



**MANDSAUR
UNIVERSITY**

DREAM. LEARN. LEAD.

**SERVICE
RULES**

MANDSAUR UNIVERSITY

— JULY 2026 —



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Introduction to Service Rule Book

Human Resources are the most important resource for institutions of higher education. The existing policy manual was prepared with a view to attracting and retaining high quality human resources. To be 'state of the art', policies and practices need to be revised frequently. This policy manual is compiled in 2026, while keeping the basic framework in mind. A committee was set up to perform this task. Most of the committee members were employees of Mandsaur University because the management desired to lay down policies that are 'employee-friendly'.

HR Policies are framed keeping in mind its vision of 'promoting international understanding through quality education'. These regulations align with policies laid down by the UGC and other regulatory bodies of the central and state governments. Conduct rules framed in this policy document clearly indicate that MU expects highly ethical behavior from employees, especially the teaching faculty, because we believe that the outgoing students should not only be highly skilled but should also be excellent human beings so that they can lead our society to be more peaceful and a better place to live.

All efforts have been taken to make the regulations simple and clear, so that employees can easily synchronize their march towards the institutional goal on a well-illuminated path. All rules, however, require appropriate interpretation, and in case of dispute, the interpretation given by the management will be binding. Rules are required to be read in conjunction with other rules that have some bearing on the subject.

Prologue

1. This HR Manual is a compilation of HR policies, rules and procedures approved by the Managing Committee of Mandsaur University and the Board of Management of from time to time. This Manual supersedes the HR policies issued earlier.
2. MU believes that employees are the most important resource for the growth of the institution. hence formulates and amends policies periodically with a view to acquiring and retain high quality human resources, while also facilitating unavoidable separation. Policies are formulated for terms and conditions of employment, retention and cessation of employment. Benefits available to employees and the procedure for availing them are also mentioned in these policies.
3. University Grants Commission (UGC) and Ministry of Education (MoE), Government of India (GOI) have formulated a structure for management of the university under the Memorandum of Association (MOA) approved by them at the time of grant of 'Private University' status. MU has the responsibility of financial health and financial liabilities of its employees. Among others, this includes salary, provident fund, gratuity and other terminal benefits. Hence, common management of employment benefits such as Employees Provident Fund, Insurance cover, Gratuity and Retirement benefits is considered to be in the best interest of the employees.

Governance

- UGC Regulations relating to funding makes sponsoring body (Mandsaur Society) responsible for making adequate funds available to MU to carry out their activities and also for their maintenance and development expenditure, including increases in expenditure and future expansion. The Management has ensured UGC that it would support MU financially to fit into its overall long-term vision and is consistent with the schemes envisaged for.
- The University is the main constituent of BRNSS. The provisions are governed by Notifications/Rules & Regulations issued by UGC/MHRD for its functioning. It is therefore essential that the Board of Management (BOM) of the Mandsaur University maintains harmonious relations. The University are vested with certain powers to frame Rules and Regulations, which will govern the Terms and Conditions of service of its employees, continuing with the spirit of harmony. The University will frame Rules and Regulations in consultation with each other and ensure consistency with applicable Rules and Regulations, either notified by its Board of Management, may be deemed fit.
- Mandsaur University encompasses institutes of diverse nature, and therefore, Human Resources Management is not so complex. While UGC Regulations apply to the service conditions of teaching staff of the University and its constituent institutions have to follow the directions of their respective statutory authorities. The Civil Services Rules and Labour laws of Madhya Pradesh are also to be kept in mind while framing HR policies. Similarly, Rules and Regulations framed by the Ministry of HRD, GOI, UGC and relevant statutory bodies are also to be considered as guidelines for framing rules applicable to teaching staff and statutory posts. Additionally, the University also has employees who get salaries from grants provided by the Government of MP. For these employees, MU is required to follow the applicable government rules. HR policies need to take the above-mentioned diversities into account and still maintain harmony within its staff.
- The Management, realising the importance of good quality human resources, strives to formulate policies that will not only attract and retain dedicated employees but also make them feel proud to be members of the MU fraternity. It encourages employees to think and participate in policy formulation as well as in governance, so that the institution maintains a dynamic march towards excellence and fulfilment of its mission. Employees are expected to maintain confidentiality, especially in relation to personal data, research information, intellectual property and training material accessed by them in the course of their duty.
- There should be uniformity in HR policies for all employees working in the university and its constituent units. All employees will be considered employees of Mandsaur University. The HR department has the responsibility of laying down and implementing HR policies for all employees.

Procedure for Framing HR Policy/ Rules and Regulations

- The University, under the Constitution of BOM, has full powers and authority to perform all acts that may be necessary for the functioning of the Institution. All policies and rules will be issued by the HR Department under the authority given by BOM and will formulate policies applicable to all its employees.
- The Constitution of BOM empowers the Vice-Chancellor to frame Rules and Regulations for the conduct and management of the university and to amend the same as necessary. The Board of Management also authorised the Vice-Chancellor to frame 'Rules and Regulations' in harmony with good governance. The Vice-Chancellor shall carry out all duties and responsibilities for fulfilling the objectives of the University on behalf of the BOM and in consultation with the Chancellor.

- The University, being primarily an academic body focusing and concentrating on academic activities, desires to exercise certain functions other than academics. The University shall exercise its powers in consultation with and in consonance of BOM. This 'Symbiotic relationship' will enable Mandsaur University to focus its energy on academic growth while leaving certain administrative affairs to be managed by the Registrar, thereby creating a harmonious relationship.
- The Vice Chancellor is authorised to take policy decisions on behalf of BOM on urgent matters and such decisions will be reported to BOM in its next meeting for appropriate action.
- The HR Rules and Regulations shall be prepared by the University in consultation with BOM and in concurrence with each other. The HR policies and amendments, if any, will be issued in the form of a notification by the HR Department/Registrar. These policies will be reviewed at least every five years or earlier if need be.

Implementation & Record Keeping

- The policy decisions as well as Rules and Regulations framed by the University will be published as a Notification by GM-HR/Registrar. Similarly, policy decisions and Rules and Regulations framed will be notified by the office of the GM-HR/Registrar. In case of dispute/s in the interpretation of provisions contained in this manual, the interpretation made by the Vice-Chancellor will be final and binding. Where the interpretation of such provision/s relates to matters concerning the University, the Registrar shall consult the Vice Chancellor.
- The GM-HR is responsible for the maintenance of all records on all employees. As far as possible, the records will be maintained in electronic formats (e-records). These will include the following:
 - Organisation Charts of Mandsaur University and its constituent institutes/departments/centres
 - Sanctioned Manpower category-wise, cadre-wise and institute-wise.
 - Charter of duties for various posts
 - Sanction letters for temporary and part-time employees
 - All Rules and Regulations and policy documents of HR policy
 - Personal Files of employees
 - Service Books
 - Training Records
 - Recruitment records
 - Performance Appraisal Reports
 - Any other document that may be required

CHAPTER 01

About Mandsaur University

Mandsaur University (MU), established under the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Evam Sanchalan) Sanshodhan Adhiniyam, 2015 (M.P. Act No. 17 of 2015), is a UGC-recognized university under Section 2(f) of the UGC Act, 1956. Since commencing its academic journey in 2016–17, the University has emerged as one of the most dynamic and progressive institutions of higher education in the Malwa region of Madhya Pradesh. As a proud member of the Association of Indian Universities (AIU) and the Association of Commonwealth Universities (ACU), Mandsaur University is committed to delivering quality education that prepares learners to thrive in an increasingly complex and interconnected world.

Guided by its vision “to excel in developing future-ready individuals and nurturing their aspirations through purposeful education, advancing holistic learning, and inspiring leadership for societal and national progress,” Mandsaur University has adopted the inspiring tagline “Dream • Learn • Lead.” This philosophy reflects the University's commitment to empowering students to dream ambitiously, learn continuously, and lead responsibly in their chosen professions and communities. The tagline encapsulates MU's educational ethos, where academic excellence, personal growth, ethical values, and leadership development converge to create meaningful impact.

At the heart of Mandsaur University's mission lies the commitment to cultivating a dynamic, inclusive, technology-enabled, and value-driven learning ecosystem. The University integrates academics, research, creativity, innovation, and industry engagement to provide a transformative educational experience. Through multidisciplinary learning, experiential pedagogy, and industry-oriented curricula, MU nurtures learners with the knowledge, competencies, and ethical foundations necessary to address contemporary challenges and contribute to sustainable development.

Spread across a lush green campus of nearly 900,000 square feet, the University offers an environment that promotes intellectual exploration, creativity, and holistic development. The campus combines modern infrastructure with a serene natural setting, creating an ideal atmosphere for academic pursuits, research, sports, cultural engagement, and personal well-being. Advanced laboratories, digital learning resources, innovation-driven facilities, and a technology-enabled academic environment support students in acquiring both theoretical knowledge and practical skills.

Mandsaur University offers a comprehensive portfolio of programmes through its diverse faculties, including Engineering and Technology, Computer Science and Applications, Business Administration and Commerce, Pharmacy, Agriculture Sciences, Life Sciences, Nursing, Education, Physical Education, Journalism and Mass Communication, Fashion Design, Tourism and Hospitality, Ayush, and other emerging disciplines.

The University's distinguished faculty members, possessing rich academic and industry experience, play a pivotal role in mentoring students and fostering a culture of inquiry, innovation, and lifelong learning.

A defining characteristic of Mandsaur University is its strong emphasis on industry-academia collaboration. Through its "Industry-to-Institution" approach, the University bridges the gap between classroom learning and professional practice by engaging industry experts, practitioners, and corporate leaders in academic delivery, curriculum enrichment, internships, training, and research initiatives. Strategic collaborations with leading organizations and institutions such as Infosys, NITTR, Garuda Aerospace, Banco Products, Agrostar, Patanjali Research Foundation, and several national and international partners further strengthen opportunities for innovation, skill development, research, and global exposure. These collaborations reflect the University's mission of integrating academics with industry engagement and preparing graduates who are ready to contribute effectively from day one.

Research, innovation, and knowledge creation form another cornerstone of the University's academic ecosystem. Mandsaur University actively promotes interdisciplinary research, faculty scholarship, student innovation, and collaborative projects that address real-world problems. The University's extensive library, housing more than 86,000 books along with a rich collection of national and international journals, provides a robust foundation for learning and research. Students and faculty are encouraged to engage in intellectual inquiry, entrepreneurship, and creative problem-solving, fostering a culture that values both academic rigor and societal relevance.

Aligned with its mission of developing globally competent and ethically grounded individuals, Mandsaur University places equal emphasis on character building, leadership development, and community engagement. Through co-curricular activities, student-led committees, sports, cultural events, social outreach programmes, and experiential learning opportunities, students develop essential life skills such as teamwork, communication, critical thinking, adaptability, and social responsibility. The University believes that education extends beyond the classroom and should nurture compassionate citizens capable of making meaningful contributions to society.

As India advances towards a knowledge-driven and innovation-led future, Mandsaur University continues to evolve as a centre of academic excellence, research, and societal transformation. By fostering a culture of aspiration, learning, innovation, and leadership, the University remains steadfast in its mission to develop responsible professionals, innovators, entrepreneurs, and change-makers who can create positive impact at local, national, and global levels.

With an unwavering commitment to quality, inclusivity, sustainability, and future readiness, Mandsaur University truly embodies its guiding philosophy—**Dream • Learn • Lead**—empowering every learner to transform aspirations into achievements and potential into purposeful leadership.

VISION

Excel in developing future ready individuals and nurturing their aspiration through purposeful education, advancing holistic learning, and inspiring leadership for societal and national progress.

MISSION

To cultivate a dynamic, inclusive, technology driven and value driven learning ecosystem integrating academics, research, creativity, and industry engagement. Empower learners by developing knowledge and skills with a strong ethical foundation, a global mindset, and innovative capabilities to support sustainable development, create societal impact, and become responsible, future-ready leaders.

OUR CORE VALUES



1. Integrity

We uphold the highest standards of honesty, ethics, and accountability in all our academic, administrative, and professional endeavors. We foster a culture of trust, fairness, and responsible conduct.

2. Transparency

We promote openness, clarity, and fairness in decision-making, governance, and communication, ensuring trust and confidence among all stakeholders.

3. Quality

We are committed to excellence and continuous improvement in teaching, research, innovation, services, and institutional processes to achieve global standards.

4. Teamwork

We believe in collaboration, mutual respect, and collective responsibility, recognizing that institutional success is built through shared efforts and partnerships.

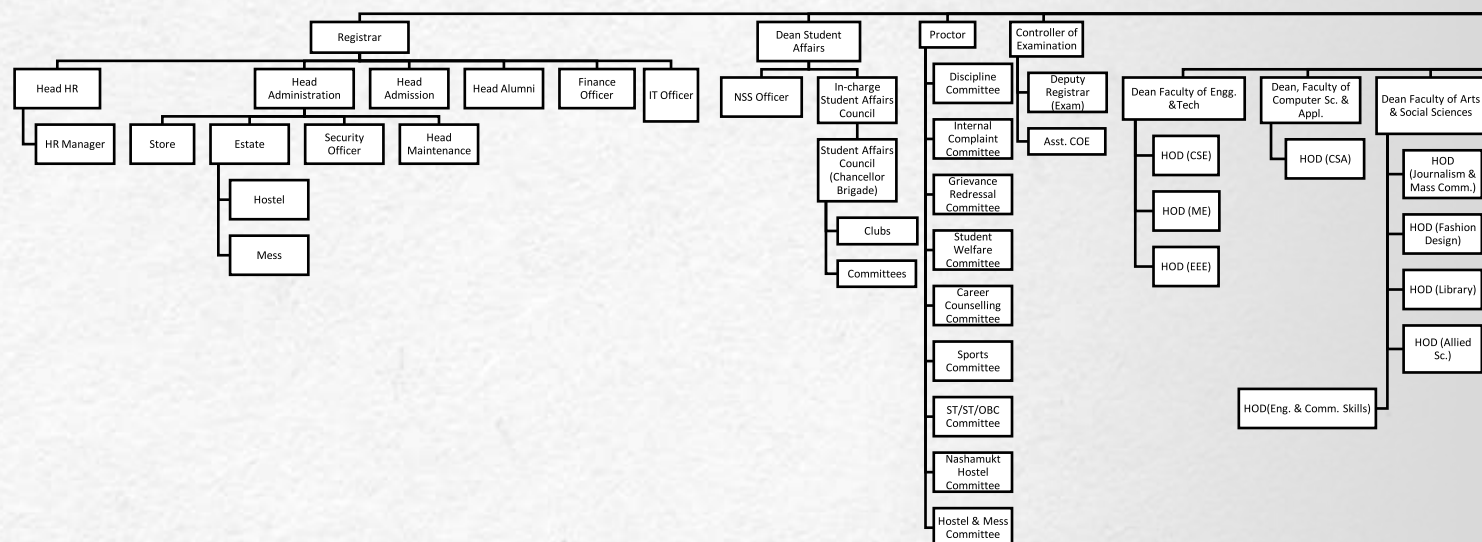
5. Execution with Passion

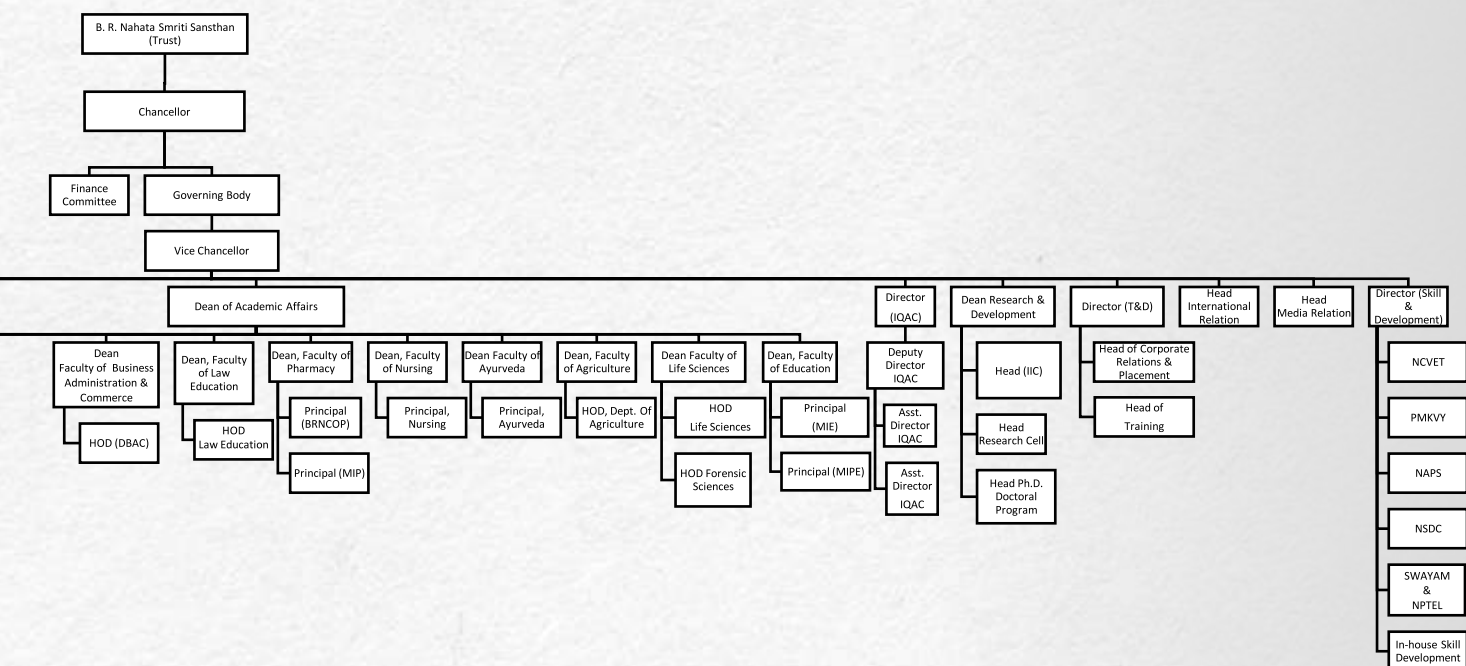
We pursue our goals with dedication, enthusiasm, and a results-oriented mindset, translating ideas into meaningful actions and impactful outcomes.

6. Humane Touch

We value empathy, compassion, inclusiveness, and respect for human dignity, creating a caring and supportive environment for all members of the university community.

Organization Structure





List of Important Officials

Designation	Email Id
Chancellor	chancellor@meu.edu.in
Executive Chairman	ec@meu.edu.in
Vice Chancellor	vc@meu.edu.in
Registrar	registrar@meu.edu.in
Dean of Student Affairs	dosa@meu.edu.in
Dean of Academic Affairs	doaa@meu.edu.in
Dean, Research and Development	dor@meu.edu.in
Controller of Examination	controllerexam@meu.edu.in
General Manager – HR and Administration	gmhr@meu.edu.in
Admission Head	admission@meu.edu.in
Head IIC	director.mucre@meu.edu.in
Head Ph.D.	assistant.deanresearchphd@meu.edu.in
Training and Placement	tpo@meu.edu.in
Swayam Coordinator	swayam_coordinator@meu.edu.in
OSD, VC Secretariat	vcsecretariat@meu.edu.in
Proctor	proctor@meu.edu.in
Deputy Director IQAC	dean iqac.accreditation@meu.edu.in
HOD CSE	hodcse@meu.edu.in
HOD EEE	hodelectrical@meu.edu.in
HOD MECH	hodmech@meu.edu.in
HOD Computer Application	hodca@meu.edu.in
HOD JMC	hodjournalism@meu.edu.in
HOD Fashion Design	hodfashion@meu.edu.in
HOD Allied Sciences	hodalliedsciences@meu.edu.in
HOD Library Science	hodlibrary@meu.edu.in
HOD, English and Comm. Skill	hodcommunication@meu.edu.in
HOD, FBAC	hodbmc@meu.edu.in
HOD, Law Education	hodlaweducation@meu.edu.in
Principal, BRNCOP	director.brncop@meu.edu.in
Principal, MIP	principal.mip@meu.edu.in
Principal, BAMS	principal.ayurved@meu.edu.in

Designation	Email Id
Principal, Nursing	principal.nursing@meu.edu.in
Dean, Agriculture	deanagriculture@meu.edu.in
HOD, Agriculture	directoragriculture@meu.edu.in
HOD, Life Sciences	hodlifescience@meu.edu.in
HOD, Education	hodeducation@meu.edu.in
HOD, Physical Education	hodped@meu.edu.in
Finance Officer	sr.accountant@meu.edu.in
System Admin	systemadmin@meu.edu.in
HR	hr@meu.edu.in
NSS Officer	nss@meu.edu.in
Head, Alumni Cell	alumni@meu.edu.in
Student Affairs Council	ibc@meu.edu.in
Store Incharge	store@meu.edu.in
Estate	estate@meu.edu.in
Security Officer	security.officer@meu.edu.in
Grievance Management Committee	grievances.mu@meu.edu.in
Internal Complaint Committee	drpriyanka.soni@meu.edu.in
Anti Ragging Committee	anti.ragging@meu.edu.in

Emergency Contact No.

- University Central Reception : +9197521 22999
- National Emergency Unified Number : 112 (Police, Fire and Ambulance)
- Ambulance Service : 102 or 108
- City Police Station, Mandsaur : 07422-244222
- District Hospital : 07422-241381

Tele-MANAS (Mental Health Assistance)

- Helpline Numbers : 14416 or 1800-891-4416

Kiran Mental Health Helpline

- Helpline Number : 1800-599-0019

Powers and Duties of Authorities

The Governing Body:

1. The governing body shall consist of the following members, namely:
 - a. The Chancellor;
 - b. The Vice-Chancellor;
 - c. Three eminent persons nominated by the sponsoring body out of whom at least one shall be an eminent educationist;
 - d. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
 - e. One representative of the State Government not below the rank of Deputy Secretary.
2. The term of the nominated members of the Governing Body will be of three years.
3. The Chancellor shall be the ex officio Chairperson of the governing body.
4. The governing body shall be the principal authority of the private university and all movable and immovable property of the private university shall vest in the governing body and it shall have the following powers:
 - a. To control functioning of the private university by using all such powers as are provided by this Act or the Statutes, Ordinances or regulations made there under;
 - b. To review the decisions of other authorities of the private university, in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances or regulations made there-under;
 - c. To approve the budget and annual report of the private university;
 - d. To lay down the policies to be followed by the private university;
 - e. To recommend to the sponsoring body the liquidation of the private university, if a situation arises when the functioning of the private university is not possible; and
 - f. To review, from time to time, the broad policies and programmers of the University and to suggest measures for the improvement and development of the University.
 - g. To advice the Chancellor in respect of any matter that the Chancellor refers to it for Advice.
 - h. To maintain and fulfill the basic aims and objectives of the University and to determine and regulate the educational, research, financial and other policies of the University.
 - i. To provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, maintain correct account, and conduct annual audit of the same.
 - j. To purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property.
 - k. To hold, sell, hypothecate or dispose off, transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfill the aims and objectives of the University.
 - l. To appoint committees and delegate any of the above mentioned powers and duties to any of officers, authority and committee of the University.
 - m. To consider and approve any proposal put up by the Board of Management, Academic Council and other Authorities/Committees of the University.

5. The governing body shall meet at least three times in a calendar year.
6. The quorum for meeting of the governing body shall be five members.

Meetings:

1. Meeting of the Governing Body shall be convened as the Chancellor may direct. In addition, the Governing Body shall meet in Convocation for the purpose of conferring degrees, diplomas, titles and marks of honor (such as honorary degrees, Chancellor's and University Medals, etc) on such date and at such time as may be fixed by the Chancellor.
2. The Chancellor shall preside at any meeting of the Governing Body. In the absence of the Chancellor the Vice Chancellor shall preside at the meetings.
3.
 - (i) At a meeting of the Governing Body, 5 members shall form a quorum except when the Governing Body meets in convocation for which there shall be no quorum.
 - (ii) If the fixed quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.
 - (iii) Any member of the Governing Body may, in the course of a meeting, call the attention of the Chairperson to the fixed quorum not being present, and in the absence of the quorum, the Chairperson shall either dissolve or adjourn the meeting.
 - (iv) Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.
4. The Registrar shall, under the direction of the Chancellor, give not less than two weeks notice of the date of a meeting: Provided that in the case of emergent meetings, the Chancellor may suspend or modify the operation of this rule.
5.
 - (i) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than ten days before the date of the meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar before the date of dispatch of the agenda papers.
 - (ii) The Registrar shall place the proposed resolution before the Chancellor, who shall direct him to include it in the agenda, provided it is in clear and unambiguous terms.
 - (iii) At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Chancellor may place before the meeting any other business which he considers of urgent character.
6. Not less than seven days before the date of a meeting, the Registrar shall, under the direction of Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items of business to be brought before the meeting: Provided that the Chancellor may bring before the meeting any business which is urgent with shorter notice or without placing the same on the agenda paper.
7. The following categories of resolutions may be moved without previous notice:
 - a. Relating to urgent business brought forward by the Chancellor, but not included in the agenda.
 - b. For a change in the order of business as stated in the agenda paper.
 - c. For appointment of a committee to consider and report on any matter before the Governing Body at the time.
 - d. A motion of congratulations or condolence, or vote of thanks with the permission of the Chairperson.
 - e. Any other motion with the consent of the Chairperson.

8. Proposals submitted by the Chancellor and entered upon the notice of the meeting shall be dealt with as motions before such meetings without being proposed and seconded.
9.
 - (i) The order in which amendments to a resolution are to be moved shall be determined by the Chairperson.
 - (ii) The Chairperson may rule a motion or an amendment out of order at any time before the questions is put to the vote.
 - (iii) The Chairperson shall control the order in which members may address the meeting and the manner in which the business shall be conducted. No member shall address the meeting after the Chairperson has called for a vote.
 - (iv) Members, when speaking, shall stand and shall address the Chair. No member shall, without the leave of the Chairperson, speak ordinarily more than once on any proposition.
 - (v) A ruling given by the Chairperson shall be final.
 - (vi) The Chairperson may, at this discretion, limit the duration of speeches on any subject at any stage.
 - (vii) A member may call the Chairperson's attention to a point of order even whilst another member is speaking, but he shall confine himself to statement of the point of order and shall not make a speech on such point of order.
 - (viii) Any member may, with the permission of the Chairperson rise even while another member is speaking to explain any expression used or any fact stated by himself/herself which may have been misunderstood by the speaker.
 - (ix) The mover of an amendment has no right of reply.
 - (x) The Chairperson may, at his/her discretion, explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any matter arising from or connected with the proceedings of the meeting. He/She may also at the conclusion sum up the debate if he/she so desires.
 - (xi) The Chairperson may temporarily vacate the Chair during the progress of a debate appointing his/her nominee as the Chairperson during his/her absence.
10.
 - (i) When the debate is concluded or if there be no debate, the Chairperson shall put the question to the vote.
 - (ii) All questions shall be decided by consensus failing that by a majority of votes of the members present. The Chairperson shall be entitled in vote on all questions and if the votes be equally divided, he/she shall have a second or casting vote.
 - (iii) On a motion being put to the vote, the Chairperson shall call for a show of hands and announce the result of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairperson directs.
 - (iv) A proposal for conferment of an honorary degree shall be put to the vote without discussing. Provided that approval of (i) routine item(s), (ii) urgent matters of non-controversial nature, and (iii) item(s) approved by the Board of Management, could be sought through circulation.
 - (v) All proceedings at the meeting shall be recorded in writing and signed by the Registrar and counter signed by the Chairperson and shall be confirmed at the next meeting. The Registrar shall within one month after the meeting, send a copy of the proceedings to each member of the Governing Body.
 - (vi) Any member of the Governing Body may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the University and the Registrar shall supply the required information expeditiously, provided that if the reply will, in the opinion of the Chancellor, entail labor and expense not commensurate with the object in view, it may disallowed.

11. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

The Appointment, Powers and Functions of the Chancellor and Vice Chancellor

The Chancellor

1. In accordance with the Act, the Chancellor shall be appointed by the Sponsoring body with the approval of the Visitor.
2. The Chancellor shall exercise powers as specified in Section 16 of the Act.
3. The Chancellor shall ensure that the Act, the Rules, the Statutes, the Ordinance and the Regulations are faithfully observed.
4. The Chancellor shall exercise general control over the affairs of the University.
5. The Chancellor shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Sponsoring Body.

The Vice Chancellor

1. The Vice Chancellor shall be appointed by the Chancellor as laid down in section 17 of the Act.
2. The Vice Chancellor shall be the whole time salaried officer of the University.
3. The Vice Chancellor shall hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act. Provided that the Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor joins. In any case, however, this period shall not exceed 6 months. Provided Further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment for one more term following the procedure laid down in section 17 of Act.
4. Apart for exercising all such powers as described in section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in different Statutes and Ordinances.
5. The emoluments and other conditions of service of the Vice-Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with those approved by UGC.
6. The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University with the approval of the Chancellor.
7. It shall be the duty of the Vice Chancellor to ensure that the Act or the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
8. The Vice Chancellor shall have power to constitute such Committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Act/Statutes but not contrary to Committees appointed by Chancellor.
9. To exercise such powers as may be necessary or expedient to carry out the orders of the Chancellor.
10. The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign from his office.

The Board of Management

1. The Board of Management shall consist of the following persons:

(i)	The Vice Chancellor	Chairperson
(ii)	Two representatives nominated by the sponsoring body	Members
(iii)	Two representatives nominated by the State Government	Members
(iv)	Two senior most professors of the University by the rotation	Members
(v)	Two senior most teachers of the University by the rotation, other than in clause (iv)	Members
(vi)	Chief Finance and Accounts Officer	Member

2. The Vice Chancellor shall be the Ex-officio Chairperson of the Board of the Management.
3. The Board of Management shall meet at least once in every two months.
4. The quorum for meeting of the Board of Management shall be five members.
5. The Vice-Chancellor may call special invitees to any meeting, if required, but the invitee shall not have any voting rights.
6. Powers and Functions of the Board of Management shall be:-
- To ratify financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
 - To ratify the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
 - To follow the Budget for Expenditure as approved by the Governing Body.
 - To recommend to Governing Body for creating the posts of teachers, other officers, ministerial and technical staff of officers of the University.
 - To appoint the officers, teachers of the University other than the Vice-Chancellor, the Registrar and the Chief Finance and Account Officer; to define the duties and the conditions of their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/ visiting professorship.
 - To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the University.
 - Subject to the overall ceiling in the annual budget the Board of Management may approve re-appropriation of finances from one head of expenditure to another.
 - To delegate to any officer or authority of the University any of the powers conferred on it by the Act or by the Statutes to be exercised with such restrictions and conditions as it may deem fit to impose.
 - To make recommendations from time to time to ensure that proper standards of teaching and research are maintained.
 - To perform any other functions that may be assigned by the Governing Body/Chairperson of the Board of Management/Statutes of the University.
 - To put up regulations regarding admissions to various academic programmes run by the University, including admission capacity and fee structure before the governing body for approval.

- l. To examine and recommend annual reports, financial accounts together with audit report and place it before the Governing Body for its approval. To examine and recommend budget for recurring & non-recurring expenditure to Governing Body for approval. The Board will also oversee the expenses vis-a-vis approved budget for Expenditure.
- m. To consider and approve subsequent Ordinances of the University made by the Academic Council.
- n. To create administrative and other necessary posts inter-alia covering qualifications and emoluments in consultation with the Finance Committee.
- o. To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendation of the selection committee.
- p. To define the function, terms and conditions of service of Professors, Associate Professors, Assistant Professors, other teachers and academic staff employed by the University in consultation with the Academic Council.
- q. To make provision for the appointment of visiting Professors. Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments.
- r. To oversee enforcement of discipline amongst the employees in accordance with the Statutes, Ordinances and Regulations.
- s. To recommend to the Governing Body to delegate any of its powers to any committee or sub-committee, the Vice-Chancellor, the Registrar, the Chief Finance and Accounts Officers or any other officer of the University.
- t. To institute fellowships, scholarships, etc.
- u. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal in consultation with the Sponsoring Body.
- v. To approve collaborations/exchange programmes with renowned national/international universities to achieve international quality standards in teaching and research.
- w. To oversee the management of general funds of the University in consultation with the Finance Committee.
- x. To approve provision of buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University.
- y. To issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys. To refer all matters of policy and financial decisions to the Governing Body and ensure that the minutes are regularly presented in the meetings of the Governing Body for perusal and approval.
- z. To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/Governing Body.
- aa. To appoint representatives of the University to other institutions or organizations as may be desirable.

Meetings

1. Meetings of the Board of Management shall be convened as the Vice Chancellor may direct.
2. The Vice Chancellor or, in his/her absence, his/her nominee shall preside at any meeting of the Board of Management.
3. (i) At a meeting of the Board of Management 5 members shall form a quorum except when the Board of Management meets in convocation for which there shall be no quorum.

- (ii) If the fixed quorum is not within half an hour after the time appointed for the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.
- (iii) Any member of the Board of Management may, in the course of a meeting, call the attention of the Chairperson to the fixed quorum not being present, and in the absence of the quorum, the Chairperson shall either dissolve or adjourn the meeting.
- (iv) Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.

4. The Registrar shall, under the direction of the Vice Chancellor, give not less than two weeks notice of the date of a meeting:

Provided that in the case of emergent meetings, the Vice Chancellor may suspend or modify the operation of this rule.

- 5. (i) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him/her not less than ten days before the date of the meeting. He/she may withdraw the resolution by giving a written notice, which should reach the Registrar before the date of dispatch of the agenda papers.
- (ii) The Registrar shall place the proposed resolution before the Vice Chancellor, who shall direct him/her to include it in the agenda, provided it is in clear and unambiguous terms.
- (iii) At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Chairperson may place before the meeting any other business which he/she considers as of urgent character.

6. Not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items of business to be brought before the meeting:

Provided that the Vice Chancellor may bring before the meeting any business which is urgent with shorter notice or without placing the same on the agenda paper.

7. The following categories of resolutions may be moved without previous notice:
- a. Relating to urgent business brought forward by the Vice Chancellor, but not included in the agenda.
 - b. For a change in the order of business as stated in the agenda paper.
 - c. For appointment of a committee to consider and report on any matter before the Board of Management at the time.
 - d. A motion of congratulations or condolence, or vote of thanks with permission of the Chairperson.
 - e. Any other motion with consent of the Chairperson.
8. Proposals submitted by the Vice Chancellor and entered upon the notice of the meeting shall be dealt with as motions before such meeting without being proposed and seconded.
9. (i) The order in which amendments to a resolution are to be moved shall be determined by the Chairperson.
- (ii) The Chairperson may rule a motion or an amendment out of order at any time before the question is put to the vote.
- (iii) The Chairperson shall control the order in which members may address the meeting and the manner which the business shall be conducted. No member shall address the meeting after the Chairperson has called for a vote.
- (iv) Members, when speaking, shall stand and shall address the Chair. No member shall, without the leave of the Chairperson, speak ordinarily more than once on any proposition.

- (v) A ruling given by the Chairperson shall be final.
 - (vi) The Chairperson may, at his discretion, limit the duration of speeches on any subject at any stage.
 - (vii) A member may call the Chairperson's attention to a period of order even whilst another member is speaking, but he will confine himself to a statement of the point of order and shall not make a speech on such point of order.
 - (viii) Any member may, with the permission of the Chairperson rise even while another member is speaking, to explain any expression used or any fact stated by himself which may have been misunderstood by the speaker.
 - (ix) The mover of an amendment has no right of reply.
 - (x) The Chairperson may, at his/her discretion, explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any statement on any matter arising from a connected with the proceedings of the meeting. He/she may also at the conclusion sum up the debate if he is so desires.
 - (xi) The Chairperson may temporarily vacate the Chair during the progress of a debate appointing his/her nominee to be the Chairperson during his/her absence.
10. (i) When the debate is concluded or if there be no debate, the Chairperson shall put the question to the vote.
- (ii) All questions shall be decided by consensus failing that by a majority of votes of the members present. The Chairperson shall be entitled to vote on all questions and if the vote be equally divided, he shall have a second or casting vote.
- (iii) On a motion being put to the vote, the Chairperson shall call for a show of hands and announce the result of the voting. Any members may then demand a poll which shall be taken in such manner as the Chairperson directs.
- (iv) A proposal for conferment of an honorary degree shall be put to the vote without discussing.
- Provided that approval of (i) routine 'item(s)'. (ii) Urgent matters of non-controversial nature, and (iii) item approved by the Governing Body, could be sought through circulation.
- (v) All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairperson and shall be confirmed at the next meeting.
- The Registrar shall within one month after the meeting, send a copy of the proceeding to each member of the management.
- (vi) Any member of the Board of Management may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the University and the Registrar shall supply the required information with expeditiously, provided that if the reply would, in the opinion of the Chancellor, entail labour and expense not commensurate with the object in view, it may be disallowed.
11. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

The Academic Council

1. The Academic council shall be the principal academic body of the University and shall consist of the following members :

(i)	The Vice-Chancellor	Chairperson
(ii)	The Registrar;	Member Secretary
(iii)	The Dean Academic Affairs	Member
(iv)	The Dean Research & Development;	Member
(v)	Four Deans/Directors of Faculties by rotation in order of seniority for a period of three years	Member
(vi)	Three Professors from the University School by rotation in order of seniority for a period of three years, other than clause (v)	Member
(vii)	Controller of Examinations	Member
(viii)	Four eminent persons from other Universities/Industries representing different disciplines to be nominated by the Vice-Chancellor	Member

2. Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act, Statutes, Ordinance and Regulations have the following powers, duties and functions:

- i. To make recommendations to the Board of Management regarding the creation, maintenance and/or abolishing of the teaching posts/Faculty/School/Departments in the University.
- ii. To co-opt as members, persons having special knowledge or experience in the subject matter or any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- iii. To coordinate and exercise general supervision over the academic policies of the University.
- iv. To promote research, consultancy and related activities in the University.
- v. To make recommendations to the Board of Management on the proposals received from the different Faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- vi. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- vii. To make proposals to the Board of Management for allocating Departments to the Faculties.
- viii. To make proposal to the Board of Management for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for such awards.
- ix. To recognize persons of eminence in their subject to be associated as research guides in that subject as prescribed in the Ordinance.
- x. To formulate, modify or revise schemes and assignment of subjects to the faculties, and to report to Board of Management as to the expediency of abolition, reconstitution or division of any faculty of the University.
- xi. To recognize diplomas and degrees of other universities and institutions and to determine their equivalence.

- xii. To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- xiii. To consider academic related proposals like Faculty Development Programme, continuous training submitted by the Faculties/ Departments of the University.
- xiv. To approve the syllabus of courses for various examinations on the recommendations of the Board of Studies/Faculty.
- xv. To award stipends, scholarships, medals and prize and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award.
- xvi. To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
- xvii. To make regulations regarding admissions to various academic programmes run by the University, including admission capacity and fee structure.
- xviii. To recognize persons of eminence in their subject to be associated as research co-guides/co-supervisors in various subjects or inter-disciplinary subjects.
- xix. To recommend to the Board of Management the rates of remuneration and allowances related to the examination work.
- xx. To approve the Academic Calendar.
- xxi. To recommend teaching posts inter-alia covering qualifications and emoluments in consultation with the Finance Committee.
- xxii. To report or make recommendations on any matter referred to it by the Chancellor or Governing Body or Board of Management or Vice-Chancellor as the case may be.
- xxiii. To approve and specify the manner of appointment to temporary vacancies of academic staff.
- xxiv. To make provision for the appointment of visiting/adjunct Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments and get approval from Board of Management.
- xxv. To fix the remuneration payable to course writers, counselors, examiners and invigilators, and traveling and other allowances payable in consultation with the Finance Committee.
- xxvi. To approve conferment of degrees, awards, and fellowships.
- xxvii. To exercise such other powers and perform such other duties as may be prescribed from time to time.
- xxviii. To recommend the rates of remuneration and allowances for the evaluation work.
- xxix. To delegate such of its powers, as is may deem fit, to the Chairperson of the Academic Council.
- xxx. To report or to make recommendations in any matter referred to it by the Chancellor/Vice-Chancellor or the Governing Body, as the case may be.

Meetings

1. A meeting of the Academic Council shall be convened as the Vice-Chancellor may direct.
2. The Registrar shall, ordinarily, at least ten days before each meeting of the Academic Council, issue to each member, a notice-convening the meeting and a copy of the agenda. Provided, that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.
3. The Vice-Chancellor shall be the Chairperson of the Academic Council. In his/her absence, the Dean Academic Affairs shall chair the meeting.

4. At a meeting of the Academic Council, 1/3 of total members or five, whichever is less shall form a quorum.
5. Business not included in the agenda as sent to the members may only be taken up by permission of the Chairperson; except any recommendation of the Governing Body/Board of Management. Any business falling within the sphere of a board of Studies which has not been considered by such Board, shall, if they were not included in the agenda, only be taken up by a unanimous vote of the Council.
6. The Registrar shall be the ex-officio Secretary. In the Registrar, person performing the duties of the Registrar shall act as Secretary.
7. All proposals brought forward for the consideration of the Academic Council, shall be decided by a majority of votes. The Chairperson may, at his discretion decide that any matter may be so decided by a secret ballot or by show of hands.
8. All amendments to any proposal shall be put up before the proposal itself, the last amendment being put up first and, if carried other amendments inconsistent with it shall be treated as rejected. The proposal as amended shall then be stated by the Chair and voted upon.
9. The Chairperson may give his/her own vote and, on equality of votes, he/she shall have a second or casting vote.
10. All the Regulations of the Governing Body and Board of Management, not inconsistent with these rules, shall apply to all meetings of the Academic Council.

Finance Committee

The Finance Committee shall consist of the following members:

A.	The Chancellor or his nominee	Chairperson
B.	The Vice-Chancellor	Member
C.	The Dean Academic Affairs	Member
D.	The Registrar	Member
E.	Two persons from amongst the Deans/ Directors of Faculty/ Schools by rotation	Members
F.	Two persons nominated by the Chancellor Out of which one shall be a Finance Expert	Members
G.	The Chief Finance and Accounts Officer	Member Secretary

1. All Members other than the ex-officio shall hold the office for a period of three years.
2. Functions:
 - a. To review all matters related to finances of the university.
 - b. To consider income and expenditure statements and suggest ways and means to generate income.
 - c. To manage cash flows of the University and maintain required balance between cash inflows and outflows.
 - d. To approve annual audited accounts of income and expenditure.
 - e. To recommend annual budget of the University for approval of the Governing Body.
 - f. To recommend transfer or acceptance of transfer of any immovable or moveable or property on behalf of the University to the Governing Body.

- g. To examine and accord final approval of building plans and award buildings contracts or authorize construction.
- h. To raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay out of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed.
- 3. The Chancellor shall have the power to co-opt any other person(s) on the Finance Committee: their tenure and conditions shall be as prescribed by the Chancellor.
- 4. The Quorum of the meeting of the Finance Committee will be one third of total members or three members, whichever is lower.
- 5. The Finance Committee shall meet at least twice in each academic year. A notice for the meeting of the Finance Committee shall be given, so as to reach the Committee Members at least 10 days in advance of the meeting, by email or post.

University Faculties

The University has the following faculties:

1. Faculty of Engineering and Technology

- a. Department of Computer Science Engineering
 - i. UG Program
 - 1. CSE Core
 - 2. CSE AI
 - 3. CSE Data Science
 - ii. PG Program
 - 1. M.Tech
- b. Department of Electronics and Electrical Engineering
 - i. Diploma
 - 1. Diploma in EE
 - ii. UG Program
 - 1. B.Tech in EEE
- c. Department of Mechanical Engineering
 - i. Diploma
 - 1. Diploma in Mechanical Engineering
 - ii. UG Program
 - 1. B.Tech in ME
 - iii. PG Program
 - 1. M.Tech

2. Faculty of Computer Application

- a. Department of Computer Science Application
 - i. UG Program
 - 1. BCA Core
 - 2. BCA - Cloud Computing
 - 3. BCA - SACS
 - ii. PG Program
 - 1. MCA

3. Faculty of Business Administration and Commerce

- a. Department of Business Administration
 - i. UG Program
 - 1. BBA Core
 - 2. BBA Digital Marketing
 - ii. PG Program
 - 1. MBA
- b. Department of Commerce
 - i. UG Program
 - 1. B.Com

4. Faculty of Life Sciences

- a. Department of Biotechnology
 - i. UG Program
 - 1. B.Sc. Biotechnology
 - ii. PG Program
 - 1. M.Sc. Biotechnology
- b. Department of Microbiology
 - i. UG Program
 - 1. B.Sc. Microbiology
 - ii. PG Program
 - 1. M.Sc. Microbiology
- c. Department of Forensic Science
 - i. UG Program
 - 1. B.Sc. Forensic Science

5. Faculty of Agricultural Science

- a. Department of Agricultural Science
 - i. UG Program

1. B.Sc. Agriculture
 - ii. PG Program
 1. M.Sc. Agriculture
6. Faculty of Nursing
 - a. Department of Nursing
 - i. UG Program
 1. B.Sc. Nursing
- 7. Faculty of Pharmacy**
 - a. B.R. Nahata College of Pharmacy
 - i. Diploma
 1. D.Pharma
 - ii. UG Program
 1. B.Pharma
 - iii. PG Program
 1. M.Pharma
 - iv. 5 Year Integrated Program
 1. Pharm D
 - b. Mandsaur Institute of Pharmacy
 - i. Diploma
 1. D.Pharma
 - ii. UG Program
 1. B.Pharma
 - iii. PG Program
 1. M.Pharma
- 8. Faculty of Education**
 - a. Mandsaur Institute of Education
 - i. Department of Education
 1. B.Ed.
 2. M.Ed.
 - b. Mandsaur Institute of Physical Education
 - i. Department of Physical Education
 1. B.P.Ed.
- 9. Faculty of Arts & Social Science**
 - a. Department of Fashion Design
 - i. BA (Fashion Design)

10. Faculty of Law Education

- a. Department of Law Education
 - i. UG Program
 - 1. BBA LLB
 - ii. PG Program
 - 1. LLM

11. Faculty of Applied Sciences

- a. Department of Allied Sciences
- b. Department of English and Communication Skill

12. Faculty of Ayurveda

- a. Department of Ayurveda
 - i. UG Program
 - 1. BAMS

13. Faculty of Library and Information Science

- a. Department of Library and Information Science
 - i. UG Program
 - 1. B.Lib
 - ii. PG Program
 - 1. M.Lib

14. Faculty of Research and Development

- a. Department of Ph.D.
 - i. Ph.D

Each Faculty shall comprise such subjects and Departments of Studies as may be assigned to it by Academic Council/ Governing Body.

The Chancellor will have the power to add or abolish any faculty on the recommendation of the Governing Body.

A. Every Faculty, other than having single school/ department shall consist of the following :

(i)	Dean of the Faculty	Chairperson
(ii)	All Directors of the University Schools in the Faculty	Members
(iii)	All University Professors in the Faculty	Members
(iv)	All the Chairpersons of the Boards of Studies in the Faculty	Members
(v)	One Associate Professors, by rotation according to seniority, From each University Teaching Department in the Faculty	Member
(vi)	One Assistant Professor, by rotation according to seniority, from each University Teaching Department in the Faculty	Member

(vii)	Two eminent persons from outside the University, having expert knowledge, of the concerned subject or subjects nominated by the Vice Chancellor.	Members
(viii)	One Member to be nominated by the Vice Chancellor from amongst the teachers/ officers of the University.	Member
(ix)	Deputy Registrar or any other official to be nominated by the Registrar	Member Secretary

B. The Faculty having single School shall consist of the following:

(i)	Dean of the Faculty	Chairperson
(ii)	Director of the School under the Faculty	Member
(iii)	All Chairpersons/ Heads of the Departments in the Faculty	Member
(iv)	All University Professors and Associate Professors in the Faculty	Members
(v)	Two Assistant Professors in the Faculty, by rotation, according to Seniority	Members
(vi)	Up to two external experts with relevant experience, to be nominated by the Vice-Chancellor	Members
(vii)	One Member to be nominated by the Vice-Chancellor from amongst the teachers/ officers of the University	Member
(viii)	Registrar or any other official to be nominated by the Registrar	Member Secretary

Functions of Faculty

The office of Registrar shall keep a record of the appointment of members and shall set in process steps, at least four weeks in advance to fill any vacancy which may be created from time to time.

1. All members of the Faculty other than ex-officio members shall hold office for a term of 3 years
2. Meeting of the Faculties shall be convened by the Registrar, on approval by the Vice- Chancellor.
3. All Faculties shall have such powers and shall perform such duties as may be assigned to them by the Statutes, the Ordinances and the Regulations. They shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council or other University Authority.
4. Every Faculty shall-
 - (i) Consider recommendations of the Board of Studies with regard to the following matters and forward the same to the Academic Council and/or the Governing Board, as the case may be, with modifications, if any, made by the Faculty:
 - (a) Syllabi and courses of reading to be completed by the students for the examinations of the University;
 - (b) Minimum qualifications required for admissions to various courses of study
 - (c) Other conditions to be complied with by candidates for admission to degrees, diplomas and marks of honour's.
 - (ii) Consider any other matter that may be referred by the Academic Council and/ or the Governing Board.

5. In case of interdisciplinary subjects, a joint meeting of the concerned faculties can be convened by the Dean Academic Affairs.
6. The Quorum of the meeting of Faculty will be one third of total members or three members, whichever is lower.

Meetings

1. Meeting of the Faculty shall be called by Deputy/Assistant Registrar (Meeting) in consultation with the Dean of the Faculty as and when considered necessary.
2. Not less than seven days before the date of the meeting the office shall issue to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting. Provided that with the permission of the Dean, more items may be placed before the meeting through supplementary/table agenda.
3. At a meeting of the Faculty, one-third of the total number of members comprising the Faculty or three whichever is less shall constitute the quorum. In the event of the fixed quorum not being present at any meeting of the Faculty, the Vice-Chancellor shall be competent to take final decision in consultation with the Dean in respect of matters on the agenda for that meeting Faculty.
4. All Proposals brought forward for the consideration of Faculty shall be decided by a majority of votes. The Chairperson may, at his/her discretion, decide that any matter may be so decided by a secret ballot or by show of hands. The Chairperson may give his/her own vote and on equality of votes, shall have a second or casting vote.
5. The Faculty may transact its business in a meeting, in emergent cases; this could be done through circulation also.
6. The Faculty, if so desires, may appoint sub-committee/s for purpose concerning the functions of the Faculty. But the decision/recommendations of the sub-committee/s shall be subject to confirmation by the Faculty at its next meeting.
7. In the absence of the Dean, the members present in the meeting will chose its own Chairperson for the meeting from amongst the members present through consensus.
8. The Faculty shall not have the power to amend any draft proposed by the Board of Studies (except amendments of minor nature) but may return it to the Board of Studies for reconsideration, either in whole or in part, together with any amendments which the Faculty may suggest, or reject it, after it has been submitted for the second time.
9. Every amendment to a regulation must be duly seconded otherwise, it shall drop.

The Board of Studies

There shall be a separate Board of Studies for each Department/School as decided by the Academic Council. The term of the Board of Studies shall be three years and shall consist of the following:

(i)	Head of the Department/Director of Schools	Chairperson
(ii)	All Professors of the teaching department	Members
(iii)	2 Associate Professors (By rotation)	Members
(iv)	2 Assistant Professors (By rotation)	Members
(v)	2 outside subject experts from other universities/Industry to be appointed by the Vice-Chancellor for a period of three years.	Members

(vi)	Two Faculty members from the allied subject (where the number of members on the Board of Studies is less than six).	Members
(vii)	The Chairperson of the Board of Studies is authorised to call one/two experts as special invitees, with the prior approval of the Vice-Chancellor (for a Particular meeting)	Members
(viii)	Deputy Registrar or any other official to be nominated by the Registrar	Member Secretary
(ix)	Two members from the student community (current/alumni)	Members

Functions of BOS:

1. To prepare detailed syllabi, scheme of studies and examination for different courses of each department and submit to the Academic Council for approval and subsequent publication.
2. To revise and update contents of the syllabi, scheme of studies and examination for different courses of each department and submit to the Academic Council for approval.
3. To consider the report of examiners and to take corrective measures, if necessary.
4. To recommend panel of paper setters and examiners.
5. To review teaching programmes of the Department and suggest improvement therein.
6. To deal with any matter referred to it by any other authority of the University.
7. To make recommendations to the Academic Council regarding admissions and intake capacities.
8. Any other function prescribed by the Statutes/Ordinances/Regulations.

Note: There may be a Joint Board of Studies for related departments. The meeting of the Joint Board of Studies shall be chaired by the Dean of the Faculty. These boards shall comprise of all the eligible members as per the constitution of the Board of Studies mentioned above.

