


1 Copy to MU, Lakshmangarh 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP: F- 7
			Attendance System for Resident and Non-Resident Staff
Signature			Page: 1 of 2
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Revision : 0
Date	27-07-2017		27-07-2017

Attendance System for Resident and Non-Resident Staff

The provisions of this MORP shall apply to staff members (resident and non-resident) of Mody University / Mody School and Departments of MEF with a view to improve efficiency in the monitoring the attendance, leave records and over all working environment.

Biometric Attendance System (BAS):

The BAS would enable staff members to register attendance by marking his/her thumb impression (finger print) which will be authenticated online vis-a-vis the pre-stored data.

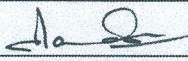
The non-resident staff members at the time of entry and exit in the Campus shall register their attendance through BAS apart from the attendance register maintained in their respective Department / College / School. In addition they have to register their attendance in attendance register kept for the purpose at their respective department.

The resident staff members have to register their attendance in attendance register kept for the purpose at their respective department.

In case of Entry and Exit off the Campus, the resident staff has to register their attendance through BAS only.

Late arrival report:

Every staff member is expected to reach the office in time slot allotted to him / her according to the job requirement. In case of non-compliance by the staff members,

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Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page: <u>2</u> of 2
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GM-H&S shall send the report of the late arrival of the non-resident staff members as per BAS to their respective Deans / Principal / GMs. In case of resident staff members the late arrival shall be taken care of by their respective Heads or President/Vice President, whichever is applicable.

In addition to the above, GM-H&S will also send the monthly report of late arrivals of all the Colleges / Departments / School to their respective heads, President / Vice President as well as to Chairman-MC and the higher management as per directions issued from time to time.


Penalties:

Following penalties shall be imposed on late arrivals:

1. In case, a staff member is late upto 15 minutes per day for upto 3 days in any calendar month, 1 day leave (CL) will be deducted.
2. For any late coming by a staff member upto 15 minutes per day for subsequent 2 times, in the same calendar month, 1 additional day leave (CL) will be deducted.

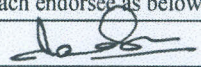
In case, any non-resident staff member is required to proceed for any official purpose and the situation is such that such resident staff member cannot mark attendance either in the morning or evening, respective head will have to inform GM-H&S to enter the remarks of the Head against his / her name in the monthly list of late arrivals.

CC: Chairman-MC; President; Vice-President; All Deans, Principal; Registrar, All GMs; EA to Hon'ble Chairman- with a request to replace the existing version

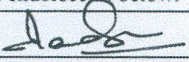
1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY Lakshmangarh,	MORP- S- 1.4 Sl.No. 65/78
Signature			Boarders Outing Procedure Page 1 of 4
Name	Prof. (Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Revision : 01
Date	03-09-2016		03-09-2016

Boarders Outing Procedure

1. Provision of this MORP will apply to all boarders of Mody University.
2. The students will be permitted the following outings:-
 - (a) Outing, outside the campus within Lakshmangarh town for two hours subject to return to the Campus 15 minutes before the hostel closes.
 - (b) University will organize trips to Jaipur twice a semester. Duration of this outing will be for 6-8 hours (excluding driving/travelling time).
 - (c) In addition to the above, University will organize trips to Sikar twice a semester to watch a movie or do shopping. Duration of this outing will be 5 hours (approx).
 - (d) Special outing with the permission of respective deans only.
 - (e) Students will have the option to avail both the outstation trips at (b) & (c) above (or) either to Jaipur or Sikar (or) not to avail the outstation trips at all.
3. For the Trip mentioned in serial no. 2(a), the visits will be restricted to two hostels per day, trip commencing in the afternoon. The frequency of visit and the day of outing for each students hostel's will be announced by the Registrar in the first week of semester for the entire semester. The Warden of each hostel will send a list of student residents with their names who would like to avail the facility with the details of College, programme and year. The list will be revised whenever a change takes place.
4. The details of bus trips to Sikar and Jaipur will be announced by the Registrar depending on the availability of the buses, the demand, and the functioning of the recording system and other related facilities.
5. Except the outing at Ser 2(a) above, for which out-passes are not required, out-passes signed by designated authorities will be required for all other outings. In all the above cases records of entry and exits will be made in Security Parlour records. These records will also be fed/electronically recorded in the Systems/ Computer(s) maintained in the Security Parlour subject to implementation of such operations.
6. Colleges will communicate to parents of their respective students through registered post or e-mail regarding the system of outings. Copy of the reply mail undertaking format from the parents is at Appendix attached. Reply from the parent will be in hard copy only.

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7. Upon receiving the undertaking from the parent, the college office will verify the signature of the parent and student with the registered signatures in the Admission Application Form. A copy of the undertaking will be handed over to the Chief Warden of the respective college.
8. Chief Warden will make a list of students who have been permitted by their parents to go on out-pass, and also those who have not been permitted.
9. A copy of the undertaking from the parents and lists of students will be retained by the Chief Warden. Copy of the undertakings and both the lists as above will be forwarded to the GM-Horticulture & Services for feeding the computer system installed at Security Parlour until such a system is established, hard copies will be maintained.
10. The students availing the bus facility to Jaipur or Sikar will be required to book a bus ticket in advance from the Security Parlour at a payment which will be notified separately.
11. The development of the software for the Security Parlour PC will be the responsibility of the GM-H&S with the help from the University staff. The Software should be capable of keeping the following:-
 - Name, Hostel, Division, Identification Card Number and Mobile Number of the student
 - Sample signature of the student, her warden and dean.
 - Whether student has been permitted to go on out pass by her parents.
 - Caution / prohibitory alert for the Students who have not been permitted
 - Has the student availed the local outing during the current week?
 - Details of outings to Sikar or Jaipur the student has availed in the current semester.
 - Whether it is a routine or special outing. How many special outings the student has availed during the current semester.
 - University bus ticket booking facility
 - When the student reported late from out pass on earlier occasions
 - Bus booking details, vehicle number
 - Ticket number purchased by the Student
 - Out time entry
 - In time entry etc., and other relevant details to record all the details of the outing
12. Two or three computer literate persons as needed, may be posted in the Security Parlour for round the clock manning the Reception, as needed.
13. In order to maintain discipline and safety of students it is desirable that students return by the time mentioned in the out-pass. If any student breaches the above rule then the

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concerned Dean shall issue a warning. If a student breaches the rule second time the concerned Dean shall impose a fine of Rs. 1000. If the occurrence is for the third time the concerned Dean shall impose a fine of Rs. 2500, and for the fourth time, a fine of Rs. 5000 shall be imposed. If the student does not come back on the day mentioned in the out-pass, a fine of Rs. 7500 shall be imposed by the concerned Dean and the parents will be informed.

CC: Chairman - MC, President, All Deans, Registrar, All GMs, All Faculty



College of -----
Mody University
Lakshmangarh – 332311, Distt- Sikar
Phone: 01573-225001-12 Fax No:

Undertaking By The Parents For Allowing Outings To Their Wards

(The validity of this undertaking is only for one academic year)

1. Name of the student :
2. Enrollment No :
3. Branch & year :
4. Hostel & Room No. :
5. Mobile Number

I authorize my ward as above to go for outing at my risk, responsibility and expense as under:-

(a) Once a week outside the campus within Lakshmangarh for two hours. () Yes / () No.

(b) University organized trip to Jaipur twice a semester. () Yes / () No

(c) University organized trips to Sikar. The trip will last for five hours (approx). () Yes / () No

(d) I understand that the students will also have the option to take both the outstation trips at (b) & (c) above either to Jaipur or Sikar.

I fully understand that Mody University will not be responsible for any accident / untoward incident during these outings.

Date:
Place


Full name and Signature of the parent

Address:

Phone / Mobile no.

I hereby certify that the above undertaking has been signed by my parent

Full Signature of the student :

1 Copy to, MUST Delhi 1 Copy to, MUST Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- H – 2
			CAMPUS LEAVING
Signature			Page 1 of 1
Name	President *	MANUAL OF RULES & PRACTICES	Revision :1
Date	21.02.2019		Date :21.02.2019

CAMPUS LEAVING

1. APPLICABILITY

The provisions of this section shall apply to all Teaching and Non-teaching staff, Heads of Division (Deans, COE, Principals, GMs, DGM-P), Director-Academics, Director-Administration, Registrar & President of Mody University of Science & Technology / Mody Education Foundation.

2. PROCEEDING ON LEAVE OR ON DUTY

(a) The President would take prior permission from the Chairman-MC. He / She would inform to Director-Academics, Director-Administration and Registrar before proceeding on leave or on outstation duty.

(b) Director-Academics, Director-Administration and Registrar would take prior permission from the President. In absence of President, Director-Academics, Director-Administration and Registrar will take permission from Chairman-MC. All HoDs (Deans, COE, Principals, GMs and DGM-P) would take prior permission from Director-Academics/Director-Administration to whom they are reporting. The HoDs before leaving the campus, would nominate a person to look after his / her routine duties during his/her absence, with the prior approval of the Director-Academics/Director-Administration. Such a person should normally be available senior most faculty / officer.

(c) All Teaching and Non-teaching staff would take prior permission from their respective HoD.

3. DURING OUTSIDE INSTITUTE'S HOUR

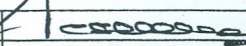
(a) The President would inform the Chairman- MC before leaving the campus, if it involves night stay outside the campus.

(b) Director-Academics, Director-Administration and Registrar would inform the President. In absence of President, Director-Academics, Director-Administration and Registrar will take permission from Chairman-MC. All HoDs (Deans, COE, Principals, GMs and DGM-P) would inform Director-Academics/Director-Administration to whom they are reporting before leaving the campus, if it involves night stay outside the campus.

(c) All Teaching and Non-teaching staff would inform their respective HoDs before leaving the campus, if it involves night stay away from their normal place of living.

CC: Chairman-MC; President; Director-Academics; Director-Administration; Deans, COE, Principals, Vice-Principal-MS; GMs, DGM-P, Registrar and EA To Chairman (Lakshmangarh & Kolkata Office)

*** In absence of President, signed by Dy. Registrar**

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1 Copy to MIER-Lakshmangarh		Page 1 of 1
1 Copy each to endorsees as per page 1		Revision: 0
Signature 	LAKSHMANGARH	
Name Col (Dr) P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 21 May 2023
Date 21 May 2023		

DINING : CAFÉ

1. **Timings**: The café will remain open from 0900 hours to 2100 hours (9.00 AM to 9.00 PM) on all the days including Sundays and holidays.
2. **Café Facility**: MIER students, parents, faculty members, lab assistants, ANMs and administrative staff of the level of Office Assistant / Accounts Assistant and above only are permitted to avail the café facility. Class IV employees of the institute are not permitted to utilize café.
3. **Consumption of Eatables**: The eatables and beverages provided in the café will be consumed inside the café only. It is not permitted to carry any eatables and beverages out from the cafeteria. Only tea/coffee/cold drinks, if so demanded by any Heads of the Divisions, on written slips as per **Annexure** enclosed may be taken out of café by the Office Bearers. **Parents and visitors should not be allowed to bring any eatables and beverages inside the campus.**
4. **Seminars / Workshops**: The tea, coffee and snacks at the prescribed rates will be provided under the arrangements of GM-Services for the seminars and workshops being conducted by various divisions from time to time. At least 48 hours advance information will be given to GM-Services.

C:

Chairman-MC, Principal-MCET, Principal-MCMS, Vice-Principal-MCASC, Principal-MS, Registrar, GM-Engineering and GM-Services.

DEMAND SLIP : CAFÉ


Mr. Office Bearer of

(Division/Office) is authorized to take the following items out of Dining
Café on behalf of(Division/Office).

