

The Student Handbook 2020-2021



AJEENKYA
D Y PATIL UNIVERSITY

THE INNOVATION
UNIVERSITY

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Section 1: Introduction

Dear Student,

We welcome you all to the new academic year, especially those of you who are beginning your first year at ADYPU. You are all about to embark on an exciting adventure.

Ajeenkya D Y Patil University strives to provide an intellectually and socially vibrant campus that offers a safe and supportive environment for all. Each of us plays a role in preserving this environment to familiarize you all, this handbook describes the privileges and responsibilities that we grant to our students as members of the ADYPU community.

The Student Handbook is intended to inform ADYPU students about policies and procedures of the university. It consolidates information from many sources on topics within one document. It seeks to assist in the orientation of new students and to provide all students with an up-to-date reference on significant matters relating to University life.

In order to preserve the rights of both the individual and the University, it is essential that all students are aware of all institutional policies and regulations.

It is the responsibility of each student to be knowledgeable with the contents of this Handbook. For their own benefit, students are urged to familiarize themselves with all relevant portions of the Student Handbook and ask for clarification of any information by contacting the Office of your respective Schools.

We offer you our very best wishes for a wonderful year.

Vice Chancellor
Ajeenkya DY Patil University

1.1 Aim

“Our aim is to contribute to the creation of Innovation oriented Indian society. The aim is to develop new solutions that elevate the quality of life for every Indian by utilizing the new knowledge created”.

1.2 Mission

“Our mission is to graduate well-educated students who are prepared to meet the challenges of a rapidly changing, increasingly complex world, and to contribute to the betterment of the world”.

1.3 Strategic Intent

The strategic intent for Ajeenkya DY Patil University is "Always the Best".

ADYPU aims to be recognized as one of the top ten institutions in the country for academic excellence in teaching, research and quality of service.

The guiding terms for us shall always be Inspiration, Intuition, Imagination and Innovation.

To achieve the strategic intent, ADYPU is committed to:

Create and disseminate knowledge through a range of high-quality academic programs in a student-centered learning environment emphasizing intellectual achievement and employability.

Work through a matrix of four imperatives in all academic and research pursuits, viz. what is desirable to people, what is feasible through technology, what is viable for business and what is good for society and the environment.

Create an enabling environment of freedom and responsibility, which stimulates the intellectual capacity of students, faculty and staff to create opportunities for personal and professional growth.

1.4 Statement of Academic Freedom and Freedom of Expression

Academic freedom and, more generally, freedom of expression are of paramount value in an academic community. Among the central purposes of such a community are acquisition and transmission of knowledge, cultivation of the creative and critical faculties of the human intellect, expression of ideas and emotions through the arts and development of aesthetic sensitivity and appreciation.

Academic freedom and freedom of expression are essential to the fullest realization of these purposes. ADYPU is fully committed to upholding academic integrity and freedom of expression. This means both that we are committed to a strong principle of academic freedom in teaching and research.

At the same time, ADYPU believe that the principle of academic freedom is not unlimited. It does not, for example, extend to protecting behavior in the classroom that threatens or intimidates students for expressing their viewpoints. In fact, these are not opposing but rather complementary values. Upholding both allows students and faculty to explore the full range of ideas and perspectives that academic freedom fosters.

ADYPU endorses the following principles. Members of the ADYPU may write about and discuss freely any subject of intellectual inquiry and shall not be subject to censorship, discipline or intimidation. They are entitled to freedom in research and in the publication of results.

1.5 Diversity Matters @ ADYPU

- i. Diversity is at the core of the University's Excellence. ADYPU has determined that emphasizing diversity as a matter of institutional policy is an integral component of educational excellence. Students learn better in a diverse educational environment, and they are better prepared to become active participants in our pluralistic, democratic society once they leave such a setting
- ii. Consistent with this academic judgment, the University admits students who meet the University's requirements for academic success and who bring to the University a variety of talents, backgrounds, experiences, and personal characteristics.
- iii. The University believes that classes of students from diverse backgrounds, taught by faculty of varied backgrounds, results in a richer and better educational experience.

1.6 Academic Honesty

Academic Honesty is central to the conduct of academic work. Understanding what constitutes academic honesty and respecting the University's Rules on academic honesty will help students be successful during their stay at ADYPU and throughout their professional careers.

Rules of Academic Honesty

- a) The Rules on Academic Honesty are approved by the Vice Chancellor to regulate student academic honesty matters and adjudicate student academic dishonesty cases.
- b) Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained.
- c) Academic dishonesty is regarded as a serious offence in the University. Any related offence can lead to disciplinary action with a penalty including expulsion from the University and debarment from re-admission.
- d) Academic dishonesty includes but is not restricted to the following behaviors:
 - i. Plagiarism, e.g., the failure to properly acknowledge the use of another person's
 - ii. Work or submission for assessment material that is not the student's own work;
 - iii. Misrepresentation of a piece of group work as the student's own individual work;
 - iv. Collusion, i.e., allowing another person to gain advantage by copying one's work;
 - v. Unauthorized access to an examination/test paper;
 - vi. Use of unauthorized material in assessment;
 - vii. Unauthorized communication during assessment;
 - viii. Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
 - ix. Impersonating another student at a test or an examination or allowing oneself to be impersonated.
- e) Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.
- f) All students, faculty and staff have the responsibility to report academic dishonesty cases to the Director of the respective Schools.

- g) For violation of academic honesty rules, The Vice Chancellor shall constitute the Committee of Academic Honesty for handling all complaints and penalties. The composition shall be as under:
IA Professor of the University: Chairman
- ii. Three teachers including one lady teacher of the University as members
 - iii. A nominee of the Director of the school to which the act of indiscipline or misconduct pertains.
 - iv. The tenure of disciplinary Board shall be for a period of two years.
- h) The penalties imposed by the Committee may consist of:
- i. an oral or a written warning;
 - ii. requiring a student to re-submit the work, with suitable deduction from his/her score;
 - iii. lowering the mark/grade in a particular component of the course;
 - iv. lowering the grade in the concerned course;
 - v. awarding a failure grade in the concerned course.
- l) The final discretion rests with the Vice-Chancellor of ADYPU.

1.7 Rights and Responsibilities of the Student

Statement on Student Rights

ADYPU mission is to educate and nurture students, to create knowledge, and to provide service to our community and beyond. Committed to excellence and proud of the diversity of our University family, we strive to develop future leaders of our nation and the world.

ADYPU students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination on the basis of caste, creed and religion.

The University encourages academic, social and spiritual growth among our students and strives to maintain a campus climate that welcomes interactions on a myriad of topics and endeavors to provide forums for the exchange of new and varied ideas.

The right to be treated equally in academic and social settings

- i) The right to live and/or attend classes in a physically safe environment
- ii) The right to express diverse opinions in an intellectually safe environment
- iii) The right to privacy
- iv) The expectation of a positive living/learning environment

The right to be educated and nurtured

- i) The right to learn without disruption
- ii) Access to academic and support services that enhance student learning
- iii) The right to pursue academic interests
- iv) The right to engage in mutual collaboration
- v) The right to receive student learning outcomes via the university system
- vi) The right to explore personal growth and development

The right to participate in the creation of knowledge

- i) The right to know academic requirements and to be evaluated fairly
- ii) The right to be informed of, and share opinions on, matters affecting the University community
- iii) Access to available facilities and resources

The right to provide service to our community and beyond

- i) The right to have access to leadership development opportunities
- ii) The right to engage in service opportunities that enhance learning outcomes, both on and off campus

Statement of Student Responsibilities

Admission to ADYPU is a privilege and the values, principles, rules and regulations of the University are accepted by each student upon his or her voluntary registration. Central to the educational experience is the trust that all students will learn in, and benefit from, an academic environment that is both rigorous and fair. All ADYPU students are responsible for promoting the values of Honesty, Responsibility and Integrity.

Students at ADYPU enjoy the right to exercise freedom of conduct that is consistent with the mission and values of the University. Protection of academic and social freedom is both an individual and community responsibility. Standards of behavior have been established by the University and are intended to ensure that the exercise of individual rights does not deny rights to other individuals or the community.

Personal responsibility

- i) Responsible for cultivating personal growth and development through academic and social engagement.
- ii) Responsibility to pursue educational opportunities to the best of one's ability.
- iii) Responsible for academic progression and career planning.
- iv) Responsibility to participate in intellectual discourse/attainment or advancement of knowledge.
- v) Responsibility to explore personal growth and development.
- vi) Responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment.

Responsibility to other students

- i) Responsible for approaching differing and diverse views and opinions with an open mind
- ii) Responsibility to recognize the value of diversity and an exchange of ideas within a university community
- iii) Responsibility for showing respect to other students

Responsibility to the community

- i) Responsible for engaging in appropriate service learning experiences that improve the quality of life of those around them
- ii) Responsible for complying with laws, rules and regulations of the university and the state and nation.
- iii) Accountability for one's own actions
- iv) Responsibility to maintain the property and facilities of the University.
- v) Responsibility to maintain a positive image of the University.

Section 2: Academic Policies

2.1 Duration of Academic Term

- i. The date of commencement and conclusion of Odd Term, Even Term and Summer Term shall be notified in the Academic Calendar.
- ii. The duration of each term shall be on an average 14-16 weeks (Odd term shall be a little longer than the even term).
- iii. There shall be 12-14 weeks of actual teaching, excluding exam days.
- iv. The duration of summer term will be about 8 weeks.