Meetings

1. Meeting of the Boards of Studies shall be called by the Deputy/ Assistant Registrar (Meeting) in consultation with the Chairperson of the Board as and when considered necessary.
2. Not less than seven days before the date of the meeting, the office shall to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting. Provided that with the permission of the Chairperson more items may be placed before the meeting through supplementary/table agenda
3. The quorum of the Board shall be one third of the total members or three members whichever is lower;
4. A Board of Studies may transact its business in a meeting. However, in emergent cases, this could be done through circulation also
5. Discussion on the appointment of examiners shall be treated as confidential.
6. The Board, if so desired, may appoint sub-committee/s for any purposes concerning the functions of the Board. The decisions/recommendations of the sub-committee/s shall be placed before the Board approval. Provided that in case of emergency, these recommendations can be accepted by the Chairperson.
7. In the absence of Chairperson, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.

8. All proposals brought forward for the consideration of the Board of Studies, shall be decided by majority of votes.
9. The Chairperson may give his/her own vote and, on equality of votes, he/she shall have a second or casting vote.

The University Research Board

There shall be a University Research Board comprising the following members:

(i)	The Vice-Chancellor	Chairperson
(ii)	The Dean Academic Affairs	Member
(iii)	The Dean Research & Development	Member
(iv)	The Dean of Faculty and Director of School	Members
(v)	All Professors and Heads of University teaching departments in the Faculty; provided further that Professors / Heads from only such departments as are engaged in imparting Post-Graduate instruction and research work shall be eligible for appointment as members.	Members
(vi)	Two experts from outside the University to be nominated by the Vice-Chancellor for a period of two Years	Members

Note: The supervisor of a candidate whose synopsis is to be considered for approval in the meeting of University Research Board (URB) should be present in the concerned meeting of URB, if he is not a member of URB.

Function of University Research Board

- I. To establish the standards /qualifications of teachers for M.Phil., Ph.D. or Post Ph. D work and for acting as research supervisors for Research students.
- II. To prescribe requirements for entrance, residence, course work, major and minor, language and thesis for research degrees.
- III. To establish the standards for the scholastic performance of research degree students.
- IV. Keep adequate records of all research students so that both the Dean and the student know at all times their status towards fulfilling the requirements of the Post Graduate degree.
- V. Consider the recommendation of the Departmental Research Committee and approve the registration of candidates for M. Phil/PhD degree.
- VI. Review the progress of research work of the candidates and approve extension of time for completion of research work wherever required.
- VII. Consider and accept the report of the Departmental Research Committee on the Six- Monthly progress of work of Research Scholars recommended by the faculty concerned.
- VIII. The University research Board shall meet ordinarily twice a year. The quorum for the meeting will be one third of the total members or three whichever is lower.

The Departmental Research Board

Each department shall have a Research Board. The following shall be members of Departmental Research Board:

a.	Head of the Department who holds the Ph.D. degree or senior most teacher with Ph. D degree	Chairperson
b.	All Professors in the subject, employed in the University	Member
c.	Associate Professors and Assistant Professors who hold Ph.D. Degree	Member
d.	*One/two teachers from allied/supporting departments to be nominated by Vice-Chancellor	Member
e.	*One nominee of the Vice-Chancellor from within or Outside the University	Member

*(The nominee of the Vice-Chancellor and the teachers nominated by Dean Academic Affairs should hold Ph.D Degree)

Functions of Departmental Research Board (DRB)

1. To consider the proposals of the research students in the faculty at the initial stage.
2. The DRB may desire the student to make a presentation on the research synopsis to which all faculty members of the Department School may be invited.
3. The DRB will review the progress of the research work of the students on the basis of progress reports and annual seminars/presentations and report the same to the University Research Board.
4. All cases that are rejected by the Departmental Research Board (DRB) must be reported to the University Research Board, giving reasons/justification for rejection.
5. Quorum: One-third of the total members or three members, whichever is lower.

CHAPTER 02

Service Rules

Introduction to employee

These Service Rules establish a comprehensive framework governing the roles, responsibilities, and professional conduct of all individuals employed by Mandsaur University. For the purpose of these rules, an "Employee" is defined as any person who is in the whole-time or part-time employment of the University, including all categories of regular, contractual, probationary, temporary, teaching, and non-teaching (administrative and support) staff, and whose salary is paid by the University. Every employee is expected to thoroughly familiarize themselves with these regulations from the effective date of their appointment. By adhering to this rule book, the workforce ensures operational transparency, fairness, and a disciplined environment that aligns with Mandsaur University's mission of academic and institutional excellence.

Services for whom

These Service Rules apply uniformly to all personnel who are officially engaged in the service of Mandsaur University, across all departments, faculties, and campuses. Specifically, this framework covers all regular, probationary, contractual, temporary, and part-time appointments, encompassing both the Teaching Faculty (Professors, Associate Professors, Assistant Professors, and Researchers) and the Non-Teaching Staff (Administrative, Technical, Secretarial, and Support personnel). These regulations do not apply to casual laborers, independent external consultants, or third-party outsourced service providers, unless explicitly stated in their specific engagement agreements.

Categorization of Employee

For the purpose of administration, salary structures, and operational hierarchy, the employees of Mandsaur University are classified into the following distinct categories based on their posts and designations:

S. No.	Category	Eligible Designations / Posts
1	Officers	Vice Chancellor, Registrar, Dean Academic Affairs, Dean Research & Development, Dean of Faculties, Chief Finance & Accounts Officer, Controller of Examinations, Directors Administration.
2	Class I	Director Student Welfare, Estate Officer, Finance Officer, Deputy Registrar, Librarian.

S. No.	Category	Eligible Designations / Posts
3	Class II (Senior Cadre)	Assistant Registrar, Manager HR, Establishment Head, Student Welfare Officer, Proctor, Training & Placement Officer, Manager IT, Lab Administrator, Deputy Librarian, Event Manager, Purchase Officer, Transport Officer, Electrical Engineer, Business Development Manager, Marketing Operation Officer, Chief Warden, Medical Officer, Manager, Account Superintendent, Public Relation Officer, Workshop Superintendent.
4	Class II (Junior Cadre)	Personal Assistant, HR Executive, Training & Placement Executive, Assistant PRO, Senior Accountant, Accountant, Deputy Superintendent, Assistant Librarian, Senior Assistant, Business Development Executive, Animator, Front Office Executive, Receptionist, DTP Operator, Instructor Workshop, Lab Instructor, Store In-charge, Warden, Care Taker, Coordinator, Pharmacy Supervisor.
5	Class III (Senior Cadre)	Accounts Assistant, Library Assistant, Clerk, Typist, Cashier, Cashier cum Clerk, Lab Technician, Pharmacy Supervisor, QA/QC In-charge.
6	Class III (Junior Cadre)	Library Restorer, Photographer, Photocopier, Diary/Dispatch Attendant, Peon In-charge, Lab Assistant, Analytical Chemist, Ward Boy/Aaya, X-ray Technician, OT Assistant, Refractionist (Eye Department), Electrician, Welder, Supervisor, Plumber, Daftri, Mechanic, Carpenter, Carpenter cum Glass Fitter, Mason, Cook, Bakery Assistant, Restaurant Assistant, Baker Driver, Gunman.
7	Class IV	Conductor, Library Attendant, Electrical Helper, Helper Carpenter, Helper Welder, Laundry Attendant, Mali/Gardener, Peon, Cook Helper, Mess Helper, Sweeper Cum Peon, Sweeper, Water Tanker Helper, Security Guard/Watchman, STP Operator, Sit Boy, Pharmacy Worker, Helper/Attendant.

Note: Mandsaur University reserves the absolute right to amend, modify, or rescind any provision of this Service Rule Book at any time through official notifications, which shall immediately supersede and override all existing or conflicting rules contained herein.

To ensure clear academic governance and administrative efficiency, the employees of Mandsaur University are broadly classified into two primary operational categories: **Teaching Staff** and **Non-Teaching Staff**.

1. Teaching Category

The Teaching Category comprises those employees who are explicitly engaged in instructional, research, and academic activities of the University. This category includes full-time, part-time, contractual, and visiting faculty members who possess the academic qualifications prescribed by the University Grants Commission (UGC) and respective regulatory bodies.

- **Core Responsibilities:** Delivering lectures, conducting practical lab sessions, guiding research scholars, designing curriculum, evaluating examinations, and participating in academic counseling and university mentorship programs.
- **Designations Included:** Chancellor/Vice-Chancellor (in their academic capacity), Deans of Faculties, Directors of Academic Institutes, Professors, Associate Professors, Assistant Professors, Research Scientists, and any other personnel formally designated by the Governing Body as part of the academic faculty.

2. Non-Teaching Category

The Non-Teaching Category comprises all employees who provide essential administrative, technical, secretarial, managerial, and operational support to ensure the smooth functioning of the University. This category encompasses all staff members whose primary duties are not direct classroom instruction or academic research.

- **Core Responsibilities:** Managing university finances, maintaining student and staff records, executing administrative policies, providing technical support in laboratories and IT facilities, managing campus infrastructure, maintaining security, and overseeing student welfare services.
- **Designations Included:** Registrar, Controller of Examinations, Chief Finance & Accounts Officer, Administrative Directors, HR Managers, Librarians, IT Administrators, Technicians, Clerks, Executive Assistants, Supervisors, Wardens, and Support/Maintenance Staff (as categorized under Class I, II, III, and IV).

Type and Levels in teaching faculty

To maintain the highest standards of academic governance, curriculum delivery, and research output, the teaching faculty at Mandsaur University is classified into distinct categories and hierarchical levels.

1. Core / Regular Teaching Hierarchy (Highest to Lowest)

As per the statutory provisions of the University, the core academic cadre comprises three primary categories, placed in the following hierarchical order:

- **Professor:** The highest tier in the core teaching hierarchy. Professors are senior academicians responsible for providing academic leadership, driving high-impact research, spearheading institutional development, and executing administrative or statutory roles such as Deans of Faculties or Directors/Principals of University Schools.
- **Associate Professor:** The mid-level academic cadre. Associate Professors actively engage in advanced teaching, postgraduate and doctoral research guidance, curriculum restructuring, and may be appointed to key administrative positions such as Heads of Departments.
- **Assistant Professor:** The entry and foundational level of the core teaching faculty. Assistant Professors are primarily responsible for classroom instruction, conducting laboratory/practical training, mentoring undergraduate/postgraduate students, and participating in departmental research projects.
- **Lecturer:** Engaged as part of the foundational teaching cadre, particularly within specific diploma, foundational, or vocational streams of the university. Lecturers focus primarily on core teaching, classroom delivery, conducting tutorial sessions, and assisting students in laboratory work or practical skills development.

2. Specialized Academic and Research Designations

In addition to the regular teaching hierarchy, the University integrates specialized designations within its academic departments to promote intensive research and leverage industry expertise:

- **Professor of Eminence / Chair Professor:** Appointed to distinguished scholars with globally recognized achievements to establish and drive specific centers of excellence or specialized fields of study.
- **Professor Emeritus:** Celebrated retired professors invited by the University to continue contributing their vast wisdom, research guidance, and mentorship to the academic community.

- **Honorary / Adjunct / Visiting Professor:** Eminent experts, industry leaders, or senior scientists from external institutions engaged on a part-time or seasonal basis to bridge the gap between academic theory and industry practice.
- **Research Faculty / Research Associate:** Personnel explicitly appointed to focus on institutional research projects, grant acquisitions, and technological developments within the departments.

Note on Scales and Qualifications: *The recruitment, qualifications, pay scales, and performance-linked increments for all categories of teaching posts shall strictly align with the norms specified by the University Grants Commission (UGC) and respective statutory regulatory councils, subject to final approvals by the Governing Body and the Chancellor.*

Hierarchy and Designation Levels of Non-Teaching Personnel

To ensure organizational clarity, clear lines of reporting, and systematic administrative governance, all non-teaching positions within Mandsaur University are organized into five primary hierarchical tiers from the highest ranking administrative officers down to operational support staff.

1. University Officers (Top Tier Administration)

This tier consists of the statutory and executive officers responsible for university-wide administration, statutory policy implementation, financial governance, and high-level institutional planning.

- **Core Roles:** Registrar, Chief Finance & Accounts Officer (CFAO), Controller of Examinations, Dean of Academic Affairs, Dean of Research & Development, and Administrative Directors.
- **Scope:** They hold statutory authority and drive the strategic administration of the university.

2. Class I Officers (Senior Management)

Comprising senior-level administrators who oversee dedicated institutional departments, student support infrastructures, and estate management affairs.

- **Core Roles:** Deputy Registrar, Finance Officer, Estate Officer, Librarian, and Director of Student Welfare.
- **Scope:** Management of centralized systems, specialized administrative operations, and departmental policy execution.

3. Class II: Senior Cadre (Middle Management & Section Heads)

This level consists of professional specialists, technical administrators, and functional managers who serve as operational heads of distinct service units or administrative wings.

- **Core Roles:** Assistant Registrar, Manager HR, Establishment Head, Student Welfare Officer, Proctor, Training & Placement Officer (TPO), Manager IT, Lab Administrator, Deputy Librarian, Event Manager, Purchase Officer, Transport Officer, Electrical Engineer, Business Development Manager, Marketing Operation Officer, Chief Warden, Medical Officer, and Account Superintendent.
- **Scope:** Day-to-day operational enforcement, supervisory control over junior cadres, and technical wing management.

4. **Class II: Junior Cadre (Executive & Specialized Supervisory Staff)**

A critical execution layer consisting of executive staff, senior accounting personnel, technical operators, and frontline coordinators who oversee specialized desk operations.

- **Core Roles:** Personal Assistant, HR Executive, Training & Placement Executive, Assistant PRO, Senior Accountant, Accountant, Deputy Superintendent, Assistant Librarian, Senior Assistant, Business Development Executive, Animator, Front Office Executive, Receptionist, DTP Operator, Workshop Instructor, Lab Instructor, Store In-charge, Warden, Care Taker, Coordinator, and Pharmacy Supervisor.
- **Scope:** Advanced clerical execution, specialized software/technical assistance, and direct supervisor-to-staff operations.

5. **Class III: Senior Cadre (Technical & Clerical Execution Staff)**

Consists of foundational technical professionals and frontline clerical workers who manage official records, process baseline financial transactions, and maintain technical standards.

- **Core Roles:** Accounts Assistant, Library Assistant, Clerk, Typist, Cashier, Cashier cum Clerk, Lab Technician, Pharmacy Supervisor, and QA/QC In-charge.
- **Scope:** Records management, data entry, transactional accounting, and basic lab operation/maintenance.

6. **Class III: Junior Cadre (Skilled Technical & Support Personnel)**

Comprising skilled technicians, tradesmen, and specialized field personnel who execute the structural maintenance, culinary, and technical logistics of the campus.

- **Core Roles:** Library Restorer, Photographer, Photocopier, Diary/Dispatch Attendant, Peon In-charge, Lab Assistant, Analytical Chemist, Ward Boy/Aaya, X-ray Technician, OT Assistant, Refractionist, Electrician, Welder, Supervisor, Plumber, Daftri, Mechanic, Carpenter, Glass Fitter, Mason, Cook, Bakery/Restaurant Assistants, Baker Driver, and Gunman.
- **Scope:** Facilities maintenance, specialized logistics, physical dispatch operations, and foundational clinical/lab assistance.

7. **Class IV (Essential Services & General Maintenance Staff)**

The foundational tier providing essential services, hospitality, physical support, grounds keeping, and safety maintenance across all university spaces.

- **Core Roles:** Conductor, Library Attendant, Electrical/Carpenter/Welder Helpers, Laundry Attendant, Mali/Gardener, Peon, Cook/Mess Helpers, Sweeper cum Peon, Sweeper, Water Tanker Helper, Security Guard/Watchman, STP Operator, Sit Boy, Pharmacy Worker, and General Attendants.
- **Scope:** General housekeeping, safety patrolling, manual labor, utility operations, and auxiliary operational support.

Note on Service Applicability: *The classification of these non-teaching designations governs the applicability of respective service codes, disciplinary authorities, leave approvals, and executive reporting lines within Mandsaur University. Any modification to the strength, nomenclature, or structural tier of these positions remains subject to the approval of the Chancellor and the Governing Body.*

Eligibility and Qualifications for Appointment

1. Teaching Faculty Positions

The minimum educational qualifications, research credentials, and professional experience required for recruitment, promotion, and career advancement of the teaching faculty shall strictly adhere to the guidelines prescribed by the University Grants Commission (UGC) and respective statutory Regulatory Councils (such as AICTE, PCI, BCI, COA, etc., as applicable to the respective field of study).

- **Professor / Professor of Eminence / Chair Professor:**
 - **Eligibility:** An eminent scholar with a Ph.D. degree in the concerned/allied/relevant discipline and a highly distinguished record of published research work.
 - **Experience:** Minimum of 10 years of teaching experience in a university/college as an Assistant/Associate Professor, or equivalent research experience at an accredited research institution/industry, with a demonstrated ability to guide doctoral candidates and secure research grants.
- **Associate Professor:**
 - **Eligibility:** A good academic record with a Ph.D. degree in the concerned/allied/relevant discipline, along with a Master's degree with at least 55% marks (or an equivalent grade).
 - **Experience:** A minimum of 8 years of experience in teaching and/or research in an academic/research position equivalent to that of an Assistant Professor, with a documented portfolio of research publications.
- **Assistant Professor:**
 - **Eligibility:** A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian or recognized foreign university.
 - **Statutory Requirement:** Clearance of the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC like SLET/SET. Candidates who have been awarded a Ph.D. Degree in accordance with the UGC Regulations shall be exempted from NET/SLET/SET.
- **Lecturer:**
 - **Eligibility:** A Master's degree or professional Bachelor's degree (as per specialized council norms for diploma/vocational courses) with first class or equivalent in the relevant branch of study.

2. Non-Teaching and Administrative Positions

The minimum educational qualifications, age limits, and experience criteria for non-teaching personnel across various classes and cadres shall be determined by the Competent Authority (Governing Body/Finance Committee) based on the specific functional demands of the role:

- **University Officers & Class I Officers (Top Tier Management):**
 - **Eligibility:** Typically requires a Master's degree with at least 55% marks or its equivalent grade from a recognized university.
 - **Experience:** Extensive administrative, supervisory, or managerial experience (typically 15 years for top tier, and 5–10 years for Class I) in a university system, government establishment, or reputed corporate entity. Positions like the Chief Finance & Accounts Officer or Estate Officer require professional

certifications (e.g., CA/ICWA or a Degree in Civil Engineering) aligned with their administrative mandate.

- **Class II: Senior & Junior Cadre (Middle Management, Supervisors & Technical Executives):**
 - **Eligibility:** A postgraduate degree, professional degree, or a bachelor's degree with a first-class academic record in the relevant domain (e.g., MBA for HR Managers, B.Tech/MCA for IT Managers, M.Lib for Library cadres).
 - **Experience:** Proven administrative or specialized technical experience ranging from 3 to 7 years in a supervisory or executive capacity.
- **Class III: Senior & Junior Cadre (Frontline Clerical & Skilled Technical Staff):**
 - **Eligibility:** A Bachelor's degree in science, commerce, arts, or a specialized technical diploma (ITI/Polytechnic) tailored to the job profile (e.g., B.Com for Accounts Assistants, B.Sc./DMLT for Lab Technicians).
 - **Technical Competence:** Proficiency in computer operations, office software, typing skills, or specific machine handling as dictated by the recruitment screening criteria.
- **Class IV (Essential Services & Auxiliary Support Staff):**
 - **Eligibility:** Minimum educational compliance (matriculation/10th standard pass or 8th standard pass depending on the nature of manual/operational duties).
 - **Skills:** Functional literacy, basic vocational training, and physical fitness to discharge essential campus utilities and support functions.

General Clauses on Eligibility & Recruitment

- **Minimum Age of Entry:** No person below the age of 18 years shall be eligible for regular employment in either the teaching or non-teaching cadres of the University.
- **Power to Relax Criteria:** In specific instances where a candidate possesses extraordinary technical, research, or operational capabilities, the Competent Authority reserves the right to relax the prescribed qualification or experience criteria in the best interest of the University, provided reasons are recorded in writing.
- **Medical Fitness:** Every selected candidate must present a certified Medical Fitness Certificate from an authorized Medical Officer approved by the University prior to their final onboard appointment.
- **Verification of Credentials:** All appointments are subject to strict antecedent verification and authentication of academic degrees and experience certificates. Discovery of any falsified documentation at any stage of service will invite immediate summarily termination and disciplinary actions.

Key Result Areas (KRAs) for Employees

To systematically evaluate performance, foster institutional accountability, and drive excellence, the Key Result Areas (KRAs) for the various categories of teaching and non-teaching positions at Mandsaur University are summarized below:

1. Teaching Faculty Positions

- Professors / Professors of Eminence
 - **Academic Leadership:** Driving departmental vision, launching cutting-edge academic programs, and mentoring junior faculty.

- **Research & Funding:** Securing high-value extramural research grants, publishing in indexed journals (Scopus/WoS), and filing patents.
- **Institutional Governance:** Leading statutory committees, managing faculty boards, and facilitating accreditations (NAAC, NIRF, NBA).
- **Associate Professors**
 - **Curriculum & Pedagogy:** Designing advanced syllabi, integrating modern ICT tools, and delivering high-quality postgraduate/doctoral-level lectures.
 - **Research Supervision:** Guiding Ph.D. scholars, publishing peer-reviewed research, and organizing national/international conferences.
 - **Administrative Portfolios:** Heading academic or co-curricular committees, managing laboratory setups, and acting as Head of the Department (HoD) when appointed.
- **Assistant Professors**
 - **Teaching & Instruction:** Completing assigned lecture hours, conducting tutorials, and optimizing classroom engagement for degree students.
 - **Student Development:** Mentoring students, conducting continuous internal assessments, and guiding undergraduate/postgraduate mini-projects.
 - **Academic Support:** Participating in departmental admission drives, examination duties, and contributing to institutional research work.
- **Lecturers**
 - **Foundational Delivery:** Ensuring complete coverage of foundational or diploma-level theory and practical syllabi.
 - **Laboratory Operations:** Conducting practical lab sessions, maintaining logs, and ensuring student safety during experiments.
 - **Skill Enhancement:** Providing intensive skill-based training and assisting students with basic tutorials and remedial work.

2. Non-Teaching and Administrative Positions

- **University Officers (Top Tier Administration)**
 - **Statutory Compliance:** Ensuring adherence to UGC, state government, and statutory council regulations across all operations.
 - **Strategic Management:** Overseeing institutional finances, organizing university-wide exams securely, and implementing policy decisions of the Governing Body.
- **Class I Officers (Senior Management)**
 - **Departmental Efficiency:** Streamlining the operations of centralized wings such as the Library, Estate, Student Welfare, or Registry.
 - **Resource Optimization:** Managing physical, financial, or spatial infrastructure to support the academic ecosystem.
- **Class II: Senior Cadre (Middle Management & Section Heads)**
 - **Operational Implementation:** Executing specialized functional tasks like HR management, IT administration, placements, campus security, or procurement.

- **Supervision:** Driving daily team output, resolving frontline administrative escalations, and ensuring policy enforcement.
- **Class II: Junior Cadre (Executive & Specialized Supervisory Staff)**
 - **Execution & Coordination:** Managing specialized desk jobs, handling institutional databases, maintaining student accommodation environments, or driving marketing and front-office outreach.
 - **Process Control:** Supervising minor lab protocols, maintaining localized administrative registers, and providing executive support.
- **Class III: Senior Cadre (Technical & Clerical Execution Staff)**
 - **Data & Record Management:** Ensuring accurate data entry, maintaining official files, and timely processing of bills or student records.
 - **Technical Assistance:** Facilitating smooth operations of scientific instruments, IT labs, and managing departmental stores/inventories.
- **Class III: Junior Cadre (Skilled Technical & Support Personnel)**
 - **Maintenance & Repair:** Providing prompt troubleshooting for campus electrical, plumbing, carpentry, or transport facilities.
 - **Field Assistance:** Assisting doctors/technicians in clinical/lab operations, capturing official media, or handling institutional dispatch systems.
- **Class IV (Essential Services & General Maintenance Staff)**
 - **Campus Upkeep:** Maintaining absolute cleanliness, safety, and hygiene across classrooms, hostels, gardens, and offices.
 - **Auxiliary Support:** Managing manual logistical transfers, assisting in mess/culinary setups, running routine office errands, and executing basic security checks.

Selection and Appointment

Sanctioned, Filled, and Vacant Posts (Teaching)

Staff Strength Review: As per Statute No. 5 and 6, the Governing Body of Mandsaur University shall periodically review, determine, and sanction the total strength of teaching and non-teaching positions required to fulfill the academic and operational needs of the university. Regulatory Compliance: The allocation of teaching posts (Professors, Associate Professors, Assistant Professors, and Lecturers) within each department must strictly satisfy the statutory student-to-teacher ratios and structural requirements prescribed by the University Grants Commission (UGC) and respective Regulatory Councils (e.g., PCI, BCI, ICAR, NCTE, NCISM, AYUSH).

The Post Register: The Human Resources (HR) Department shall maintain a live Post Control Register mapping:

- **Sanctioned Posts:** The total number of faculty positions formally approved by the Governing Body / Regulatory Councils per department.
- **Filled Posts:** Active faculty members currently holding substantive, temporary, or contractual appointments.
- **Vacancies:** The dynamic delta between Sanctioned and Filled posts, which serves as the formal baseline for initiating new recruitment drives.

Standard Operating Procedure (SOP) for Teaching Recruitment

Phase I: Requirement Generation & Approval Workflow

- **Step 1: Departmental Requirement Generation:** At least three months prior to the commencement of an academic semester, the Head of the Department (HoD), in coordination with the School Director/Dean, shall conduct a workload analysis. A formal Faculty Requirement Requisition shall be generated based on:
 - Newly sanctioned regulatory intakes or curriculum changes.
 - Resignations, superannuations, or sudden operational gaps.
 - Gaps identified
- **Step 2: Scrutiny by Dean of Academic Affairs:** The requisition is forwarded to the Dean of Academic Affairs to verify teaching workloads, ensure compliance with UGC/Regulatory Council specs, and check internal alignments.
- **Step 3: Financial Clearance:** The validated file is routed to the Chief Finance & Accounts Officer (CFAO) to assess budget provisions for salaries and allowances against the approved annual allocation.
- **Step 4: Executive Approvals:** The file is presented to the Vice-Chancellor for administrative vetting, and subsequently to the Board of Management and the Chancellor for final approval to initiate the recruitment process.