<u>S.No.</u>	<u>Item</u>	<u>Quantity</u>
a)	Tea	-
b)	Coffee	-
c)	Cold Drink	-

Date:

Principal _____
Head of Divisions ()

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Name President *			Page 1 of 24
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			Date : 27-03-2019

DINING HALL & CAFETERIA

A. APPLICABILITY

The provisions of this MORP are applicable to all Students and Staff Members (except Attendants, Drivers and other Class IV employees) of all the Academic Divisions of the Mody Education Foundation and the Mody University and also to all Staff Members (except Attendants, Drivers and other Class IV employees) of other Divisions of the Mody Education Foundation and the Mody University.

B. FACILITY OF CAFETERIA

1. CUSTOMERS

Facility of Cafeteria is available to all Students and Staff Members (except Attendants, Drivers and other Class IV employees) of all the Divisions of the Mody Education Foundation and Mody University and also to their Guests.

2. SERVICE

The Cafeteria runs on self service basis. All customers have to eat inside the cafeteria building on the tables earmarked for the purpose. However, Beverages (like Tea, Coffee, Cold Drinks etc.) and snacks may be provided to CDC on receipt of request in writing by GM-CDC (or any other person authorized by GM-CDC) for the hospitality of the visitors from Industry during Campus recruitment or related activities / events.

In order to facilitate students who may feel hungry at night during their late night study, biscuits packets are permitted to be carried out of the cafeteria upto the hostels / staff residences on the campus. With a view to maintain a high level of cleanliness across the campus all students and staff are advised that such biscuit packets should not be opened on the way to the hostels / residences. Feeding biscuit crumbs to the birds is also not permitted.

3. PAYMENT

All Payments have to be made in cash or by other modes as decided by the Management. No credit sale is permitted. However, offices may be permitted to take the food stuff on credit for official meetings, if desired and the cafeteria may raise the bill for payment.


4. CAFETERIA TIMINGS

The Cafeteria's will remain open from 09:00 hrs to 21:00 hrs on all regular days including Sundays and on holidays and special days.

5. CCTV SURVEILLANCE SYSTEMS

CCTV Surveillance Systems used in cafeteria, with an aim to discourage unforeseen situations.

* In absence of President, signed by Dy. Registrar

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Name	President *	MANUAL OF RULES & PRACTICES	Page 2 of 24
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C. FACILITY OF DINING HALL

1. AVAILABILITY

The facility of Dining Hall is available only to the following:

ALL MEALS

- (i) Student Boarders of the Mody University and Mody Education Foundation.
- (ii) All Teaching Faculty, Librarian, Assistant Librarian, PET, PTI residing in the campus.
- (iii) All other Employees of the Mody University and Mody Education Foundation residing in the campus.
- (iv) Family Members of all the Staff Members residing in the campus.

PARTIAL MEALS – Only Breakfast & Lunch

- (v) All Teaching Faculty, Librarian, Assistant Librarian, PET, PTI residing outside the campus.
- (vi) Others as permitted by the Management Council.

GUESTS AND VISITORS

- (vii) Official Guests and Visitors of the Mody University and Mody Education Foundation.
- (viii) Guests / Guardians of Student Members.
- (ix) Guests of all resident staff.
- (x) Participants of events like seminar/workshop/conference etc.

The Dining Hall Facility is *not available* to Day Scholars.


2.DINING HALL TIMINGS

The timings of the Dining Hall for University and Mody School are as under:

Meals Timing

Particulars	Mody School (Time)	Mody University (Time)
Breakfast	7.20 AM- 8.20 AM (for Sunday & Holidays 09:00 AM - 10:00 AM)	7.20 AM- 8.20 AM (for Sunday & Holidays 09:00 AM - 10:00 AM)
Lunch	1:30 PM - 2:40 PM	01:30 PM - 02:40 PM
Evening Refreshment	04:30 PM - 05:00 PM	04:30 PM - 05:00 PM
Dinner	07:45 PM - 08:45 PM	07:45 PM - 08:45 PM

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3. Bhojan Mantra during Dinner Time:

Bhojan Mantra will be chanted by the students regularly during Dinner Time at 7.40 pm from on all days and also at the time of Formal Lunch/ Dinner while performing prayers. (Bhojan Mantra to be chanted is as per Annexure V)

During on all days in vacation period audio clip will be played instead of live performance.

Monthly school wise schedule of students for participation in BHOJAN MANTRA are as under:

1. Mody School (1st Month)
2. SET (2nd Month)
3. SLA (3rd Month)
4. SLS (4th Month)
5. SMS (5th Month)
6. SOFD (6th Month)
7. SOS (7th Month)
8. SPAID (8th Month)

This way cycle will be repeated in next months.

All Heads of MU constituent units/Principal Mody School shall appoint one Hostel Warden or Resident Faculty Member to monitor and ensure participation of students regularly and timely as per their schedule to be circulated by GM-F&B. The activities shall be carried out under the supervision of GM-F&B/his nominee.


4. SEATING ARRANGEMENTS

(a) VIP Table

The VIP table may be used only when any one of the following dignitary is present.

- (i) President of India, Vice-President, Prime Minister, Deputy Prime Minister, Judges of Hon'ble Supreme Court / Hon'ble High Court.
- (ii) Chairman-BOM or any member of the BOG of MEF.
- (iii) Ministers of the Central Government or State Government.
- (iv) Dignitaries of the high rank as that of President (or equivalent or above) who have been invited to the campus to chair a session of Founder's Day function.

(A dignitary not of a high rank as above invited to attend a function will not be accommodated on the VIP table).

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(v) Dignitaries of high standing invited to the campus for Lunch or Dinner speech.

(The Dignitaries expected to deliver the speech from the VIP table should be politely requested in advance to conclude their speech in a maximum of 20 minutes).

The seating arrangements for the VIP Table (*11 seats - shaded in Pink*) will be advised through a separate memo for each specific occasion depending on the number of guests. The remaining seats would be made available for the MEF / MU family.

(b) Raised Platform

All other visiting guests, faculty members including President, Director, Vice-President, Associate Vice-President, Director-Academics, Director-Administration, Deans, Principals, Registrar; COE, General Managers and their family members; visiting faculty and their family members; guests and their family members will be seated on either side of central Pathway leading to VIP Dining on the raised platform at Ground Floor.

After the seats on the raised platform are occupied, the remaining faculty members of MEF and MU will occupy seats on the Floor in the front row(s) close to the raised platform (*60 seats - shaded in Green in Annexure-I*).

(c) Parents

Parents / Relatives of the students of MEF and MU will have their meal in the central portion(s) of Dining Hall at Ground Floor (*36 seats - shaded in Green in Annexure-I*)

(d) Students:

(i) Mody School

All Students would sit on the First Floor. All meals will be in two shifts

BREAK FAST

First Shift (7.20 A.M. to 7.45 A.M.)

Class III to Class VIII - Right Side of the First Floor

Class IX and Class XI - Left Side of the First Floor

Second Shift (7.55 A.M. to 8.20 A.M.)


Class X and part XII - Right Side of the First Floor

Class XII - Left Side of the First Floor

LUNCH

First Shift (1.30 P.M. to 2.00 P.M.)

Class III to Class VII - Right Side of the First Floor

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Class IX, Class XI and part of Class XII - Left Side of the First Floor

Second Shift (2.10 P.M. to 2.40 P.M.)

Class VIII - Right Side of the First Floor

Class X and part Class XII - Left Side of the First Floor

DINNER

First Shift (7.45 P.M. to 8.10 P.M.)

Class III to Class VIII - Right Side of the First Floor

Class IX, and Class XI - Left Side of the First Floor

Second Shift (8.20 P.M. to 8.45 P.M.)

Class X and part Class XII - Right Side of the First Floor

Part Class XII - Left Side of the First Floor

(First Floor -648 seats (324 each side)- shaded in Grey in Annexure - II)

(ii) **SET:**

Ground Floor - Left side

(iii) **SPAD:**

Ground Floor - Left side

(iv) **SOFD:**

Ground Floor - Left side

(462 seats - shaded in Grey in Annexure-I).

(v) **SMS:**

Ground Floor - Central Portion (96 seats - shaded in Orange in Annexure-I).

(vi) **SOS:**

Ground Floor - Right Side

(vii) **SLS:**

Ground Floor - Right Side

(viii) **SLA:**

Ground Floor - Right Side

(366 seats - shaded in Blue in Annexure-I).


(ix) **Hostel Wardens (All Divisions)**

Hostel wardens and the warden-in-charge shall occupy their seats with the inmates of their hostels to monitor all the meals.

(x) **Manager-F&B Services, Manager-Food Production**

They will have their meals in their rooms.

* In absence of President, signed by Dy. Registrar

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(xi) Assistant Manager-Food Production

He will have his meals in the room of Manager-Food Production

(xii) ANMs / GNMs & Dining Hall Staff

They will have their meals in the staff dining room on the first floor as per schedule below-

Breakfast - 08.20 am to 08.50 a.m.

Lunch - 02.40 pm to 03.10 p.m.

Dinner - 08.45 pm to 09.15 p.m. (8.30 p.m. to 9.30 p.m. for
ANMs/GNMs of Clinic)

(xiii) Sweepers

Sweepers will have their meals on 2nd Floor in front of the dumb waiter.

5. Conduct in the Dining Hall:

The Dining Hall is an important social centre in MU - a residential University, especially in a focus of much of a social life of the community, where members allowed can eat and talk in comfort. Students who are positive and active community members gain the most from their dining Hall. Abiding by the regulations is an integral step towards developing a residential community that encourages Academics, social and personal growth.

Certain activities must be regulated and or are entirely prohibited in dining hall are mentioned in Annexure VI.

6 DUTIES OF ANMS / GNMS IN DINING HALL DURING MEAL TIMINGS

- ANMs / GNMs will be positioned in the Dining Hall to monitor the students during meal time.
- Out of the total strength, half of the ANMs / GNMs will monitor the ATM side hall area and the other half will monitor the water body side hall area.
- The positioning of the ANMs / GNMs in the dining hall will be in front of the water coolers.
- Two ANMs / GNMs will be mobile in the Dining Hall and will keep on moving through the rows of tables across the length of the dining area.
- One ANM / GNM will stand near Bain Marie to help students for their proper intake of food.
- Rest ANMs / GNMs will stand near Plate Rack Trolley to control plate wastage.


7 DRESS CODES

- (i) Students of SET, SLA, SLS, SMS, SOFD, SOS & SPAID.

As per the University's Dress Codes.

- (ii) Students of MS

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As per the Foundation's Dress Codes.

(iii) Staff (other than Dining Hall)

As per the University's and Foundation's Dress Codes.

(iv) Dining Hall Staff

1. Waiter – Dining Hall

Maroon Coloured Bell Boy Short Length Coat with zari epaulet and Black Trousers, Black leather Shoes and Black Socks.

2. Waiter – Cafeteria

White Shirt, Black Trousers, V-Necked Jacket (having white & Black thick lines) with adjustable belt, Black Boe, Black leather Shoes and Black Socks.

3. Chef (Manager) / Sous Chef (Assistant Manager) / Supervisor – Food Production

Double breasted White Coat, Black & White Checked Trousers, Black & White Checked Scarf, White Cap, Black leather Shoes / Sleepers and Black Socks.

4. Food Production Staff

Black & White Checked Half Sleeve Shirt, Nada Trousers with combination piping on Collar and Pocket, Utility Cap with adjustable string and net on top, Utility Apron half covering, Black leather Shoes / Sleepers and Black Socks.

5. Kitchen Steward

Navy Blue Half Sleeve Shirt with Black and White Checked piping on Collar and Pocket, Nada Trousers and Gum Boots.

6. House Keeping Staff

Navy Blue Full Sleeve Shirt, Belted Navy Blue Trousers, Black leather Shoes and Black Socks.

7. Supervisor F & B and House Keeping

White Shirt, Black Trousers, V-Necked Black Jacket with adjustable belt, Black Tie, Black leather Shoes and Black Socks.