2.2 Academic Registration

- i. Every student shall register himself for the courses that he wishes to pursue in that term.
- ii. The Head of a Department/ Director of the School shall issue the list of courses to be offered during the term well before the Registration dates specified in the Academic Calendar.
- iii. Each Head of Department with the approval from Director of the School shall nominate Academic Counselors from amongst the faculty member of the department to provide necessary information on the courses and to advise the students on registration.

2.3 Terms of Registration

- i. Registration for each term has to be done on dates notified in Academic Calendar. It will involve:
 - a. Clearance of all dues of the University,
 - b. Signing the registration roll on the date specified in the Academic Calendar.
- ii. A student who fails to submit the registration roll will be deemed as an unregistered student, and will not be allowed to attend classes and not allowed to take examination even if she has paid the fees.
- iii. Unless approved otherwise by the Director of the concerned School, a student will normally not be allowed to register for more than 21 credits in a term. Students must enroll for minimum 12 credits to fulfill the norm of a full time course.
- iv. Every student is expected to register for credit and non-credit courses available in the academic section of your School.

- v. A student must ensure that she satisfies the pre-requisites, if any, for each course she registers for. The sole responsibility for registration rests with the student.
- vi. The University will not be responsible for a clash-free scheduling of each course(s). Student himself shall verify the timetable and ensure that the course(s) she is choosing does not clash with other courses he is choosing.
- vii. The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Degree / Diploma / Certificate' does not permits so.
- viii. A student will not get any credit for a course for which she has not registered or has registered without being eligible.

i) Deficient Student

- i. A deficient student is one who has either not registered himself or has registered but not completed successfully one or more courses of the previous term(s) or has a CGPA less than the 'minimum CGPA required for the award of a Degree or a Diploma.
- ii. The program of a deficient student will be framed by the Academic Counselor in such a manner that as many backlog courses as are available may be included. Further, backlog courses may be registered for, as far as possible, in the sequence of their accumulation.
- iii. A student with a CGPA of 4.5 or more in an undergraduate program and 5.0 or more in a postgraduate program, if obtains a 'C', 'D' or 'F' grade in one or more courses shall have the following options:
 - a) Student securing 'F' grade shall have to compulsorily repeat the course either in Summer Term or in the regular Term as and when offered by paying additional prescribed fees.
 - Students securing 'C' or 'D' grade may repeat the course in Summer Term by paying additional prescribed fees so as to improve grades or to fulfill minimum CGPA required for the award of the Degree or promotion to next class.
 - iv. The facility of repeating or improvement of grade in a compulsory course shall be available within the maximum duration of program stipulated for its completion.
 - v. If a student fails in an optional course, she can opt to re-register for the same course or may opt for other prescribed course provided the 'Maximum Duration for the completion of Degree /Diploma /Certificate' permits so.

- vi. Student(s) unable to secure minimum CGPA for promotion from one academic year to another will have to repeat the whole year; the student shall complete all the requirements together with other students admitted in the program in that academic year.

j) Non-Eligible Students: Non eligible students will not be permitted to engage in any form of University academics & extracurricular initiatives. It also includes those students who do not fulfill any of the following norms:

- If the student do not qualify with the minimum CGPA criteria of 4.5 in an undergraduate program and 5.0 in a postgraduate program.
- Outstanding Fees Payment as per the communication notified via email by academic coordinators.
- Non-submission of the required documents as per the ADYPU Student Admission Handbook.
- Non-submission of anti-ragging form as per the guidelines laid by regulatory bodies.

2.4 Late Registration

- i) The maximum time permitted for late registration on payment of prescribed fee shall be two weeks from the date of conclusion of registration, specified in Academic Calendar.
- ii) Late registration may be allowed by the Vice Chancellor or any other authorized official only on valid reasons and on the recommendation from the Head of Department / Director of School. The Vice Chancellor, in exceptional circumstances and on the recommendation of Director of a School may allow late registration by another 2 weeks maximum.
- iii) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice-Chancellor.
- iv) Students registering late may be allowed to compensate for the loss of any component of continuous assessment by the Director of School. The student may be allowed to complete the same on dates decided by the faculty teaching the course.

2.5 Adding and Dropping of Courses

- i) A student on the recommendation of his Academic Counselor duly endorsed by his HOD may be allowed by the Director of the School to add or drop course(s) within a period of two weeks from the date of commencement of a term as notified in Academic calendar.
- ii) A student who is on disciplinary probation may be allowed to change the course, only with the approval of the Vice-Chancellor.
- iii) A student may be required to drop a course at any stage if it is found that he does not meet the pre-requisites of the course, or if there is a clash in the student's timetable preventing him from attending the course, or if he is found not entitled to register for that course for any other reason(s).

2.6 Summer Term

- i) The courses recommended by the Director of School and approved by the Vice Chancellor shall be offered in the summer term. The courses shall be notified a day before the date of registration.
- ii) The Schools shall be authorized to decide, with the approval of Vice Chancellor, the minimum enrollment to start the course, the maximum number of students in a Summer-Term Course.
- iii) The Summer Term is a fast-paced term and all the rules of normal term shall apply but the registration shall be limited to a maximum of twelve credits.
- iv) The duration of Summer Term shall be of about eight weeks and each course shall run at about two times the normal pace.
- v) Registration for clearing the backlog and/ or for improvement of grades and/or fast forwarding career in Summer Term shall be subject to the payment of prescribed fee, decided from time to time.
- vi) A student will be allowed to register for a summer course for clearing the backlog for the course(s) in which he has obtained 'F' grade and/ or for improvement by repeating the complete course(s).
- vii) A Student with a grade point less than the minimum required to be promoted or to earn a degree, may, with the approval of the Director of the School, opt a new course in the same category /subject /stream / without earning extra credits.
- viii) In view of the short duration of Summer Term, late registration and adding and dropping of courses shall not be permitted beyond three day of the commencement of classes.
- ix) Summer term is applicable not only for students who have not met the minimum evaluation parameters, but also to academic bright students who wishes to fast-track the completion of the course.

x)

2.7 Transfer of Program

A first year student subject to availability of seats and fulfilling the minimum qualification may be allowed to change his / her program on the recommendation of the Director of the concerned school.

2.8 Attendance Requirements

Aggregate Attendance

1. A student is expected to attend all the classes consisting of lectures, tutorials, studios, labs and workshop sessions. A student may be debarred from appearing in the End Term Examination (ETE) of one or more courses for shortage of attendance as enumerated below:
 - I. A student will be allowed to appear in all examinations if his aggregate attendance is 75% or more.
 - II. A student with an aggregate attendance between 60–75% will be debarred only in those courses where his attendance is less than 75%.
 - III. A student with an aggregate attendance of less than 60% will be debarred from appearing in all the examinations of that term.
2. In case a student has been allowed to change the course or program during the current term, the classes attended in previous course / program will also be considered in the calculation of attendance, and the eligibility for appearing in ETE will be determined accordingly.
3. Irrespective of whether a student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Director of the School in the case of fresh concerned entrants only.

Condoning the attendance

1. The Director of School shall have the power to condone shortage of attendance up to a maximum of 10 percent in the following situations:
 - i. Hospitalization of self for seven days or more but less than 15 days.
 - ii. Natural calamity, or
 - iii. Immobilization for valid reasons
2. In case of hospitalization for fifteen days or more, the Director of the School may condone an additional five percent shortage of attendance.

3. The student shall apply for condoning of attendance in the prescribed format stating the reason of absence and enclosing there with all the documents in support of his claim. The following documents shall be submitted with the application:
 - i. Copy of prior permission for leave of absence on medical or other reasons.
 - ii. In case of hospitalization, certificate stating the period of hospitalization issued by the hospital authorities.
 - iii. In case of natural calamity, the official government announcement relating to the calamity in the concerned region, or the copy of the news item about the same from a national newspaper.
 - iv. Any other document demanded by the University.
4. The Director of School on verification of the facts shall decide in the matter. If no prior approval is available on record, the matter shall be treated, as absence without authorization and no condoning of shortage in attendance shall be granted. However, in the case of sudden illness and/or hospitalization where prior approval is not possible, the Director of the School shall take decision for condoning shortfall in attendance on verification of Doctor/Medical certificate.
5. The Director of School shall also be authorized to condone shortage of attendance for participation in authorized extra-curricular activities as well as the activities related to placement, equivalent to the number of days of participation in those events/activities.
6. Except in situations enumerated in (II) and (V) above, condoning of attendance shall not exceed 10 percent.
7. A student who is debarred from appearing in ETE on account of shortage of attendance shall have to repeat the course by registering in a summer/regular term.

Section 3: Examination and Evaluation Guidelines

3.1 Grading System

ADYPU shall use a ten point grading system.

- I) Each program shall have prescribed number of credits assigned to it, depending upon the academic load of the course determined by the weekly contact hours. The credits assigned shall be provided in course details.
- II) The credits assigned to a course reflect its weightage in determination of the Grade point.
- III) The courses not assigned a credit, shall be treated to as non-credit courses.

3.2 Award of Grades

A student will be awarded a Letter Grade in each course. The following letter grades shall be used to report the performance of a student:

3.3. Credit courses

Letter Grade	A+	A	B+	B	C+	C	D	F
Grade Points	10	9	8	7	6	5	4	0
Description	Outstanding	Excellent	Very Good	Good	Average	Below Average	Marginal	Fail

3.4. Non-credit courses

Letter Grade	S	X
Grade Points	0	0
Description	Satisfactory	Unsatisfactory

3.5. Repeating of 'F' Grade

'F'- grade is a fail grade. The course(s) in which a student has earned 'F' grade will be termed as backlog course(s). A student with 'F' grade may improve his grade by repeating/replacing the course(s) during Summer Term or in a regular term, whenever offered.