Phase II: Sourcing & Public Announcement

- **Step 5: Mandatory Public Advertisement:** As mandated by Statute No. 5(65), whenever a core teaching post is to be filled, the HR department must issue a public advertisement in at least one National and one State/Regional newspaper. Concurrently, the detailed notification must be uploaded onto the official Mandsaur University website.
- **Step 6: Omni-Channel Sourcing & Application Resourcing:** To pool high-caliber academic talent, the HR department shall expand application streams using:
 - **Digital Professional Platforms:** Direct postings on LinkedIn, institutional portals, and dedicated higher-education job boards.
 - **Direct Electronic Applications:** Dedicated institutional recruitment mail channels (hr@meu.edu.in).
 - **Internal Referrals & Special Invites:** Vetting external peer-referred candidates or utilizing the Vice-Chancellor's authority to present distinguished non-employee profiles directly to the Selection Committee.
 - **Employed Agencies / Global Sourcing:** Utilizing executive search agencies for specialized positions, or collecting offshore applications to be reviewed in absentia if complete credentials are met.

Phase III: Evaluation, Selection & Onboarding

- **Step 7: Scrutiny & Shortlisting:** An HR screening committee alongside the respective HoD shall vet incoming applications against UGC or Regulatory bodies rules (e.g., NET/SLET qualifications or Ph.D. criteria) to short-list candidates.
- **Step 8: The Selection Committee Panel:** Shortlisted candidates are invited to an interview panel structured strictly as per university ordinances, comprising the Vice-Chancellor, Subject Experts, Deans, and Management Nominees.

- **Step 9: Board of Management & Chancellor Approval:** The recommendation list signed by the panel is presented to the Board of Management and final sign-off is given by the Chancellor.
- **Step 10: Issuance of Appointment Orders:** The Registrar officially issues the Letter of Appointment outlining detailed scales of pay, probation timelines, and terms of service.

Standard Operating Procedure (SOP) for Non-Teaching Recruitment

Phase I: Demand Assessment & Sanctioning

- **Step 1: Administrative Requisition:** Section Heads (e.g., Estate Officer, Librarian, IT Manager, Controller of Examinations) must submit an Administrative Staff Requisition Form to the Registrar whenever an operational vacancy arises or additional technical support is necessary.
- **Step 2: Justification and Job Evaluation:** The Registrar's Office evaluates the requested workflow against existing staff ratios across Class I, II, III, and IV tiers to check for possibilities of internal transfer or promotion before creating a fresh direct opening.
- **Step 3: Finance Committee Consultation:** The vacancy request is vetted alongside the Finance Committee to confirm structural grading, salary pay bounds, and budgetary alignment.
- **Step 4: Competent Authority Approval:** The position rollout is sanctioned by the Vice-Chancellor and sent for formal registration via the Board of Management.

Phase II: Sourcing & Sift Testing

- **Step 5: Media and Digital Sourcing Campaign:** Vacancies for Class I, II, and III are published on professional networks (LinkedIn), online career platforms, local/regional newspapers, and the university website. Class IV positions may utilize targeted local notices or outsourced security/facility channels.
- **Step 6: Technical and Competence Sifting:** * For Clerical/Executive Roles (Class II/III Senior): Candidates undergo mandatory administrative, typing, or software-proficiency tracking.
 - **For Technical/Lab Roles (Class III Junior):** Candidates undergo practical competency testing conducted by Laboratory Administrators or Engineers.
- **Step 7: Structured Background Pre-Screening:** The HR department performs introductory reference screening, checks for minimal age compliance (minimum 18 years), and ensures no criminal record histories exist.

Phase III: Final Selection & Medical Boarding

- **Step 8: Selection Interview Panel:** Shortlisted technical and administrative profiles face a designated board panel led by the Vice-Chancellor or Registrar along with nominated administrative section heads.
- **Step 9: Executive Panel Sign-off:** Panel minutes are locked, and waiting lists (valid up to 6 months) are generated for handling subsequent rollouts.
- **Step 10: Onboarding & Medical Clearances:** Selected candidates must produce a certified Medical Fitness Certificate and complete complete authentication of prior experience papers. Upon verification, the Registrar releases the direct onboarding service orders, placing the employee on a mandatory one-year probation cycle.

Composition of Selection Committees

The structure and membership of the Selection Committees for various categories of administrative officers and non-teaching posts are designated as follows:

S. No.	Post / Employee Category	Composition of the Selection Committee
1	Librarian	1. Vice Chancellor (Chairperson) 2. Registrar 3. Dean, Academic Affairs 4. Dean, Research & Development 5. Two Experts in Library Science (nominated by the Vice Chancellor)
2	Class I	1. Vice Chancellor (Chairperson) 2. Registrar 3. Director, Administration 4. Specific Wing Head (as applicable to the vacancy): • Controller of Examinations (for Examination branch) • Chief Finance & Accounts Officer (for Accounts department) • Dean, Academic Affairs (for Director Student Welfare) • One Expert (for Estate Officer) • A Technical Expert (for any vacancy of a technical nature)
3	Class II (Senior Cadre)	1. Vice Chancellor (Chairperson) 2. Registrar 3. Director, Administration 4. Specific Departmental Head / Expert (as applicable to the vacancy): • Controller of Examinations (for Examination branch) • Chief Finance & Accounts Officer (for Accounts department) • Director Student Welfare (for Proctor) • Librarian (for Library branch) • Estate Officer (for Estate branch) • Head/Expert of the respective or allied department • A Technical Expert (for any vacancy of a technical nature)
4	Class II (Junior Cadre) Class III (Senior Cadre) Class III (Junior Cadre)	1. Registrar 2. Director, Administration 3. Manager, HR 4. Establishment Head 5. Head of the concerned Department
5	Class IV	1. Director of the concerned School 2. Manager, HR 3. Establishment Head 4. Estate Officer

Disqualifications for using unfair means

In the event of any misstatement or suppression of facts by a candidate either in the application or before the selection committee, being subsequently discovered, the appointment will be deemed to be void and the candidate will be liable for disqualification.

Unethical/Unlawful Activities

An employee will not engage or affiliate with any association or assist any unlawful/unethical activity which may be determined against the interest of the university. No employee will accept or raise any contribution or associate with any fund raising campaign whether in cash or kind from anyone connected with the University either as parent, guardian or student, without prior written approval of the Registrar.

Probation and Confirmation

Every person appointed by direct recruitment shall be on probation for a period of one year provided that the period of probation can be extended for another one year at the direction of the Management, in writing. In case, during or before the expiry of the said period of probation, the work of the employee is not found satisfactory, the appointing authority can terminate the service of the employee on month notice. And if the conduct of the employee is not found satisfactory, the appointing authority can terminate the services of the employee without any prior notice and without assigning any reason, and in case the person is appointed by promotion, revert him/her to the post held before promotion. Unless the period of probation is extended and intimated to the employee in writing, the employee shall be deemed to be confirmed, after the expiry of the probation period/extended period of probation. The probation period shall, in no case be extended beyond 2 years from the date of appointment.

Salary / other benefits discussion and Offer Issuance

Following the final recommendations of the Selection Committee, salary negotiations and benefit determinations with the recommended candidate shall be conducted exclusively by an officer or panel authorized by the Vice Chancellor, ensuring strict alignment with the University's approved financial budget and regulatory standards. Upon final written endorsement of the negotiated terms by the Competent Authority (the Vice Chancellor and Chancellor), the Human Resources Department shall prepare and issue the formal Letter of Offer. This comprehensive document details the candidate's designation, gross salary structure, CTC components, mandatory probation terms, scheduled date of joining, and the clear deadline for submitting formal written acceptance along with required onboarding documentation.

On boarding & Orientation

The new employee is welcomed by the HR Dept. on the day of joining with a plant. There is a Welcome email that is sent across to the entire organisation, introducing the newest member to the team. The signing of the Joining Report marks the joining. HR takes them through an institute for an induction, followed by a campus tour and personal introductions with the team members. The Joinee is also given joining forms, an issued laptop/desktop, stationery and assigned a workspace.

Maintenance of Personal files and Service books:

The Personal file is a confidential document and officers handling personal files of employees will ensure that the information contained in the file is not made available to unauthorized person/s. A personal file shall be opened for every employee immediately on appointment. The files of all the employees shall be maintained by the HR department. A copy will also be maintained at their place of work. This file should be updated regularly.

The HR department will check the files maintained at the place of work at least once a year to ensure that they are being updated regularly. The personal file shall normally contain all documents that are relevant to the employee. The GM-HR will issue instructions relating to the maintenance of personal files. The personal files of all employees will be maintained in the HR Department. A List of the Documents which could be included is given below:

- Application form for appointment along with biodata and testimonials
- Copy of the selection committee report and authority for appointment
- Reference checks conducted before appointment
- Report of pre-employment medical check
- Appointment letter with signed acceptance of the employee
- Joining report with due signatures of the concerned authorities
- Undertaking of confidentiality (including IPR)
- Record of Pay Fixation and increments granted periodically
- Letters / Office Orders of continuations
- Appraisal at the end of probation
- Letter of confirmation
- Letters of transfer, promotion etc.
- Leave record
- Warning letters/ Appreciations/ and record of achievement/ awards if any
- Any other communication related to the employment
- Letter of cessation of employment (Retirement, Resignation/ termination)
- Letter/ Record of final settlement of dues after cessation of employment
- Copy of the documentary evidence for the authentication of the date of birth
- Documentary evidence for change of name (if applicable)

Service Books:

- A Service Book shall be maintained for every employee in the prescribed format.
- The service book shall contain a record of all essential events in the employee's official career, quoting the relevant authority/ office order.
- This includes date of birth, transfers, promotions, increments, punishments, leave records (except casual leave), and any reward or appreciation of work.
- Majority records in the service book will be supported by records in the personal file. The objective of maintaining the service book, in addition to the personal file, is to have the records appropriately grouped for ready reference.
- At the time of joining the service of the University, the date of birth of employee shall be carefully recorded in his service-book and shall be verified with reference to the documentary evidence and a certificate to that effect shall be recorded stating the nature of document relied on, such as School Leaving Certificate, S. S. C. Certificate, Extract of Birth Register, or any other evidence issued by Appropriate Authority.

Training & Development

- The HR department is responsible for training and motivating employees. It should assess the motivation levels by periodic feedback from the employees and assist Management in initiating appropriate steps for conducting training and motivating the employees. The Induction of an employee is conducted by the HR Department, wherein all the necessary inputs about the organisation, standard statutory compliances, various entitlements and benefits available to the employee are explained. The Teaching Learning Resource Centre (TLRC) conducts various training programs for its teaching and non-teaching staff. The training needs are identified during the appraisal process and also obtained from the HoD from time to time. The training and development help the employee to update knowledge, acquire the latest techniques, which reflect in the day-to-day work of the individual.
- The GM-HR will be responsible for selection, appointment, retention, performance appraisal, disciplinary proceedings, superannuation and welfare of the employees. This will include implementation of terms and conditions, timely payment of pay and allowances and grant of other benefits. Due care will be taken for the smooth separation of the employees at the end of their service so that they continue to maintain goodwill even after relinquishing service. This is essential for maintaining the brand value of the Group.

CHAPTER 03

Pay and Allowances

Short Title:

Mandsaur University is governed by Societies Registration Act 1860 and Madhya Pradesh Public Trust Act 1951 and is governed by UGC Act of 1956. The following regulations and documents have been used as guidelines for framing these rules:

- A) UGC Regulations (Minimum qualifications for teachers and measures for maintenance of standard in Higher Education) as prescribed from time to time.
- B) Norms of Councils regulating technical education such as UGC and other statutory councils such as BCI, MCI, AYUSH, ICAR, PCI, NCTE and NCI or any other statutory council
- C) Board of Governing Body is the Competent Authority for authorizing pay and allowances for its employees.

Pay and Allowances:

Scale of Pay: The scale of pay of the posts in cadre/cadres of Offices in University shall be such as may be prescribed from time to time by the Governing Body/The Chancellor considering the guidelines of the UGC.

- A. DA and Other Allowances: DA and Other Allowances as admissible under the term of the appointment shall be as fixed by the University, from time to time.
- B. Initial Pay: Unless the appointing authority declares otherwise, an Officer shall, on his appointment to a post on a time scale of pay; draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by Governing Body/Chancellor.

Increment:

- A. An annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority for unsatisfactory work or conduct. When it is proposed to withhold the annual increment of an officer, an order shall be passed imposing this penalty after the officer concerned has been given an adequate opportunity to make representation that he may desire to make or desire to be heard and such representation or submission has been taken into consideration.
- B. Date of Increment: The increment of University Officers may be admitted from the first of the month in which it would fall due under the operation of the normal rule and orders, relating to increments.

- C. The extra increment/increments will be granted to officers on the basis of performance and merits as per the regulation of university.

Pay during Suspension:

- A. An officer under suspension will be entitled during the period of suspension to draw a subsistence allowance as provided under the Regulations.
- B. No payment of subsistence allowance shall be made unless the Officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.
- C. In case an Officer remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Officer, the competent authority may increase the subsistence allowance up to 75% of his pay. The allowance in that case will be based on such increased pay.
- D. An Officer who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement, shall consider and make specific orders:-
 - a. Regarding the amount of pay and allowances, if any to be paid to the Officer for the period of absence from duty or for the period of suspension, and
 - b. Whether or not the paid period shall be treated as period spent on duty.

Special Pay and Honorarium:

- A. The Governing Body/Chancellor may sanction special pay to an Officer in consideration (a) the especially arduous nature of duties, or (b) a special addition to the work or responsibility.
- B. The Chancellor or other authorities whom powers have been delegated under these rules may grant to an Officer an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

CHAPTER 04

Attendance and Leave Rules

Institutional Working Hours

Prescribed Timings

All university employees are required to strictly adhere to the designated working hours:

- **Standard Working Hours:** 09:00 AM to 05:00 PM
- **Designated Lunch Break:** 01:30 PM to 02:10 PM

The respective Head of Department (HOD), Head of Institution (HOI), or Section Head carries organizational responsibility for ensuring punctual attendance within their domain.

Academic and Administrative Reporting Lines

- **Teaching Staff:** All teaching staff (including Teaching Assistants, Lecturers, Assistant Professors, Associate Professors, and Professors) report directly to their respective HOD or HOI.
- **Non-Teaching Staff:** All non-teaching personnel report directly to their assigned Section Head or designated Reporting Authority.
- **Heads of Departments / Institutes (Teaching):** Report administratively and academically to the Dean of Academics.
- **Section Heads / HODs (Non-Teaching):** Report administratively to the Registrar or the General Manager (Human Resources & Administration), as applicable.
- **University Officers:** All statutory and executive officers (excluding the Vice Chancellor, Registrar, Directors, Deans, Controller of Examinations, and Chief Finance & Accounts Officer) report directly to the Vice Chancellor.
- **Executive Authority:** The Vice Chancellor reports directly to the Chancellor.

Uninformed Absence Notification

If any employee remains absent for more than three (3) consecutive working days without prior written information or sanction, the concerned HOD, HOI, or Reporting Authority must immediately escalate the matter to the Human Resources (HR) Department for administrative intervention.

Leave Policy and Approval Framework

Leave Workflow and Evaluation Criteria

All leave requests must be formally initiated through the prescribed university system and routed to the respective HOD, HOI, or Reporting Authority. Leave is not an absolute right and shall be evaluated based on:

- Rigorous assessment of departmental workload and institutional operational continuity.
- The availability of verified, alternative internal arrangements to ensure uninterrupted discharge of duties.

No leave is legally sanctioned or recognized unless it has been formally approved through the system by the competent authority. The decision shall be communicated to the employee and tracked by HR.

Prior Sanction Mandates

Long-duration absences—including Summer/Winter Breaks (SWB), Sabbatical Leaves, and extended Personal Leaves—must be applied for well in advance and require prior written authorization from the HOD or HOI before the employee vacates their post.

Classification of Leaves

Leaves are applicable across Mandsaur University as governed by the official notifications and circulars issued by the competent authority:

- **Regular Leaves**
 - Casual Leave (1 per month for Probation)
 - Earned Leave (non teaching only)
 - Optional Leave (3 per academic year)
- **Institutional Leaves**
 - Duty Leave (Official Assignment)
 - On-Duty Leave (Academic; Max 10/ yr)
- **Specialized Leaves**
 - Maternity Leave (as per MU Policy)
 - Sabbatical Leave (as per MU Policy)
 - Compensatory Leave (as per MU Policy)

Unauthorised Leave and Administrative Penalties

Availing long-duration leaves without an approved sanction or valid justification constitutes Unauthorised Leave. In strict accordance with Statute No. 7 (Point Nos. 14 & 15), such violations invite severe disciplinary actions, including:

- Immediate Loss of Pay (LWP).
- Formal disciplinary proceedings.
- Summary Cessation of Service, depending upon the gravity and duration of the non-compliance.

Biometric Missed Punch Policy

This framework outlines the regularisation protocols for employees who fail to record either their IN or OUT punch in the biometric attendance system. Ad-hoc, retrospective, or backdated regularisation requests submitted on the final working day of the month shall be rejected automatically.

Categorized Missed Punch Protocols

A. Missed Punch Due to Personal Reasons

- **Oversight Limit:** A maximum of two (02) instances per calendar month may be considered for manual regularisation due to forgetfulness or personal oversight.
- **Verification Mandate:** Regularisation is strictly conditional upon the submission of a written justification alongside matching CCTV proof from the Security Office, Establishment Section, or Server Room confirming timely presence.
- **Default Penalty:** If an oversight instance is not regularised or if an employee exceeds the two-per-month threshold, it triggers an automatic deduction of a Half-Day Casual Leave (0.5 CL). If Casual Leave is exhausted, it is treated as Leave Without Pay (LWP). Any missed punch occurring alongside a late arrival will be penalized under the consolidated late-coming codes.

B. Missed Punch Due to Official Reasons

- Biometric exemptions are considered only when the lapse occurs due to out-of-station or university-sanctioned deployment.
- The employee must file an On-Duty (OD) request, approved by their HOD or HOI, preferably in advance or at the latest by the conclusion of the same working day. Regularisation is applied only after administrative verification.

C. Missed Punch Due to Technical Faults

- If a punch is missed due to a biometric device malfunction or system downtime, it is eligible for automatic regularisation, provided the employee reported and exited within prescribed shifts.
- The case must be validated by CCTV footprints from the IT Server Room/Security Room and supported by technical confirmation from the Establishment Department.
- The employee must report the technical fault to the Establishment Department within two (2) to three (3) working days of occurrence.

Late Coming and Early Going Policy

Monthly Grace Allowance

To accommodate minor transit delays, employees are permitted a maximum grace allowance of two (2) occurrences per calendar month for the following specific thresholds:

- **Late Arrival Grace Window:** 09:06 AM to 09:15 AM
- **Early Departure Grace Window:** 04:55 PM to 05:00 PM
- **Short Leave Window:** 09:05 AM to 10:15 AM AND 03:45 PM to 05:00 PM (Allowed twice a month maximum; short leaves cannot be applied for during the final five days of any month).

No leave deductions are applied for occurrences remaining strictly within these limits.

Penalty Scale for Late Punching and Early Departure

Once the monthly two-day grace allowance is exhausted, immediate automated fractional deductions are levied on the employee's leave balance per occurrence:

Biometric Punch Time Window	Quantum of Leave Deduction	Operational Remarks
09:06 AM – 10:15 AM OR 04:15 PM – 04:59 PM	0.25 CL / LWP	Automatically processed as Leave Without Pay (LWP) if the Casual Leave balance is exhausted.
10:16 AM – 11:15 AM OR Before 04:15 PM	0.50 CL / LWP	Automatically processed as Leave Without Pay (LWP) if the Casual Leave balance is exhausted.

Note: Early departures are tracked based on total elapsed operational duration shortfalls and attract the exact same fractional deduction scale as late arrivals.

Special Relaxation

In accordance with Statute No. 6, Point No. 1 (Sl. No. 1), designated University Officers are exempt from the fractional financial deductions of the late coming and early going matrix, but remain accountable for the overall performance of their statutory domains.

Compliance Enforcement

Accurate and timely biometric punching is a core condition of employment. Repeated attendance defaulters will be issued a formal show-cause notice by HR, requiring a written explanation, and shall face progressive disciplinary actions under the University service regulations.

Duty Leave Policy

Purpose and Applicability

This policy governs the rules and criteria for availing On Duty (OD) leave for teaching employees.

- **Applicability:** This policy is strictly applicable to the teaching staff of Mandsaur University, as well as all of its constituent units.

- **Effective Date:** This policy is effective from 1st July 2024.

Standard Entitlement and Duration

- **Standard Duration:** Teaching employees are entitled to a maximum duration of 10 days of on duty leave per academic year.
- **Combining Leaves:** On duty leave may be combined with casual leave, earned leave, half-pay leave, or extraordinary leave, subject to proper approvals.

Approved Purposes for On Duty Leave

Duty leave within an academic year may be granted for the following approved purposes, provided they are accepted and approved by the sanctioning authority of the University:

A. Academic & Professional Development

- **Attending as a delegate:** Conferences, Congresses, Symposia, Seminars, Workshops, or Training Programs.
- **Participating in structural professional programs:** Orientation Programs, Refresher Courses, Research Methodology Workshops, Faculty Induction Programs, and Faculty Development Programs (FDPs).
- Conducting or supervising Industrial Visits or Sports Competitions.
- Appearing for National or State-level examinations (e.g., NET, SLET, SET, etc.).

B. External Assignments & Expert Contributions

- Delivering guest lectures at the invitation of other institutions or universities, provided the invitation is received by Mandsaur University.
- Serving as an appointed External Examiner or Ph.D. Viva Voce Expert at other recognized institutions or universities.
- Attending meetings in major statutory/funding bodies (e.g., UGC, DST, etc.) where the teacher is invited to share their expertise with an academic body, government agency, or NGO.

Note: All invitations must be formally received by the University and permitted/accepted by the designated sanctioning authority.

Special Provisions & Exceptions

- **Extended Leave:** In special cases, the Chancellor, Vice Chancellor, or the sanctioning authority to whom powers have been delegated under these rules, may grant an extension of up to 30 days of on duty leave within a single academic year.

Limitations and University Rights

- **Resignation & Notice Period:** All benefits and entitlements under this policy shall immediately lapse if a faculty member resigns, is serving their notice period, or leaves the organization.
- **Policy Withdrawal:** The University reserves the right to withdraw this policy at any point in time without providing formal notice to any party.
- **Amendments:** The University retains the absolute right to modify or amend this policy, in whole or in part, at any time, with or without prior notice.

CHAPTER 05

Code of Conduct and Disciplinary Proceedings

To preserve the academic integrity, operational excellence, and inclusive culture of Mandsaur University, this Code of Conduct outlines the ethical obligations, professional expectations, and disciplinary frameworks governing all employees. These statutes apply unconditionally to every officer, faculty member, and non-teaching staff member of the University.

Professional Ethics and Workplace Conduct

Core Commitments

Every employee shall at all times serve efficiently, act in a disciplined manner, and maintain absolute integrity and devotion to duty.

- **Punctuality and Attendance:** Employees must report regularly and punctually to their assigned office or institute according to the fixed university timings.
- **Diligence and Cooperation:** During designated duty hours, employees must focus entirely on their assigned work, perform tasks with accuracy and reasonable speed, and cooperate fully in all university activities.
- **Supervisory Orders:** Employees must respect and faithfully execute all lawful, professional instructions from their designated reporting superiors.
- **Institutional Care:** Employees must exercise reasonable care and precaution to prevent damage or loss regarding university properties, apparatus, funds, and articles placed under their charge.

Institutional Channels and Job Applications

- **Official Communications:** No employee shall bypass established reporting lines. All official papers, grievances, and applications must be submitted through the proper departmental channel.
- **External Job Submissions:** No employee shall apply for another job, position, post, or external scholarship without obtaining prior written sanction and approval from the competent university authority.

Workplace Ethics and Inclusivity Policies

Mandsaur University enforces a zero-tolerance policy against any form of harassment, bias, or toxic behavior. It is the responsibility of every employee to foster a secure, supportive, and dignified campus environment.

Prevention of Sexual Harassment and Gender-Responsive Behavior

- **Strict Prohibition:** Any form of sexual harassment—defined comprehensively as unwelcome physical contact, explicit sexual advances, demanding sexual favors, making sexually colored remarks, displaying pornography, or any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature—is strictly prohibited.
- **Professional Interactions:** Employees must maintain high standards of professionalism and dignity when interacting with colleagues of any gender. No employee shall create a hostile or intimidating work environment through inappropriate language, gestures, or boundary violations.
- **Statutory Compliance:** All gender-related offenses shall be investigated promptly by the Internal Complaints Committee (ICC) in strict accordance with national regulatory frameworks and University ordinances.

Eradication of Discrimination (Caste, Creed, and Identity)

- **Equal Opportunity Culture:** The University is an inclusive space. No employee shall exhibit prejudice, pass derogatory remarks, or discriminate against any student, colleague, or visitor based on caste, creed, religion, race, gender, place of birth, or economic status.
- **Prohibition of Incitement:** Employees are strictly barred from participating in, subscribing to, or assisting any activity or organization that promotes feelings of hatred, communal disharmony, or enmity between different classes of citizens.
- **Academic Objectivity:** Faculty members must maintain strict impartiality during student assessments. Deliberate over-marking, under-marking, or student victimization on personal, social, religious, or identity grounds constitutes a grave breach of professional trust.

Anti-Slander, Rumor Control, and Workplace Demeanor

- **Defamation and Panic:** No employee shall deliberately spread false rumors, forge information, or circulate malicious statements that damage the reputation of Mandsaur University, discredit fellow workers, or create unnecessary panic across the campus ecosystem.
- **Conflict Resolution:** Quarrels, physical altercations, or aggressive verbal abuses with fellow workers, students, or visitors are strictly prohibited.
- **Interference with Official Records:** No employee shall tamper with, alter, forge, or illicitly access university records, student logs, or attendance registers pertaining either to themselves or to other employees.

Conflict of Interest, External Influences and Public Representations

External Engagements and Private Business

- **Commercial Restraints:** Whether on active duty, on leave, or under suspension, no employee shall engage directly or indirectly in any trade, business, or parallel commercial undertaking without the explicit prior written permission of the Governing Body or Chancellor.

- **Academic Enrolment:** No employee can join an external course of study or appear for any external academic examination without obtaining prior written clearance from the competent university authority.
- **University Procurement:** No employee shall bid, either in person or through an agent, in any official auction of university articles, nor shall they submit commercial tenders or supplies to the University.
- **Permissible Activities:** Employees may undertake honorary work of a purely social, literary, artistic, scientific, or charitable nature without prior sanction, provided it does not compromise their primary institutional duties and is discontinued immediately if directed by the Governing Body.

Confidentiality and Public Media Representations

- **Confidentiality Mandate:** Employees must protect all sensitive university correspondences, examination records, and administrative files. No employee shall directly or indirectly divulge confidential institutional data to unauthorized persons.
- **Media and Press Restraints:** No employee is authorized to issue oral or written press statements, media briefs, or public commentary pertaining to Mandsaur University or its components unless explicitly empowered as an official spokesperson. All public-facing communications must be routed through proper institutional channels.