8. Manager / Assistant Manager

White Shirt, Black Trousers, Black Single Breasted Coat with 2 Buttons, Printed Silken (3.5") Tie, Black leather Shoes and Black Socks. However during the months of April to September Black single Breasted coat with 2 Buttons may be worn according to convenience, although the preference will be to wear it if the weather condition permits.


9. Senior Manager (Food & Beverage)

White Shirt, Black Trousers, Black Coat, Black Socks, Striped Tie and Black Shoes.

10. Senior Manager (Food Production)

Chef Coat white (With Black Piping on the Collar, Breast Pocket & Cuffs). Black

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Buttons, Black & White check Trousers, Chef Cap, Black socks and Black Shoes.

11. General Manager / Deputy General Manager

Formal Suit with Matching Tie & Black / Brown Shoes. However during the months of April to September Formal suit may be worn according to convenience, although the preference will be to wear it if the weather condition permits.

(Dresses for all the Dining Hall Staff except those of General Manager, Deputy General Manager and Senior Manager would be provided by the Foundation).

8. FORMAL LUNCH / DINNER

a) Normally formal lunch/Dinner is hosted during Founder Day celebrations and can be hosted on Independence Day (15th August), and New Year's Day (01st January).


b) In honour of some dignitaries as mentioned below, the Institute may decide to host a Formal Lunch / Dinner with or without a formal speech.

President of India, Vice-President, Prime Minister, Deputy Prime Minister, Ministers of the Central Government or State Government, Judges of Hon'ble Supreme Court / Hon'ble High Court, Chairman-BOG & BOM or any member of the BOM of MU and any member of the BOG of MEF, Dignitaries of Vice-Chancellor's/ President's Rank or equivalent or above who have been invited to the campus to chair a session of Founders Day celebrations and Dignitaries of high standing invited to the campus for Lunch or Dinner speech.

In such cases the following steps be adhered to.

- VIP table would be used for sitting of dignitaries.
- List of dignitaries and their seating arrangement would be advised through a separate memo for each specific occasion depending on the number of guests. The remaining seats would be made available for the MEF / MU family.
- The Dignitaries expected to deliver the speech from the VIP table should be politely requested in advance to conclude their speech in a maximum of 20 minutes.
- Table Columns on both sides of the Central Passage should be fully occupied.
- Only the VIP Tables would be served by the Dining Hall Staff and the rest would be as usual self service.
- All Dining Hall staff would be in their Uniform.
- On the VIP Table there should be (1) one menu card on each seat, and (2) one Salt and one Pepper container between two consecutive seats.
- If the menu contains curd preparation then it should not be plain curd and instead it can be any curd preparation.
- Stewards should be cautioned not to drop any thing while serving.
- All diners will stand up and maintain silence when dignitaries enter the Dining Hall and shall take seats only after the dignitaries take their seats on the VIP tables.
- If an academic division is scheduled to present a programme, then go to the step (l), else if a speech by a dignitary is scheduled, then go to the step (o),

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else go to the step (v).

- (l) The Anchor welcomes the dignitaries and compeer the programme.
- (m) Division's Programme takes place. At the end of the Programme, Anchor announces the close of the Programme.
- (n) If a speech by a dignitary is scheduled, then go to the step (o), else go to the step (v).
- (o) The Anchor welcomes the Chief Guest and requests him/her to deliver the speech.
- (p) Manager F&B shall put the mike on and give it in the hand of the Chief Guest.
- (q) Gong would be sounded.
- (r) Diners would maintain the pin drop silence during the speech.
- (s) Chief Guest delivers his/her speech.
- (t) At the close of the speech, Anchor would thank the Chief Guest for his / her speech.
- (u) Gong would be sounded.
- (v) The Anchor would invite the Diners to proceed for Dining.
- (w) Diners would go to Bain Marie to pick up their dishes and Stewards would start serving on the VIP Tables.
- (x) VIPs shall leave only when all have finished their meals. No Diner shall leave unless all VIPs move out.
- (y) All Diners shall stand up when VIPs move out.
- (z) Diners start leaving the Hall when VIPs have moved out.

9. SERVICE

All Service except on VIP table shall be self-help.

(a) Allocation of Bain-Marie

One Bain-Marie on both sides on the Ground Floor of (*checked with cross in Annexure I*) is earmarked for faculty members and visitors. Other Bain-Maries on the Ground Floor (*shaded Black in Annexure I*) are earmarked for students. One Bain-Marie on both sides on the First Floor (*checked with cross Annexure II*) is earmarked for Faculty Members. Other Bain-Maries (*shaded Black in Annexure II*) on the First Floor are earmarked for the students.

(b) Drinking Water


All water stations in the Dining Hall will have two trolleys placed on either side of the water station. Left hand side trolley will have fresh glasses for use of drinking water. Right hand side trolley shall be used for keeping used glasses.

(c) Placement of used Plates

All diners are expected to place their used plates inside the Plates trolley placed in the area between Bain-Marie and Dining space.

(d) Help to Younger Students

ANMs will provide necessary help to younger students i.e. classes III to V of MS for the first as well as subsequent helpings.

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- (e) Food items shall not be taken outside the Dining Hall, except food for small children (below 5 years of age) of faculty members and food for sick students / sick resident staff of MEF and MU. Food for sick students of all the divisions will be collected by ANMs/GNMs / students.

10. ENTRY & EXIT

Five doors will remain open for entry and exit on Ground Floor and Four doors on 1st Floor of Dining Hall. All diners are expected to use these doors only for entry and exit to the Dining Hall.

11. BAG ROOM

No items (other than ladies purse and Laptop computers) shall be carried inside the Dining Hall. While entering the Dining Hall, diners are required to leave their bags and other items in the bag room.

12. STAND

Display (Duration not exceeding 10 Minutes) from the stand will be organized by the Division(s) whenever a formal Lunch or Dinner is arranged or a dinner is announced to be mimicked as formal except that VIP seats will not be used.

13. FOUNTAINS

Fountains shall be in operation from 15 minutes before the lunch / dinner time to 15 minutes after the lunch / dinner time.

14. CHANDELIERS

Chandeliers shall be lighted only when any of the dignitaries (mentioned in the para 5 (a)) is present). Chandeliers will be switched on 10 minutes before the dinner and will be switched off 10 minutes after the dignitaries have left.

15. ELECTRICAL AND MECHANICAL EQUIPMENT

Electrical and mechanical equipment fitted in the Dining Hall shall be operated by the F&B Division and maintained by the Engineering Department. GM-F&B / Dy. GM-F&B / Manager-F&B shall file the written complaint in the Complaint Register of Engineering Department as and when any equipment needs repair/maintenance. The Complaint Register will have the columns as per *Annexure-III*.

16. WASTAGE OF FOOD


In order to reduce the wastage of food at production level, Heads of all the Academic Divisions, namely **SET, SLA, SLS, SMS, SOFD, SOS & SPAID**.

and MS are required to follow the following steps.

- Information to the General Manager- F&B in writing regarding the Boarder strength at the beginning of the session / semester.
- Timely information to the General Manager-F&B in writing regarding the strength of Boarders who would not be available for lunch or dinner on certain specific day(s) due to their tours, parties, vacations, breaks etc.

17. CHARGES

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The food charges and payment by the diners would be as under.

- (a) The Food Charges would be decided and approved by the Management Council on the recommendation of the General Manager F&B.
- (b) Diners as listed in C (1) (i, ii, iii, v, vi) would not be charged.
- (c) Diners as listed in C (1) (iv) would be charged monthly at the approved rate. F&B department would raise the bill and send it to staff for payment.
- (d) Diners as listed in C (1) (vii) (x), i.e., official guests and visitors of the University and Foundation and participants of events whether utilizing the Guest House facility or not, would be charged from the central office / divisions / organizer of event whose guests / visitors they are. The central office / divisions / organizer of event would buy coupons against cash from the cafeteria, or will issue meal coupons against cash from the cafeteria, or will issue meal coupons as per the performa shown in Annexure - IV for them, which will be paid to the Dinning Hall on monthly basis.
- (e) Diners as listed in C (1) (viii) i.e. guests/guardians of student Members would be charged in cash for the lunch, dinner or breakfast as the case may be. For this F&B Division would issue coupons against cash payment through the cafeteria cash counter. For the guests utilizing Guest House, Horticulture & Services Department would buy coupons against cash from the cafeteria or will issue meals coupons for them which will be paid to the Dinning Hall on monthly basis.
- (f) During admission period, F&B Division would depute some of its staff at the parlour to issue coupons to the parents/ guests who intend to take meals in the Dining Hall.
- (g) Diners as listed in C (1) (ix) i.e. guests of all resident staff will be charged as per the period of their stay in the campus, irrespective of whether they had meals in the Dinning Hall or not. They will be charged as under:
 - (a) Guest entering campus after meal hours of dinner i.e. 9.00 p.m. in the night and leaving before breakfast next day by 7.30 a.m. will not be charged.
 - (b) Guest having stayed for the duration of two meals during the day will be charged for full day meal.
 - (c) Guest having stayed for the duration of single meal during the day will be charged for the particular meal only.

18. STAFF TRAINING

(a) DINING HALL STAFF


Training classes for the Dining Hall staff shall be conducted by the respective departmental managers under the guidance of General Manager & Deputy General Manager F&B as per the following schedule.

Food Production

Friday

03:15 pm to 04:15 pm

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F&B Service

Saturday

03:15 pm to 04:15 pm

These classes will be held fortnightly at the designated Training Room except during Summer & Deepawali vacations.

On the job training for House Keeping & Kitchen Stewards will also be provided for correct usage of cleaning agents & cleaning equipment etc.

(b) ANM's HOSTELS (MODY SCHOOL)

Training classes for the ANM's of Mody School Hostels will be held on last Saturday of the month at the designated Training Room of the Dining Hall from 03:30 pm to 04:30 pm under the guidance of General Manager - F&B except during Summer & Deepawali vacations. The aim being to train ANM's so that they provide necessary guidance to younger students while taking meals in the Dining Hall.

(c) GENERAL TRAINING & MOTIVATION

In service Training Roster shall be maintained to cover training for:

1. Orientation programme for new employees.
2. Food safety check list.
3. Food safety training programme.
4. Staff should be trained, developed and motivated at par with reputed catering organisation i.e. like IRCTC (Indian Railway Catering and Tourism Corporation)

19. MEDICAL EXAMINATION FOR ALL THE FOOD HANDLERS

Personnel who are recruited for handling either production or service of Food will have to go for a medical examination at the time of joining. They will be allowed to join only if they are found medically fit.

Medical Examination of all the food handlers will be conducted yearly in the month of July by an approved Pathological Laboratory. Expenses on these Medical Examinations will be borne by the F&B Division.

20. DELIVERY VAN

F&B Department has been provided a van for the use of transportation. The details of its operations are given under:

(a) Purposes & Uses

The van would be used only for the following purposes.

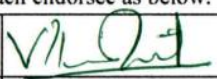
Inside the Campus

1. Transportation of the Milk / Biscuits to the University and Foundation Hostels inside the Campus in the Morning and Night.

Milk Delivery Timing

School Hostels

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Morning - 06.00 a.m. - 06.40 a.m.

Evening 08.00 p.m. - 08.55 p.m.

University Hostels

Morning - 06.50 a.m. - 07.15 a.m.

Evening 08.30 p.m. - 09.00 p.m.

2. Transportation of the Tea in the Morning and Milk in the Night to the Staff Hostels inside the Campus.

Tea Delivery Timing

Morning - 06.20 a.m. - 06.40 a.m.

Milk Delivery Timing

Evening - 08.15 p.m. - 09.00 p.m.

3. Transportation of the Milk to the Staff Residences inside the Campus in the Evening / Night.

Milk Delivery Timing

Evening - 06.00 p.m. - 07.30 p.m.

4. Transportation of the tea / snacks and other food stuff from dining hall / cafeteria to any place inside the campus for any official activity, like meeting, conference, workshop, etc.