3.6. Term Grade Point Average (TGPA)

The Term Grade Point Average is a weighted average of the grade points earned by a student in all the courses credited and describes his academic performance in a term. If the grade point associated with the letter grades awarded to a student are say, g_1, g_2, g_3, \dots . And the corresponding weightage is (credits) are say, w_1, w_2, w_3, \dots . the TGPA is given by:

$$TGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + \dots}{w_1 + w_2 + w_3 + \dots}$$

3.7. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average indicates overall academic performance of a student in all the courses registered up to and including the latest completed Term. It is computed in the same manner as TGPA, considering all the courses (say, n), and is given by:

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or improve a course, the new letter grade replaces the old letter grade in the computation of CGPA.

3.8. Award of Grades in Credit courses

- I) A student is required to complete successfully all the courses of the curriculum prescribed for the program and attain a minimum level of academic performance, by way of obtaining a minimum CGPA of 4.5 in UG Programs and 5.0 in PG program, until otherwise decided by the Academic Council.
- II) A student will normally have to clear his backlogs in the sequence in which he has obtained the low grades.

- III) A copy of the grade card is issued to each student at the end of a Term and a soft copy will be emailed to the parents. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- IV) If a student fails at the end of a term to achieve minimum required TGPA, he shall be placed on Academic Probation during the term immediately following. He may either repeat the course(s) in which he has obtained 'C', 'D' or 'F' grade or opt for a new course of the same category /discipline /subject offered in the summer or regular term in order to complete the credit requirement.

3.9. Award of Grades in non-credit courses

S for a pass and X for a fail shall be awarded in non-credit courses. A student who is awarded an X grade will have to repeat the course.

3.10. Conversion Factor for converting CGPA into Marks Equivalent

If a conversion to marks is required, the following formula shall be used to calculate the same:
The Percentage of Marks= CGPAx8.9

3.11 Examinations Guidelines

Maximum Duration for Program Completion

- I) The maximum duration for completion of a program, shall be as detailed below

Normal Duration (Years)	Maximum Duration Allowed(Years)
1	2
2	4
3	5
4	6
5	7

- II) The enrolment of the student, who fails to complete the requirements of the award of a degree/diploma/certificate in prescribed duration, shall stand cancelled and no degree/diploma / certificate shall be awarded.

- III) The time taken to improve the score/grade/CGPA shall be counted in 'Maximum Duration allowed for completion of a program.

3.12. Minimum CGPA requirements for award of Degree/ Diploma

- I) Undergraduate Program

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Under Graduate program will be 4.5 subjected to getting a minimum of 'C' or a higher grade in each of the courses offered and also satisfying other conditions as specified in the program details.

- II) Post-Graduate Program

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in a Post Graduate program will be 5.0 subjected to getting a minimum of 'C' or a higher grade in each of the courses offered and also satisfying other conditions as may be specified in the program details.

- III) Diploma /Certificate Program:

Criterion as decided by the University from time to time shall be applicable.

3.13. Examination Results

- 1 The results for each term shall be declared within twenty-two working days specified in the Academic Calendar.
- 2 The mathematical principle of rounding off shall be followed to round off. The grade points up to one place after decimal.
- 3 The result of a student may be withheld if he;
 - i. Has not paid all the university dues,
 - ii. Has a case of misconduct or use of unfair means pending against him; or
 - iii. Any other reason as may be decided by the University.

3.14. Award of Degrees and Diplomas

1. A student shall be deemed to have completed the requirements of a program and declared eligible for award of a Degree, Diploma or Certificate, only if he has completed all the requirements specified in the University Ordinances, Examination Rules and/or the Program and Curriculum details.
2. Three divisions as defined below shall be awarded:

Division	CGPA
First with Honors	≥ 8.0
First	$\geq 6.75 < 8.0$
Second	$\geq 4.5 < 6.75$ for UG $\geq 5.0 < 6.75$ for PG

For securing a Degree and Diploma in First Division with Honors, a student must pass all the courses both theory and practical in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail grade.

3.15. Transparency guidelines

1. All grades obtained in assignments, practical, presentations or a report will be made available to the students within a reasonable time after evaluation.
2. A student will be allowed to see his / her answer books of continuous evaluation. Error of evaluation, if any, is reported to the faculty concerned for correction.
3. A student will be allowed to see all the assessed answer-books of ETE before the declaration of results under Student Consent Process.
4. The faculty will encourage discussions of the assessment and evaluation and will provide constructive feedback to students.
5. It is mandatory to the students to appear for End Term Examination. A student failing to do so, will be awarded with Grade 'F' even if he/she has secured more than passing marks during continues assessment.
6. There will no repetition of the student consent process after the stipulated time period.

3.16. Examination Hall Guidelines

1. The invigilator overseeing the written examination shall be authorized to search a student in person and his belongings on suspicion of carrying any paper, book, note, mobile phone or any other electronic gadget.
2. If an invigilator or any authorized person finds that a student has used unfair means, his answer book will be seized.
3. The signature of the student and the invigilator will be taken on the answer-book and the material seized and stitched together. In case the student refuses to sign, the invigilator will make a mention. A fresh answer-book shall be issued for completing the examination. No extra time shall be given for completion of the paper.
4. After the examination is over, the answer-books both seized and the fresh ones will be marked as I and II, and sent to the Controller of Examinations, together with a report from the invigilator.
5. In case the student has written something objectionable on his hands or other parts of his body, his clothes, the equipment allowed inside the hall or the seat allotted;
 - i. The part of the body, the clothes, the seat etc. may be photographed (if appropriate) immediately. The equipment will be seized as an evidence of the use of unfair means.
 - ii. The invigilator or one of the supervisory staff shall copy the written things on a piece of paper and attest the same in the presence of another supervisory staff who will countersign it.
6. If a student comes to examination center under the influence of any intoxicant; the alcohol or a drug of any kind or has used any other sedative materials, immediate arrangement shall be made to get the student medically examined and a certificate obtained from the treating doctor/ medical superintendent.
7. If a student misbehaves with any of the member(s) of supervisory staff or threatens or intimidates them, or interferes in their work in any manner, the same shall be reported to the Controller of Examination.
8. The Controller of Examination shall also seek a written statement from the accused student. If refused, the fact of his refusal shall be recorded by the Controller of Examination.
9. If a non-student is found impersonating as a candidate in examination, he shall be handed over to the police for investigation and registering a criminal case as deemed fit by the police. In case the guilty person is a present or a former student of the University, serious action shall be taken against him including withdrawal of his degree, diploma or certificate

as the case maybe. Strict action as per rules shall also be taken against the student for whom the impersonation was being done.

10. In case of mass copying, the invigilator(s) shall report the matter to the Director of the School, who after satisfying himself of the genuineness of the complaint made, shall forward his recommendation to the Controller of Examinations (COE). The Committee for deciding Unfair Means (CUM) may award 'F' grade to the students involved in mass copying or any other punishment as it may deemed fit.
11. In case a student leaves the examination hall with his answer book(s), the case shall be referred to CUM for further action.
12. The student may make an appeal to the appellate authority within fifteen days from the receipt of decision of CUM.
13. The cases of unfair means not covered by these provisions shall be dealt with by CUM on case to case basis and punishment recommended accordingly.
14. Student should report at the examination hall fifteen minutes before the scheduled time.

3.17 Use of Unfair Means

Use of Unfair Means in relation to Continuous Assessment and ETE (End-Term Examination) shall be as specified below:

1. In relation to Continuous Assessment - plagiarism, collusion and cheatings of all forms shall be treated as the Use of Unfair Means.
2. The Use of Unfair Means, in relation to continuous assessment, shall be of following categories:
 - i. Minor category: All the unfair means not covered under major category shall be regarded as minor category of the use of unfair means.
 - ii. Major category: Any act of plagiarism, collusion or cheating in a submission, thesis, dissertation or major project or cheating in a written examination shall fall under major category of the use of unfair means.
3. In case of a minor category, the faculty-in-charge / examiner shall communicate the infringement to the student and report the same to the Director of the School through the Head of department. The Director may take any of the following actions:
 - i. Award "F" Grade in the concerned component of assessment and/or;
 - ii. Impose a condition that the student using unfair means shall not be awarded a grade better than 'C' in the concerned subject.

4. In case of major category,
 - i. The Faculty-in-charge / Examiner may communicate the infringement to the student and report the matter to the Director of the School through the Head of Department together with the material evidence.
 - ii. The Director may make preliminary investigation to satisfy him. If satisfied, he will forward the case to the Controller of Examinations together with the evidence, documents and the findings of his investigation as well as his remarks.
 - iii. The Controller of Examinations will decide if the case is to be put up to the Committee for deciding Unfair Means (CUM) or dealt with it in some other manner.
 - iii. The Director of the School, Head of Department and COE shall constitute the Committee for deciding Unfair Means (CUM). The Director of School will chair the committee while the COE will be its convener.
5. The Controller of Examinations shall call upon the accused student to submit his written defense and appear before the committee to represent his case personally, if he so desires.
6. In spite of the notice sent by registered post at his last known address of the student fails to appear before CUM; the case will be dealt with ex-parte.
7. The disciplinary authority may impose one or more of the following penalties against the guilty student:
 - i. Cancellation of enrolment;
 - ii. Disqualification for one or more terms;
 - iii. Rustication for one or more terms;
 - iv. Expulsion from the University;
 - iv. Any other action as deemed fit by the disciplinary authority.
8. The decision of the disciplinary authority shall be final and binding.
9. The period of exclusion shall be counted in maximum duration allowed to complete the program.