Political Activities and Outside Influences

- **Electoral Separation:** Any employee who files a nomination for election to Parliament or a State Legislature must resign from university service. Upon the formal acceptance of their election nomination, the individual shall be deemed to have automatically vacated their office.
- **External Influence:** No employee shall bring or attempt to bring any external political, administrative, or outside influence upon the university authorities to further their personal career interests, promotions, or service matters.

Disciplinary Framework, Penalties, and Suspension Protocols

Non-compliance with the Code of Conduct shall immediately attract disciplinary action under the statutory provisions of the University.

Suspension Framework

- **Authority to Suspend:** The Appointing Authority, or any senior officer specifically empowered by the Governing Body or Chancellor, may place an employee under suspension under the following circumstances:
 1. Genuinely grave misconduct or serious misbehavior has been observed.
 2. Formal disciplinary proceedings are actively contemplated or currently pending against the individual.
 3. A formal criminal offense investigation has resulted in the employee's arrest or conviction.
- **Deemed Suspension:** Any employee detained in legal custody (on a criminal charge or otherwise) for a period exceeding forty-eight (48) hours shall be deemed suspended from service automatically with effect from the date of detention and shall remain suspended until further official orders.
- **Refusal of Orders:** Refusing to accept a formal charge sheet, a suspension order, or any other lawful directive issued by a superior officer constitutes an independent act of major indiscipline.

CHAPTER 06

Employee Welfare

Career Advancement Scheme

Policy for Upgradation from Lecturer to Assistant Professor

Applicability

This policy applies to faculty members who were initially appointed as Lecturers with undergraduate qualifications (B.E./B.Tech) and have subsequently completed their post-graduate degree (M.E./M.Tech) in a relevant discipline.

Key Provisions

- **Nature of Upgradation:** The upgradation to Assistant Professor shall be treated as a fresh academic designation and is not an automatic promotion.
- **Eligibility:** Candidates must fulfill all eligibility criteria as specified by UGC/AICTE norms.
- **Approvals:** All upgradations are subject to the recommendation of the Screening Committee and the final approval of the Competent Authority.
- **Effective Date:** The upgradation shall officially come into effect only after receiving the explicit approval of the Competent Authority.

Procedure and Process

The following process must be adhered to by the respective departments and applicants:

1. **Identification:** Departments shall identify eligible faculty members who qualify for the upgradation.
2. **Application Submission:** Eligible faculty must submit an application accompanied by their PG Degree Certificate and Marksheet.
3. **Departmental Recommendation:** The Head of Department (HoD) will review and forward recommended cases to the Registrar's Office.
4. **Evaluation:** Candidates may be required to appear before a designated Screening Committee for evaluation.

Timeline: All departments must compile and submit eligible cases within 15 days from the issuance of the relevant circular.

Constitution of the Screening Committee

A Screening Committee shall be constituted to evaluate eligible candidates, comprising the following members:

- **Chairperson:** Vice Chancellor (or Nominee)
- **Member:** Registrar (or Nominee)
- **Member:** Dean of Faculty (or Nominee)
- **Member:** Head of Department (HoD)
- **Member:** Subject Expert (External or Internal)

General Principles and Annual Cycle

- **Objective:** To establish a structured, time-bound, and transparent process for the annual promotion of teaching staff in accordance with institutional policies and the Career Advancement Scheme (CAS) norms of the UGC.
- **Frequency:** Promotions shall be conducted once in each academic year (July to June).
- **Initiation Period:** The formal promotion process shall be initiated by the HR Department in the month of September each academic year.
- **General Eligibility Requirements:** *Possession of a Ph.D. degree in the concerned/allied/relevant discipline is mandatory wherever prescribed by the UGC.
 - The faculty member must achieve a "Satisfactory" or "Good" grading in the Annual Performance Assessment Reports (APAR) / institutional activity metrics as per UGC norms.
 - The Academic Performance Indicator (API) / Research Score shall be calculated strictly as per the specified scoring matrix.
 - Promotions shall explicitly take effect only after receiving formal approval from the Competent Authority.

CAS Promotion: Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility Criteria

An Assistant Professor shall be eligible to be considered for promotion to Associate Professor subject to fulfilling the following conditions during the assessment period:

- **Service Tenure:** Completed a minimum of seven (7) years of service as an Assistant Professor.
- **Educational Qualification:** Possesses a Ph.D. degree in the relevant or allied discipline.
- **Professional Development:** Successfully completed at least one (1) prescribed Refresher Course, Faculty Development Programme (FDP), Research Methodology course, or MOOCs conforming to UGC norms during the assessment window.
- **Research Publications:** Published a minimum of seven (7) research publications in peer-reviewed or UGC-listed journals, with at least three (3) of these publications achieved during the assessment period.
- **Research Guidance:** Provided formal evidence of having guided at least one (1) Ph.D. scholar.

Evaluation & Promotion Criteria

Promotion to Associate Professor shall be granted provided the candidate satisfies the following parameters:

- **Performance Grading:** Obtained a "Satisfactory" or "Good" grading in at least two of the last three years of the assessment period.
- **Research Score:** Secured a minimum Research Score of 70 computed strictly as per the Research Score Methodology.
- **Panel Recommendation:** Formal recommendation by the duly constituted Selection/Promotion Committee.

CAS Promotion: Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility Criteria

An Associate Professor shall be eligible to be considered for promotion to Professor subject to fulfilling the following conditions during the assessment period:

- **Service Tenure:** Completed a minimum of ten (10) years of total service, with at least the last three (3) years served continuously as an Associate Professor.
- **Educational Qualification:** Possesses a Ph.D. degree in the relevant or allied discipline.
- **Research Publications:** Published a minimum of ten (10) research publications in peer-reviewed or UGC-listed journals, with at least three (3) of these publications achieved during the assessment period.
- **Research Guidance:** Provided formal evidence of having successfully guided doctoral (Ph.D.) candidates through to completion or specified milestones.
- **Research Score:** Secured a minimum Research Score of 110 computed strictly as per the Research Score Methodology.

Evaluation & Promotion Criteria

Promotion to the rank of Professor shall be granted provided the candidate satisfies the following parameters:

- **Performance Grading:** Obtained a "Satisfactory" or "Good" grading in at least two of the last three years of the assessment period.
- **Research Score:** Secured a minimum verified Research Score of 110.
- **Panel Recommendation:** Formal recommendation by the Selection Committee constituted in accordance with UGC Regulations.

Institutional Promotion Process Flow & Timeline

The university will adhere to a strict operational pipeline for processing application portfolios:

Step-by-Step Processing Timeline

1. **Roster Verification & Notification (Oct 15 – Oct 20 / Sep 06):** HR and the concerned Head of Department (HoD) verify sanctioned vacancies and cadre requirements. HR then circulates a formal internal notification to invite applications.
2. **Collection & Internal Routing (Sep 07 – Sep 28):** Eligible faculty members submit their completed application forms alongside all required supporting hardcopy credentials to HR. HR routes these portfolios to the respective HoDs for credential validation and initial departmental recommendation.

3. **IQAC Document Scrutiny & Rectification (Sep 29 – Nov 23):** The Internal Quality Assurance Cell (IQAC) conducts a comprehensive verification of API/PBAS scores and CAS compliance. If document shortfalls are identified, candidates are given 3 working days to rectify deficiencies through HR. Files are finalized by updating verified experience profiles and official appraisal scores.
4. **Committee Submission & Interview (Nov 25):** Complete dossiers are routed to the Promotion Panel. The Panel conducts formal candidate interactions and interviews in strict compliance with UGC CAS rules.
5. **Final Executive Sanction (Nov 28):** Validated files alongside committee minutes are forwarded to the Chairman for final executive approval, followed by the release of official promotion orders by the HR Department.

Constitution of the Promotion Panel

Evaluations and interviews for candidate selections shall be executed by a panel constituted as follows:

- **Chairperson:** Vice Chancellor
- **Members:** * Director of Academic Affairs (DOAA)
 - Registrar
 - Concerned Head of Department (HOD)
- **Experts:**
 - Two (2) Subject Experts
 - One (1) External Expert

Core Academic & Research Contribution Categories

- **Research Papers:** 8 points per published paper in Peer-reviewed or UGC-listed Journals. Additional weights are scaled progressively based on indexed Journal Impact Factors (ranging from 5 points for unrated refereed journals up to 30 points for impact factors exceeding 10).
- **Books / Chapters:** 12 points per International Publisher book; 10 points per National Publisher book; 5 points per International chapter; 3 points per National chapter.
- **ICT / MOOCs / E-Content:** Up to 20 points for complete course development (4 quadrants); 5 points per module designed.
- **Research Guidance:** 10 points per Ph.D. degree awarded; 7 points per Ph.D. thesis submitted.
- **Projects & Patents:** Up to 10 points for completed large-scale research projects (> 10 Lakhs); 10 points per international patent; 7 points per national patent.

Joint Publication Rules

When research outputs involve multiple authors, scores are apportioned as follows to ensure ethical distribution of academic credit:

- **Two Authors:** Both co-authors receive equal weight, valued at 70% of the total baseline score assigned to that publication category.
- **More than Two Authors:** The First, Principal, or Corresponding Author receives 70% of the total score. The remaining 30% of the score is distributed equally among all other participating co-authors.
- **Category Breadth Requirements:** To qualify for final evaluation, verified research contributions must span a minimum of three (3) separate categories out of the six principal classes defined in the UGC CAS index.

Travel Policy

This policy aims to provide clear guidelines to ensure a safe and comfortable travel for employees when on official business. This policy contains clearly defined entitlements for Domestic, International, Local travel & Relocation, taking into account the travel, stay and other expenses. This policy is applicable to all employees of the university. The general guidelines are:

- Conduct official business ethically and with integrity, in compliance with the rules & regulations as per the Code of Conduct.
- Approval – For any Official Travel to be undertaken, one must first obtain a written approval from the respective HOD and VC.
- Plan in advance – As far as possible, an employee must finalise their travel plans two weeks in advance, which would ensure that the travel arrangements can be made in a cost-efficient manner.
- Cancellation- In case of any cancellation of travel plans, the ticket and stay cancellations should be done as early as possible.
- The travel policy of employees shall apply as per university rules, as per applicable rates.

Part G: TA/DA Policy for University Staff					
S. No.	For University Faculty	Travelling	Accommodation	Food & Beverages	Local Conveyance
1	Above Professor (University Administrative Officers)	First AC / Air Fare (Economy Class) / Actual Car Fare	Actual Amount	Actual	Actual
2	Professor	First AC / Air Fare (Economy Class) / Actual Car Fare	-	Actual	Actual
3	Associate Professor	Second AC / Actual Car Fare	-	Actual	Actual
4	Assistant Professor	Third AC / Car Fare Rs. 11/ KMS)	-	Actual	Actual
Note: For University Staff, actual accommodation will be provided in cases where it is for university official purposes only.					

Information Technology Policies

Purpose & Scope

This chapter defines the institutional framework governing the usage, security, management, and compliance of the University's digital infrastructure and Information Technology (IT) assets. These regulations are binding on all categories of employees—including regular teaching faculty, non-teaching staff, administrative officers, contractual personnel, and outsourced/temporary staff.

All employees are granted access to University IT resources purely to support academic instruction, scientific research, official administrative functions, and designated institutional operations. Use of these assets implies full acceptance of and mandatory compliance with the provisions detailed herein.

BIOMETRIC ATTENDANCE & PHYSICAL ACCESS CONTROL

- **Mandatory Enrollment & Usage:** All employees must enroll their biometric credentials (fingerprint and/or facial recognition templates) through the authorized IT Department. Biometric authentication is the sole official method for marking daily attendance, tracking working hours, and gaining entry/exit control to designated campus premises.
- **Personal Accountability:** Employees must personally authenticate their attendance. Any attempt to log attendance on behalf of another individual, utilize another person's biometric credentials, or assist in proxy attendance is strictly prohibited.
- **Reporting Malfunctions:** Any technical issues, biometric authentication failures, or hardware mismatches must be reported immediately to the IT Department. Manual attendance adjustments during prolonged system outages are permissible only upon formal approval from the competent administrative/HR authority.
- **Data Separation & Privacy:** Biometric templates are strictly secured, encrypted in transit and at rest, and stored on a centralized university server. These records are shared securely with the internal ERP platform via a secure Web API integration for payroll processing. Raw biometric images are never stored, and all biometric profiles are permanently purged upon an employee's resignation, termination, or conclusion of engagement.

OFFICIAL EMAIL & INSTITUTIONAL COMMUNICATIONS

- **Mandatory Use of Official Domain:** All official administrative correspondence, student communication, and academic scheduling must be conducted exclusively using the institutional Google Workspace email ID provided under the university domain (@meu.edu.in). Conducting official university business via personal email accounts is strictly prohibited.
- **Professionalism & Content Constraints:** Employees shall ensure all digital communications are professional, accurate, and respectful. The transmission of offensive, abusive, discriminatory, defamatory, or harassing material is strictly forbidden.
- **Security & Phishing Hygiene:** Employees must activate Multi-Factor Authentication (MFA/2FA) on their institutional email profiles. Under no circumstances should an employee open suspicious web links, download attachments from unknown external senders, or share passwords. Automatic forwarding of official emails to personal external mail accounts is restricted unless explicitly approved by the Domain Administrator.
- **Approved Communication Platforms:** Official institutional notices, data files, and inter-departmental workflows must be processed through university-sanctioned collaboration platforms. Distributing internal, confidential, or sensitive university reports via unauthorized third-party messaging apps or social media networks is prohibited without clear management approval.

ACCEPTABLE USE OF IT INFRASTRUCTURE & COMPUTER LABS

- **No Ownership of Assets:** All computing hardware, software licenses, network nodes, and data stored on university infrastructure are the exclusive property of Mandsaur University. Employees hold temporary usage rights for official duties and do not acquire personal ownership over files or systems.

- **Prohibited Network and System Activities:** Employees are strictly prohibited from performing the following activities on university-owned or personal devices connected to the campus network:
 1. Installing, modifying, or uninstalling software, operating systems, or system drivers without explicit written authorization from the IT Department.
 2. Utilizing Virtual Private Networks (VPNs), proxy tools, or anonymizers to bypass the central Sophos Firewall infrastructure.
 3. Engaging in resource-heavy, non-academic tasks such as cryptocurrency mining, online gaming, streaming personal entertainment, or executing massive file downloads unrelated to teaching or research.
 4. Accessing, downloading, or propagating illegal, obscene, inappropriate, or malicious web content.
- **Peripheral and Removable Media Safety:** Employees must ensure that any external storage device (e.g., USB drives, external hard disks) is thoroughly scanned for malware and ransomware before plugging it into a university endpoint.
- **Lab Management and Environment Safety:** Faculty members and lab in-charges supervising computer laboratories are responsible for enforcing strict physical discipline. No food, beverages, or open liquids are permitted near computing terminals. Tampering with electrical wiring, network cables, network switches, or UPS backups is strictly prohibited.

CYBERSECURITY & INFORMATION SECURITY STANDARDS

- **Principle of Least Privilege:** Access to critical university applications (such as the ERP, Learning Management System (LMS), Student Information System (SIS), and financial/examination databases) is strictly role-based (RBAC) and limited to the operational needs of the individual's role.
- **Credential Integrity:** Employees must maintain unique personal login credentials. Sharing login IDs, ERP credentials, or system passwords with colleagues, students, or external parties is a zero-tolerance policy violation.
- **Password Complexity:** Passwords must meet institutional security standards: a minimum length of 8 characters, containing at least one uppercase letter, one lowercase letter, one numeric digit, and one special character (e.g., !@#\$%^&*). Default passwords on newly assigned accounts or hardware must be changed immediately upon activation. Accounts left inactive for 45 days will be automatically disabled by the IT Department.
- **Device Hardening and Updates:** All desktops and laptops assigned to employees must run genuine, licensed operating systems protected by centrally managed endpoint security software (such as Windows Defender or Sophos endpoint protection). Employees must never disable real-time protection or attempt to uninstall security tools.
- **Data Classification Mandate:** University information assets are classified into Confidential, Internal, and Public tiers. Employees handling Confidential data (e.g., student grading rubrics, examination questions, financial accounts, payroll records, or personal staff profiles) must ensure the data is securely stored, access-controlled, and encrypted.

DATA BACKUP, RETENTION, AND DISPOSAL

- **Centralized Backup (NAS):** Critical departmental files, financial data, and official research records must be backed up using the centralized Network Attached Storage (NAS) framework hosted in the primary server room. Employees are strongly encouraged to utilize designated network drives rather than storing critical university records on local C: drives or personal external devices.
- **Data Retention Schedules:** Official academic, administrative, and employee data shall be preserved dynamically in line with regulatory timelines (e.g., standard internal operating records must be kept for 1 year, and statutory examination or financial records must follow UGC/NAAC and government guidelines).
- **E-Waste and Hardware Disposal:** Obsolete electronic devices, faulty computers, un-repairable peripherals, cables, and power adapters cannot be discarded as general waste. Employees must report and route all legacy IT gear to the IT Department and Central Store for authorized e-waste disposal, ensuring mandatory data wiping and sanitization are fully completed prior to physical removal.

CAMPUS SURVEILLANCE & ENVIRONMENTAL MONITORING

- **Central Surveillance:** The campus maintains comprehensive CCTV surveillance systems spanning academic corridors, entry/exit checkpoints, library halls, and server rooms to preserve physical safety and protect university assets. All footage is actively monitored from a centralized control console.
- **AI Accelerator Safety Systems:** Certain secure and residential areas, such as the Staff Quarters and girls' hostels, utilize specialized AI-driven surveillance platforms (e.g., Mikshi AI via Mantra Technologies) that track known and unknown individuals via centralized data logs. Employee presence in these zones is subject to these algorithmic safety guidelines, and any intentional blockage, misalignment, or tampering with university cameras will attract strict administrative actions.

VIOLATIONS AND DISCIPLINARY ACTIONS

Adherence to these IT guidelines is mandatory for all university employees. Any intentional breach, negligence, or unauthorized exploitation of university IT resources will be reviewed by the IT Steering Committee / HR department and may attract one or more of the following penalties based on the severity of the offense:

1. Immediate suspension, restriction, or permanent revocation of network access, email access, and internal systems privileges.
2. Disciplinary proceedings initiated under the standard Mandsaur University Service Rules (which may influence performance assessments, increments, or employment continuity).
3. Full financial recovery and monetary penalties for physical equipment damage or losses caused by deliberate policy violations.
4. Escalation to law enforcement and legal action under the Information Technology Act, 2000 (with amendments) and the Digital Personal Data Protection (DPDP) Act for serious cybercrimes, hacking, identity theft, or unauthorized sensitive data leakage.

CHAPTER 07

Research and Development Policies

Consultancy

Overview and Purpose

Mandsaur University actively encourages and supports its faculty members, heads of departments, institutional heads, deans, directors, research associates, and non-teaching staff to undertake consultancy assignments. This policy allows employees to share their specialized academic knowledge, technical skills, and research expertise with external clients such as industries, government departments, and public or private sector organizations. The goal is to build strong industry linkages, solve real-world problems, and enhance the professional stature of the university's personnel.

Types of Consultancy Projects

To keep the process flexible, consultancy work is divided into two straightforward categories based on the resources required:

- **Category I (Non-Laboratory Based):** This covers professional services that do not require university labs or physical hardware. Examples include providing structural designs, proof-checking, vetting third-party documents, writing project or audit reports, carrying out site visits, and conducting skill-based studies.
- **Category II (Laboratory/Facility Based):** This applies to any consultancy assignment that directly utilizes the university's hardware, software, laboratory equipment, or specialized facility infrastructure.

Rules and Execution Guidelines

- **Time Commitment:** To ensure consultancy does not disrupt standard academic responsibilities, an employee can dedicate up to 30 working days per academic year to these projects. Any project requiring more time must receive prior specialized approval.
- **Formal Agreement:** Every project must be executed under standard university terms, a specific contract, or a Memorandum of Understanding (MoU) signed on official university letterhead to safeguard the interests of both the employee and the institution.
- **Approval Process:** Faculty or staff members must submit their proposal through their respective Head of Department (HOD) or Head of Institution (HOI) to the Office of the Dean of Research & Development (DORD) for review and final sanction.

DIRECT BENEFITS TO EMPLOYEES

The university has designed this policy to be highly rewarding for its staff. Engaging in consultancy offers the following key benefits:

- **Substantial Financial Rewards (Revenue Sharing):** Employees earn a direct share of the consultancy fees charged to external clients. The earning breakdown is highly favourable:
 - **For Category I Projects:** The Consultant & Team receive 70% of the net income generated, while the university retains only 30%.
 - **For Category II Projects:** Even when utilizing full university laboratories, hardware, or software, the Consultant & Team receive a significant 40% share of the income.
- **Professional and Skill Development:** Working on industry-level projects acts as excellent capacity-building, helping employees upgrade their practical, technical, and problem-solving skills in their respective domains.
- **Academic Freedom to Publish:** Faculty members are permitted to publish the outcomes of their consultancy research in reputed journals, provided they safeguard any client-confidential data and appropriately acknowledge the university. This helps boost the employee's academic portfolio and citation tracking.
- **Institutional Recognition:** The university values industry interaction and translational research. Successfully executing consultancies enhances an employee's professional standing and adds weight during institutional reviews and performance appraisals.

Financial Support And On-Duty (Od) Leaves For Academic Events

PURPOSE & SCOPE

Mandsaur University is committed to fostering academic excellence, capacity building, and institutional ranking (such as NAAC and NIRF). This policy provides a structured framework of financial assistance and On-Duty (OD) leaves to enable teaching faculty and research associates to actively present original research and undergo professional training.

The policy covers both Offline (Physical) Participation and Online (Virtual) Participation in academic events of National or International repute. Eligible events include:

- Conferences
- Seminars
- Symposia
- Workshops
- Faculty Development Programs (FDPs)

POLICY FOR OFFLINE (PHYSICAL) PARTICIPATION

Financial support and On-Duty (OD) leaves for physical attendance are categorized by the faculty cadre as follows:

A. Professor

- **Maximum Financial Benefit:** Up to Rs. 15,000/- per academic year (encompassing both semesters).

- **Permissible Allowances:** Includes registration fees and Travel Allowance (TA) restricted to AC II Tier train or AC Bus only.
- **On-Duty (OD) Leaves:** Granted up to 5 days per semester.

B. Associate Professor

- **Maximum Financial Benefit:** Up to Rs. 10,000/- per academic year (encompassing both semesters).
- **Permissible Allowances:** Includes registration fees and Travel Allowance (TA) restricted to AC III Tier train or AC Bus only.
- **On-Duty (OD) Leaves:** Granted up to 5 days per semester.

C. Assistant Professor & Research Associate

- **Maximum Financial Benefit:** Up to Rs. 5,000/- per academic year (encompassing both semesters).
- **Permissible Allowances:** Includes registration fees and Travel Allowance (TA) restricted to Sleeper Class train or regular Bus only.
- **On-Duty (OD) Leaves:** Granted up to 3 days per semester.

POLICY FOR ONLINE (VIRTUAL) PARTICIPATION

To accommodate digital progression and continuous professional development, faculty members are also supported for virtual events:

- **Scope of Coverage:** Applicable to virtual conferences, online seminars, symposia, workshops, and virtual FDPs.
- **Financial Support Parameters:** Financial support is restricted exclusively to the registration fee, subject to the maximum monetary caps designated for each cadre under the offline policy (Policy No. 1).
- **On-Duty Leaves:** No separate OD leaves are assigned for online modes since duties can be managed digitally keeping regular obligations intact.

CRITERIA FOR ELIGIBLE ORGANIZERS / VENUES

To ensure the high quality of academic engagement, financial support and OD leaves can be claimed only if the event is hosted by standard, high-repute organizations (preferably government-sponsored) such as:

1. Statutory Bodies & Agencies: UGC, AICTE, DST, DBT, CSIR, ICSSR, DRDO, etc.
2. National Professional Societies: IPA, APTI, ISCA, etc.
3. Premier Institutions: Institutes ranked within the Top 100 in NIRF, NBA-accredited institutes, NAAC-accredited universities with a grade of A+ or A++, IITs, NITs, IISERs, IIMs, IISc, Central/State Universities, and National Research Laboratories.
4. International Scientific Associations / Publishers: IEEE, Elsevier, Springer, ACM, WHO, UNESCO, etc.

Note: Mandsaur University reserves the absolute right to amend, modify, or rescind any provision of this Service Rule Book at any time through official notifications, which shall immediately supersede and override all existing or conflicting rules contained herein.

REVENUE AND FREQUENCY RESTRICTIONS

- **Service Tenure Clause:** This policy supersedes any previous minimum service clauses. Faculty members can apply immediately upon joining; however, the actual physical reimbursement/disbursement of the accumulated expenses will be released immediately after completing one full year of continuous experience at Mandsaur University.
- **Frequency Cap:**
 - **Offline events:** Allowed a maximum of once (1) per semester.
 - **Online events:** Allowed a maximum of thrice (3) per semester.
- **Budgetary Limits:** Financial grants are subject to overall institutional budget availability and prior institutional sanctions.
- **Preference Criteria:** Preference is given to events that contribute directly to the faculty member's specific discipline, research focus, or the university's institutional ranking.

STANDARD OPERATING PROCEDURE (SOP)

Phase I: Eligibility & Criteria Check

The applicant must ensure that:

1. The paper to be presented is original and completely plagiarism-free.
2. The paper is peer-reviewed and officially accepted by the organizers.
3. The author(s) explicitly mention their respective Department and Mandsaur University as their primary affiliation.
4. The presentation aligns with the academic or research objectives of the department.

Prior Approval Procedure

1. **Timeline:** The applicant must submit a complete formal request at least 30 days prior for National events and at least 40 days prior for International events.
2. **Required Documents:**
 - Duly filled approval application form (Note for Approval).
 - Abstract and full research paper.
 - Event brochure or official Call for Papers.
 - Official acceptance letter or email from the organizer.
 - Official plagiarism report.
 - Complete funding request.
3. **Approval Chain:** The request must be scrutinized and forwarded sequentially through:
HOD/HOI >> Dean Research & Development (DORD) >> Dean Academic Affairs (DOAA) >> Final Approval by the Vice Chancellor.

Post-Presentation Compliance & Reimbursement

Within **15 days** of returning from an offline presentation or completing an online course/presentation, the faculty member must submit the following documents to settle accounts with the Account Department, with an information copy marked to the Office of R&D:

- Original registration fee receipt.
- Official Certificate of Presentation / Attendance (or screenshots of participation for online modes).
- Copy of the conference proceedings or publication proof.
- Brief report outlining the conference outcomes.
- Geotagged photographs captured during the live paper presentation.