Outside the Campus

1. Transportation of Milk from dairy only when the Milk delivery van of the Dairy is out of order.

(b) Movement

Inside the Campus

The movement of the Van is restricted for the use as given (a) 1 to (a) 4, else it will remain parked in its parking place.

Outside the Campus


1. The movement of the Van outside the campus is totally restricted and it will be used only for the purposes given in (a) 5 with the permission of the General Manager-F&B only after getting the information from General Manager-H&S regarding the breakdown of the Milk delivery van of the Dairy.
2. The Delivery Van may move outside the Campus for refuelling with the permission of the General Manager-F&B.
3. The Delivery Van may move outside the Campus for maintenance or servicing with the permission of the General Manager-F&B.

(c) Speed Limit

The speed limit for the movement of the Van is 20 km/hr.

(d) Parking

The Van in its idle state would be parked in the car parking place at the back

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within the boundary wall of the Dining Hall.

(e) Driving

The driving of the Van would be done by an employee of the F & B Department who knows driving and has driving licence.

(f) Maintenance of the Van

The Van would be under the charge of the General Manager F & B and F & B Department would be totally responsible for its upkeep and maintenance.

21. RECEIPT OF GOODS

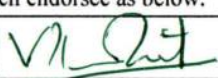
F&B Department receives the goods from various sources. Suppliers deliver the goods at the Dining Hall at the designated point, called *Receiving Point / Time office*. For this purpose the following steps shall be followed.

1. Goods Vehicle would enter from Gate No. 2. Security Guard at Gate 2 would make entry of the Challan / Invoice in the register at the Gate 2.
2. No tally or checking of the items in the vehicle with the Challan / Invoice would be made, but the Security Guard at Gate 2 would put two stamps (as shown below) at the back of the Challan / Invoice showing the entry of the vehicle from the Gate 2.

The Security Guard would then write Serial No., Date and put his signature and allow the vehicle to move in.

3. The Vehicle will move towards the Dining Hall escorted by a Security Guard earmarked for this purpose at the Gate 2. On reaching the Dining Hall, it will present the Challan / Invoice in duplicate at the Receiving Point and unload the goods in presence of the Security Guard and the authorised Dining Hall Staff, mentioned below.
4. The Authorised Staff (consisting of Four persons (i) One out of the three, namely, General Manager, Deputy General Manager and Manager, (ii) Store Person, (iii) Accounts Person, and (iv) Security Person) at Receiving Point would receive the goods and collect the Challan / Invoice in duplicate. The Store Person would get the goods weighed, and tally with the Challan /

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Invoice.

- Necessary corrections would be made by the Accounts Person on both the copies of the Challan / Invoice, if any unacceptable items are to be returned or for any item received short in number or weight. The Dining Hall staff will put another stamp (as shown below) at the back of both the Challan / Invoice which would be signed by the all the four persons Receiving Person and the Security Guard.

Food & Beverages Department			
			Date _____
Material Received, Quality / Quantity Verified			
_____	_____	_____	_____
Security	Acct. Assistant	Store Clerk	Manager/DGM/GM

The Receiving Person would then return one copy with correction, if any, to the Vehicle Driver, which would be submitted by the vendor along with the Bill.

- F&B may also return the goods received earlier and has been taken in stock of F&B. The F&B would issue a *Gate Pass* of the Goods.
- The Goods Vehicle with the duly signed copy of *Challan / Invoice / Gate Pass* would return to Gate 2 for leaving the Campus along with the Security Guard who escorted the Vehicle from the Gate 2, provided there is no other vehicle waiting at the Dining Hall for unloading the goods, else it would return without the Security Guard.

If another Goods Vehicle for Dining Hall enters at Gate 2 while one is already inside the campus and the Security Guard earmarked for escorting the vehicle is not available at the Gate as he is already at the Dining Hall, then all the steps 2 to 7 shall follow except the step 3 and the Vehicle shall move to the Dining Hall unescorted.

CC: Chairman-MC, President, Director- Academics, Director-Administration, Registrar, All Deans, Principal-MS, Principal-FS, All GMs & DGMS, Prof. & EA to Chairman - Lakshmangarh, EA to Chairman - Kolkata

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Bain Maries

SEATS FOR VIPs

Bain Maries

GROUND FLOOR LEFT WING

GROUND FLOOR RIGHT WING

VIP SEATS **SET** **SPAID** **SOFD** **SLA** **SOS** **SLS** **SMS** **FACULTY** **PARENTS**

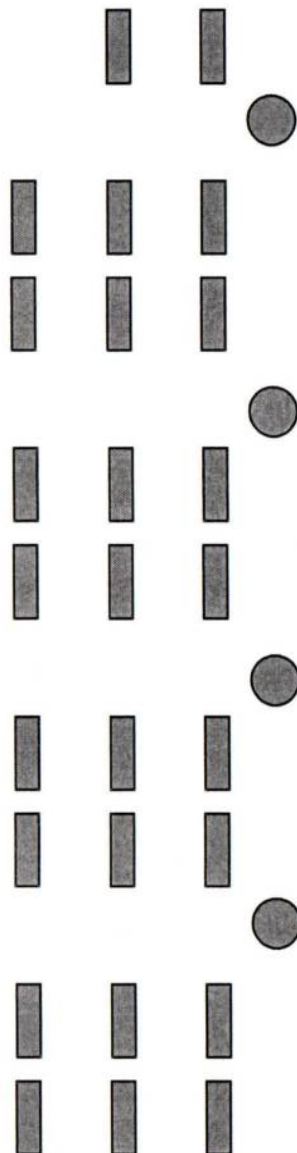
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V. A. Dutt

Bain Maries



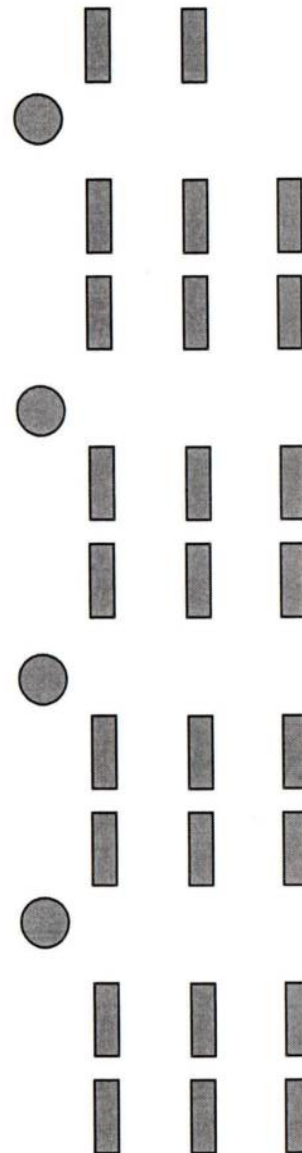
FIRST FLOOR
LEFT WING



Bain Maries



FIRST FLOOR
RIGHT WING



MS

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**MODY UNIVERSITY
LAKSHMANGARH, DISTT. SIKAR**

**FOOD & BEVERAGES DEPARTMENT
Maintenance Log Book**

S. No.	Complaint	Nature	Location	Date & Time	Complaint given by	Complaint attended by	Remarks

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[Handwritten Signature]

Annexure -IV

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School of Planning, Architecture & Interior Design
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)
Date:

To: G.M. -F&B



School of Sciences
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)
Date:

To: G.M. -F&B



School of Engineering & Technology
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)
Date:

To: G.M. -F&B

* In absence of President, signed by Dy. Registrar

VR Out



School of Fashion and Design
Mody University
Lakshmangarh-332 311

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Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)

To: G.M. -F&B

Date:



School of Legal Studies
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)

To: G.M. -F&B

Date:

School of Management Studies
Mody University
Lakshmangarh-332 31



Meal Coupon

P A Leading Women's University may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)

To: G.M. -F&B

Date:



School of Liberal Arts
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided
Breakfast/Lunch/Dinner/all meals from/on to
.....

(Signature of Dean)

To: G.M. -F&B

Date:

V.R. Q.7



Mody School
a division of
Mody Education Foundation
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Signature of Principal)

To: G.M. -F&B

Date:



School of Etiquette and Finishing Skills
A division of
Mody University
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Signature of Principal)

To: G.M. -F&B

Date:

Mody University
Lakshmangarh-332 311



Meal Coupon

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Signature of President)

To: G.M. -F&B

Date:

V. S. Out



Mody University
Lakshmangarh-332 311

Meal Coupon

Name of Event:

Organized by:

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Organizing Secretary)

To: G.M. -F&B

Date:



Mody Education Foundation
Lakshmangarh-332 311

Meal Coupon

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Signature of President)

To: G.M. -F&B

Date:



Mody University
Lakshmangarh-332 311
Department: ENGINEERING / H&S / F&B

Meal Coupon

Name of Event:

Organized by:

Prof./Dr./Mr./Ms..... may be provided

Breakfast/Lunch/Dinner/all meals from/on to

.....

(Signature of President)

To: G.M. -F&B

Date:

* In absence of President, signed by Dy. Registrar



भोजन मंत्र

ॐ यन्तुनदयो वर्षन्तु पर्जन्याः
सुपिप्पला ओषधयो भवन्तु
अन्नवतां ओदनवतां मामिक्षवतां
एषाम् राजा भूयासं
ओदनमुदब्रुवते परमेष्ठिवा एषः यदोदनः
परमामेवैनं श्रीयं गमयति ॥ - यजुर्वेद

मा भ्राता भ्रातरन् द्विक्षन् मा स्वसारमुतस्वसा
सम्यञ्च सव्रता भूत्वा वाचम् वदत भद्रया ॥ - अथर्ववेद

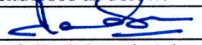
ब्रह्मार्पणं ब्रह्म हविः ब्रह्माग्नौ ब्रह्मणाहृतं ।
ब्रह्मैव तेन गन्तव्यं ब्रह्म कर्मसमाधिना ॥ - गीता

ॐ सह नाववतु । सह नौ भुनक्तु ।
सह वीर्यं करवावहै । तेजस्विनावधीतमस्तु मा विद्विषा वहै
ॐ शान्तिः शान्तिः शान्तिः ॥



Conduct in the Dining Hall

1. All Diners must occupy allocated seat.
2. It is the responsibility of Diner, to conduct self in a mature manner at all times while in the dining hall.
3. Diner's cooperation is fully appreciated by other fellow residents.
4. "ALLYOU CAN EAT": All food items carried out must be eaten to avoid MINIMUM WASTAGE.
5. Tables and Chairs should not be rearranged and should be returned to the original position when you finish your meal.
6. In a formal Lunch/Dinner, all diners will stand up and maintain silence when dignitaries enter the Dining Hall and shall take seats only after the dignitaries take their seats on the VIP table. All Diners shall stand up and shall leave the Hall when VIP moves out.
7. Photography in general, photography during meals is not allowed because it interferes with the privacy of others.
8. Annoyances: Loudness and offensive boisterousness are in considerate invasions of the rights of the others and are not allowed. Food throwing is absolutely forbidden.
9. Soliciting: Table to table solicitations are prohibited.
10. Alleged violation of MU Dining Hall rules and regulation will result in an administrative review.
11. Though not mentioned in these rules, a disorder act or neglect to the prejudice of good order and discipline and any conduct which disturbs in orderly routine of the Institution shall be taken cognizance of dining hall authority.

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Name	Prof. (Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 1 of 7
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DRESS CODES

1. APPLICABILITY

The provisions of this MORP are applicable to all Students and Teaching and Non-teaching Staff of Mody School and Officials and Staff Members of other Divisions of Mody Education Foundation, namely, Horticulture & Services Division, Engineering Division and F & B Division.

These should be understood in its contents and spirits rather than in the literal meaning of the words.