3.18 Unfair Means in relation to Examination: Minor category

If a student;

1. Is found talking to another student/some other person, within or outside the examination hall
2. Changes the seat without the permission of Invigilator/supervisory staff or occupies a seat not allotted to him
3. Attempting to copy from another student
4. Is found writing either the question(s) or their answers on question paper or any piece of paper, other than answer sheet,
5. Does not comply with the instructions of the Invigilator, or a member of examination committee in the examination hall,
6. Is communicating or attempting to communicate, directly or through any other person, with an examiner with the object of influencing him in the award of grades,
7. Makes any kind of request or proposition for financial deal to the examiner in the answer sheet,
8. Uses abusive or obscene language in the answer book,
9. Is suspected by the examiner to have received any help from any source and in any manner, or is suspected of giving help to another candidate in any manner,
10. Is in possession of a mobile phone, even in a switched on condition,
11. Any other situation that may be treated as Unfair Means as decided by CUM.

Punishment for unfair means of minor category; one or more of the following punishments may be awarded by CUM:

- i. Awarded Fail ('F' grade).
- ii. Any other action as deemed fit.

3.19 Unfair Means in relation to Examination: Major category

The following lists down unfair means in relation to examination (major category)

1. Possession of papers, books and notes of any kind while writing the examination or writing of any kind on his clothes or any part of his body or table or desk or chair or on any instruments like set squares, protractors, or any other material with notes or hints written thereon, or any such material accessible to him which may be or intended to be of possible help to the candidate in the examination,
2. Possession of unauthorized instruments like electronic diary or any other electronic gadget that directly or indirectly helps in solving the questions set in examination paper, or any other material(s) not allowed inside the examination hall,
3. Using mobile phone for any purpose,
4. Assisting or getting assistance from another candidate to copy from the objection able material in his possession or from his answer book,
5. Consulting notes or books during the examination session, either inside or outside the examination hall (i.e.in library, urinals etc.),
6. Passing or attempting to pass onto anyone, a copy of the question paper or a part there of, or a solution to a question from the question paper,
7. Possessing solution to a question.
8. Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner,
9. Leaving the examination hall without depositing the answer-book or any part there of or taking away the answer book or tearing it or otherwise disposing it off, or tearing the answer-book of another candidate or disposing it off,

10. Coming to the examination hall under the influence of alcoholic drink or drugs,
11. Smuggling or attempting to smuggle an answer-book, or a continuation sheet, or any part thereof in or outside the place of examination
12. Replacing or getting a replaced answer book or a continuation sheet during or after the examination,
13. Writing deliberately another student's roll number in his answer book or on a continuation sheet,
14. Possession of another student's answer book,
15. Getting one self-impersonated by someone or impersonating other students inside examination hall
16. Misbehaving or threatening the superintendent of examination or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside or outside the examination hall, before, during or after the examination,
17. Organizing or instigating a walkout,
18. Creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner,
19. Carrying into examination hall a licensed or unlicensed weapon,
20. Writing answers in an answer book outside the examination hall for any another student,
21. Any other case of unfair means as may be decided by CUM.

22. Punishment for unfair means of major category; one or more of the following punishments may be awarded by CUM:
- i. Dis-qualification for one or more terms
 - ii. Rustication for one or more terms
 - iii. Expulsion from the University
 - iv. Handing over the case to the Police if it is found that the commission of a criminal offence is involved
 - v. Any other action as deemed fit by the University

Section 4: Additional Academic Policies

4.1 Assignments Submission Guidelines

During your course will be asked to submit a number of different formats of assignments, which may be; essays, portfolios, projects or other types of coursework. You shall be advised at the beginning of the relevant module by your faculty regarding the different assignment format submission.

4.2 Format of Assignments

Students are expected to abide by the format for assignment submission. The assignment guidelines shall be shared with you by your respective faculty. The guidelines may refer to formatting, referencing, submission formats etc.

4.3 Late submission of assignments

All work submitted after the published submission deadline will incur a late submission unless you receive an extension from your respective faculty.

1. 10% is deducted for each day (or part of each day) that the work is late.
2. The penalty will be applied up to a maximum number of five days after and including the submission deadline day.
3. Weekends and bank holidays will be included within the five days.
4. After five days the work will be marked at zero.
5. The penalty for submitting late for a pass/fail module is a fail.

4.4 Student Identity Card

1. Upon admission and enrolment at ADYPU, each student is issued a photo identity card, which is valid during his/her period of study at the University.
2. Each student is responsible for the use of his/her Student Identity Card, which is not transferable to any other person. Students must ensure that their Student Identity Cards

are kept secure and are not deliberately or inadvertently made available for use by any other person.

3. The Student Identity Card must be presented for identification purposes at the request of an authorized person of the University. Any student refusing to provide the Student Identity Card when requested by such an authorized person may be subject to disciplinary action.
4. A student who has lost his/her Student Identity Card should report this to the Academic Office of their respective Schools as soon as possible to invalidate the card and apply for a replacement by completing the appropriate application form.
5. Replacement of Student Identity Card due to loss, damage, theft or change in name will attract a charge as determined by the University.
6. Students should return their Student Identity Cards to the University for cancellation upon withdrawal or termination of studies.
7. Alteration, falsification, or misuse of the Student Identity Card is a violation of the Code of Student Conduct, and other related university rules and regulations, and will be subject to disciplinary action.

4.5 Library Policy

1. Students should wear their identity cards in the library.
2. Library book will be issued to the students only against the ADYPU identity cards.
3. Every student will be issued only two books at a time for a maximum period of seven days and as per the due date stamped on a borrowed book. On expiry of the period, if student fails to return the book (s) will have to pay nominal fine per day basis. Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.

4. The library is expected to be used only for issuance/ return of the books as well as for study. Any other type of activities including group discussions, brainstorming will not be permitted inside the library premises.
5. All library books must be returned after the completion of the course or program within the due date fixed by the library from time to time. The passing certificates and mark sheets will not be given without the clearance and No Dues Certificate from the librarian.
6. Student should familiarize themselves with library timings and rules and regulations displayed on the notice boards from time to time.

4.6 University Extra-Curricular Activities

Students are encouraged to participate and volunteer in all co-curricular and curricular initiatives by the University as well as your respective Schools. These range from cultural fest to sporting extravaganza like Detour and Ablaze.

4.7 Change in Name in Academic Documents

1. It shall be ensured that name of the student in the application form for eligibility and statement of Marks passing certificate, Degree certificate of the qualifying examination or in any other document enclosed therewith is the same.
2. If there is a difference in the name proof for a change in the name, such as a copy of the Government Gazette or Marriage Registration Certificate affidavit should be enclosed along with the application form.
3. Eligibility certificate shall not be issued in absence of such documentary proof.

4.8 Reissuing of Academic Transcripts & Degree Certificates

If a student misplaces or damages the academic transcript or degree certificates issued to him/her by the University, the student needs to submit an application form in the prescribed format. He/She will have to pay the prescribed charges by the University.

4.9 Admission Cancellation & Fee Refund Policy

1. A fee once paid is not refundable. No refund of fees is made on account of not joining the course or withdrawal or absence from the course. ADYPU would however consider an application for the refund of fees if made in the proper format. If ADYPU is convinced for the reasons cited in the application, fees will be refunded as per the timeline.
2. Only original application duly signed by the candidate and countersigned by parent or legal guardian will be considered. The original application shall be accompanied by original fee receipt, ID card (if issued) and dues clearance certificate. The fee refund process will be initiated within 90 days of the commencement of the academic session. The application for refund of fees will be considered based on the date of receipt of the application at the university.
3. If the application for refund of fees is accepted, the refunded amount shall be within the limits stated below:
 - I. 100% Refund - Any time after admission, but 10 days before the date of commencement of classes.
 - II. 50% Refund - Any time thereafter and within 10 days from the date of commencement of classes.
 - III. 25% Refund - Anytime thereafter and within 25 days from the date of commencement of classes
 - IV. No Refund - After 25 days from the date of commencement of classes.
4. Refund, in case of non-fulfillment of eligibility criteria, 10 percent of the Academic fees will be deducted as administrative charges along with proportionate / pro-rata amount from the Academic fees for period from commencement of academic session till the cancellation of admission.

5. The date of commencement of classes will apply to all, irrespective of the date of admission by the student.
6. The refund of fees is at the sole discretion of the university administration. The above information is given for indicative purposes and the amount of refund may vary. ADYPU reserves the right to make changes to the refund policy, which shall be notified from time to time.
7. Application and Entrance Test Fees once remitted shall not be refunded under any circumstances.
8. If a student after joining the Course leaves it in mid-session, the entire fees collected for the academic year shall be forfeited.
9. In case the student cancels his/her admission during the middle of the semester or after the completion of the semester or mid-way during the course of the Program, he/she will have to pay the remaining semester tuition fees or outstanding fees for that particular academic year.

4.10 Grace Period for Semester Fees Payment

1. Every student is expected to pay his/her semester fees within the stipulated dates as stated in your admission letter. An email of the same shall be sent by the academic Coordinators of your respective Schools.
2. The student shall be given two additional week's grace period for clearance of their dues.
3. If the student fails to deposit his/her semester tuition fees after the grace period, he/she shall not be eligible for academic engagement or credit registration for that semester.