Journal Publication Policy

Objective and Scope

Mandsaur University actively rewards teaching employees who contribute to the institution's global academic reputation by publishing original, high-quality research. This policy applies to all regular teaching faculty members across the university and its constituent units.

General Eligibility Guidelines

- **Target Publications:** Financial benefits apply only to full-length, original research papers or comprehensive review articles. Short communications, editorial notes, case studies, or abstract notes are not eligible.
- **Institutional Affiliation:** The faculty member must explicitly use the department name and Mandsaur University as their primary affiliation in the published paper.
- **Author Status:** To claim the incentive, the university faculty member must be either the First Author or the Corresponding Author.
- **Sharing Rule:** If multiple internal university authors collaborate on a single paper, the designated incentive amount will be shared equally among them. External co-authors are not eligible for any payment from the university.
- **Exclusion:** This policy applies strictly to regular faculty members; research or Ph.D. scholars cannot claim publication charges or monetary rewards under this framework.

Approved Quality Indexes

Reimbursements and financial rewards are granted exclusively for papers published in recognized international indexes that support university rankings (such as NAAC and NIRF). These include:

- Science Citation Index (SCI) / Web of Science (WoS)
- Scopus
- PubMed
- ABDC (Category A & B)
- IEEE / Indexed Conference Papers
- NAAS (Rated 5 or above for Agriculture Faculty)

Note: The official impact factor of a journal is verified strictly via the Thomson Reuters (Clarivate Analytics) list.

Publication Categories

Journals indexed in Science Citation Index (SCI) / Scopus / Web of Science (Wos) / ABDC / IEEE as per the criteria		Category A: Paid Journals			Category B: Free Journals	
*Impact factor as per Thomson Reuters (Clarivate Analytics) List only		Processing/ registration/ publication change (variable)**	#Publication incentive (Fixed) shall be divided among author	Impact factor incentive (Fixed)*	Publication incentive (Fixed) shall be divided among author	Impact factor incentive (Fixed)*
1.	Paper with zero impact factor	Max ₹10,000/-	-	-	₹10,000/-	-
2.	Paper with impact factor less than 1			-		₹2,000/-
3.	Paper with impact factor between 1 and 2			₹2,000/-		₹4,000/-
4.	Paper with impact factor between 2 and 5		₹10,000/-	₹4,000/-		₹6,000/-
5.	Paper with impact factor between 5 and 10			₹6,000/-		₹8,000/-
6.	Paper with impact factor > 10			₹8,000/-		₹10,000/-
Journals indexed in Pubmed / NAAS (rated 5 or above) etc		Max ₹5,000/-	-	-	-	-
Peer Reviewed Journals (Subject to approval)		Max ₹3,000/-	-	-	-	-

Incentive Policy For Books, Book Chapters, And Monographs

Overview

To encourage the creation of long-form academic literature and reference materials, the university provides distinct financial rewards for published books, book chapters, and research monographs.

Core Conditions for Eligibility

- **Affiliation and Integrity:** The author must list Mandsaur University as their primary institutional identity. The work must pass rigorous plagiarism and peer-review checks overseen by the R&D Cell.
- **Peer-Reviewed Publishers:** Incentives are reserved for works published by reputed national and international publishers (e.g., Springer, Elsevier, CRC Press, Taylor & Francis, McGraw Hill, Oxford/Cambridge University Press, or recognized government/academic presses). Self-published works or vanity presses are strictly excluded.
- **Author Sharing:** Much like the journal policy, if multiple faculty members collaborate on a book or chapter, the financial reward is split equally among the internal contributors.

Benefit Structure (Indicative)

- **Textbooks/Reference Books (International Publisher):** Highest monetary incentive slab for a completely authored or edited book.

- **Textbooks/Reference Books (National Publisher):** Standard monetary incentive slab.
- **Book Chapters / Research Monographs:** Tailored partial incentive paid per chapter published in an edited volume indexed in Scopus or Web of Science.

Books:

Category	Incentive Amount (Rs.)
International Publisher (Single Author)	10,000/-
International Publisher (Multiple Authors/Editors)	8,000/- (shared proportionately)
National Publisher (Single Author)	8,000/-
National Publisher (Multiple Authors/Editors)	6,000/- (shared proportionately)

Monographs:

Category	Incentive Amount (Rs.)
International Publisher	5,000/-
National Publisher	3,000/-

Book Chapters:

Category	Incentive Amount (Rs.)
International Publisher	3,000/- per chapter
National Publisher	2,000/- per chapter

Note: Incentive shall be paid only for one chapter per book per author.

Incentive Policy For Patents (Published And Granted)

Policy Intent

Mandsaur University supports the transition from laboratory research to industrial innovation. This policy details the ownership and rewards structure for both National and International patents generated by university personnel.

Ownership and Legal Status

- **The University as Assignee:** If any patentable invention is developed utilizing university infrastructure, funds, specialized facilities, or during official working hours, Mandsaur University will be the legal owner or co-owner (the Applicant/Assignee).
- **The Faculty as Inventor:** The faculty members or researchers who created the technology will be formally named as the "Inventors" on all legal records.
- **Funding Support:** If the university's IPR Cell evaluates and finds the invention viable for commercialization, the university will bear the institutional costs of patent drafting, filing, and legal prosecution.

Two-Stage Incentive System

The university rewards inventors at two critical milestones of the intellectual property lifecycle:

1. **Patent Publication Stage:** A fixed milestone incentive is paid to the faculty team once the patent application is officially published in the Patent Office Journal.
2. **Patent Grant Stage:** A higher, secondary milestone incentive is awarded to the faculty team upon the successful examination and final legal grant of the patent.

Commercialization & Revenue Sharing

If the patent is successfully licensed out or commercialized by an industry partner, the financial returns are split to directly reward the inventors:

- **Standard Commercialization Split:** Net revenues (royalties, licensing fees, or proceeds) are typically shared at a 60:40 ratio, where 60% goes directly to the Inventor(s) and 40% is retained by the university to replenish the research fund.
- **Early-Stage Incentive Boost:** In specific cases to promote entrepreneurial efforts or start-ups, the university may permit an enhanced initial share of up to 80% to the inventors during the formative years of commercialization.

Category	Incentive Amount (Rs.)
Indian Patent - Published	Patent filing cost + 5,000/-
International Patent (PCT/Foreign) - Published	Patent filing cost + 5,000/-
Indian Patent - Granted	Patent filing cost + 7,000/-
International Patent (PCT/Foreign) - Granted	Patent filing cost + 7,000/-
Patent Commercialized / Licensed	Patent filing cost + 10,000/-
Patent leading to Startup	Patent filing cost + 10,000/-
Patent with Industry Collaboration	Patent filing cost + 10,000/-

Seed Grant Policy

OBJECTIVE AND SCOPE

Mandsaur University provides internal "Seed Grants" to encourage faculty members and research scholars to initiate innovative, exploratory, and practical research. The primary purpose of this policy is to allow researchers to conduct pilot studies, develop prototypes, or build a "proof-of-concept" that can later be used to secure larger, high-value research funding from external national or international government agencies.

To maximize global and local impact, all seed grant projects must align with one or more of the **United Nations Sustainable Development Goals (SDGs)**.

FUNDING CATEGORIES AND BENEFITS

The university funds two categories of seed grants depending on the scope and nature of the project:

- A. Individual SDG Seed Grant
 - **Maximum Funding:** Up to Rs. 30,000/-.
 - **Project Duration:** 6 to 12 months.

- **Focus:** Aimed at targeted, individual research problems aligned with the SDGs.

B. Interdisciplinary SDG Project

- **Maximum Funding:** Up to Rs. 50,000/-.
- **Project Duration:** 6 to 18 months.
- **Focus:** Aimed at collaborative research that cuts across different departments or faculties to solve complex multi-domain problems.

ELIGIBILITY CRITERIA FOR EMPLOYEES

- **Principal Investigator (PI):** Any regular faculty member of Mandsaur University is eligible to apply as the lead researcher (PI).
- **Co-Investigators:** Interdisciplinary teams can include faculty members from various internal departments. Additionally, full-time Ph.D. scholars can participate as Co-Investigators under a regular faculty PI.
- **Active Grant Limit:** An employee can hold only one (1) active university seed grant as a Principal Investigator at any given time.
- **Prior Performance Clause:** To be eligible for a new seed grant, the faculty member must have successfully closed and submitted final reports for any previously awarded university seed grants.

FINANCIAL RULES & COMPLIANCE

Disbursement Schedule

Approved funding is released to the project team in three systematic stages to ensure continuous progress:

1. **Initial Advance:** 60% of the sanctioned budget is released immediately upon project approval.
2. **Mid-term Release:** 30% is released following a successful mid-term review of the project's progress.
3. **Final Settlement:** The remaining 10% is settled after the final technical report and Utilization Certificate (UC) are submitted.

Permissible vs. Non-Permissible Expenses

To ensure clarity during financial audits, the policy explicitly defines how the grant money can be utilized:

- **Permissible Expenses (Allowed):** Project-specific chemicals, raw consumables, external lab testing/fabrication charges, analysis fees, and minor equipment essential for the project.
- **Non-Permissible Expenses (Not Allowed):** Personal electronic devices (laptops, tablets, mobile phones), institutional overheads, departmental utility bills, or international travel and hospitality.

Note: Grant money is managed through a dedicated institutional ledger code unique to the project. No funds are credited directly to the personal bank accounts of the researchers.

STANDARD OPERATING PROCEDURE (SOP) FOR APPROVAL

1. **Submission:** Faculty members must apply in the prescribed format during official "Call for Proposals" announcements. The proposal must detail the target SDG mapping, milestones, and a justified budget breakout.

2. **Scrutiny:** The application is verified by the Head of Department (HOD) for infrastructure availability and academic relevance. It is then forwarded to the Office of the Dean of Research & Development (DORD).
3. **Evaluation:** The R&D Cell Executive & Ethics Committee (REEC) and the Research Advisory Council (RAC) evaluate the proposal based on innovation, feasibility, societal impact, and potential to generate patents or publications.
4. **Final Decision:** Sanctions are officially granted upon approval by the Vice Chancellor or Chancellor.

PROVISIONS FOR FACULTY EXIT (PI RESIGNATION)

If a Principal Investigator (PI) resigns or leaves Mandsaur University before completing the project, the following rules safeguard the research:

- **30-Day Notice:** The departing PI must notify the Research Cell and HOD in writing at least 30 days prior to leaving.
- **Project Handover:** If a Co-PI is registered, they will automatically assume the role of PI to finish the project. If there is no Co-PI, the HOD, in consultation with the Dean of R&D, will appoint a qualified departmental faculty member as the new PI within 7 working days.
- **Asset and Fund Retention:** Seed grant funds and any equipment/durable items purchased using the grant cannot be transferred to an external institution; they remain the permanent property of Mandsaur University.

DIRECT BENEFITS TO THE EMPLOYEE

- **Early-Career Support:** This policy acts as an excellent launching pad for early-career faculty members to start active research without relying on external entities.
- **Stepping Stone to Extramural Funding:** Generating preliminary data using the university's seed grant dramatically increases a faculty member's success rate when applying for larger external grants (e.g., from DST, DBT, or CSIR).
- **Academic Portfolios & Appraisals:** Successful completion of a seed grant leads to peer-reviewed publications, prototypes, or Intellectual Property (IPR). These metrics significantly elevate the employee's professional portfolio, NAAC/NIRF indicators, and yearly performance appraisals.
- **Collaborative Opportunities:** The interdisciplinary category provides built-in avenues for faculty members to network and co-author impactful papers across diverse academic branches.

Incentive policy for the teaching employees after completion of Ph.D.

This policy is applicable for the regular teaching employee of Mandsaur University who qualifies the minimum eligibility standard as notified by the statutory bodies time to time, having good English speaking and writing scores and secure good academic and research scores as prescribed in the annual appraisal policy of Mandsaur University time to time to be eligible.

A regular teaching employee who has been working with MU and completed a PhD from MU or any other UGC recognized university shall be eligible for the additional incentive of Rs. 7000.00, effective from the following month of producing the PhD degree notification and provisional certificate.

Teaching employee whose work was on an advanced stage or had already submitted the thesis before joining to MU and the incentive amount was already considered at the time of joining to MU, shall not be entitled to this policy as offered in point no 2.

The PhD qualifying teaching employee who is the beneficiary of this policy must sign an undertaking/bond that they will become the full-time PhD supervisor of Mandsaur University and shall supervise research scholars as per Mandsaur University norms.

Incentive policy for the teaching employees after completion of MPSET, SLET, NET.

- a. This policy is applicable to teaching employees of Mandsaur University.
- b. Teaching employee who qualifies Madhya Pradesh State Eligibility Test (MPSET) / State Level Eligibility Test (SLET) shall be entitled to an additional incentive of Rs.4000.00 and who qualifies National Eligibility Test (NET) within one year from the date of joining to the MU shall be entitled to an additional incentive of Rs.6000.00, effective from the following month after producing the mark sheet and certificate.

Note: Mandsaur University reserves the absolute right to amend, modify, or rescind any provision of this Service Rule Book at any time through official notifications, which shall immediately supersede and override all existing or conflicting rules contained herein.

CHAPTER 08

Annual Work Plan and Resignation Policy

Annual Work Plan and Performance Review Policy

Objective and Scope

- **Objective:** The Annual Work Plan (AWP) is a proactive, goal-setting mechanism designed to align individual faculty aspirations with institutional expectations. It establishes explicit performance benchmarks across academic, research, and administrative domains before the operational commencement of each academic session.
- **Scope:** This policy applies mandatory baseline compliance to all full-time teaching faculty members across all departments and constituent faculties of Mandsaur University (MU).

The AWP Lifecycle and Periodic Monitoring

The university administers the AWP as a continuous, structured annual lifecycle:

Goal Setting (Pre-Session): Prior to July 1st, every faculty member must document realistic, time-bound objectives across the designated evaluation categories for the upcoming Academic Year (1st July – 30th June).

Periodic Monitoring: The university conducts standard periodic reviews during the academic year to track development progress.

Corrective Guidance: In instances where mid-session performance metrics are determined to be unsatisfactory, the designated review committee will provide explicit feedback pinpointing specific developmental gaps. Faculty members are required to implement immediate corrective action to achieve compliance before the close of the academic year.

Core Evaluation Domains (Sections)

Target parameters within the AWP are strictly classified and reviewed across eight operational sections:

PART A: Academics

- Targets regarding core instructional delivery, including the number of assigned/taught Undergraduate (UG) and Postgraduate (PG) classes, tutorials, and laboratory sessions per semester.
- Benchmarks for maintaining high instructional quality, innovative teaching methodologies, and timely syllabus completion.

PART B: Competency Building & Self Development

- Individual targets for professional growth, including mandatory participation in or completion of Refresher Courses, Faculty Development Programmes (FDPs), MOOCs, and specialized professional certifications conforming to UGC/AICTE norms.

PART C: Research, Innovation & Consultancy

- Quantified research targets including peer-reviewed or UGC-listed journal publications, research book/chapter writing, and e-content development.
- Benchmarks for research guidance (Ph.D./Postgraduate supervision), submission of extramural grant proposals, and filing of patents or commercial consultancies.

PART D: Student Activities

- Targeted involvement in student-centric mentoring, coordinating co-curricular expansion activities, student clubs, grievance cells, or institutional bodies (e.g., NSS, NCC, or community outreach).

PART E: Personal & Institutional Branding

- Intentional outreach goals such as delivering invited lectures, participating as panel experts, or coordinating media/public relation campaigns that project and enhance the academic brand of Mandsaur University.

PART F: Training, Placement & Corporate Networking

- Tangible corporate engagement metrics, including facilitating industrial visits, organizing pre-placement training modules, mobilizing corporate networks for campus placements, or signing industry MoUs.

PART G: Alumni Connect

- Strategic metrics relating to the tracking, engagement, and mobilization of alumni resources. This encompasses strengthening the alumni database, executing mentoring sessions, organizing guest lectures, and mobilizing alumni-backed financial or placement assistance.

PART H: Academic Administration & Institutional Responsibilities

- Quantified operational contributions towards required administrative assignments, covering Departmental/Institutional Committee coordination, examination processing, admissions counseling, and statutory compilation workflows (e.g., NAAC, NBA, NIRF, and AISHE documentation).

Performance Judgment and Appraisal Linkage

- **Summative Judgment:** Final performance appraisal rankings are directly tied to the empirical accomplishment of the predefined targets set in the AWP at the beginning of the academic session.
- **Review Hierarchy:** Evaluation files are vetted and endorsed sequentially by the Reporting Head (HoD/Principal/Director), the Dean of the Faculty, and a final institutional Review Committee.
- **Appraisal Consequences:** The summative evaluation score derived from the verified completion of AWP goals constitutes the primary metric used to determine annual increments, probationary clearances, career advancement transitions (CAS), and the distribution of internal academic responsibilities. Non-fulfillment of baseline AWP milestones without valid, documented administrative justification may lead to the withholding of performance incentives or relevant administrative action.

Resignation, Separation and Exit Policy

Purpose and Scope

- **Purpose:** This policy is established to maintain a structured, transparent, and respectful separation process for university personnel. It is designed to facilitate smooth transitional periods, safeguard institutional continuity, and maintain compliance with statutory and organizational requirements.
- **Scope:** The rules contained herein govern all academic and non-academic employees of Mandsaur University whose services terminate due to voluntary resignation, employer-initiated termination, relieving, or position closure.

Resignation Process & Channels

Dual Submission Requirement

An employee intending to voluntarily resign from university service must execute both of the following actions concurrently to initiate processing:

1. Submit a signed hard copy of the resignation letter to their respective Head of Department (HOD/HOI).
 2. Submit an official online resignation application through the GNUMS system for record tracking.
 - Cannot be accepted until [Specify Date] (accompanied by an objective justification).
- **Invalid Feedback:** Generic annotations such as "Forwarded for necessary action" are strictly invalid. Applications carrying such remarks will be returned to the department without being processed.
 - **Routing:** Once endorsed, the HOD shall forward the portfolio to the Director of Academic Affairs (DOAA), with a mandatory copy marked to the HR Department.

Departmental Review and Endorsement

- **HOD Action:** The Head of Department (HOD) must review the submission and record clear, specific remarks detailing the underlying reasons. The HOD must provide an explicit recommendation from the following options:
 - Recommended
 - Not Recommended
 - Accepted
 - Not Accepted
 - Cannot be accepted until [Specify Date] (accompanied by an objective justification).
- **Invalid Feedback:** Generic annotations such as "Forwarded for necessary action" are strictly invalid. Applications carrying such remarks will be returned to the department without being processed.
- **Routing:** Once endorsed, the HOD shall forward the portfolio to the Director of Academic Affairs (DOAA), with a mandatory copy marked to the HR Department.

Policy on Direct Submissions

- Employees are strictly required to submit their resignations through the designated proper channel. Direct submissions to higher authorities are discouraged.
- If a resignation is bypass-submitted directly to a higher authority, that authority shall immediately route it back to the respective HOD and the DOAA for standard review and compliance action.

Final Authority and Effective Date

- The University reserves the absolute right to accept or reject any resignation request based on administrative discretion and institutional requirements.
- The competent authority shall formally approve or reject the submission and explicitly endorse the official effective date of the resignation, relieving, or exit. All related correspondence must be copied to HR for permanent documentation.

Relieving and Academic Timelines

Employer-Initiated Relieving and Termination

The University reserves the right to separate or terminate an employee under the following conditions:

- In accordance with the explicit terms and stipulations laid out in the employee's original appointment letter.
- Due to the temporary or permanent closure of the staff position.
- The competent authority will formally notify both the affected employee and all interconnected departments regarding the finalized effective date of relieving.

Faculty Relieving Schedule

- To protect academic continuity, faculty members shall generally be relieved from service only at the conclusion of an academic semester.
- Approved exit windows are strictly limited to July end or December end.
- Exceptions to this seasonal schedule require individual sanctioning by the competent authority and are restricted to cases of extreme emergency.

Exit Clearance Formalities

Upon formal acceptance of a resignation by the competent authority, the HR Department will oversee the execution of the following exit workflow:

Exit Interview

- A mandatory exit interview will be scheduled for the separating employee with the General Manager HR / HR Manager. If deemed necessary by the administration, the Vice-Chancellor (VC) may also participate.
- The employee must completely fill out and submit the prescribed Exit Interview Form.

No-Dues Clearance and NOC Issuance

- HR will issue an official No Dues Clearance Form to the employee.
- The employee is responsible for obtaining individual clearance sign-offs from all concerned university departments as dictated by their appointment terms.
- The completed clearance form must be explicitly countersigned by the Registrar prior to final administrative authorization.
- An official No Objection Certificate (NOC) shall only be issued to the employee upon verified, successful completion of all exit and interview formalities by HR.

Deactivation of Access

Immediately upon the formal effective date of exit, the HR Department will coordinate the deactivation of the individual's institutional profile, including:

- The Employee Identification Card/ID.

- Core GNUMS and internal system operational access.
- The institutional email account and all connected digital resources.

Full & Final Settlement and Compliance

Settlement Timeline

- Following a smooth handover and transition of operational responsibilities , the Full and Final Settlement of accounts will be processed.
- Final monetary disbursements will be completed on or before the 10th day of the following month, strictly subject to the verified completion of all clearance and exit obligations.

Penalties for Non-Compliance

Failure by an employee to adhere strictly to the steps, channels, or timelines outlined in this policy may result in administrative consequences, including:

- Immediate delays in the processing and issuance of official relieving documentation.
- The formal withholding of the financial Full and Final Settlement.
- Further punitive institutional or administrative actions as deemed appropriate by university leadership.

CHAPTER 09

Grievance Redressal System (GRS)

Preamble

In accordance with Statute No. 10 of the Mandsaur University Ordinance, this policy establishes a fair, transparent, and time-bound mechanism to prevent, address, and redress grievances. The University is committed to maintaining a harmonious work and learning environment by resolving conflicts effectively at the earliest possible stage.

Scope and Purpose

- **Scope:** Applies to all registered students, teachers (faculty), and non-teaching employees of Mandsaur University.
- **Purpose:** To provide a structured, three-tier framework to address individual academic/administrative complaints, hostel issues, and collective institutional disputes.

Principles of the Policy

- **Right to Fair Hearing:** At every level, the complainant shall be granted a personal hearing to present their case.
- **Time-Bound Redressal:** Strict adherence to timelines (typically 1 week for initial levels, 2 weeks for the Committee).
- **No Retaliation:** Protection of complainants against any form of victimization.
- **Confidentiality:** Grievances will be handled with high discretion.

Informal Procedure (Level 1: First Instance)

Before entering formal arbitration, grievances must be submitted in writing to the immediate authority for local resolution:

- **Students (Academic):** Submitted to the Head of Department (HoD) or Director of the School.
- **Students (Hostel):** Submitted directly to the Chief Warden.
- **Teachers:** Submitted to the HoD or Director of the School.

- **Non-Teaching Staff:** Submitted to the Head of the concerned Section.
- **Timeline:** Resolution must normally be provided within one week.

Formal Process (Levels 2 & 3: Escalation)

If unresolved or if the complainant is dissatisfied with the Level 1 outcome:

- **Level 2 (Committee Referral):** The aggrieved party submits a written representation to the Registrar (or Director Admin for hostel matters) through their HoD/Section Head. A direct copy may also be sent to the Registrar. The case is forwarded to the standing Grievance Redressal Committee.
- **Level 3 (Final University Authority):** If unresolved by the Committee, individual cases are referred in writing to the Vice-Chancellor, whose decision is final.

Grievance Committee Structure

Constituted by the Vice-Chancellor in alignment with university statutes and broad UGC procedural frameworks:

Position	Designated Official / Eligible Member
Chairperson	A Professor of the University.
Members	Four (4) Professors or Senior Faculty Members of the institution nominated by the Vice-Chancellor.
Special Invitee	One (1) Student Representative nominated based on academic merit, excellence in sports, or exceptional performance in co-curricular activities.

Mandatory Diversity Clause

- **Gender & Social Representation:** The regulations mandate that at least one member or the Chairperson must be a woman, and at least one member or the Chairperson must belong to the SC, ST, or OBC category.

Process Flowchart

Step-by-Step Execution:

1. **Submission:** Complainant files a written grievance at Level 1.
2. **First Hearing:** Personal hearing granted; decision issued within 7 days.
3. **Escalation:** If unsatisfied, the complainant appeals to the Registrar within the prescribed timeline.
4. **Committee Review:** The Grievance Redressal Committee conducts hearings and submits recommendations within 14 days.
5. **Final Review:** Unresolved individual matters go to the Vice-Chancellor. Collective disputes bypass to the Chancellor.

Confirming the Outcome of an Investigation

- **Individual Grievances:** The final decision rests with the Vice-Chancellor and will be formally communicated in writing to all involved parties. This decision is binding.
- **Collective Disputes:** If a group of students, teachers, or employees undergoes a collective dispute unresolved by the Committee/VC, the matter scales to the Chancellor.
- **Arbitration:** The Chancellor will either resolve the dispute directly or refer it to formal Arbitration. Following a mandatory personal hearing of all parties, the decision of the Chancellor/Arbitrator shall be absolute and legally binding on all concerned.

Note: As per Clause 11, the University authorities reserve the right to amend these regulations at any time, subject to the explicit approval of the Chancellor.

CHAPTER 10

Prevention Of Sexual Harassment (POSH)

Objective

Mandsaur University is committed to maintaining a safe, secure, and respectful working and learning environment. This policy ensures zero tolerance toward sexual harassment of any form. It establishes a robust institutional system to prevent misconduct, prohibit discriminatory behavioral trends, and provide fair mechanisms for grievance redressal.

Scope and Coverage

This policy applies unconditionally to all constituents of the University, including:

1. **Employees:** Regular, probationary, contractual, temporary, casual, or part-time staff, research scholars, and administrative personnel across all cadres.
2. **Students:** All individuals enrolled in undergraduate, postgraduate, diploma, or doctoral programs at any school or institute of Mandsaur University.
3. **Campus Visitors:** Interns, vendors, external service providers, contractors, and visitors within the university premises.
4. **Workplace Domain:** Extends to the physical campus, residential staff quarters, student hostels, university-provided transportation, and any off-campus location where an employee or student is representing the university (e.g., conferences, field trips, industrial visits).

Definitions and Prohibited Conduct

Definition of Sexual Harassment

As per UGC guidelines and national statutory provisions, "Sexual Harassment" includes any one or more of the following unwelcome acts or behaviors (whether directly or by implication):

- Physical contact and sexual advances.
- A demand or request for sexual favors.
- Making sexually colored remarks or off-color jokes.