On Wednesday, every student, faculty and staff will have at least one piece of attire in green colour to identify Wednesday as Environment and Sustainability Day. Students are encouraged to wear green Polo-shirt or T-shirt with the University logo or name. This would serve as a reminder that the campus community cares for environment and promotes environment friendly and sustainable practices.

2. STUDENTS' - SCHOOL UNIFORM (FORMAL DRESS)

Summer

Monday, Tuesday, Thursday and Friday

All students other than Council Members

Classes III to VIII Tunic (Red, Blue, Black Check), Blue Shirt (Half Sleeves); Neck Tie - Navy Blue with School Logo (*September to March*); Blue hair Band, Belt, School Badge, House Badge; Blue Socks (Red and Black stripes at top), Black Shoes.

Classes IX to XII Skirt (Red, Blue, Black Check), Blue Shirt (Half Sleeves); Neck Tie - Navy Blue with School Logo (*September to March*); Blue hair Band, Belt, School Badge, House Badge; Blue Socks (Red and Black stripes at top), Black Shoes.

Council Members

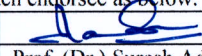
White Skirt, White Shirt (Half Sleeves); Neck Tie - Navy Blue with School Logo (*September to March*); White hair Band, Belt, School Badge, White Socks, White Shoes.

Wednesday and Saturday

All students other than Council Members

Classes III to VI White Tunic, Shirt (Half Sleeves) of House Colour ⁵; Neck Tie - Navy Blue with School Logo (*September to March*); House Colour hair Band, Belt, School Badge, House Badge; White Socks (House Colour stripes at top), White PT Shoes.

Classes VII to XII White Skirt, Shirt (Half Sleeves) of House Colour ⁵; Neck Tie - Navy Blue with School Logo (*September to March*); House Colour hair Band, Belt, School Badge, House Badge; White Socks (House Colour stripes at top), White PT Shoes.

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top), White PT Shoes.

Council Members

Skirt (Red, Blue, Black check), Blue Shirt (Half Sleeves); Neck Tie - Navy Blue with School Logo (*September to March*); Blue hair Band, Belt, School Badge, House Badge; Blue Socks (Red and Black stripes at top), Black Shoes.

Winter

Monday, Tuesday, Thursday and Friday

All students other than Council Members

Classes III to VI Woollen Grey Tunic, White Shirt (Full Sleeves); Neck Tie - Navy Blue with School Logo; Blue hair Band, Belt, School Badge, House Badge; Blue Sweater, Navy Blue Blazer; Blue Woollen Socks (Red and Black stripes at top), Black Shoes.

Classes VII to XII Grey Skirt or Woollen Grey Trousers, White Shirt (Full Sleeves); Neck Tie - Navy Blue with School Logo; Blue hair Band, Belt, School Badge, House Badge; Blue Sweater, Navy Blue Blazer; Blue Woollen Socks (Red and Black stripes at top), Black Shoes.

Council Members

White Skirt or White Trousers, White Shirt (Full Sleeves); Blue Sweater, Navy Blue Blazer; Neck Tie - Navy Blue with School Logo; Blue hair Band, Belt, School Badge, House Badge; Blue Woollen Socks (Red and Black stripes at top), Black Shoes.

Wednesday and Saturday

All students other than Council Members

White Trouser, Shirt (Half Sleeves) of House Colour^s; Blue Sweater, Navy Blue Blazer; Neck Tie - Navy Blue with School Logo; House Colour hair Band, Belt, School Badge, House Badge; White Socks (House Colour^s stripes at top), White PT Shoes.

Council Members

White Trouser, White Shirt (Half Sleeves); Blue Sweater, Navy Blue Blazer; Neck Tie - Navy Blue with School Logo; House Colour hair Band, Belt, School Badge, House Badge; White Socks (House Colour^s stripes at top), White PT Shoes.

^s *House Colours*

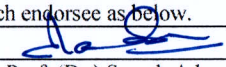
Gargi House:	Red;	Kasturba House:	Green
Sarojini House:	Yellow;	Leelawati:	Violet

3. MODY SCHOOL

STUDENTS' DRESS CODE

DURING SCHOOL HOURS

School Uniform (As per Item 2 above)

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OUTSIDE SCHOOL HOURS

Summer

<i>Classes III to VI</i>	Civil Skirt / Trousers, Shirt / Frock
<i>Classes VII to XII</i>	Long Skirt and Blouse (with sleeves) or Salwar, Kameej (with sleeves) & Dupatta, Light coloured long kurtis with tights/jeggings

Winter

	Woollen Trousers/lowers/Shirt/sweat shirt, Salwar kameej, Blazer, Coat, Sweater, Over Coat, Chester, Shawl, Headwear,
<i>Classes III to XII</i>	

OTHER SPECIFIED ACTIVITIES - UNIFORM

1. EQUESTRIAN TRAINING:

Summer	Crash Helmet, Sky-Blue T-Shirt, Breeches full - Black denim, Blue Socks, Riding Shoes (Half Wellington plain leather sole)
Winter	Crash Helmet, Off-white High neck Woollen Pullover, Sky-Blue T-Shirt (inside Pullover), Breeches full - Black denim, Blue Woollen Socks, Riding Shoes (Half Wellington plain leather sole)
Ceremonial Dress	Off-white High neck Pullover, Blazer Coat (Maroon with MEF Logo), Gloves (Black Leather), Breeches full - Black denim, Black Riding Cap, Riding Shoes (Half Wellington plain leather sole), Black Hunter, Black Leather Chaps

2. SPORTS:

Summer	Navy Blue Skirt, Sky-Blue T-Shirt, Blue Socks, Sports Shoes.
Winter	Blue Track Suit, Sky-Blue T-Shirt, Cream high neck Pullover, Cream Muffler, Woollen Blue socks, Sports Shoes.

3. BAND: Band Dress.

4. KARATE: Karate Dress.

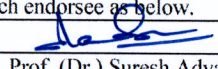
5. JUDO: Judo Dress.

STAFF' DRESS CODE

DURING SCHOOL HOURS

Summer

Male Staff:	Shirt (tucked - in with belt), Dark colour Trousers with light colour shirt, Shoes/ (Monday to Friday) Shirt,T-Shirt/Bushirt with Trousers/(Saturday)
Female Staff:	Saree, Blouse Shoes/Sandals Salwar Kameej/formal executive suit (trousers with

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full sleeved corporate shirt) (Monday to Saturday)

Dance Teacher: Salwar, Kameej & Dupatta, Shoes/Sandals

Winter

Male Staff: Shirt/ Trousers, Shoes, Coat, Sweater/Jacket (*Monday to Friday*)

Shirt, T-Shirt/Bushirt with Trousers (Saturday)

Female Staff: Saree, Blouse, Shoes/Sandals, Coat, Sweater/Jacket

Salwar Kameej/formal executive suit (trousers with full sleeved corporate shirt) (Monday to Saturday)

Dance Teacher: Salwar, Kameej & Dupatta, Shoes/Sandals, Coat, Sweater/Jacket

OUTSIDE SCHOOL HOURS

Summer

Male Staff: Shirt/Bushirt/T-shirt, Trousers/Jeans, Shoes/Sandals

Female Staff: Saree, Blouse or Salwar, Kameej & Dupatta, Shoes/Sandals, Jeans with long kurtis/tops

Winter

Male Staff: Shirt (full sleeves)/ Trousers, Shoes/Sandals, Coat/ Blazer, Sweater, Over Coat, Chester, Shawl, Headwear, woollen track lowers with sweat shirts

Female Staff: Saree, Blouse (with sleeves) or Salwar, Kameej (with sleeves) & Dupatta, Shoes/Sandals, Coat, Blazer, Sweater, Over Coat, Chester, Shawl, Headwear woollen track lowers with sweat shirts

Teacher and staff should wear traditional Indian dresses suitable for the occasions to demonstrate to students the diversity and culture & India.

4. OTHER DIVISIONS (Engineering Division, Horticulture & Services Division)

STAFF DRESS CODE - Female Staff Members

DURING OFFICE HOURS

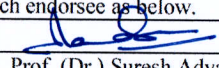
Summer Saree, Blouse (with Sleeves), Shoes / Sandals

Winter Saree, Blouse (with Sleeves), Shoes / Sandals, Coat, Blazer, Sweater, Shawl

OUTSIDE OFFICE HOURS

Summer Saree, Blouse (with Sleeves) or Salwar, Kameej (with Sleeves) & Dupatta, Shoes / Sandals

Winter Saree, Blouse (with Sleeves) or Salwar, Kameej (with Sleeves) & Dupatta, Shoes / Sandals, Coat, Blazer, Sweater, Over Coat, Chester, Shawl, Headwear.

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STAFF DRESS CODE - Male Staff Members

DURING OFFICE HOURS

Summer Shirt/Bushirt, Trousers, Shoes / Sandals

Winter Shirt/Bushirt, Trousers, Shoes / Sandals Coat, Blazer, Sweater.

OUTSIDE OFFICE HOURS

Summer Shirt/Bushirt, Trousers, Shoes / Sandals

Winter Shirt/Bushirt, Trousers, Shoes / Sandals Coat, Blazer, Sweater, Over Coat, Chester, Headwear.

5. UNIFORMS PRESCRIBED TO CERTAIN CATEGORY OF STAFF

A. ATTENDANT / OFFICE BEARER / OFFICE PEON / LAB BOY / LAB ATTENDANT / CONDUCTOR / DRIVER

Summer Sky Blue Trouser & Shirt, Socks, Shoes

Winter Sky Blue Trouser & Shirt, Socks, Shoes, Sky Blue Pullover

B. GARDENER

Summer Khaki Trouser & Shirt, Socks, Canvas Shoes

Winter Khaki Trouser & Shirt, Socks, Canvas Shoes, Sky Blue Pull Over

C. SWEEPER

Summer: Navy Blue Trouser & Shirt, Socks, Shoes

Winter: Navy Blue Trouser & Shirt, Socks, Shoes, Navy Blue Pullover

D. SWEEPERESS

Summer: Navy Blue Sari(Surat made Semi Chiffon Synthetic washable material) and Blouse

Winter: Navy Blue Sari (Surat made de chine material) and Blouse and Navy Blue Cardigan

E. MAID SERVANT / AYA

Summer: Green Sari (Surat made Semi Chiffon Synthetic washable material) and Blouse

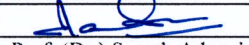
Winter: Green Sari (Surat made de chine material) & Blouse and Black Cardigan

F. STAFF NURSE

GNMs Mody Clinic

Summer: White Salwar, Kameej & Cream Dupatta with White Apron (Coat)

Winter: White Salwar, Kameej & Cream Dupatta and Black Cardigan with White Apron (Coat)

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GNMs

Summer: Light Blue Salwar, Kameez and Dupatta with White Apron (Coat)

Winter: Light Blue Salwar, Kameez and Dupatta and Navy Blue Cardigan with White Apron (Coat)

G. ANM

Summer: White Salwar, Kameej & Royal Blue Dupatta

Winter: White Salwar, Kameej & Royal Blue Dupatta and Royal Blue Cardigan

H. SECURITY OFFICER / ASSISTANT SECURITY OFFICER / SECURITY GUARD

Summer: Khaki Trouser, Khaki Shirt with flaps on the shoulders, Belt, Cap, Black Shoes, Name Plate.

Winter: Woolen Khaki trouser, Khaki Shirt with flaps on the shoulders, Belt, Cap, Khaki Jersey, Black Shoes, Name Plate.

I. CARETAKER (DAIRY)

Summer Jeans, Sky Blue Shirt, Short Jean, Gum Boot.

Winter Jeans, Sky Blue Shirt, Short Jean, Gum Boot, Sky Blue Pullover.

J. SYCE (STABLE)

Summer Jeans, Sky Blue Shirt, Short Jean, Socks, Shoes.

Winter Jeans, Sky Blue Shirt, Short Jean, Socks, Shoes, Sky Blue Pullover.