4.11 Transfer/Migration Certificate Policy

Transfer/Migration Certificate will be issued on the basis of the following guidelines:

1. A candidate who has appeared in an examination conducted by ADYPU and has passed the UG/PG examination conducted as per the scheme of studies may obtain a migration/transfer certificate after payment of the prescribed fees.
2. Migration Certificate is not a right it is only in the interest of the university and can be issued only after proper scrutiny process.
3. Students must submit an application requesting for TC/MC duly signed by the candidate and countersigned by parent or legal guardian.
4. The original application shall be accompanied by original fee receipt, ID card (if issued) and dues clearance certificate.
5. All the final semester students who have successfully completed their Program, have to complete the No Dues Process before leaving the University campus. Thereafter, the students shall be handed over the transfer certificate on request during or after the Convocation ceremony.
6. In case the student wishes to pursue his/her higher education at another University, the Migration certificate shall be sent directly by the ADYPU Student Support Division to the new University via speed post at a nominal cost. It shall be issued only after the receipt of an official email or application letter from the New University stating the request for migration certificate.
7. A Transfer Certificate or Migration Certificate shall be issued only if the applicant student has no dues.
8. The fees to Ajeenkya DY Patil University is annual fees and not semester fees. For the convenience of the students and parents, it is charged in pre-specified installments.
9. Students have to ensure that the fees is paid for the whole academic year.
10. Transfer/migration certificate will be issued only once in a year in the month of July.
11. While issuing ADYPU Transfer / Migration certificate the previous Transfer Certificate / Migration certificate submitted by the student will not be returned.

Section 5: IT & Telecommunication Policy

5.1 Internet Usage Policy

Access to the World Wide Web on ADYPU computing systems is a privilege provided to members of the ADYPU community. Because the World Wide Web is a worldwide public electronic highway. The Internet Usage Policy applies to all members of ADYPU using the University Information Technology Resources. The term Internet is also referred to as web services, chat rooms, bulletin boards, newsgroups, peer to peer file sharing and instant messaging software.

5.2 General Principles

1. Use of the Internet by University staff, students and researchers is permitted and encouraged where such use supports the goals and objectives of the University.
2. Use of Internet is monitored for security and/network management reasons. Users may also be subject to limitations on their use of such resources.
3. The distribution of any information through the University's network is subject to the scrutiny of the University. The University reserves the right to determine the suitability of this information.
4. The use of computing resources is subject to IT laws in India and any illegal use will be dealt with appropriately.
5. Internet Access to the World Wide Web may not be put to inappropriate uses that include, but are not limited to:
 - I. Use of copyrighted materials in any form without the express written permission of the original copyright owner.
 - II. Use of obscene audio or video images (i.e., photographs, paintings, or derivatives thereof), videos, or movies of individuals.

- III. Use of any personal information that is not public record pertaining to other individuals without their express written consent.
- IV. Use of any images, data, vulgar websites that are abusive, obscene, harassing, threatening, or discriminatory.
- V. Use of any images or data that violate ADYPU policies.
- VI. Creation of direct hypertext links to abusive, obscene, harassing, threatening, or discriminatory material.
- VII. Use of materials whose nature or volume compromises the ability of the system to serve other users' documents and individual home pages.
- VIII. Any use which constitutes academic dishonesty.
- IX. **Secret Recording of Images without knowledge:** Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

5.3 Monitoring

The University accepts that the use of the Internet is an extremely valuable research and learning tool. However misuse of such a facility can have a detrimental effect on other users and potentially the University's public profile. As a result, the University monitors;

1. The volume of internet and network traffic
2. The internet sites visited
3. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

5.4 Enterprise Resource Planning (ERP) Policy

ADYPU students are instructed to use the ERP system for all academic information as an official channel of communication. No separate communication will be made from University for the same.

1. Students to complete credit registration process at the beginning of every semester in accordance with ADYPU academic guidelines issued time to time.
2. The attendance, evaluation marks, time table and all other academic details will be uploaded in ERP system time to time.
3. The University results shall be declared through ERP only.
4. For any clarification and technical issues, students are instructed to contact academic coordinator.

5.5 Electronic Mail Policy

The purpose of this policy is to describe the acceptable use of the University's email and related services, systems and facilities. Email services are provided by the University to support its primary role of education and research and associated functions.

1. The student email protocol is to ensure effective and reliable communication with students by ADYPU.
2. ADYPU uses email as an official means of communication with students and provides ADYPU email to each student as the formally supported email service.
3. Students are expected to check their ADYPU email on a frequent and consistent basis and comply with important notices and instructions from the University.
4. Formal communications from the University will be made via email. Students have the responsibility to recognize that certain communications may be urgent and require timely attention.
5. Email access guidelines
 1. Email should be professional and courteous.
 2. Email must not contain any illegal, libelous or offensive statements.
 3. All statements meant to harass - sexually or otherwise - are prohibited.
 4. All email sent or received is University property.
 5. The University reserves the right to access emails sent to or from every computer.
 6. The University reserves the right to retrieve email stored on its servers that users have deleted from their email programs.
 7. Students who violate the email policy will be subject to disciplinary measures up to and including termination.

5.6 Mobile Phone Policy

Acceptable Use of Mobile Phones

1. Mobile phones should be switched off and kept out of sight during classroom lessons and while moving between lessons.
2. While on university premises at break times only, students should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
3. Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the university.
4. Students should protect their phone numbers by only giving them to close friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.
5. ADYPU recognizes the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. On certain occasions students may use their mobile phones in the classroom when express permission has been given by the faculty.

Unacceptable Use

1. Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the Internet, take photos or use any other application during university lessons and other educational activities.
2. The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.
3. Mobile phones must not disrupt classroom lessons with ring tones, music or beeping. They should be turned off during lesson times.

4. Using mobile phones to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behavior. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
5. It is forbidden for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing.
6. Students should have their phones secure inside bags prior to entering the changing rooms. Under no circumstances should mobile phones be out of bags in changing rooms. Mobile phones are not to be used in changing rooms.
7. It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.

5.7 Inappropriate conduct

1. Mobile phones are banned from all examinations. Students are expected to leave their mobile phones, switched off, in their bags, before entering the exam hall or they should hand phones to invigilators before entering the exam hall. Any student found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other exam papers being disqualified.
2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.
3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls.
4. Students using mobile phones to bully other students will face disciplinary action. It is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the University may consider it appropriate to involve the police.

5. Students must ensure that files stored on their phones do not contain violent or pornographic images. The transmission of such images is a criminal offence.

5.8 Social Media Policy

ADYPU strongly believes it is important for all students to be aware of social media and how social technologies can help you create and nurture relationships, share information, advance knowledge, raise awareness, build support, participate in important conversations and collaborate on new ideas.

Guiding Principles

- i. Respect and Ethics - encourage different viewpoints and opinions
- ii. Accuracy and Honesty - check the facts before you post
- iii. Value and Interest - ask yourself if your content adds value and interest to the discussion
- iv. Personality - use your own voice and bring your personality to the forefront
- v. Transparency and Disclosure - make sure you clearly identify yourself and your affiliation with the university.

5.9 Purposes & Objectives

These guidelines clearly articulate to students how to make best use of social media sites without compromising your personal security, current/future career prospects and/or the reputation of ADYPU. Their objectives are:

- i. To provide a definition of social media and to articulate the potential risks it poses for students and the University.
- ii. To define the responsibilities of individuals for the use of social media for University purposes.
- iii. To highlight the potential risks of using social media for personal use.
- iv. To minimize the potential negative impact to the University as a result of social media use by students.

General responsibilities

1. It is the responsibility of students to read and act in accordance with the principles of these guidelines.

2. It is also the responsibility of students to read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers.
3. The University will ensure these guidelines are highlighted to students are highlighted at student induction sessions.
4. Students should not use social media sites to attack or abuse anyone. You should respect the privacy and the feelings of others. You must not include contact details or pictures of other students or members of staff without their prior permission.
5. The University monitors all references to the University online and will act accordingly to any references or associations that could bring discredit upon the University.
6. Posting Content to Social Media Sites
7. Students should presume that everything they post online will be public and permanent, regardless of the privacy settings they assume are applied.
8. Students should be aware that social media content may easily become available to the public, including the University, its staff and the media, and that inappropriate use could result in disciplinary proceedings or damage their reputation and future career prospects. The University reserves the right to act on any information obtained from online sources if it indicates that a student is in breach of University policies.
9. Students should familiarize themselves with the terms and conditions of any social media site that they use and note that many companies that operate social media platforms specify that, by posting on their sites, the company is granted irrevocable, perpetual, non- exclusive license to use and distribute content for any purpose, commercial, advertising or otherwise.

Posting Guidelines

The following guidelines must be considered when posting content to any social media site for any purpose, whether the content is text, images, video, audio or links to other sources.