- Showing pornography or explicit digital content.
- Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Implied Conditions of Misconduct

The following circumstances, if connected with any act of sexual harassment, constitute an explicit breach of conduct:

- **Quid Pro Quo:** Implied or explicit promise of preferential treatment in employment or academic performance in exchange for sexual favors.
- **Coercion:** Implied or explicit threat of detrimental treatment in employment or academic appraisal if requests are denied.
- **Hostile Environment:** Creating an intimidating, hostile, or offensive working or learning environment.
- **Dignity Violation:** Humiliating treatment likely to affect the health, safety, or mental well-being of the employee or student.

Constitution of the Internal Complaints Committee (ICC)

To ensure autonomous, unbiased, and legally compliant investigations, the University shall constitute an Internal Complaints Committee (ICC).

Structure and Membership

The ICC shall be formally notified by the Vice Chancellor on the recommendation of the Governing Body and must consist of the following members:

Role / Designation	Number of Members	Eligibility & Key Criteria	Inclusion Condition
Presiding Officer	1	Senior female faculty member (Professor or Associate Professor), nominated from within the University.	Mandatory
Faculty Members	2	Teaching employees committed to the cause of women, or with social work experience / legal knowledge.	Mandatory
Non-Teaching Members	2	Non-teaching employees, preferably with experience in administrative/ legal workflows or social welfare.	Mandatory
External Member	1	From an NGO/association committed to the cause of women, or a legal professional familiar with sexual harassment issues.	Mandatory
Student Representatives	3	Students representing Undergraduate, Postgraduate, and Research streams.	Conditional: Only included if the complaint involves or is filed against a student.

- **Presiding Officer:** A senior female faculty member at the level of Professor or Associate Professor, nominated from within the University.
- **Faculty Members:** Two (2) teaching employees committed to the cause of women or who have had experience in social work or possess legal knowledge.
- **Non-Teaching Members:** Two (2) non-teaching employees, preferably with experience in administrative/legal cell workflows or social welfare.
- **External Member:** One (1) external member nominated from non-governmental organizations (NGOs), associations committed to the cause of women, or a legal professional familiar with issues relating to sexual harassment.
- **Student Representatives:** Three (3) student representatives (comprising undergraduate, postgraduate, and research streams) shall be included only if the complaint involves or is filed against a student.

Note: At least one-half (50%) of the total membership of the ICC must be women.

Tenure and Vacancies

- All members of the ICC shall hold office for a non-extendable term of three (3) years from the date of official notification.
- If a member resigns, completes their service tenure, or is disqualified due to a breach of confidentiality, the vacancy shall be filled within 15 days by the competent authority.

Grievance Redressal Mechanism (SOP)

The resolution process follows a strictly regulated, timeline-driven protocol to secure justice without procedural delays.

Step 1: Filing a Complaint

- An aggrieved person must submit a written complaint (along with supporting documents, witness details, or digital logs) to the ICC within three (3) months from the date of the incident (or the last incident in a series).
- The ICC may extend the timeline by another three months if it is satisfied that exceptional circumstances prevented the individual from filing earlier.

Step 2: Conciliation Option

- Before initiating a formal inquiry, the ICC may, at the written request of the aggrieved individual, take steps to settle the matter through conciliation.
- **Strict Restriction:** No monetary settlement shall be made as a basis of conciliation. If a settlement is reached, the ICC records it and closes the case, forwarding a copy to the Registrar.

Step 3: Formal Inquiry Execution

- If conciliation is rejected or fails, the ICC shall initiate a formal inquiry.
- A copy of the complaint must be forwarded to the Respondent within seven (7) working days of receipt. The Respondent must submit their formal defense alongside witness lists within ten (10) working days.
- Both parties shall be provided opportunities to present evidence, call witnesses, and cross-examine statements. Principles of Natural Justice shall be strictly maintained. Legal practitioners are not allowed to represent either party.

Step 4: Timeline for Completion and Reporting

- The ICC must complete the entire inquiry process within ninety (90) days from the date of initiation.
- The final Inquiry Report, containing explicit findings and specific recommendations, must be submitted to the Registrar/Vice Chancellor within ten (10) days of completing the inquiry. Copies are also shared with both parties.

Penalties and Disciplinary Consequences

If the charges of sexual harassment are established, the Disciplinary Authority shall execute penalties based on the severity of the offense.

Penalties for Employees (Faculty & Non-Teaching Staff)

The offense shall be treated as "Grave Misconduct" under Statute No. 7, 8, & 9 of the University, inviting any of the following actions:

- Formal written Censure noted on the Annual Confidential Report (ACR).
- Withholding of annual increments, salary hikes, or promotions.
- Reduction to a lower grade or post.
- Suspension or Compulsory Retirement.
- Removal/Dismissal from Service, rendering the employee disqualified for any future employment at Mandsaur University or associated institutions.

Penalties for Students

- Suspension from attending regular academic classes or entering campus facilities.
- Debarment from appearing in internal, semester, or university examinations.
- Cancellation of institutional scholarships or hostel accommodations.
- Rustication or permanent expulsion from the University.

Protection Against Retaliation and False Complaints

Interim Relief and Protection

During the pendency of an inquiry, the ICC may recommend interim relief to protect the complainant from victimization or professional/academic pressure. This includes:

- Transferring either the complainant or the respondent to another department, section, or school.
- Granting paid leave to the aggrieved individual for up to three (3) months (without deduction from their regular leave balance).
- Assigning a different academic supervisor or evaluator if the complaint is against a guide or faculty member.

Malicious and False Complaints

- To protect the integrity of the institution, if the ICC concludes that a complaint was intentionally false, malicious, or backed by forged documents, the complainant shall face the exact same disciplinary actions and penalties outlined in Section 5.

- Clarification: A mere inability to substantiate a complaint or provide adequate proof does not equate to a malicious intent.

Institutional Obligations for Prevention and Prohibition

The Human Resources Department, IQAC, and University Administration shall jointly undertake the following preventive directives:

1. **Public Disclosures:** Display notices prominently across all academic blocks, offices, and digital portals detailing the zero-tolerance stance, contact details of ICC members, and penalty mechanisms.
2. **Sensitization Programs:** Conduct mandatory orientation sessions, workshops, and gender-sensitization seminars for all newly joined employees and students at the start of every academic session.
3. **Annual Compliance Reporting:** The ICC shall prepare and file an annual statutory compliance report detailing the total number of cases received, actions taken, and pending investigations. This report shall be submitted to the Ministry/UGC as required under national regulations.
4. **Confidentiality Clause:** The identity of the complainant, respondent, witnesses, and details of the inquiry are completely confidential. Any employee who leaks POSH case details to the public, external parties, or media shall face immediate termination under the University service rules.

CHAPTER 11

Conflict of Interest

a) Outside Employment

The University recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any such engagement so that the University may assess and prevent potential conflicts of interest from arising.

Employees are required to obtain written approval from the Vice-Chancellor, before participating in outside work activities.

Employees are not allowed to take part /participate in any other commercial activities apart from working at the university. They are discouraged from – indulging in any activity which is considered as antisocial and antinational by the law of the land; getting involved in any criminal activity both within, and outside the University;

- The University reserves the right to terminate the employment of such individuals who are involved in such activities;
- In general, outside work activities are not allowed when they prevent the employee from fully performing work for which he or she is employed at the University, including overtime assignments;
- Involve organizations that are doing or seek to do business with the University, including actual or potential vendors or customers;
- Violate provisions of law or the University's policies or rules.

From time to time, University employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the University must be given priority.

Employees are hired and continue in Mandsaur University employment with the understanding that the university is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the university is strictly prohibited.

b) Financial Interest in Other Business

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the University, except where such ownership or interest consists of securities in a publicly owned Company, and that securities are regularly traded on the open market.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the University's business dealings.

c) Acceptance of Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of Rs.2000/-), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors.

Special care must be taken to avoid even the impression of a conflict of interest. An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts, will not embarrass the University. Any questions regarding this policy should be addressed to the Human Resources Department.

d) Solicitations and Distributions:

Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by the university may not solicit Mandsaur University employees for any purposes on university premises.

e) Anti-Nepotism Policy

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, if

- Employment would create a supervisor/subordinate relationship with a family member;
- Have the potential for creating an adverse impact on work performance;
- Create either an actual conflict of interest or the appearance of a conflict of interest. This policy must also be considered when assigning, transferring, or promoting an employee;
- For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, members of household. This policy also applies to romantic relationships;
- Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above;
- When a situation occurs which results in a violation of this policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to be transferred;
- If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. Employee will be required to inform the University of their decision within a two-month period after the violation begins. If the employees cannot make a decision, the University will decide in its sole discretion who will remain employed;
- This policy does not apply to "close relatives" who already are employed by Mandsaur University as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.

f) Reporting Potential Conflicts

An employee must promptly disclose actual or potential conflicts of interest, in writing, to his or her Reporting Officer/ Vice-Chancellor. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the University's relationship.

CHAPTER 12

Confidentiality

a) Intellectual Property

All employees must be aware that the university retains legal ownership of the product of their work. No work product created while employed by the university can be claimed, construed, or presented as property of the individual, even after employment by the university has been terminated or the relevant project completed.

- This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for, regardless of whether the intellectual property is actually used by the university.
- Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so, even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest.
- In any event, it must always be made clear that work product is the sole and exclusive property of the university. Freelancers and temporary employees must be particularly careful in the course of any work they discuss doing, or actually do, for a competitor of the Mandsaur University.

b) Employer Information and Property

The protection of the university business information, property and all other University assets are vital to the interests and success of the Mandsaur University.

No University related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of the university may, therefore, be removed from the University's premises.

In addition, when an employee leaves the University, the employee must return to the university all related information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

c) Internal Investigations and Searches

From time-to-time University may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations, if requested to do so. During investigations, the university may search work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., brief cases, handbags, etc.) without notice. Employees are required to cooperate.

- The University will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings, but may not always be able to do so.
- All university records and information relating to Mandsaur University or its customers are confidential and employees must, therefore, treat all matters accordingly.
- No university-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the university) may be removed from its premises, without permission from the authorities.
- Additionally, the contents of university records or information, otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation), to any unauthorized person inside or outside the University. Employees who are unsure about the confidential nature of specific information must ask their Reporting Officer for clarification.
- Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

CHAPTER 13

Allotment & Usage of Residential Facilities/ Quarters for Faculty & Staff

OBJECTIVE

This provides the guidelines for allotment, usage and other rules governing the faculty and staff accommodation/quarters inside the Campus. This covers the whole of the faculty and staff who intend to avail the facility of residential facility inside the campus.

ADMINISTRATIVE RESPONSIBILITY

The administration department is responsible for administering this process. Exceptions in any specific case will have to be approved by the Executive committee with a positive vote from the Chairman of the Committee.

ELIGIBILITY

The residential quarters at present are divided into four types based on the area and building type viz-

- Type A (2BHK)
- Type B (1BHK)
- Type C (1BK)
- Type D (Bachelor accommodation in sharing facility)

ALLOTMENT

- Allotment will be done purely on availability basis, based upon on interview and on an application made by the interested faculty/ staff and generally on a first come first served basis and No of Years of service in the university.
- In case of multiple applications allotment will be done on the following parameters in that order of priority.

- Though the allotment will be on the basis of the number of years of services rendered, the university reserves the right to allot the quarters on out of turn priority taking into consideration the need for doing so. When the type of quarters entitled is not available, a lower type of quarters like hostel accommodation may be offered by the Management.

FURNISHINGS PROVIDED ALONG WITH THE ACCOMMODATION

- Following facilities are provided along with the accommodation which is either "Non-Transferable" or "Transferable" as mentioned herein below in the table.
- Non-Transferable assets are provided at the cost of the University and forms part of the building and are the property of the University permanently. Transferable assets denote the assets that may be procured by the occupant at his/her option based on their eligibility and other conditions mentioned in para below.

	Type D	Type C, B & A
Non Transferable	1. Fans – All Rooms	1. Fans – All Rooms
	2. Light Fittings	2. Light Fittings – all rooms
	3. Curtains	3. Kitchen
	4. Curtain Rods	4. Uncovered Wardrobes
	5. Shared toilet	5. Curtain Rods
		6. Dedicated toilet

RECOVERY OF RENT FROM THE OCCUPANT

- The occupants will not be entitled for HRA from the date of occupation of the Quarters. The HRA forming part of their remuneration will be converted as "Campus Allowance".
- The University will recover the following amounts towards the cost of accommodation & furnishings. For Income Tax purposes the perquisite value of free accommodation and furnishings provided to the occupants as per the valuation rules prescribed under the Income Tax Act 1961 for the time being in force will be computed and appropriate tax deducted. Rent card attached.

Proposed Rent Card for Faculty Quarters			
Room Type	Unfurnished (₹)	Furnished (₹)	In Furnished
1 Room (Sharing)	800	1000	Only bed and Almira, one study table, one chair
1 BK	1500	3000	Only bed and Almira, one study table, one chair
1 BHK	3500	10000	1 double bed, mattress, pillow, centre table, 2×3 sofa, Almira, smart TV, geyser, curtains, refrigerator
2 BHK	5000	15000	2 double beds, dining table with chairs, 2×3 sofa, Almira, smart TV, mattress, pillow, geyser, curtains, blankets, refrigerator, AC

Room Type	Unfurnished (₹)	Furnished (₹)	In Furnished
Bungalow	NA	20000	2 double beds, dining table with chairs, 2×3 sofa, Almira, smart TV, mattress, pillow, geyser, curtains, blankets, refrigerator, 2 AC

- Light & Water bill would be extra
- 5 % rent would be increase on year basis.

*Waiver is permitted if approved by Vice-Chancellor. Rules governing other facilities & recoveries thereof.

Note: Mandsaur University reserves the absolute right to amend, modify, or rescind any provision of this Service Rule Book at any time through official notifications, which shall immediately supersede and override all existing or conflicting rules contained herein.

OTHER CHARGES

- All quarters are provided with individual electricity meters by the University and allottees have to pay the charges at tariff at present Rs.8 per Unit on actual usage (as per MPEB).
- The University will not provide any packaged drinking water.
- Telephone expenses –At present no telephone connection is there.
- Conveyance – The University will not provide any conveyance to go to city or any place otherwise than on official duty. However, the occupant may choose to travel by the regular staff vehicle, subject to availability of seats, for which no charges will be recovered.
- Vehicle/Ambulance would be provided to go to the specific hospital (Govt. Hospital) with whom the University is having arrangement, in case of any emergency.
- Internet facility for laptop/desktop would be borne by the University as per senior authority.
- All local taxes like property tax, land tax, municipal tax etc. would be paid by the University.

Food and Beverages

- The University does not undertake to serve food and beverages in the residence. The faculty & staff on rolls are entitled to take food in the mess/canteen (Not mandatory), as applicable to all employees of the Institution during working hours on Normal working days.
- In case of exigencies, if the food is requested to be served in the residence, the occupant will be charged at the rate of twice the cost the University actually incurs.

OTHER RULES AND REGULATIONS

- All the NON-TRANSFERABLE fixed assets provided by the University would be maintained by the University.
- All TRANSFERABLE furnishings have to be maintained by the occupants.
- Occupants shall not remove any of the fixtures and fittings from their original position and shall not use them for any purpose other than they are intended.
- Occupants shall keep all the assets in good condition. All electrical and plumbing consumables have to be replaced by the allottees as and when required.
- If there be any breakage or damages to the property the replacement cost of the same would be recoverable from the occupant.

DO'S (Mandatory Compliance and Practices)

- **Individual Maintenance:** Residents shall remain solely responsible for the daily cleaning, upkeep, and internal maintenance of their allocated residential premises.
- **Sanitation Standards:** Residents are required to maintain an impeccable standard of hygiene, neatness, and structural orderliness within their living spaces at all times.
- **Waste Disposal:** All domestic refuse, garbage, and food waste must be securely bagged and disposed of exclusively in the designated external community dustbins situated outside the respective residential blocks.
- **Institutional Support:** Residents must utilize the official ERP GNUMS portal to formally log requests for civil, electrical, or plumbing maintenance handled by the University's estate division.
- **Late-Hour Registry:** Any movement into or out of the university campus after 21:00 Hours (9:00 PM) must be duly recorded by the resident in the movement register maintained at the University Main Gate.
- **Clearance Protocols:** Prior to permanently vacating the accommodation, the resident must facilitate an inspection of the premises by the Estate Officer and submit a signed No Objection Certificate (NOC) copy to the security personnel at the main gate.

DON'TS (Prohibited Actions and Restrictions)

- **Littering:** Dumping, discarding, or accumulation of domestic waste, food items, or litter in the common areas, corridors, or surrounding campus premises is strictly prohibited.
- **Unauthorized Appliances:** Residents shall not install or operate heavy-load personal electrical appliances that are not provided by the University without securing prior written clearance from the competent authority.
- **Property Damage:** Any willful or negligent damage caused to university-owned infrastructure, fixtures, or provided inventory shall attract a financial penalty equivalent to the restoration costs, alongside disciplinary action.
- **Curfew Violations:** Access to the university campus after 23:00 Hours (11:00 PM) is strictly restricted unless prior written authorization has been obtained from the administration.
- **Zoning Infractions:** Residents must strictly respect gender-segregated accommodations; male individuals are prohibited from entering female residential quarters, and vice versa.
- **Contraband and Substance Abuse:** The possession, distribution, or consumption of alcohol, tobacco products (including Pan and Gutkha), and cigarettes is strictly banned on campus. Violations will result in immediate penal and administrative action.
- **Behavioral Misconduct:** The use of offensive, abusive, or unparliamentary language within the residential community is strictly forbidden.
- **Social Disturbances:** Hosting, organizing, or attending late-night social gatherings or parties within the staff quarters after 21:00 Hours (9:00 PM) is prohibited to ensure tranquility for all residents.
- **Unauthorized Guests:** Outsider staff members, external guests, or unauthorized personnel are not permitted to stay in or frequent the residential rooms without explicit prior permission from the university administration.

CHAPTER 14

Disciplinary Action

All employees are expected to meet the university standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Institute's policies and procedures. If an employee does not meet these standards, the university may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance.

- I. **Disciplinary Process:** The process is designed to encourage development by providing employees with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, general compliance with the University policies and procedures and/or other disciplinary problems.
- II. **Verbal Warning:** First instance or minor instances by the Reporting Officer, encouraging and guiding to make improvements. The area of improvement & specified period of time should be clearly explained to the employee.
- III. **Written Warnings:** The Reporting Officer should discuss the problem and present a written warning to the employee in the presence of GM (Human Resources).
 - i. This should clearly identify the problem and outline a course of corrective action within a specific time frame.
 - ii. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or reoccurs.
 - iii. The employee should acknowledge receipt of the warning and include any additional comments of their own before signing it.
 - iv. A record of the discussion and the employee's comments should be placed in the employee file in the Human Resources Department.
 - v. Employees who have had formal written warnings are not eligible for salary increases, bonus awards, promotions or transfers during the warning period.
 - vi. Management may decide to conduct investigation in case of serious breach of policy or law.
- IV. **Termination Procedures / Dismissal:** When an employee is found unsuitable (violation of policies or law) or incapable of performing his/her job (performance issue), the employment may be terminated by giving the applicable notice or payment thereof.

V. **Dismissal:** Any employee whose conduct, actions or performance violates or conflicts with the university's policies may be terminated immediately and without warning. The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of university records
- Gross negligence
- Insubordination
- Violation of the Prevention of Sexual Harassment and/or Equal Employment Opportunity Policies
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of the university
- In possession of weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of the university
- Unauthorized posting or removal of notices
- Excessive absenteeism or lateness
- Marring, defacing or other wilful destruction of any supplies, equipment or property of the university
- Failure to call or directly contact your Reporting Officer when you will be late or absent from work
- Fighting or serious breach of acceptable behaviour
- Violation of the Alcohol or Drug Policy
- Theft
- Violation of the university's Conflict of Interest/Outside Employment Policy and/or Confidentiality Policy
- Gambling, conducting games of chance or possession of such devices on the premises or during work hours
- Leaving the work premises without authorization during work hours
- Sleeping on duty
- Possessing drugs, alcohol and other banned substances

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive. In the event of dismissal for misconduct, all benefits end at the end of the month.

ANNEXURE

Annexure 01

MANDSAUR UNIVERSITY

ANNUAL WORK PLAN (AWP) FOR FACULTY MEMBERS

Academic Year 2026–27
(1st July 2026 – 30th June 2027)

Name of Faculty Member :

Designation :
(since when, mention year)

Date of Joining :

Number of Years Served :

Name of Department/Faculty :

Employee Code :

Reporting Head :
(Dean/Director/Principal/HoD)

Objective:

The objective of filling up the Annual Work Plan is to set the goal for yourself (by keeping in mind the university's expectations) before the commencement of new Academic Year 2026–27 (AY2026–27: 1st July 2026 – 30th June 2027) covering your likely contribution at Mandsaur University (MU) towards Academics; Competency Building & Self Development; Research, Innovation & Consultancy; Student Activities; Personal & Institutional Branding; Training, Placement & Corporate Networking; Alumni Connect; and Academic Administration and Institution Building. After submission of the filled-up information in this document, there will be a periodic review to monitor your achievements as mentioned in this form. In case your achievements are not satisfactory, then the committee will point out in which aspects you should put more effort so that in the remaining period of this Academic Year 2026–27 you can achieve those. This periodic review will give you a chance to know your progress from time to time instead of pointing your progress at the end of AY2026–27. Also, you will come to know the reason and share with the committee members why you could not achieve the target that you promised in the work plan. The committee members might give you suggestions on how to achieve your target. It will be easy for Committee Members to evaluate your performance from time to time and used in the final performance appraisal. This will create a transparent performance appraisal system for all of you at Mandsaur University.

Categorisation of Faculty Members:

All of us know that some faculty members are good in teaching, some are good in research and some are good in administration & institution building. In NEP 2020 it has been mentioned that higher education institutions expect faculty members to contribute across multiple dimensions including teaching, research, institutional service/leadership, and community engagement. Hence, we have decided that let's divide all faculty members at MU into 3 categories, i.e., "Teaching Track faculty members", "Research Track faculty members" and "Institution Building Track faculty members". For the details of deliverables see the parameters and weightage which is mentioned below.

TRACK WISE OVERALL WEIGHTAGE

A. TEACHING TRACK

Part	Area	Weightage (%)
A	Academics	35
B	Competency Building & Self Development	10
C	Research, Innovation & Consultancy	15
D	Student Activities	10
E	Personal & Institutional Branding	5
F	Training, Placement & Corporate Networking	10
G	Alumni Connect	5
H	Academic Administration	10
	Total	100

B. RESEARCH TRACK @

Part	Area	Weightage (%)
A	Academics (Teaching & Maintaining OBE documentation at least one section of students)	10
B	Organising Conference, Sponsored FDPs, and Research Workshops	10
C	Research Paper/ Review Paper Publications in Top Tier Journals	40
D	Research Grants from UGC, AICTE including Grants from IIC, ICSSR, DST & other various Ministries of Government of India and Industry Consulting Project	40
	Total	100

@ (A) Teaching at least 1 section of students with better course delivery feedback (**Weightage: 10%**); (B) Contributions towards Organising Conference, Organising Sponsored FDPs (UGC sponsored), Research Workshops for PG & UG students (**Weightage: 10%**); (C) Research Paper/ Review Paper Publications in Top Tier ABDC, Web of Science, Scopus Indexed, NAAS (above level 5), PubMed Journals (minimum 5 numbers) (**Weightage: 40%**); (D) Research Grants from UGC, AICTE including Grants from IIC, ICSSR, DST & other various Ministries of Government of India, ILO, World Bank and Industry Consulting Projects (**Weightage: 40%**).

C. INSTITUTION BUILDING AND ACADEMIC ADMINISTRATION TRACK

Part	Area	Weightage (%)
A	Academics	25 - 0
B	Competency Building & Self Development	10
C	Research, Innovation & Consultancy	5
D	Student Activities	0

Part	Area	Weightage (%)
E	Personal & Institutional Branding	5
F	Training, Placement & Corporate Networking	0
G	Alumni Connect	5
H	Academic Administration and Institution Building as per the Role/ Responsibility Held (Registrar, Dean, HoD, COE, Admin, NSS Program Officer & Youth Red Cross Officer and other Full Time CSR or Social Activities Responsibility performer faculty members, Others including One or Two level below staff in departments as well)	50 - 75
	Total	100

Please tick (✓) on any one category	☐ Teaching Track	☐ Research Track	☐ Institutional Building & Academic Administration Track
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PART A: ACADEMICS

A1: Teaching

For AY2025-26 (1st July 2025 – 30th June 2026):

(i) TEACHING (compulsory as per the institutional norms/ KRAs specified)

S. No.	Name of the Course (Core/Elective/Other)	No. of Section	No. of Credit & Contact Hours per week	No. of Students
1.				
2.				
3.				
4.				
Average load per week				

TOTAL NO. OF COURSES TAUGHT DURING BOTH SEMESTERS: _____

(More than One Section of same course shall be counted as many additional numbers of courses, e.g., A course taught in 3 sections by same faculty shall be counted as 3 courses)

For AY2026-27 (1st July 2026 – 30th June 2027):

(ii) TEACHING (compulsory as per the institutional norms/ KRAs specified)

S. No.	Name of the Course (Core/Elective/Other)	No. of Section	No. of Credit & Contact Hours per week	No. of Students
1.				
2.				
3.				
4.				
Average load per week				

TOTAL NO. OF COURSES TO BE TAUGHT DURING BOTH SEMESTERS: _____

(More than One Section of same course shall be counted as many additional numbers of courses, e.g., A course taught in 3 sections by same faculty shall be counted as 3 courses)

Note: If you have not yet allotted any course(s) to teach in AY2026-27, then discuss with your Dean/ Director/ Principal/ HoD and fill up the projected figures accordingly.

(iii) TEACHING COMPONENTS (compulsory as per the institutional norms/ KRAs specified)

S. No.	Activity	Guidelines	Details	Time Line
1.	Lecture Planning & Delivery (No. of Courses)	100% syllabus completion	Odd: 3 Even: 3	*
2.	Course File Preparation & Completion (No. of Courses)	Before commencement of semester	Odd: 3 Even: 3	Continuous
3.	ICT & AI Enabled Teaching Sessions/ Lectures (which Session/ Lecture)	During Each Course Delivery	Number of Sessions	Continuous
4.	Experiential Learning Activities (which Session/ Lecture)	During Each Course Delivery	Number of Sessions	Continuous
5.	Case Studies/ Projects/ Quiz/ Assignments (which Session/ Lecture)	During Each Course Delivery	Number of Sessions	Continuous
6.	Student Attendance Monitoring & Informing to Parents	Weekly Review (Set Target for Self, should not be less than 75%)		Continuous
7.	Remedial/ Bridge Classes	During Each Course Delivery	Odd: 8 Even: 7	Before Semester End

*Lecture planning should be completed 15 days before commencement of session and lecture delivery should be completed in semester end.

