPES IT Policy and Regulation 5 (c) xxiii of UPES Regulations Governing Maintenance of Discipline Among Students wherein the following would be included as as major acts of in discipline:-

4.1 Creating or getting created digital video recordings/ photographs of UPES community members either on campus or at off-campus UPES events for online publication or distribution without their consent/ authorization.

4.2 Using social media sites to publish abusive, disparaging or harassing remarks about UPES students, staff, and faculty members, athletic or academic contest rivals, etc.

4.3 Using social media for instigating, initiating, and furtherance of student unrest in forms of bunking of classes, collecting students at a location, strike, demonstrations, and slogans against UPES.

4.4 Using inappropriate abusive, loose and degrading language on social media forums.

4.5 Posting/uploading teaching material – notes, powerpoint presentations, copy of case studies, student advisory, caution letter, penalty letter etc., provided to them by faculty members / University on internet without the authorization from respective faculty members/ UPES authorities.

4.6 Starting pubic pages, groups on social networking forums, that include Universities Name, and Logo without the permission of UPES authorities.

4.7 Using the UPES name, logo, uniform, photos or other intellectual property (documents produced by the University or students) when creating independent groups, Fan pages, or on one's own site, without first obtaining permission from the University.

4.8 In cases of students **anonymously** posting contents on social media, mails, web pages and other online forums, The University reserves the right to technologically investigate using Cyber Law Enforcement Agencies to find out Internet Protocol (IP) addresses of such anonymous users, and fix the responsibility of content posted by them.

4.9 Failure to abide by this Policy, as with other policies at UPES, will result in disciplinary action as described in the Student Bulletin, or as determined by the University Administration.

4.10 The use of social media (Facebook, myspace, twitter, etc.) is not permitted during class time unless specifically authorized by the faculty member.

While investigating the cases involving alleged or reported violation of cyber laws/ social media policy, or code of conduct of UPES students, the UPES authority – The DSA, or his representative, and the College Proctors are empowered to confiscate the communication device from the student, and examine it. Refusal on part of the student to surrender his/her communication device, or altering it's contents before surrendering it will be deemed to be gross violation of code of conduct.

C. Privacy

1. Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the UPES in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed.
2. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.
3. To make it difficult for others to access information about your private life, make certain that your personal social networking profile is set to "private" and that personal information is not available to "friends of friends" or other peripheral contacts.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. **Do not share your password with anyone including your friends, teachers and parents.**
5. Always respect the privacy of others.

D. Content

1. Due to the fact that social media sites are increasingly inter-connected, you should be aware that any content posted on-line may eventually (or immediately) show up on other sites. Not posting inappropriate content in the first place is the only way to completely protect against this possibility.
2. Follow the UPES code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
4. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing someone else's idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

5. Students who choose to post editorial content to websites or other forms of online media including online queries by prospective students or employers must ensure that their submission does not reflect poorly upon the University.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

Students who do not abide by these terms and conditions may lose their access to online tools and be subject to further disciplinary action.

29. UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009, AS ADOPTED BY UNIVERSITY OF PETROLEUM & ENGINEERING STUDIES

(under Section 26 (1)(g) of the University Grants Commission Act, 1956)

Preamble

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

1. Title, commencement and applicability

- 1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2 They shall come into force from the date of their publication in the Official Gazette.
- 1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by

prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. What constitutes Ragging:- Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i) Any act that affects the mental health and self-confidence of a fresher or any other student; with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Definitions

In these regulations unless the context otherwise requires:-

- a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);
- b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d) “Commission” means the University Grants Commission;
- e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

- f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be. (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.
(2) Words and expressions used and not defined herein but defined in the Act or in the General Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clause Act, 1897, as the case may be.

5. Measures for prohibition of ragging at the institution level

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6. Measures for prevention of ragging at the institution level

- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
 - a) Every public declaration of intent by any institution, in any electronic, audio- visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
 - b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the

police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephonenumber, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.

- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the fresher's about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in- charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily

when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.

- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity

to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti- ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross- check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti- Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information

Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

Abetment to ragging;

Criminal conspiracy to rag;

Unlawful assembly and rioting while ragging;

Public nuisance created during ragging;

Violation of decency and morals through ragging;

Injury to body, causing hurt or grievous hurt;

Wrongful restraint;

Wrongful confinement;

Use of criminal force;

Assault as well as sexual offences or unnatural offences;

Extortion;

Criminal trespass;

Offences against property;

Criminal intimidation;

Attempts to commit any or all of the above mentioned offences against the victim(s);

Threat to commit any or all of the above mentioned offences against the victim(s);

Physical or psychological humiliation;

All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils

- 8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;
- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
 - b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
 - c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging:-

- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
- Suspension from attending classes and academic privileges.
 - Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - Debarring from appearing in any test/ examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/ expulsion from the hostel.
 - Cancellation of admission.
 - Rustication from the institution for period ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - in case of an order of a University, to its Chancellor.
 - in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- 9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;
- Withdrawal of affiliation/recognition or other privileges conferred.
 - Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.
- Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- Withholding grants allocated to it by the university, if any
 - Withholding any grants channelled through the university to the institution.
 - Any other appropriate penalty within the powers of the university.
- 9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental

disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

- 9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;
- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
 - ii. Withholding any grant allocated.
 - iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
 - iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
 - v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

Secretary

University Grant Commission

**AMAN SATYA KACHROO TRUST
MONITORING RAGGING PREVENTION PROJECT
FOR
UNIVERSITY GRANTS COMMISSION**

ONLINE ANTI RAGGING AFFIDAVITS

Anti Ragging Help Line: 1800 180 5522

E mail: helpline@antiragging.in

Following the order of the Hon. Court, UGC has made it a mandatory, in its Anti Ragging Regulations published in 2009, that each student must submit an Anti Ragging Affidavit at the time of first registration and annually thereafter. And these affidavits must be stored electronically by the University/College. For details of the Hon. Supreme Court's order or for UGC regulations on Ragging please visit www.Antiragging.in or on www.Amanmovement.Org.