1. Students should respect the dignity and privacy of others and should always consider how their online behavior may affect other users and reflect on themselves and the University.
2. Students are free to discuss the University and their experiences as a student online. However, when using social media, students must not engage in misconduct or behavior which brings, or may bring, the University into disrepute.
3. Special care must always be taken when dealing with any content related to children and vulnerable adults. No content relating to children or vulnerable adults should be posted online without the express approval of the relevant University authority.
4. When participating in a social media site as part of their studies, work placement or as a member of a University Club or Society, students should conduct themselves in a professional manner that fully adheres to this policy and related policies.
5. When undertaking a period of work placement, students should familiarize themselves and comply with their employer's social media policy in addition to the University's Social Media Policy for Students.
6. In particular, students must not use social media for any of the following under any circumstances:
 - i. To post inappropriate, discriminatory or defamatory comments including comments about other students, staff, or work placement employers or their clients
 - ii. To bully, harass or intimidate other students, staff or members of the public
 - iii. To post threatening, obscene or profane comments
 - iv. To express support for illegal activities or organizations
 - v. To disseminate misleading information
 - vi. To share confidential or sensitive information
 - vii. To view or distribute sexually explicit or offensive content
 - viii. To infringe or violate someone else's rights
 - ix. To post personally identifiable information that could be used to locate any individual without that person's permission
 - x. To post content that could create a security risk for the University, its staff or students In any way which may be unlawful

Use of University Affiliated Social Media Sites

Social Media Site Creation

1. A University affiliated social media site is defined as any site that could reasonably be perceived to be associated with or representative of ADYPU. This includes recognized sites associated with University Schools.
2. Any student wishing to establish a University affiliated social media site must obtain written approval from the Director of the School.
3. If you are in any doubt as to whether your site could be reasonably perceived as being affiliated to the University, you should seek advice before proceeding.
4. ADYPU reserves the right to monitor any social media sites that affiliate themselves with the University and, where necessary, to request the removal of sites that reflect negatively on the University or the removal of content that infringes on the University's copyright or implies an unauthorized association, e.g. ADYPU logo and related imagery.

Responsibilities of Site Administrator

1. A University affiliated social media site is defined as any site that could reasonably be perceived to be associated with or representative of ADYPU. This includes recognized sites associated with University Schools.
2. It is important that at least one other student shares administrator responsibilities for the site and has access to the login details in order to ensure continuity and to assist with moderation.
3. The site administrators must maintain the security of account passwords and are fully responsible for any actions that take place using the account.
4. If a site is no longer required, administrators should deactivate or permanently delete the account as appropriate.

5. Care should be taken when naming accounts to maintain consistency and to ensure accounts can be easily identified as University affiliated accounts.
6. Site administrators must have an understanding of the basic principles and etiquette associated with the management of an effective social media site.

Section 6: Code of Conduct

As ADYPU student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for the University, its staff, fellow students and property, and for other members of the local community in general. The University places great emphasis on the good behavior of its students and has a formal procedure for dealing with serious cases of misconduct.

6.1 Academic Calendar

The academic calendar constitutes an important aspect of ADYPU academic processes. The calendar mentions working days, examination dates, holidays and vacation breaks etc. The academic calendar will be handed to you on the day of joining the university.

6.2 Holidays, Vacations & Festival Breaks

ADYPU publishes annual holiday list and vacation period at the beginning of the new academic session. The holidays include Saturday-Sundays as well as notified public holidays. The tentative holiday list along with vacations and festival breaks shall be handed to you during the induction period.

6.3 Classroom Decorum

1. The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment.
2. Classroom rules and expectations are established by the respective faculty and communicated to the students at the outset of the course.
3. In light of instructional setting, learning objectives and teaching strategies; the classroom rules and expectations may vary.

4. Any activities or behaviors that disrupt the learning environment can be considered as interfering with the learning process and a violation of this policy.

6.4 Dress Code

To maintain the good image of the University, students are expected to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus.

6.5 Fees & Security Deposits

1. Students are expected to be responsible and informed about the payment schedules of their University fees.
2. Detailed & up-to-date fee policies are available with the Accounts Department.
3. Students and their parents /guardians must sign the Fee Undertaking Policy on the first day of joining.
4. Late payment of fees attracts penalties as deemed fit by the Management.

6.6 Smoking and Tobacco Free Campus Policy

1. Smoking and tobacco use is forbidden anywhere in University buildings, substantially enclosed workplaces and vehicles used as workplaces. This includes cafeteria, hostel, parking areas, sports ground etc.
2. It also applies to the use of electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited.
3. Any individual found to be in breach of the University smoking policy may be subject to disciplinary action in line with the relevant disciplinary procedure.

6.7 Alcohol & Drug Policy

The University has a zero tolerance policy towards alcohol consumption, possession, use or supply of illegal and unauthorized drugs. Students are hereby strictly prohibited to the following:

1. Distribution, sale, possession or use of narcotic drugs on campus.
2. Consumption of any alcoholic beverages at the campus and in all open areas within the Campus.
3. Driving under the influence of alcohol within the Campus.
4. Any action that puts the physical well-being of other persons and/or oneself at risk, or causes damage to ADYPU property.
5. Any violation will be subject to strong disciplinary action, which include dismissal from the university with no refund of any tuition fees.

6.8 Parking

Students must park in the designated parking areas only and not anywhere else. ADYPU does not accept responsibility for damage to or loss of vehicles on its premises or for damage to or loss of accessories or contents.

6.9 Environment Protection

Students are forbidden to use plastic-bags and wrappers. Students are encouraged to use garbage-bin for disposal of thrash and not to litter the area.

6.10 Acts of Misconduct

The following shall constitute as an act of misconduct on the part of a student of the University:

1. Physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University.
2. Remaining absent from a class, test or examination or any other curricular or co-curricular activity without permission of the competent authority;
3. Carrying of, use or threat to use any weapon;
4. Misbehavior with a member of Faculty, Staff or a fellow student.
5. Encouraging or indulging in violence or any act of moral turpitude;
6. Violation of status, dignity and honor of a student belonging to scheduled caste, Scheduled tribe or a socially deprived class.
7. Discrimination against any student or staff on grounds of Nationality, Caste, Creed, Language, Place of origin or Social and Cultural background;
8. Practicing casteism and untouchability in any form or inciting any other person to do so;
9. Any act, whether verbal or otherwise, derogatory to the status of a woman;
10. Any violation of the provisions of the Civil Rights Protection Act;
11. Any form of gambling;
12. An attempt at bribing or corruption of any manner or description;
13. Willful destruction of the University property;
14. Behaving in a rowdy intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;
15. Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

16. Causing disruption in any manner or description of the academic functioning of the University;
17. Indulging in or encouraging any form of disruptive activity related with the assessment or the examination work or any other activity of the University.
18. Absenteeism and unpunctuality;
19. Indulging in an act of ragging.
20. Use of drugs or other intoxicants except those prescribed by a qualified doctor;
21. Any other act that may be construed to be against the rules of the University, viz:
 - i. An act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus.
 - ii. Resorting to mass bunks.
 - iii. Participation in any political activity.
 - iv. Staging dharna or any other form of protest.
 - v. Committing theft of equipment, books, appliances and gadgets.

6.11 Ragging

1. Ragging in any form is strictly prohibited within the University premises, on public transport or at any other place, public or private. Anybody found involved in an act of ragging shall be dealt with strongly including registration of criminal case with the police.
2. Any individual or collective act or practice of ragging shall be treated as an act of gross indiscipline and shall be dealt with strictly as per the University ordinances or as per provisions of law enacted from time to time.
3. Ragging, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices consisting of;
 - i. Physical assault or threat to use physical force;

- ii. Violation of the status, dignity and honor of students;
 - iii. Expose students to ridicule or contempt or commit an act which may lower their self-esteem;
 - iv. Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
4. Notwithstanding anything contained above, the Director of School or Registrar may suo moto inquire into an incident of ragging or likelihood of such an incident and make a report, to the Vice Chancellor.

6.12. Sexual Harassment Policy

1. ADYPU, is committed to creating and maintaining a gender-sensitive and congenial democratic working environment in which students, teachers and non-teaching staff can work together in a community free of violence, harassment, exploitation, intimidation and stress.
2. The University is averse to all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the University should be aware that while the University is committed to the right to freedom of expression and association, it strongly support gender equality and opposes any form of gender discrimination and violence.
3. ADYPU is committed to follow the directions given by the Hon'ble Supreme Court of India in 1997 in the case of Vishaka & Others versus State of Rajasthan as well as the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and Article 11 of the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) ratified by India 1993.

Objectives of the Policy

1. To fulfil the directive of the Hon'ble Supreme Court of India enjoining all employers to develop and implement a policy against sexual harassment at the work places.
2. To evolve a permanent mechanism for the prevention and redress of sexual harassment cases and other acts of gender based violence at ADYPU.
3. To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of any member
4. To ensure the implementation of the policy in letter and spirit through proper reporting of complaints and their follow-up procedures.
5. To ensure that ADYPU upholds the commitment to ensure an environment without gender based discrimination and violence against any member.
6. To generate public opinion against sexual harassment of any member at the workplaces.

Preliminary Details

1. The policy is called the Rules against Sexual Harassment of Women at the ADYPU (Prevention, Prohibition and Redress)
2. The policy is applicable to the entire ADYPU community

Definitions

Sexual harassment as stated in the Vishaka Guidelines includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely

1. Physical contacts or advances or
2. A demand or request for sexual favours or
3. Making sexually coloured remarks or

4. Showing pornography or
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect, or blatant and overt. For instance,

1. It may be conduct towards an individual of the opposite sex or the same sex.
2. It may occur between peers or between individuals in a hierarchical relationship.
3. It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
4. It may consist of repeated actions or may even arise from a single incident.