K. DINING HALL STAFF

1. WAITER - DINING HALL

Maroon Colored Bell Boy Short Length Coat with zari epaulet and Black Trousers, Black leather Shoes and Black Socks.

2. WAITER - CAFETERIA

White Shirt, Black Trousers, V-Necked Jacket (having white & Black thick lines) with adjustable belt, Black Boe, Black leather Shoes and Black Socks.

3. CHEF (MANAGER) / SOUS CHEF (ASSISTANT MANAGER) / SUPERVISOR - FOOD PRODUCTION

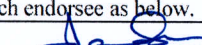
Double breasted White Coat, Black & White Checked Trousers, Black & White Checked Scarf, White Cap, Black leather Shoes / Sleepers and Black Socks.

4. FOOD PRODUCTION STAFF

Black & White Checked Half Sleeve Shirt, Nada Trousers with combination piping on Collar and Pocket, Utility Cap with adjustable string and net on top, Utility Apron half covering, Black leather Shoes / Sleepers and Black Socks.

5. KITCHEN STEWARD

Navy Blue Half Sleeve Shirt with Black and White Checked piping on Collar and Pocket, Nada Trousers and Gum Boots.

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6. HOUSE KEEPING STAFF

Navy Blue Full Sleeve Shirt, Belted Navy Blue Trousers, Black leather Shoes and Black Socks.

7. SUPERVISOR F & B AND HOUSE KEEPING

White Shirt, Black Trousers, V-Necked Black Jacket with adjustable belt, Black Tie, Black leather Shoes and Black Socks.

8. MANAGER / ASSISTANT MANAGER

White Shirt, Black Trousers, Black Single Breasted Coat with 2 Buttons, Printed Silken (3.5") Tie, Black leather Shoes and Black Socks.

9. GENERAL MANAGER / DEPUTY GENERAL MANAGER

Formal Suit with Matching Tie & Black / Brown Shoes.

(Dresses for all the Dining Hall Staff except those of General Manager and Deputy General Manager would be provided by the Institute)

6. STAFF UNIFORM

Staff Members required to wear uniform during their duty (office) hours would wear the prescribed uniform irrespective of the one mentioned above while on duty.


7. IDENTITY CARD

Staff Nurse (GNMs) and ANMs to be issued with the Identity Card. In Identity Card Employee No. will be replaced by name of Department i.e. Clinic / Hostel to be written.

8. WAIVER

Under special circumstances, the President may waive the dress code requirement upon the recommendations of the Head of the Division.

CC: Chairman-MC; Principal-MS; Jt. Secretary-MEF; G.M.-Engg.; G.M.-H&S; G.M.-Fin.; G.M.-F&B

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DRESS CODES

1. APPLICABILITY

The provisions of this MORP are applicable to all Students, Faculty, University Officials, and Staff of all divisions and units of Mody University.

These should be understood in its contents and spirits rather than in the literal meaning of the words.

On Wednesday, every student, faculty and staff will have at least one piece of attire in green colour to identify Wednesday as Environment and Sustainability Day on the campus. Students are encouraged to wear green Polo-shirt or T-Shirt with the University logo or name. This would serve as a reminder that the campus community cares for environment and promotes environment-friendly and sustainable practices.

2. STUDENTS' -ACADEMIC ATTIRE:

A. Formal Dress:

Black dress pant, white dress shirt, black dress jacket with University logo with name of the college / faculty on the pocket, black shoes with black socks, and either a colourful scarf / or a tie.

The academic attire must be worn on every Monday and Thursday. On other days, the students can wear Salwar, Kameez and Dupatta, or a decent attire appropriate for academic setting.

For academic and formal activities and career placement events: Academic attire as above with black pump shoes.

B. Semi Formal Dress for Hot days (April - September):

Black dress pant and white dress shirt or Salwar Kameez with dupatta.

C. Semi Formal Dress for Cold days:

Heavier jacket, Cardigans or Shawl with academic attire.

D. Restrictions for Wet Labs and Heavy Equipment Labs:

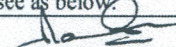
No sandals or open toe shoes allowed in Wet Labs and / or Heavy Equipment Labs.

E. Attire at other times:

Decent dress appropriate for the place, occasions, events and activities.

Formal / Semi-Formal Dining: Formal Academic Attire.

Special Music, Dance, festivals and religious events or activities: Colourful traditional Indian Dresses. Students are encouraged to know and wear the traditional dresses of different parts of India on special occasions. However, decency should never be compromised.

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5. STUDENTS - OTHER SPECIFIED ACTIVITIES UNIFORM

1. EQUESTRIAN TRAINING:

Summer Crash Helmet, Navy Blue T-Shirt, Breeches full - Black denim, Navy Blue Socks, Riding Shoes (Half Wellington plain leather sole)

Winter Crash Helmet, Off-white High neck Woollen Pullover, Navy Blue T-Shirt (inside Pullover), Breeches full - Black denim, Navy Blue Woollen Socks , Riding Shoes (Half Wellington plain leather sole)

Ceremonial Dress Off-white High neck Pullover, Blazer Coat (Maroon Colour with MITS Logo), Gloves (Black Leather), Breeches full - Black denim, Black Riding Cap, Riding Shoes (Half Wellington plain leather sole), Hunter-Black Colour.

2. SPORTS:

Summer Navy Blue Track Suit, Navy Blue Socks, Sports Shoes

Winter Navy Blue Track Suit, Cream high Neck Pull Over, Navy Blue Muffler, Navy Blue Socks, Sports Shoes

6. DRESS CODE FOR OTHERS

A. Female University Officials, Faculty and Staff

Saree and Blouse ; Salwar Kameez and Dupatta; Formal Executive Suit; or Dress Pant, Dress Shirt, and Jacket / Cover-up, and Shoes / Sandals

In Cold days - Either jacket, cover-up, or colourful shawl.

No sandals in the Science or Engineering labs with chemicals and / or heavy equipment.

The Faculty members will wear dresses as per dress code on all the occasions including Freshers/Farewell party. They will not wear T-shirts or such casual dress.

B. Male University Officials, Faculty and Staff

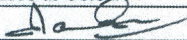
ACADEMIC ATTIRE

Trouser, Ironed-full shirt (tucked-in with belt), shoes with matching socks (no sandals). Tie required for formal events, special lectures / seminars, and other occasions.

In hot days: Half shirt allowed

In cold days (After Diwali break and before Holi break): Suit or a jacket with tie (optional)

In other times: Decent dress appropriate for the place, occasions, events and

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activities.

University officials, faculty, and staff should wear traditional Indian dresses suitable for the occasions to demonstrate to students the diversity and culture of India.

7 . UNIFORMS PRESCRIBED TO CERTAIN CATEGORY OF STAFF

1. ATTENDANT / OFFICE BEARER / OFFICE PEON / LAB BOY / LAB ATTENDANT / DRIVER

Summer Sky Blue Trouser & Shirt, Socks, Shoes

Winter Sky Blue Trouser & Shirt, Socks, Shoes, Sky Blue Pullover

2. SWEEPER

Summer: Navy Blue Trouser & Shirt, Socks, Shoes

Winter: Navy Blue Trouser & Shirt, Socks, Shoes, Navy Blue Pullover

3. SWEEPERESS

Summer: Turquoise Sari with Navy Blue Border & Blouse

Winter: Turquoise Sari with Navy Blue Border & Blouse and Navy Blue Cardigan

4 MAID SERVANT / AYA

Summer: Grey Sari with Navy Blue Border & Blouse

Winter: Grey Sari with Navy Blue Border & Blouse and Navy Blue Cardigan

5. ANM

Summer: White Salwar, Kameej & Royal Blue Dupatta

Winter: White Salwar, Kameej & Royal Blue Dupatta and Royal Blue Cardigan

6. SUPERVISOR HOUSE KEEPING - FACULTY BUILDING

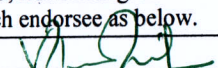
Summer: White Shirt Full Sleeves, Black Trouser, Black Tie, Black Leather Shoes (Oxford Pattern) and Black Socks.

Winter: White Shirt Full Sleeves, Black Trouser, Black Tie, Black Blazer, Black Leather Shoes (Oxford Pattern) and Black Socks.

9. WAIVER

Under special circumstances, the President may waive the dress code requirement upon the recommendations of the Head of the College / Faculty or Division.

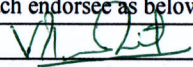
CC: Chairman, MC; President; Vice-President; All Deans; Registrar; GMs; EA to Hon'ble Chairman- with a request to replace the existing version

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Signature			Entries / Exits Procedures
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Entry/Exit Procedures

1. Entries / exits of students, staff, visitors, contractors and couriers etc to the campus will be processed as in succeeding Paras.
2. **Identity Cards** All students, staff members and contractors will display their identity cards at the time of entering / leaving the campus. Entry / exit may be refused if proper Identity Cards are not shown.
3. **Boarders:** They may exit the campus after obtaining authorizations from their respective Schools. They will record their entries / exits in a register maintained at the Security Parlour.
4. **Day Scholar** They may enter / exit the campus by showing their Identity Cards. No records in this regard will be maintained.
5. **Staff Residing Outside The Campus** They will record their first entry and last exit of the day by putting their thumb / finger impressions in the biometric machine installed at the security parlour. All entries between the first entry and the last exit will be recorded in biometric machine installed at the security parlour. Responsibility for making entries will be that of the respective staff members.
6. **Resident Staff Members** All resident staff members shall enter/exit the campus by putting their thumb / finger impressions in the biometric machine installed at the security parlour.
7. **Contractors** MEF contractors will record their entries / exits in a separate register maintained for this purpose. Their staff and labour will however enter / exit from Gate No 2.

* In absence of President, signed by Dy. Registrar

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8. Visitors To Boarder Students Entries / exits of visitors to Mody School & MU boarder students will be governed by existing MORPs on the subject.

9. Other Visitors Once their visits to the various offices are telephonically approved by the receiving offices, visitors will be permitted in and their entries / exits recorded in the Visitors Register. In case of 'unknown' visitors to the University, who state purpose of their visit as admissions to a School, and who are not accompanied by any females, the concerned School will be advised by the Security Deptt to send a para staff to escort the visitors to the desired School, and back to the Security Parlour at the end of such visit.'

10. Couriers From 9 AM to 5 PM, couriers coming to collect / deliver mail from / to various offices in the campus will record their entries / exits in the Couriers Register, and will be allowed to proceed to the concerned offices. From 5 PM to 9 AM, the Security Parlour staff will accept mails from couriers, and hand over to the concerned offices the next morning after obtaining their signatures on the delivery receipts. In order to avoid future complications, couriers will be asked to collect delivery receipts duly signed by the recipients the next day.


11. Vehicle checks Security Guards have instructions to carry out Security checks of all incoming / outgoing vehicles, including their dickeys / luggage space including vehicles of President and Chairman-MC.

12. Entries not allowed

Entries of Liquors, Smoking materials, Betel, Pan Masala and Non-vegetarian food are strictly prohibited inside the campus.

CC: Chairman, MC; President; Director-Academics, Director-Administration, All Deans Principal-MS; Principal-FS; All GMs; DGM-F; DGM-P; Registrar/Jt. Secretary; EA to Chairman Lakshmangarh; EA to Chairman-Kolkata Office

* In absence of President, signed by Dy. Registrar

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EXAMINATION CONDUCT RULES & REGULATIONS (ECRR)

1. SHORT TITLE :


- 1.1 These Rules shall be called the Examination Conduct Rules & Regulations of Mody Institute of Technology & Science (Deemed University u/s 3 of UGC act 1956 - hereinafter referred to as MITS UNIVERSITY.
- 1.2 These rules & regulations shall be read in conjunction with the existing Ordinances of Undergraduate, Postgraduate and Ph.D Programmes of the University.
- 1.3 These rules & regulations are subject to alteration/modification/review at the exclusive discretion of the Senate of the University, either in part or whole, at anytime hereafter. Such amendments, alterations, modifications, additions, deletions, if any, shall be binding from the date of their notification issued by the Registrar.