A2: Outcome Based Education (OBE)

S. No.	Activity	Guidelines	Details	Time Line
1.	CO-PO Mapping Preparation & Verification	100% Courses (Syllabus Lesson Plan Finalization after discussion with HoD)		Before Start of the Semester
2.	Question Bank Preparation	As per OBE for 100% Courses		Continuous
3.	COs attainment Criteria finalisation as per OBE Framework #	100% Courses (with proper logic & after discussion with HoD)		After completion of each internal components of evaluation**
4.	Result Analysis, Slow-Fast Learner Identification*** & Improvement Plan (Gap Analysis and Action Taken Report)	Immediately after Each Internal Components of Evaluation		After completion of each internal components of evaluation**
5.	Direct (COs) & Indirect**** Attainment Calculation	At the End of Each Semester		At the End of Each Semester
6.	Course File Documentation	100% Compliance		At the End of Each Semester
7.	Academic Audit Compliance	100% Compliance	No need to fill by faculty	IQAC
8.	Participation in OBE Workshops/ Training	Minimum 1		

#60% of marks will be scored by 70% of students in class/ 50% of marks will be scored by 60% of students in class, etc.

**Internal components of evaluation are Quiz, Assignment, Case Discussion, MST-I & II, etc.

***Slow Learner will be who score less than 60% marks or less than 50% marks will be decided after consultation with HoD and by mentioning proper logic. Similarly, to identify fast learners.

****Indirect Attainment tools are Course Exit, Alumni and Employer Surveys, Parent and Faculty feedback.

A3: Industry Orientation/ Industry Engagement

S. No.	Activity	Guidelines	Details	Time Line
1.	Guest Lectures by Industry Experts (CXO/VP/AVP/Middle Level Manager)	At least 1		
2.	Industrial Visits Organized (HOD to ensure)	Minimum 1 per each Program in each Semester		
3.	Industry-Based Projects Guided	If applicable		
4.	Industry Certifications arranged for students	If applicable		

S. No.	Activity	Guidelines	Details	Time Line
5.	Case Studies on Specific Industry Used in Class	100% Courses		
6.	Internship Monitoring Visits	If applicable		
7.	Industry Collaborations/ MoUs Facilitated	Desirable		

A4: Mentoring (Academic, Personal, Internship and Placement)

S. No.	Activity	Details	Time Line
1.	Student Mentee Allocation	 Students (To be allotted by HOD)	
2.	Formal Mentoring Meetings & Documentation	Minimum 4 per Semester	
3.	Academic Progress Monitoring	Continuous	
4.	Personal Counselling Sessions	As required	
5.	Internship Guidance	 Students	
6.	Placement Support Activities	 Activities	
7.	Career Counselling Sessions	 Sessions	
8.	Parent Interaction (wherever applicable)	 Interactions	

PART B: COMPETENCY BUILDING & SELF-DEVELOPMENT

B1. Continuous Learning & Professional Development

S. No.	Activity	Guidelines	Details	Time Line
1.	SWAYAM NPTEL/ MOOC Courses/ Certification Programmes Completed	Minimum 1 per Semester		
2.	Faculty Development Programmes Attended (AI & Emerging Technology Training, Research Methodology Workshop, OBE Training, etc)	Minimum 1 per Semester		
3.	Professional Body Membership	Minimum 1	Membership Name and Number	

B2. Industry/ Field-Based/ International Exposure

S. No.	Activity	Details	Time Line
1.	Industry Internship/ Immersion Program arranged for students		
2.	Encourage Students to attend International Webinar/ Conference Participation		
3.	Faculty Exchange Programmes arranged		
4.	International Collaborations Initiated		
5.	Consultancy/ Field Projects arranged		

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up.

B3. Academic Leadership & Event Management

S. No.	Activity	Details	Time Line
1.	Conference Organized		
2.	Seminar/ Workshop Organized		
3.	FDP Organized		
4.	Conclave/ Summit Organized		
5.	Session Chaired		
6.	Invited as a Resource Person		
7.	Academic Event Coordination		
8.	Professional Body Activities Performed		

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up.

PART C: RESEARCH, INNOVATION & ACADEMIC CONTRIBUTIONS @@

C1. Research Publications

S. No.	Activity	Guidelines	Details	Time Line
1.	Research/ Review Papers in Scopus Indexed Journals	Minimum 1 per Semester (Teaching Track)		
2.	Research/ Review Papers in Web of Science Indexed Journals			
3.	Research/ Review Papers in NAAS (Above level 5), PubMed, ABDC category Journals	Minimum 1 per Semester (Teaching Track)		
4.	Research/ Review Papers in Non-Indexed Journals			
5.	Book Chapters Published			
6.	Books/ Edited Books Published			
7.	Collaborative Publications (with Industry/ International Professionals)			

C2. Sponsored Research Projects

S. No.	Activity	Guidelines	Details	Time Line
1.	Research Proposals Submitted to Government Agencies (DST, ICSSR, AICTE, UGC, etc.)	Minimum 1 per Semester		
2.	Research Projects Sanctioned	Minimum 1 per Semester	Number	In AY2026-27
3.	Research Projects Funding Mobilized (₹)			In AY2026-27

S. No.	Activity	Guidelines	Details	Time Line
4.	Industry Sponsored Research Projects (Consultancy)			
5.	Interdisciplinary Research Projects Sanctioned (Seed Grants from MU/ Other Places)			

Note: S. No. 1 and 5 is a must for "Research Track faculty members.

C3. Management Development Programmes (MDP), FDP & Executive Education

S. No.	Activity	Guidelines	Details	Time Line
1.	Sponsored FDP (funding received from UGC or other bodies) Conducted as Coordinator	Minimum 1 per Semester		
2.	MDP/ Executive Development Programmes Organized (in house at Corporate Premises or at MU campus)			
3.	FDP/ Training Sessions Delivered as a Resource Person			
4.	Capacity Building Workshops (develop professional and technical skills) Organized for MU and outside MU faculty members			

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up. Any initiative with outcome will be well recognized.

C4. Intellectual Property Rights (IPR) & Patents \$

S. No.	Activity	Guidelines	Details	Time Line
1.	Patent Applications Filed	Minimum 1 per Semester		
2.	Patents Published			
3.	Patents Granted			
4.	Copyrights Filed			
5.	Design Registration/ Trademark Filing			
6.	IPR Awareness Programmes Conducted			

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up.

\$ Points 1 to 3 must be filed, published and granted in the name of MU.

C5. Content Development & Knowledge Resources

S. No.	Activity	Guidelines	Details	Time Line
1.	E-Content/ Video Lectures Developed	Minimum 1 per Semester		
2.	MOOCs / SWAYAM NPTEL Course Content Developed			
3.	Case Studies Developed			

S. No.	Activity	Guidelines	Details	Time Line
4.	Lab Manuals/ Practical Manuals Prepared	Minimum 1 per Semester		
5.	New Course Materials/ Study Notes Developed			
6.	PPTs & other course materials uploaded in GNUMS			
7.	Question Banks as per OBE & Learning Resources Developed	Compulsory		

Note: This C5 component (except Point 6) is not a Must though desirable. It has a low weightage yet any such initiative with credible outcome shall be well recognized.

C6. Awards, Recognition & Professional Achievements

S. No.	Activity	Details	Time Line
1.	National-Level Awards Received		NA
2.	International-Level Awards Received		NA
3.	Professional Recognition by Academic Bodies		NA
4.	Fellowships/ Memberships Received		NA
5.	Institutional Recognition Achieved		NA

C7. Academic Leadership (Session Chair, Chief Guest, Expert Talks)

S. No.	Activity	Guidelines	Details	Time Line
1.	Session Chair at Conferences	Minimum 1 per Semester		NA
2.	Keynote Addresses Delivered			NA
3.	Invited Talks Delivered			NA
4.	Chief Guest in any function			NA
5.	Panel Discussions/ Expert Sessions			NA
6.	External Examiner/ Evaluator Assignments			NA

C8. Ph.D. Supervision & Research Guidance

S. No.	Activity	Details	Time Line
1.	Guided Registered Ph.D. Scholars		
2.	Ph.D. Scholars Awarded Degree		
3.	Research Progress Reviews Conducted		
4.	Dissertation/ Project Guidance (PG/ UG)		

C9. Innovation, Incubation & Entrepreneurship (IIC)

S. No.	Activity	Guidelines	Details	Time Line
1.	Innovation Activities Conducted			
2.	Entrepreneurship Development Programmes Organized			

S. No.	Activity	Guidelines	Details	Time Line
3.	Start-up Mentoring Activities Performed	Minimum 1 per Semester		
4.	Student Innovation Projects Guided			
5.	IIC Activities Coordinated			
6.	Prototype Development/ Product Innovation Support			
7.	Industry-Incubator Collaborations Facilitated			

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up.

PART D: STUDENT ACTIVITIES

D1. Curricular Activities

S. No.	Activity	Guidelines	Details	Time Line
1.	Academic Competitions Organized	Minimum 1 per Semester		
2.	Case Study/ Business Plan Competitions Organised			
3.	Project Exhibitions Organised			
4.	Academic Clubs Activities Organised			
5.	Departmental Academic Events Organised			

D2. Co-Curricular Activities

S. No.	Activity	Guidelines	Details	Time Line
1.	Workshops Conducted	Minimum 1 per Semester		
2.	Guest Lectures Organized			
3.	Professional Society Activities Performed			
4.	Skill Development Programmes Organised			
5.	Certification Facilitation Activities Conducted			

D3. Extra-Curricular Activities

S. No.	Activity	Guidelines	Details	Time Line
1.	Cultural Activities Coordinated	Minimum 1 per Semester		
2.	Sports Activities Supported			
3.	NSS/ NCC/ Community Engagement Activities Conducted			
4.	Social Awareness Campaigns Organised			
5.	Student Clubs & Associations Activities Organised			
6.	University Events Coordination Responsibility Performed			

Note: Not necessarily all activities have to be filled up. Wherever you have competency and can conduct the activity try to fill up.

PART E: PERSONAL BRANDING & VISIBILITY

E1. Self-Branding (Faculty Visibility)

S. No.	Activity	Details	Time Line
1.	Professional LinkedIn Presence Enhancement (Personal webpage, website is a must by the end of odd semester (free sources))	Compulsory	Continuous
2.	Media Articles/ Opinion Pieces Published		
3.	Podcast/ Webinar Participation		
4.	Professional Networking Activities		
5.	Recognition on Academic Platforms		

E2. Student/ Mentee Branding

S. No.	Activity	Details	Time Line
1.	Student Participation in Competitions		
2.	Student Research Publications		
3.	Student Start-up/ Innovation Projects		
4.	Student Awards & Recognitions		
5.	Student Certifications Facilitated		
6.	Student Success Stories Documented		
7.	Student Mentee Professional LinkedIn Presence Enhancement		

E3. Institutional Branding

S. No.	Activity	Details	Time Line
1.	University Representation in External Forums		
2.	Institutional Outreach Activities		
3.	National/ International Collaborations Facilitated		
4.	Media Visibility Contributions (Likes, share, subscribe, comment)		
5.	Ranking, Accreditation & Quality Initiatives		
6.	Social-Media/ Website Content Contributions		

PART F: TRAINING, PLACEMENT & CORPORATE NETWORKING

F1. Student Training & Employability

S. No.	Activity	Details	Time Line
1.	Employability Training Sessions Organised		
2.	Aptitude Training Sessions Organised		
3.	Soft Skills Training Programmes Organised		
4.	Resume Building Exercise Conducted (Mentoring/ Workshops)		
5.	Interview Preparation Sessions Organised		

Note: Minimum Number same as Student Mentees

F2. Placement Support

S. No.	Activity	Details	Time Line
1.	Placement Drives Coordinated		
2.	Students Placed		
3.	Internship Opportunities Facilitated		
4.	Placement Readiness Activities Conducted		
5.	Career Counselling Sessions Organised		
6.	Higher Education Guidance Activities Conducted		

F3. Corporate Networking

S. No.	Activity	Details	Time Line
1.	Corporate Visits Conducted		
2.	Industry Partnerships Facilitated		
3.	Recruiter Engagement Meetings Conducted		
4.	Industry Advisory Board Interactions Performed		

Note: Probable names of corporate when and which sector to be visited and how to be associated

PART G: ALUMNI CONNECT

S. No.	Activity	Details	Time Line
1.	Alumni Networking and New Members added to Alumni Portal		
2.	Alumni Guest Lectures Facilitated		
3.	Alumni Mentoring Activities Facilitated		
4.	Alumni Database Strengthening Initiatives Taken (Number of Leads)		
5.	Alumni Financial Contributions Mobilized		
6.	Alumni Placement/ Internship Support Activities Facilitated		
7.	Distinguished Alumni Recognition Initiatives Taken and Implemented		

PART H: ACADEMIC ADMINISTRATION & INSTITUTIONAL RESPONSIBILITIES

S. No.	Activity	Details	Time Line
1.	Departmental Administrative Responsibilities		
2.	Committee/ Cell Coordination		
3.	NAAC/ NBA/ NIRF/ AISHE Documentation		
4.	Academic Audit Compliance		
5.	Accreditation & Ranking Support Activities		
6.	Policy Development/ Revision Contributions		
7.	Examination Duties		
8.	Admissions & Counselling Activities		
9.	University Events & Institutional Assignments		
10.	Statutory Compliance & Reporting		
11.	Others: In addition to the above, specific KRA based activities for the positions held to be attached in a separate sheet*		

**Please write in detail your KRAs and corresponding plan of execution in the following blank page*

Name of KRA	KRA (Responsibility)	Details	Time Line of Execution
e.g. Spandan Coordinator	Managing finance, Procurement of resources		

The Annual Work Plan information filled up by me above is a realistic goal I am setting that will be achieved by me during AY2026-27 (1st July 2026 – 30th June 2027).

Signature with Date

Annexure 02

MU/HR/2024-25/OL

[Date]

To,

Name :

Address :

District, State :

Offer Letter

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur, we are pleased to offer you the position of **[Designation]** in the **[Department]** under the following terms and conditions:

1. You are requested to join on or before **[Date]**.
2. Your salary will be as discussed.
3. You will be provided **[Accommodation]** as per discussion in the university campus. Electricity, water and mess charges will be levied as applicable.
4. You are required to submit self-attested photocopies of your High School certificate as proof of age, all academic qualification mark sheet, certificates, aadhar card, PAN card, passport (if any), medical fitness certificate from any registered medical officer/hospital, experience certificates, relieving certificate from your last employer(s), proof of last drawn salary, and 2 copies of recent passport-size color photographs. You are requested to produce the original documents for verification.
5. Appointment letter will be issued to the candidates who successfully complete the verification of documents.
6. In case of failure to join us by the prescribed date without any valid and accepted reason, this offer letter may be withdrawn and canceled.
7. As a confirmation of your acceptance of this offer, please sign and email a scanned copy of this letter within two (2) calendar days to the undersigned at registrar@meu.edu.in and hr@meu.edu.in.

With best wishes for a successful career at Mandsaur University.

For Mandsaur University,
HR Department

Annexure 03

MU/HR/2024-25/OL

[Date]

To,

Name :

Address :

District, State :

Offer Letter

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur, we are pleased to offer you the position of **[Designation]** in the **[Department]** under the following terms and conditions:

1. You are requested to join on or before **[Date]**.
2. Your salary will be as discussed.
3. You are required to submit self-attested photocopies of your High School certificate as proof of age, all academic qualification mark sheet, certificates, aadhar card, PAN card, passport (if any), medical fitness certificate from any registered medical officer/hospital, experience certificates, relieving certificate from your last employer(s), proof of last drawn salary, and 2 copies of recent passport-size color photographs. You are requested to produce the original documents for verification.
4. Appointment letter will be issued to the candidates who successfully complete the verification of documents.
5. In case of failure to join us by the prescribed date without any valid and accepted reason, this offer letter may be withdrawn and canceled.
6. As a confirmation of your acceptance of this offer, please sign and email a scanned copy of this letter within two (2) calendar days to the undersigned at registrar@meu.edu.in and hr@meu.edu.in.

With best wishes for a successful career at Mandsaur University.

For Mandsaur University,
HR Department

Annexure 04

MU/HR/2024-25/LOA

_____2024

To,

Name :

Address :

District, State :

Letter of Appointment

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur. Mandsaur University is pleased to offer you appointment as an **[Designation]** in the **[Department]** as per following terms and conditions:

1. Your date of joining duties in Mandsaur University is _____2024.
2. Your salary is fixed as per the rules of the Mandsaur University pay scale _____ A.G.P. _____ and with starting basic of Rs. _____/- plus A.G.P. Rs. _____/- and plus other Rs. _____ and total gross Rs. _____per month.
3. You will be provided free unfurnished _____ accommodation in the campus. Electricity, water and mess charges will be levied as applicable.
4. Your service duties, responsibilities, emoluments and other conditions of service will be decided and governed by the Mandsaur University/UGC and other Regulatory Bodies, as applicable and modified from time to time. University may depute you to any other department / center / cell/ place as per the requirement.
5. Your work schedule will be as per university calendar/timings. However, you may be called upon to perform duties on Sunday/holiday or additional time on routine day in case of emergency and the same will be binding on you.
6. You are appointed on probation for one year which may be extended depending upon your performance. During probation, your employment can be brought to an end by Mandsaur University without any notice. During probation period, you can be relieved by one months' notice from your side or one-month salary in lieu of the notice period. After successful completion of probation period, you will be issued a confirmation letter for regular appointment.
7. Your employment can be brought to an end either by Mandsaur University or by you by giving the other party one-month advance notice, after confirmation of regular employment. If the University ceases your employment and decides to relieve you before the completion of the notice period, the 'Monthly Salary' component of the salary for the balance notice period will be paid to you and the mandatory notice period shall be deemed to be waived off. If, at your request, the University agrees to relieve you before serving the full notice period, you will be liable to pay the University the 'Monthly Salary' component of the salary for the balance notice period. Please note that accepting any such early relieving request would rest entirely upon the sole discretion of Mandsaur University.

8. You should strictly follow the code of conduct and leave policy provided by the University and have to submit the annual assessment form once in an assessment year as per the university policy.
9. University reserves the right to terminate your services without any notice, owing to misconduct or indiscipline by you. In such eventuality the compensation for notice period will not be applicable at any point of time.
10. During your tenure with us, you agree not to undertake any employment or engage yourself in any outside consultancy, professional work, and/or such other outside work whether full-time or part-time with or without remuneration, without written permission of the Mandsaur University. The consent may be given subject to any terms and conditions that the University may think fit, and may be withdrawn at its discretion.
11. You are not allowed to submit resignation in the beginning and middle of any semester. You will be relieved only at the end of the semester unless otherwise approved. You will not be relieved when any statutory inspection is due (within two months).
12. In case you leave the job during probation period or before the end of the semester, then an experience cum relieving certificate will not be issued. For a regular (non-probation) employee, if you leave the job in mid-semester, you'll be not entitled for any type of certificate from the University.
13. You have to sign and submit a copy of this appointment letter to the HR department.

With best wishes for a successful career at Mandsaur University,

For, Mandsaur University
Registrar

Annexure 05

MU/HR/2024-25/LOA

_____2024

To,

Name :

Address :

District, State :

Letter of Appointment

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur. Mandsaur University is pleased to offer you appointment as an **(Designation)** in the **(Department)** as per following terms and conditions:

1. Your date of joining duties in Mandsaur University is _____2024.
2. Your salary is fixed as per the rules of the Mandsaur University pay scale _____ A.G.P. _____ and with starting basic of Rs. _____/- plus A.G.P. Rs. _____/- and plus other Rs. _____ and total gross Rs. _____per month.
3. Your service duties, responsibilities, emoluments and other conditions of service will be decided and governed by the Mandsaur University/UGC and other Regulatory Bodies, as applicable and modified from time to time. University may depute you to any other department / center / cell/ place as per the requirement.
4. Your work schedule will be as per university calendar/timings. However, you may be called upon to perform duties on Sunday/holiday or additional time on routine day in case of emergency and the same will be binding on you.
5. You are appointed on probation for one year which may be extended depending upon your performance. During probation, your employment can be brought to an end by Mandsaur University without any notice. During probation period, you can be relieved by one months' notice from your side or one-month salary in lieu of the notice period. After successful completion of probation period, you will be issued a confirmation letter for regular appointment.
6. Your employment can be brought to an end either by Mandsaur University or by you by giving the other party one-month advance notice, after confirmation of regular employment. If the University ceases your employment and decides to relieve you before the completion of the notice period, the 'Monthly Salary' component of the salary for the balance notice period will be paid to you and the mandatory notice period shall be deemed to be waived off. If, at your request, the University agrees to relieve you before serving the full notice period, you will be liable to pay the University the 'Monthly Salary' component of the salary for the balance notice period. Please note that accepting any such early relieving request would rest entirely upon the sole discretion of Mandsaur University.
7. You should strictly follow the code of conduct and leave policy provided by the University and have to submit the annual assessment form once in an assessment year as per the University policy.

8. The University reserves the right to terminate your services without any notice, owing to misconduct or indiscipline by you. In such eventuality the compensation for notice period will not be applicable at any point of time.
9. During your tenure with us, you agree not to undertake any employment or engage yourself in any outside consultancy, professional work, and/or such other outside work whether full-time or part-time with or without remuneration, without the written permission of the Mandsaur University. The consent may be given subject to any terms and conditions that the University may think fit, and may be withdrawn at its discretion.
10. You are not allowed to submit your resignation in the beginning and middle of any semester. You will be relieved only at the end of the semester unless otherwise approved. You will not be relieved when any statutory inspection is due (within two months).
11. In case you leave the job during the probation period or before the end of the semester, then experience-cum-relieving certificate will not be issued.
12. You have to sign and submit the copy of this appointment letter to HR department.

With best wishes for a successful career at Mandsaur University,

For Mandsaur University
Registrar

Annexure 06

MU/HR/2025-26/LOA

Date.

To,

Name :

Address :

District, State :

Letter of Appointment

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur. Mandsaur University is pleased to offer you an appointment as **Designation** in the **Department of.....** as per the following terms and conditions:

1. Your date of joining duties in Mandsaur University is **date.....**
2. Your salary is fixed as per the rules of the Mandsaur University pay scale And with a starting basic of Rs./- plus entitled allowances (36% HRA), and plus other Rs...../- and total gross Rs...../- per month. You will be under the EPF & ESIC Scheme.
3. Your service duties, responsibilities, emoluments, and other conditions of service will be decided and governed by the Mandsaur University/UGC and other Regulatory Bodies, as applicable and modified from time to time. The university may depute you to any other department/center/cell/ place as per the requirement.
4. Your work schedule will be as per the university calendar/timings. However, you may be called upon to perform duties on Sunday/holiday or additional time on a routine day in case of emergency, and the same will be binding on you.
5. You are appointed on probation for one year which may be extended depending upon your performance. During probation, your employment can be brought to an end by Mandsaur University without any notice. During probation period, you can be relieved by one month's notice from your side or one-month salary in lieu of the notice period. After successful completion of probation period, you will be issued a confirmation letter for regular appointment.
6. Your employment can be brought to an end either by Mandsaur University or by you by giving the other party one-month advance notice, after confirmation of regular employment. If the University ceases your employment and decides to relieve you before the completion of the notice period, the 'Monthly Salary' component of the salary for the balance notice period will be paid to you and the mandatory notice period shall be deemed to be waived off. If, at your request, the University agrees to relieve you before serving the full notice period, you will be liable to pay the University the 'Monthly Salary' component of the salary for the balance notice period. Please note that accepting any such early relieving request would rest entirely upon the sole discretion of Mandsaur University.
7. You should strictly follow the code of conduct and leave policy provided by the University and have to submit the annual assessment form once in an assessment year as per the University policy.

8. The university reserves the right to terminate your services without any notice, owing to misconduct or indiscipline by you. In such eventuality the compensation for the notice period will not be applicable at any point of time.
9. During your tenure with us, you agree not to undertake any employment or engage yourself in any outside consultancy, professional work, and/or such other outside work whether full-time or part-time with or without remuneration, without the written permission of Mandsaur University. The consent may be given subject to any terms and conditions that the University may think fit, and may be withdrawn at its discretion.
10. You are not allowed to submit a resignation in the beginning and middle of any semester. You will be relieved only at the end of the semester unless otherwise approved. You will not be relieved when any statutory inspection is due (within two months).
11. In case you leave the job during probation period or before end of the semester, then experience-cum-relieving certificate will not be issued.
12. You have to sign and submit a copy of this appointment letter to HR department.

With best wishes for a successful career at Mandsaur University,

For Mandsaur University

Registrar

Annexure 07

MU/HR/.....

Date:

EXPERIENCE CUM RELIEVING CERTIFICATE

1. This is to certify that **(Faculty Name)** has worked as an **(Designation)** in the Department of **(Department Name)** at Mandsaur University **(from Date)** to **(to Date)**
2. He has been relieved from the university with effect from the closing of office hours on **(Last working Date)**. His contribution to the organization and its success will always be appreciated.
3. However, kindly be informed that the university reserves the right to initiate any action for any lapse and/or financial irregularities, loss/ recovery if found later, pertaining to tenure of employment with the organization.
4. He has duly (completed/not completed) all relevant formalities and handed over the chargers.
5. Candidate performance record of the last three years (if applicable).

Year	Student Feedback (Good/ Satisfactory/Poor)	Publication	API Score	Overall Feedback by Authority
2024-2025				
2023-2024				
2022-2023				

We wish him all the very best in his future endeavors.

Registrar

Date:

Prepare By

Vetted By

Recommended By

Approved By

Annexure 08

Exit Interview Form

(Feedback Purpose Only)

Employee Information

• Name	:	
• Employee ID	:	
• Job Title	:	
• Department	:	
• Supervisor/Manager	:	
• Joining Date	:	
• Last Working Day	:	
• Contact Information (phone/email)	:	

Reason of Leaving

Work Experience

Organization Culture

• What did you value most at this organization?
• Suggestions for improvement or changes?
• Feedback on workplace culture and management
• Would you recommend this organization to others?

Additional Comments

• Any other feedback?
• Would you consider rejoining in the future?

Signatures

• Employee	:	
• GM/HR Administration	:	





MANDSAUR
UNIVERSITY
DREAM. LEARN. LEAD.

Bypass Square, Revas-Devda Road, S.H.-31, Mandsaur (M.P) -458001

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