Constitution of Local Complaints Committee

1. The complaints of sexual harassment at ADYPU campus against teaching, non-teaching, allied staff working on contract basis and students enrolled in the ADYPU shall be referred to the Local Complaints Committee constituted by the Vice Chancellor of the University in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. The Contact details of the Local Complaints Committee shall be available with the Office of the Registrar of ADYPU.
3. On enquiry in the matter, the Committee shall submit its report to the Vice Chancellor of the University.

4. Appropriate action based on the report of the Local Complaints Committee shall be taken as directed and deemed fit by the Vice Chancellor.

6.13 Powers for Enforcement of Code of Conduct

All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students are vested in the Vice-Chancellor.

6.14 Violation of Code of Conduct

The Vice-Chancellor, on the recommendation received from Director of a School or a Committee appointed by him, and in exercise of the powers vested in him, order or direct that a student:

1. be expelled from the University, in which case he shall not be re-admitted to any program in the University in future
2. be, for a stated period, rusticated in which case he shall not be admitted to any program in the University, till the expiry of the period of rustication
3. be, for a stated period, not admitted to a course or courses, be imposed fine of a specified amount of money;
4. be debarred from taking examination(s) for a specified period;
5. be punished by cancellation of examination results
6. be placed on probation for such period as may be specified in the order.

Section 7: Plagiarism Policy

ADYPU plagiarism policy is that plagiarism, whether deliberate or unintentional, is a form of cheating and is unacceptable. It is expected that all students are educated in correct academic practice, including writing and referencing, early in their careers at the University and know what is expected of them and understand the meaning of plagiarism and its consequences.

7.1 Definition of plagiarism

ADYPU definition of plagiarism makes explicit that copying from texts or web or other sources and copying work from other students constitutes plagiarism. It reads:

1. Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were one's own.
2. Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not.
3. Plagiarism also occurs where a student's own work is re-presented without being properly referenced.
4. Plagiarism is a form of cheating and is a disciplinary offence.

7.2 Student declaration

The standard coursework submission sheet for the receipting of coursework includes an explicit reference to the University's definition of plagiarism as follows.

I declare that this is my own work and that any material I have referred to has been accurately and consistently referenced. I have read the University's policy on plagiarism and understand the definition of plagiarism as given in the [course/subject] handbook. If it is shown that material has been plagiarized, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

7.3 Types of Plagiarism

1. Using another writers' words without proper citation. If you use another writers' words, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation.
2. Using another writers' ideas without proper citation. When you use another author's ideas, you must indicate with footnotes or other means where this information can be found. Your instructors want to know which ideas and judgments are yours and which you arrived at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. Citing your source but reproducing the exact words of a printed source without quotation marks. This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came. This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writers' style than to think about what you have read and then put it in your own words.
5. Borrowing all or part of another student's paper or using someone else's outline to write your own paper.
6. Using a paper writing service or having a friend write the paper for you. Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.
7. In computer programming classes, borrowing computer code from another student and presenting it as your own. When original computer code is a requirement for a class, it is

a violation of the University's policy if students submit work they themselves did not create.

7.4 Punitive Measures for Plagiarism

The University's Policy provides simple, graduated frameworks of penalties for plagiarism relating the severity of penalties to the number of offences and gives individual, formative advice after the first offence. There are both academic and disciplinary consequences. If found guilty, the student will receive one of the following sanctions, listed in order of increasing severity. All actions are reported to the Director of the School.

Disciplinary Warning

Verbal or written notification that the student has not met the University's standards of conduct, and that a repeated offense will result in more serious disciplinary action. It is not the case that first offenses automatically receive a warning; most first offenses receive a stricter response, with warnings reserved for cases with unusual mitigating circumstances.

Reprimand

A written statement censuring a student for violating University regulations, and stating that another offense will result in more serious action. This is normally considered a lenient response, even for first offenses.

Restitution

Requirement that the student compensate the University or other persons for damages, injuries, or losses. Failure to comply results in canceled registration and a hold on future registration.

Disciplinary Probation

An action that places conditions on the student's continued attendance at the University, including the statement that further violation of University policies will likely result in dismissal.

The Committee fixes the term and conditions of academic probation. First offences often result in probation.

Suspension

A written statement notifying a student that his or her enrollment has been suspended for a specific period of time for violating University policy. The statement includes the terms and length of the suspension, as well as the conditions for re-admittance.

Dismissal

A written statement notifying a student that his or her attendance at the University has been terminated for violating University policy. Unlike suspension, dismissal is considered to be a permanent action. However, the institution may also provide conditions for re-admittance.

Framework of Penalties for Plagiarism Offences for Under-graduate and Post graduate courses

First Offence	Reduction in marks based on exclusion of plagiarized work. Formative interview with module coordinator and/or lecturer.
Second Offence	Mark of zero for assignment containing plagiarism. Interview with Head of School and/or Course/Subject Director and/or lecturer. Formal letter of reprimand from Head of School. Copy placed on student file.
Third Offence	Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for coursework element. Case referred to Director of the School with recommendation of reprimand and fine not exceeding the maximum amount permitted. Interview with Director of the School. Formal letter of reprimand from Director of the School. Copy placed on student file.



Framework of Penalties for Plagiarism Offences in Doctoral/Research Programmes

<p>Initial Assessment</p>	<p>Plagiarism will generally be dealt with by a verbal warning. The student will be asked to resubmit the report. A record may be placed on the student file. The student may be referred to the University Disciplinary Committee.</p>
<p>Confirmation Assessment</p>	<p>The student will be required to resubmit the report for further assessment. The student will be interviewed by a senior member of A record will be placed on the student file. The student may be referred to the University Disciplinary Committee.</p>
<p>Thesis</p>	<p>Examiners will be asked to examine the thesis and to make an academic judgment on it, taking into account the nature and extent of the plagiarism. If the thesis is deemed worthy of the degree, it must be resubmitted with all plagiarized material eliminated. The student may be referred to the University Disciplinary Committee. Depending on the extent and nature of plagiarized material in the thesis, the examiners may recommend discontinuation of studies at the University. A record will be placed on the student file.</p>

Section 8: Intellectual Property Rights for Students

ADYPU is committed to encouraging the successful exploitation of intellectual property by its staff and students and maximizing the value of intellectual property for the benefit of all involved in its creation. ADYPU seeks to promote the recognition, protection and exploitation of potentially valuable intellectual property produced by its students.

8.1 Policy

As a general principle, ADYPU recognizes the student as owner of any IPR he/she produces while being a registered student of ADYPU. This principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances.

8.2 Intellectual Property Rights:

Intellectual property (IP) refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce. IP is protected in law by, for example, patents, copyrights and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. By striking the right balance between the interests of innovators and the wider public interest, the IP system aims to foster an environment in which creativity and innovation can flourish.

8.3 IPR for Students

Issues around IPR for students can arise, inter alia:

1. in research work undertaken in a team with academic staff (collaborative work)
2. in the reproduction or exploitation of creative work (art work, plans, drawings etc)
3. in work that is supported by a sponsor.

8.4 ADYPU IPR Rules and Procedures

As a general principle, ADYPU recognizes that students own the IPR in any work that they produce as part of their course of study at ADYPU. However, there are some circumstances where ownership has to be shared or granted to ADYPU or a third party. The following summarizes ADYPU's general policies and procedures:

Students who are sponsored.

Any conditions made by the sponsor regarding ownership of IP developed during the period of sponsorship, particularly granting ownership to the sponsor, must be respected. Sponsored students are therefore advised to check the terms of their sponsorship agreement at the outset of the project or programme of study.

Students working on a sponsored project

As part of their coursework or research. Ownership of IP from the project should be covered by the research contract between the sponsor and ADYPU. Students must be informed of these terms by the project supervisor or Director of the School before starting work on the project. If the research contract involves ownership of IP by the sponsor, it will be necessary for students to assign IPR to ADYPU so that ADYPU can in turn assign or license these intellectual property rights to the sponsor.

Students who are working on a project that derives from the IP of academic staff or involves substantial collaboration with academic staff. Such projects, which form a part of many graduate and undergraduate degree programmes, will often be connected in some way to academics' ongoing research/professional interests and may be part of a much larger research programme.

In these cases it is necessary for ADYPU to have ownership of individual students' IPR produced during the project to ensure it is able to benefit fully from any commercially exploitable opportunities which may arise from the larger programme. In such cases students will be required to assign IPR to ADYPU. It is the responsibility of the supervisor of a student project to determine in consultation with the Head of Department at the start of a project if an assignment of IPR is necessary.

Students who are required to assign IPR to ADYPU will be treated in the same way as a member of staff for the purposes of sharing any revenues arising from the commercial exploitation of that intellectual property.

Student IPR in Creative Work.

ADYPU claims the following rights in relation to students' creative work produced while they are registered at ADYPU:

1. to acquire, on fair and reasonable terms, ownership of the material element of any artistic works produced by students, including without limitation paintings, photographs, sculptures and multi-media works;
2. to reproduce, without fee, artistic works acquired in this way in ADYPU publications for educational and promotional use, including databases, web-sites, academic publications, exhibition catalogues, leaflets and prospectuses;
3. to borrow, for a reasonable period of time, the material element of any works produced by students, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by ADYPU and its staff, and/or for the purposes of showing these works to professional statutory bodies for the validation of appropriate degree programmes.
4. For the avoidance of doubt the copyright in all such artistic works shall remain with the student and any reproduction by ADYPU intended for commercial purposes will be subject to an individual license to be negotiated with the student and subject to ADYPU's standard revenue-sharing agreement.