2. APPLICABILITY:

These rules & regulations shall come into force with effect from such date as the Senate/Board may approve it.

3. OBJECTIVES:

- 3.1 Mody Institute of Technology & Science (Deemed University) is one of the premier institutes in Rajasthan exclusively for women, committed to excellence in education and hence its main objectives are:-
 - 3.1.1 To conduct examinations timely and efficiently with strict supervision without allowing any malpractice at any level or at any stage.
 - 3.1.2 To declare result of examinations timely with the highest regard to quality in the entire process of examination system.
 - 3.1.3 To offer the best services to the students, teachers and society at large with aiming at improving the quality of education.
 - 3.1.4 To maintain transparency in Examination System.

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4. EXAMINATIONS:

- 4.1 **End Term Examination:** End Term Examination shall be held at the end of each semester and will cover the entire course of the syllabus as laid down for that semester.
- 4.2 **Mid Term Examination:** Mid Term Examinations shall be conducted during the semester. Each Mid Term Examination will cover only the portion of syllabus taught up to that period.
- 4.3 **Practical Examinations:** The Practical Examinations shall be conducted as per the syllabi for various courses, according to the dates /schedule notified by the Controller of Examination in consultation with respective Dean.
- In addition to, Lab Practicals, tutorials, Viva-Voce, Project Report evaluation, Thesis/Dissertation evaluation, Case Study, Assignments, Seminar, Quizzes, Supplementary exam etc. form different components of above End Term, Mid Term and Practical examinations.

5. **DATE OF EXAMINATIONS:** The dates of all the examinations shall be as per the University /Institute Academic Calendar and or as notified by the Controller of Examination from time to time.

6. EXAMINATION PROCESS:


In order that the examinations are conducted in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose the Examination Committee and the Controller of Examinations shall function as under:-

7. CENTRAL EXAMINATION COMMITTEE:

- 7.1 The Central Examination Committee shall consist of the following members;

Vice Chancellor or his nominee	Chairman
Dean of all Faculties	Member
Registrar	Member
Controller of Examination	Member Secretary

- 7.1.1 The Committee shall report to the Vice Chancellor for its functioning.
- 7.1.2 The Committee shall meet from time to time but at least twice a year and/or as decided by the Chairman and notified by the COE.
- 7.1.3 The minutes of the meeting shall be prepared and circulated by the COE after approval of the Chairman.
- 7.1.4 The Chairman may also invite any other person as a Special Invitee.

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7.2 Responsibilities of the Examination Committee:

- 7.2.1 Oversee the affairs of the Examinations.
- 7.2.2 Take all decisions with regard to the Examination System.
- 7.2.3 Frame rules & regulations for the examinations
- 7.2.4 Suggest to the COE from time to time /as and when required.
- 7.2.5 Take up any other matter related to Examinations.

8. CONTROLLER OF EXAMINATION (COE)

8.1 Role of COE:

The Controller of Examinations (COE) shall be the overall In-charge for planning and administering of an Examination System and shall work without any influence or pressure of any Person/Officer, Department and/or Agencies whether internal or external.

He will be responsible, for conducting timely examinations in a disciplined, efficient and transparent manner and shall issue guidelines/procedures for improvement of examination system from time to time.

He will issue/sign all the documents, notifications, letters, circulars related to examinations.

He will also be responsible for all arrangements with the conduct of examinations, arrangement of answer books, question papers, evaluation, declaration of results and act as the custodian of examination records.

The COE will report to the Vice Chancellor and will work in close coordination with the Registrar.

In absence of the Controller of Examination, the Dy. Controller of Examination shall be In Charge.

9. CONDUCT OF EXAMINATIONS AND PROCEDURES:


All the examinations of Mody Institute of Technology & Science -MITS UNIVERSITY shall be conducted and controlled by the Controller of Examinations according to Ordinances and Scheme of Syllabus for various programmes.

9.1 Schedule of Examinations: In consultation with respective Dean the Controller of Examinations shall issue the notification of examinations, in accordance with the Academic Calendar for all Faculties well in time.

9.2 Eligibility Criteria:

No candidate shall be eligible for appearing at an examination unless she;

- (a) Has been registered in the said course as a student in accordance with the existing rules of MITS.
- (b) Fulfills the minimum academic requirements for appearing to an examination.
- (c) Fulfills the Attendance Rules as prescribed by MITS and is not debarred from

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examinations under any Rule of discipline of MITS.

- (d) Is not debarred from the Examinations under any Legal/ Court proceedings.

9.3 Admit Cards:

9.3.1 A candidate must produce her Admit Card whenever required by the invigilator/examination staff. No candidate shall be permitted to enter the Examination Hall without the Admit Card.

9.3.2 Misrepresentation or suppression of information :

If it is detected that the candidate has, furnished false information or misrepresented /suppressed any information required in Registration Form / Exam Form, her result shall be withheld and deposited fees shall be forfeited, apart from initiation of disciplinary proceedings against the candidate.

9.4 Printing of Answer Books:

The answer books shall be arranged by the office of the COE as per requirements and account of which shall be maintained.

The answer books shall be issued by the office of COE to Examination centres on their requirement

9.5 Format of Answer Books:

The format of answer books for theory and practical examinations for the purpose of maintaining secrecy, shall be decided by the CoE with approval of the Central Exam Committee.

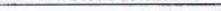
9.6 Account of Used and Blank Answer Books:

The Controller of Exam shall maintain proper record of answer books procured and issued to the Examination Centres/In charge.

The Exam In Charge of Faculty shall also maintain record of used and blank answer books received from the office of the COE.

9.7 Display of Examination Dates/Schedule:

In consultation with respective Dean the COE shall issue and display the Examination Schedule for various examinations at least 10 days prior to End Term Exam & 7 days prior to Mid Term Exam, on the Examination Notice Board/ MITS Website for the information of all concerned.

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9.8 Deputation of examination Superintendent /Invigilators and Flying

Squad/Observer :

9.8.1 Examination Superintendent:

For End Term exam, In consultation with respective Dean the COE shall appoint one faculty member (not below rank of Associate Professor) from any Department, preferably in rotation as Examination Superintendent for a specified period or a particular examination. At least 3 days before the commencement of examinations, the Examination Superintendent shall be provided with a Superintendent' s Packet containing Book of Instructions, Invigilation guidelines, Roll No. of candidates appearing in the examinations along with their attendance chart, and all other examination materials by the office the COE .

No Superintendent shall be deputed for Mid Term and Practical Examinations. The Mid Term & Practical Examinations shall be conducted by the Exam In Charge of Faculty with the help of HODs and faculty members in consultation with Dean.

For duties & responsibilities of Superintendent: refer to Annexure I

9.8.2 Invigilators and Supervisory staff:

Required number of Invigilators and other Supervisory staff shall be provided by the Dean for smooth conduct of examinations.

Once the names have been received from the Dean' s office, the Exam In Charge/Superintendent shall issue the duty chart of Invigilators and supervisory staff, allotting their respective examination duties.

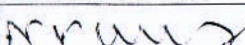
For duties & responsibilities of Invigilators: refer to Annexure II.

9.8.3 Observer / Flying Squad:

The COE may appoint Observer or Flying Squad. The Observer/ Flying Squad may be internal / external or both.

The Observer / Flying Squad shall be provided with schedule of examinations and shall choose the day /time for their random visits of the examination centres.

The Observer /Flying Squad shall submit their written report of the visit in the prescribed format provided by the COE. The Flying Squad /Observer may be paid a suitable honorarium

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as decided by the Examination Committee from time to time.

9.9 Provision for Writer:

In case of major sickness/ disability of the candidate due to which she can not write her own paper, the candidate may apply, to the Dean along with a Medical certificate issued by the Doctor of MITS or a Senior Doctor from the Govt. Hospital to allow her a Writer to write the papers on her behalf. The Dean and CoE after examining the case, and if satisfied may grant permission for the same. The Dean and COE will ensure that the Writer does not have any knowledge of that subject/ paper and shall be a junior student.

9.10 Display of Seating plan and instructions :

The Superintendent /Exam In Charge shall display on the Examination Notice Board the Seating Plan at least one day before the commencement of the examination.

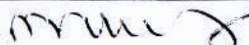
The Examinations shall be conducted on the scheduled date/ time as notified by the COE. In case of unavoidable circumstances, if any examination is postponed/ rescheduled, the candidate shall be notified of the same by COE on the Examination Notice Board and MITS website. No individual information shall be sent to candidates.

9.11 Daily Examination Report:

The Superintendent/ Exam In charge shall send a daily report of examinations in the prescribed format to the COE.

10. DISCIPLINE

- Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, she can be expelled from the examination.
- If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
- If a candidate brings any dangerous weapon at the examination center, she can be expelled from the examination and disciplinary action can be initiated against her.

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iv. Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers based on the reasons for expulsion.

v. All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman Unfair means Standing Committee by COE.


11. Prohibited areas during the examinations

- No unauthorized person /staff will be allowed to enter the Examination Hall/Centre during the examination time.
- The Superintendent /Exam Incharge shall identify the prohibited area by visible signs.
- The Security staff and other persons posted on examination duty shall prevent unauthorized persons from entering the prohibited area.
- Electronic devices, I pod, Programmable Calculators or any objectionable item /notes, printed or written material etc. shall not be permitted to be carried inside the examination hall. In case any of the above are found in possession of a candidate, action as per UMC procedure would be taken.
- The Candidates must maintain silence in the examination hall and not stand/walk outside the examination halls or corridors during the examination hours.

12. Unfair Means - Rules & Regulations:

12.1 The following will constitute the use of Unfair means:-

- Any candidate found having in her possession or accessible to him/her or nearby her, any papers, books or notes, pen drives, electronic devices, written or printed matter or any kind of unauthorized material.
- Writing during the examination hours on any paper other than the answer-book, any portion of the question paper, or anywhere, answers related to any question.
- Talking to another candidate or to any person other than the members of the Examination Staff/Invigilators, in the Examination Hall.
- Consulting notes/books inside the Examination Hall.
- Copying from some book or notes or from the answer of some other candidate or helping another candidate.
- Receiving or giving help from/ to another candidate during the examination/ including receiving/ sending SMS or any electronic messaging.
- Disclosing her identity deliberately or making any distinctive mark in his/her answer

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- paper may be cancelled, or
- ii. If a candidate is found guilty of attempting to use unfair means at an examination, the Standing Committee may recommend for deduction of a certain percent of marks from her result, according to the nature of the offence, or
 - iii. If it is found/discovered that the candidate was in any manner guilty of serious misconduct in connection with her examination and /or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas etc., the Committee may cancel all the papers of that semester of a candidate.
 - iv. If a candidate has suppressed information of misrepresented information to fraudulently sit/appear in an examination, the Standing Committee may cancel all the papers of that semester of a candidate and/or debar her from appearing in any examination or for the entire semester or programme or cancel/withhold the Degree.
 - v. If the guilt of candidate is not proved on personal hearing or on the basis of proof / evidences and statements attached / presented with the UMC form, the Standing Committee may simply give a warning to the candidate and the case shall be disposed off.
 - vi. In case of difference of opinion of the members of Standing Committee, the findings/decision of the Vice Chancellor shall be final.

12.4 Unfair Means Standing Committee

All Unfair means cases shall be reported to the Chairman Unfair Means Standing Committee by the COE in writing for suitable action, in a time bound manner, as per prescribed procedure in Para 10.3 above.


12.5 Unfair Means Appellant Committee:

If a candidate is not satisfied with the decision of the Unfair means Standing Committee, she may approach to the Appellant Committee. The appeal shall be considered only in light of any new material/ evidence provided by the candidate.

A candidate may appeal in writing to the Appeal Committee within three days of issue of Notification of punishment by the Unfair Means Standing Committee.