To simplify the work of students we have developed a simple procedure to download affidavits from the web. The procedure comprises 3 simple steps.

Step 1 : A student must log on www.Antiragging.in or on www.Amanmovement.Org.

Step 2 : A student must fill the information as requested.

Step 3 : On completion students will receive the affidavits through E mail. He/ She can print them & submit them to his/her respective College/University authorities at the time of admission or annual registration.

Participation in this process will save Students and Parents from a very laborious and difficult process of collecting hard copy affidavits and then getting them retyped and/or digitized. Therefore, we request all the students of the UPES to welcome this initiative, and participate in the On Line Anti Ragging Affidavits.

Thank you very much for your cooperation.

With kind regards,

RAJ KACHROO

Founder Trustee AmanSatyaKachroo Trust.

Monitoring the Project on Ragging Prevention on behalf of UGC.

Anti Ragging Help Line 1800 180 5522

E mail: helpline@antiragging.in

LIST OF ABBREVIATIONS

UPES	:	University of Petroleum & Energy Studies
COMES	:	College of Management and Economic Studies
COES	:	College of Engineering Studies
COLS	:	College of Legal Studies
DDN	:	Dehradun
SRE	:	Student Record & Evaluation Cell
ACG	:	Academic Computing Group
MBA (O & G)	:	MBA (Oil & Gas Management)
MBA (AVM)	:	MBA (Aviation Management)
MBA (ISM)	:	MBA (Information System Management)
MBA (PM)	:	MBA (Power Management)
MBA (L & SCM)	:	MBA (Logistics & Supply Chain Management)
MBA (P & SM)	:	MBA (Port & Shipping Management)
MBA (IFM)	:	MBA (Infrastructure Management)
MBA (ET)	:	MBA (Energy Trading)
MBA (IB)	:	MBA (International Business)
M. Tech (ES)	:	M. Tech (Energy Systems)
M. Tech (GE)	:	M. Tech (Gas Engineering)
M. Tech (HSE)	:	M. Tech (Health, Safety & Environment)
M. Tech (PLE)	:	M. Tech (Pipeline Engineering)
M. Tech (PD)	:	M. Tech (Process Design Engineering)
M.Tech (PE)	:	M.Tech (Petroleum Exploration)
M.Tech (RE)	:	M.Tech (Robotics Engineering)
M.Tech(AI & ANN)	:	M.Tech(Artificial Intelligence & ANN)
BBA (O&G)	:	BBA (Oil & Gas Marketing)
BBA (AVO)	:	BBA (Aviation Operations)
B.Tech (APE)	:	B. Tech (Applied Petroleum Engineering)
B.Tech (ADE)	:	B.Tech (Automotive Design Engineering)
B.Tech (ASE)	:	B.Tech (Aerospace Engineering)
B.Tech (GSE)	:	B.Tech (Geo Science Engineering)
B.Tech (GIS)	:	B.Tech (Geo Informatics Engineering)
B.Tech (AE)	:	B.Tech (Avionics Engineering)
B.Tech (PSE)	:	B.Tech(Power System Engineering)
B.Tech (CE)	:	B.Tech (Civil Engineering)
B.Tech (EE)	:	B.Tech (Electronics Engineering)
B.Tech (ME)	:	B.Tech (Mechatronics Engineering)
B.Tech(CSE)	:	B.Tech (Computer Science & Engineering)
FT	:	Full Time
PT	:	Part Time

LIST OF OFFICE BEARERS YOU SHOULD KNOW

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Mr. ARUN DHAND Director- Govt. Relations & Media Affairs		BRIG (DR) ANIL KUMAR SHARMA Director (Student Affairs)

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DIRECTORATE OF STUDENT AFFAIRS ACTIVITY CALENDAR -2014 – 2015

MONTH	SPORTS	CULTURAL	SOCIAL	ALUMNI
JUNE	M3 & T2			7 th Mumbai 8 th Pune
JULY	M3 & T2			
AUGUST	ANTI RAGGING CAMPAIGN			
SEPTEMBER	8 th – 16 th Football Tournament	6 th , 7 th & 13 th Fresher's Parties		
OCTOBER	13 th – 17 th Volleyball Tournament 29 th – 31 st Cricket Trial			
NOVEMBER		15 th & 16 th The Annual Youth Festival UURJA		23 rd NCR
DECEMBER				20 th Annual Alumni Re – Union
JANUARY	27 th – 30 th Handball Tournament		23 rd & 24 th Anti-Substance Abuse & Road Safety Awareness Campaign	18 th Ahmedabad
FEBRUARY	6 th – 13 th Athletics Athletics Meet 23 rd – 26 th Basket Ball Tournament		7 th & 8 th MUN 16 th – 18 th Blood Donation Camp	
MARCH	14 th & 15 th March Energy Cup 23 rd March onwards Cricket Tournament			22 nd Bangalore
APRIL				
MAY				3 rd Hyderabad