8.5 Borrowing Student Work.

ADYPU claims the right to borrow, for a reasonable period of time, the physical work in any works produced by students, and/or a suitable reproduction of these works, for the purposes of publishing these works in publications by ADYPU and its staff, and/or for the purposes of

showing these works to professional statutory bodies for the validation of appropriate degree programmes.

ADYPU **recognizes the moral rights of authors** in relation to their copyright works. In displaying and borrowing student works ADYPU will have regard to the students' moral rights and will provide for appropriate notice of authorship. If this is not practical, then a waiver of these moral rights will be sought.

8.6 Confidential information.

ADYPU reserves the right to impose confidentiality obligations on students who create, or work on, patentable inventions. The main reason for this is that any disclosure of the invention may destroy novelty and hence render the invention non-patentable. The obligation of confidentiality usually lasts until a patent application is filed. Confidentiality agreements may also apply to projects that are sponsored, where it may form part of the agreement between the student and the sponsor.

8.7 Revenue Sharing

Students who are required to assign IPR to ADYPU will be treated in the same way as members of staff for the purposes of sharing any revenues arising from the commercial exploitation of that intellectual property.

1. 50% of distributable income to inventor(s)
2. 30% of distributable income to the University
3. 20% of distributable income to continue the research by the Inventor(s) or to the department from which the invention arose as applicable.

8.8 Duration of student agreements on IPR

Any right to revenue which may accrue under ADYPU's IP regulations to students who are or were registered at ADYPU and any obligation to assist ADYPU in the exploitation of the IP at ADYPU's expense shall continue in force and effect for the duration of the IPR.

8.9 Disputes and Appeals

ADYPU has formed the IPR Advisory Group for dispute and appeals.

- i. Within 14 calendar days of the IPR Advisory Group decision, any University student who believes he or she is adversely affected by any action or non-action of the IPR Advisory Group may request in writing to reconsider such action or non-action in writing to the Director of the School, who shall consult with the IPR Advisory Group in considering the request for reconsideration.
- ii. The resulting decision of the Director of the School may be appealed in writing to the Vice Chancellor of the University within 10 calendar days of the Director of the School's decision.
- iii. Where the action or non-action forming the basis for the dispute is that of the Director of the School rather than the IPR Advisory Group, appeal may be made in writing directly to the Vice Chancellor of the University.

Section 9: Student Employment

The University encourages students who are passionate towards academic and non-academic activities to opt for on-campus employment for a stipulated number of hours per week during the period of their Undergraduate or Post-Graduate Program or Ph.D. programs. For those who are interested, you could consult your Director of the School for detailed application process.

Student Academic Employment

9.1 Teaching Assistants

Teaching assistants are post-graduate students who help faculty with the conduct and delivery of courses. Services provided by teaching assistants include grading, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and performing clerical tasks associated with course instruction.

9.2 Assistant Instructors

A non-faculty, academic position held by an eligible post-graduate student with the primary duties of teaching undergraduate classes and providing instruction under the supervision of a University faculty member.

9.3 Post-Graduate and Undergraduate Research Assistants:

Post graduate and under-graduate research assistants are students who, in the course of their academic training, are employed in part-time or temporary research positions, where the student's academic training is based in part on the research performed or where the research duties being performed will assist the student in fulfilling his or her degree requirements.

9.4 Tutor:

A Tutor is one who gives professional instruction in a given topic or field.

9.5 Student Non-Academic Employment

Student non-academic jobs may include a wide variety of non-academic duties such as:

1. Office work and clerical duties
2. Student services
3. Duties related to operation of university facilities
4. Data entry and technical support
5. Duties related to operations and planning
6. Support services for conferences, programs, and events

9.6 Eligibility for Academic Student Employment

To be employed as a Teaching Assistant (TA), Assistant Instructor (AI), Graduate Research Assistant, and Tutor, Academic Assistant, a nominee must:

1. Be a degree-seeking post graduate student who is making satisfactory academic progress based on the criteria imposed by the Director of the concerned School.
2. Remain registered for at least nine semester hours of course work in the long semesters.
3. Maintain at least a 6.0 grade-point average.

9.7 Eligibility for Non-Academic Student Employment

1. Be a degree-seeking undergraduate or post graduate student who is making satisfactory academic based on the criteria imposed by the Director of the concerned School.
2. Remain registered for at least nine semester hours of course work in the long semesters.
3. Maintain at least a 5.0 graduate grade-point average.

9.8 Hours

When classes are in session students may work up to 20 hours per week. When classes are not in session, students may work up to 35 hours per week. Students are allowed to hold multiple positions on campus, but may not exceed the maximum hours allowed per week as described above.

Section 10: Student Grievance Procedures

ADYPU is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To further that commitment, the university has developed procedures for students to pursue grievances within the university community. This section describes the various grievance procedures and provides information that will clarify how to initiate and pursue a grievance.

- i. Each academic department has its own formula for dealing with student grievances of an academic nature. Such a policy is available in the departmental office and could be referred by the students anytime.
- ii. A student who wishes to appeal a decision of a faculty member or staff member of an academic department should ask for a review by that person within seven days of the originating event. Unless the departmental procedures specifically give more time than this. The person is expected to give the student a response within 30 days.
- iii. If the person is unavailable, if a response is not made within 15 days or if the student is unsatisfied with the response then the student should inform the department head of the appeal. For an appeal of a course grade the originating event shall be considered to be the date of student consent on the answer sheet.
- iv. A student wishing to appeal a decision to the department head must do so within 15 days of the originating event unless the departmental procedures specifically give more time.
- v. A student who is unsatisfied with the outcome of the departmental grievance process may appeal to the Director of the School. This must be within 10 days of the notification of the departmental decision. The Director of the School will review the appeal and render a decision.
- vi. A student unsatisfied with the decision of the Director of the School, may appeal in writing to the Vice Chancellor within 30 days of notification of the decision.

- vii. The Vice Chancellor may decide that no further review is justified, may render a decision upon review or may appoint a committee to consider the appeal. After hearing both sides of the grievance, the committee shall render an opinion to the Vice Chancellor, who shall render the final judgment.

Section 11: ADYPU Student Services Division

ADYPU Student Services Division will support students throughout the continuum of their student experience. The process begins with enrolment and admission, continuing with support services and learning opportunities that enhance academic progress and personal growth. By offering students opportunities to strengthen academic skills, develop social skills, the division will assist students in accepting responsibility for their personal growth and in realizing their educational goals.

Student Services Division will strive to provide the right information at the right time, to facilitate and provide support services for the divergent learner population, to redress grievances at every stage and thus bridge the gap between the university and the learner. The Student Support Service would include:

- a) Assistance with Fees related issues such as providing with bank loan letters, Fee schedules and any fee related concerns.
- b) Assisting students with on campus accommodation and providing alternatives if need be.
- c) Motivating and assisting students wanting to be a part of cultural activities
- d) In case the student finds it difficult to approach a professor or unsure how to approach the Professor, can help the student to approach the Professor accordingly.
- e) Helping to cope up with personal issues, which are impacting individual studies and making sure you get the counselling to overcome the problem.
- f) In case having difficulties adjusting with peers or facing any issues, the division will help students to overcome and resolve it accordingly.
- g) Will assist students in case the student is unwell. Making sure they are guided to the medical help they require.
- h) Issuing of Bonafide, TC and Migration
- i) Exit interview if the student is permanently withdrawing from a program.

Section 12: ADYPU International Student Office

ADYPU International Students Office (ISO) strives to enhance the international character of ADYPU by providing essential services and support to students, faculty, and staff. The ISO provides necessary information on immigration and employment issues to support compliance with Indian Government regulations. As committed promoters for international exchange, the ISO encourages the academic, professional, and personal growth of University's diverse international community while nurturing an appreciation of its many benefits contributions.

Special Points

- **Medium of Instruction:** All undergraduate & post graduate programmes at ADYPU are open to International Students are delivered in English.
- **English Language Learning Cell:** ADYPU International Student Division has set up the Center for English Language Learning Cell to help you to develop the Academic English and Academic skills. The Cell aims to ensure your smooth transition to ADYPU Student Life.
- **Health Insurance: International students are expected to** carry a Health Insurance Cover before entering India. Students may also contact the Head, Student Services who can put you in touch with a Healthcare Insurance provider in India.
- **Working in India:** International students have to strictly refrain from taking up jobs part-time or full-time as it is illegal. Students are advised to seek guidance from their Heads of the Schools for Internships that may be a part of the programme curriculum.

Section 13: ADYPU Online Learning

1. At ADYPU, we constantly strives to deploy digital learning technologies to help you in your learning processes For the current academic year and uncertain times, in the wake of global health pandemic—Covid 2019.
2. All the academic activities shall be in accordance with the necessary advisories/guidelines/directions issued by the Central/State Government, MHRD or UGC or any other regulatory bodies from time to time.
3. Academic engagement between the students and faculty shall be a combination of any form depending on the lockdown scenario in the country. It shall be based on the Standard Operating Precautions for Health & Safety.
 - a. Online Instruction
 - b. Blended Mode (MOOCS, online certifications etc)
4. The student is expected to ensure that he/she is well equipped with digital infrastructure for online learning and high broadband connectivity.
5. The online faculty interactions and online assessments will be conducted on Microsoft Teams only.
6. During the course of the Program, students shall be encouraged to pursue national and international certifications to enhance their employability skills through various e-learning platforms.
7. The rules and regulations mentioned in the Handbook shall be applicable to online learning mode.