The Appeal Committee shall consist of :-

- | | | |
|------------------------|---|----------|
| 1. Vice Chancellor | - | Chairman |
| 2. Pro Vice-Chancellor | - | Member |

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The Vice Chancellor may invite any external expert / member to the above Committee.

13. QUESTION PAPER SETTING:

13.1 Paper setting procedure:

The question papers for all subjects/courses shall be set by the subject experts. The COE shall request to the Panel of Paper Setters to set the question papers well in time with full confidentiality.

The paper setter shall ensure that the paper covers the appropriate assessment objectives and criteria and subject content as set down in the syllabus. The paper setter must also ensure that the level of demand is appropriate, that, where there is a choice of questions, alternative questions make equivalent demands. The paper setter is also required to check that all instructions and advice to candidates are clear.

13.2 End Term Theory Examinations: For End Term Theory Examinations, the Question Papers shall be set by the subject experts from the panel of faculty members appointed by the Controller of Examination in consultation with the Deans.

The paper setters may be internal or external or both, depending upon the subject.

13.3 Mid Term Theory Examination: For Mid Term Theory Examination, the question papers shall be set by the concerned course coordinator/teacher in consultation with the HOD.

13.4 Practical Examinations: Mid Term & End Term Practical Examinations and Viva Voce etc shall be conducted as per the schedule notified by the Controller of Examinations at Faculty level in consultation with the Dean and HODs.


14. MODERATION OF QUESTION PAPERS:

Question papers would be moderated by the members of the Moderation Committee appointed by the COE in consultation with respective Dean. In case of difference in opinions of moderators, the decision of the COE and Dean shall be final.

Moderators shall be required to put themselves in the place of a candidate and to work through the question paper to ensure that the whole thing works as an assessment instrument.

The Moderators may suggest for further revision to the question paper and/or marking scheme.

No paper setter who has prepared the paper shall participate in moderation of his/her own question paper(s). Two sets of question papers are to be finalised by the Chairman of the

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Moderation Committee and COE will decide one paper for finalisation.

15. PRINTING AND PACKING OF QUESTION PAPERS:

After moderation, the question papers shall be handed over to the Controller of Examination. Thereafter the Controller of Examination shall ensure for confidential planning & printing of question papers and to dispatch the sealed packets of question papers to the Centre Superintendent(s)/In Charge.

16. EVALUATION SYSTEM :

16.1 Evaluation of answer books :

Answer books shall be evaluated by the examiners on the evaluation centre and shall be returned back along with the Award List to the office of the Controller of Examination within the stipulated period as notified by the Controller of Examination. The examiners shall be appointed by the Controller of Examination from a panel of examiners approved by the Central Exam. Committee. The Examiners/Head Examiners may be internal, external or both. External Examiners may be paid an honorarium as decided by the Central Examination Committee as decided from time to time. The component of evaluation done by external examiner shall be atleast 10% of scripts of each subject.


16.2 End Term Exam answer books shall be evaluated by the Examiners at the Evaluation Centre approved by the COE only.

16.3 Mid Term Exam answer books shall be evaluated departmentally at faculty level. Evaluated Answer Books of Theory, practical and any other examinations shall be returned with Award list within the specified time to CoE.

16.4 Permissible Ink for evaluation: The Examiner will be permitted to use red ink only for checking of answer books. The Head Examiner will use green ink.

16.5. Evaluated of answer books of theory , practical or any other examinations shall be returned with award list within the time limit specified by the COE.

16.6 Evaluation of Thesis/Projects Etc.: The Faculty shall forward two sets of Thesis / Projects

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the Controller of Exam for evaluation process. The Controller of Exam shall appoint Examiners and issue guidelines / Process for evaluation in consultation with Central Exam. Committee.

17. Custody of evaluated answer books:

The Controller of Examination shall keep End Term evaluated answer books in safe custody for a maximum period of six months only from the date of declaration of result of that particular paper/subject. There after these answer books shall be destroyed.

18. In case answer book of any candidate is lost:

A candidate whose answer book is lost after having been received by the Centre Superintendent of the examination/COE and who, but for this answer book, would have either passed examination or is likely to be placed under re appear, shall, unless she opt for re examination on a date to be fixed up by the Controller of Examination, be deemed to have obtained in that paper marks /grades equal to the average marks/grade obtained by him/her in other papers. If there is any dispute in this matter, the finding of the Controller of Examination, subject to confirmation by the Vice Chancellor, shall be final.

19. Submission of Marks/Grades:

The Marks/grades of any subject /subjects shall be submitted to the CoE and SGPA/CGPA shall be calculated by result section. The final result/grade shall be prepared by the office of the Controller of Examination.

20. DECLARATION OF RESULTS/GRADES:


All the results shall be declared /published centrally by the Registrar on the Notice Board/MITS website.

21. RE-EVALUATION/ RECHECKING OF PAPERS:

21.1 The University shall maintain transparency to the maximum extent feasible in the evaluation system, consequently students shall be granted permission for re-evaluation/re checking of their answer books of End Term papers only.

21.2 For revaluation/re checking of answer books, students may apply along with the prescribed fees as fixed by the University from time to time, within **seven days** from the date of publication of results” .

21.3 There shall be no re-evaluation in the following marks/assessment:-

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- (i) Lab / Practical examinations, tutorials
- (ii) Viva-Voce,
- (iv) Project Report evaluation,
- (iii) Thesis/Dissertation evaluation
- (iv) Assignments, Seminar, Quizzes etc.

However, in the exceptional circumstances, the grade/paper of a candidate may scrutinized by UGPC.

22. Issue of Grade Cards :

The Grade Cards shall be issued under signatures of the Controller of Examination and Registrar.

23. Issue of Degree:

Degree to a candidate shall be issued under signatures of the Dean of concerned Faculty, Registrar and Vice Chancellor.

24. Issue of Duplicate Copies of Certificates:

Duplicate copies of the Degree/Grade Card/Provisional Certificate shall be issued on payment of the prescribed fee. Duplicate copies of Certificates shall not be issued, unless the candidate submits copy of FIR or an affidavit on a Non Judicial Stamp Paper of minimum value of Rs. 10/- or as required by the law in force, declaring that the applicant has not utilized the Original Grade Card/Provisional Certificates for appearing in any examination and has lost the same, or it has been destroyed and the applicant has a need for a duplicate copy of the Grade Card. A standard format for the said affidavit is enclosed. (see Annexure) - III

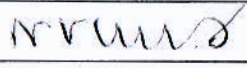
25. Migration Certificate, Provisional Certificate:

A candidate, who has passed the final year examinations of a programme, may apply for Migration Certificate, Provisional Certificate to the Registrar. The Migration Certificate, Provisional Certificate shall be issued by the Registrar as per university guidelines issued from time to time.

26. DISSEMINATION OF INFORMATION:

All Notices or Circulars regarding the conduct of examinations, date sheets, results and the payment of exam. fees etc. shall be displayed by the Controller of Examinations on the Examination Notice Board of the University and the same may also be displayed on the University website, Students must see the Examination Notice Board and refer to MITS website for all information regularly and get updated.

The Institute shall not be held responsible if any student misses to see the information on the Notice Board/Website.

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- Ex - 1
			Examination
Signature			Page 4 of 17
Name	Dr. N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Revision : 0
Date	22-09-2010		Date : 22-09-2010

The expiry period of notices, circulars, results displayed on the Notice Board/Website shall be maximum 7 days from the date of its display on the Notice Board/Website.

27. INTERPRETATION OF RULES :

In case of clarification on any of the clauses in this document /rules the interpretation of the Vice Chancellor will be final and binding.

28. JURISDICTION:

The jurisdiction on any legal matter arising out of the said rules shall be the Courts of Sikar, Rajasthan only.

CC: Chairman, MC; Vice Chancellor; Dean, FET; Dean, FMS; Dean FASC; Dean, FOL; COE; Registrar;

Annexure - I

Duties and Responsibilities of Superintendents

1. Arrange to prepare date wise / shift wise examination schedule & strength of students appearing in Examination & accordingly examination material are to be indented.
2. Make all necessary arrangement for conduct of examination on scheduled date and time, including display of examination schedule, seating arrangement, security arrangement if required and for recording attendance of students.
3. Appoint invigilator minimum 2 in a room with student strength up to 40 and an additional invigilator if student strength is more than 40.
4. Arrange in advance sufficient Answer Books & other materials for conduct of examination and keep records of the same.
5. Keep the question paper received from the Controller of Examination in safe custody and keep proper records of the used and unused question papers and arrange for distribution in examination.
6. Report all cases of use of unfair means by the students in the examination, if any, to the controller of examination for consideration by the Examination Discipline Committee of the University.
7. Arrange to dispatch answer books for evaluation on day to day basis.
8. Daily Examination Report should be sent to the CoE.

Annexure - II

Instructions to Invigilators

- 1) The invigilator should be stationed in the examination hall atleast 20 minutes before the commencement of the examination with all materials (except question papers)
- 2) Invigilator must ensure that there is no written materials on tables, chair, black board, wall etc. of the examination hall. In case something is written it should get erased immediately.
- 3) Before the distribution of the answer books to the students, the invigilator must ensure that the facsimile seal of the University is affixed in the answer book otherwise the answer book should be immediately withdrawn.
- 4) The invigilator must also ensure that there should no chits on the windows, doors or on the corridors of the examination hall if found they should be destroyed.
- 5) Before entering the examination hall, the invigilator should check each examinee thoroughly.
- 6) The invigilator should not permit any student into examination hall after the examination has begun. In case of emergency student may be permitted late up to 30 minutes with the consent of Center Superintendent.
- 7) Invigilator will check admit card of all the students at the entrance of the examination hall. No student will be allowed to enter examination hall without the admit card.
- 8) While signing the answer book, the invigilator are requested to ensure that the students should have made all necessary corrected entries i.e. Roll No. / Enrolment No., name of the subject / code and date of exam etc. In no case the invigilator should sign on the answer book prior to filling of all entries correctly by the examinees.
- 9) Invigilator will sign a declaration form stating that his/her ward or kin is not appearing for examination.
- 10) The Invigilator are requested to handover the list of absent students, along with the details of used / unused answer books and question papers to supervisor after 45 minutes of start of the examination.
- 11) Invigilator must not permit any student to leave the examination hall without prior permission from the Examination Superintendent.
- 12) If any student is caught using unfair means her case should be properly made out and reported with full evidences.
- 13) Please check that the student has not carried their belongings in the examination hall.

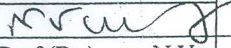
Annexure-III

Undertaking for issue of Duplicate copies of Certificate

I (name of student) _____ Enrolment No. _____, Programme _____ Batch _____ declare that I have not utilize the original Degree/ Grade Card / Provision Certificate for appearing in any examination and has lost the same, or it has been destroyed and further has a need for a duplicate copy of Degree / Grade Card / Provisional Certificate.

I am depositing Rs. _____ through CR/BR No. _____ Dated _____ towards issuance of Duplicate Certificate.

(Name & Signature of Student)
Enrolment No. _____
Programme _____
Batch _____

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Signature 			Faculty buildings – entry and exit
Name	Prof.(Dr.) N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	23-12-2013		Revision : 0
			Date :23-12-2013

FACULTY BUILDINGS – ENTRY AND EXIT

A. Acharya Brihaspati Bhawan (ABB) – FET and FOL

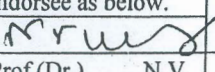
The ABB has three gates as given below:

1. Gate No. 1, facing NH 11 which is the Main Gate.
2. Gate No. 2, which opens towards Dining Hall.
3. Gate No. 3, which opens towards FMS.

The primary responsibility to ensure locking and opening of gates of ABB will be of Dean-FET.

- i. Gate Nos. 1, 2 & 3 will remain open from 7 AM to 7 PM.
- ii. At 7 PM the personnel employed by FET at Gate No. 1, 2 and 3 will hand over the keys to the security guard of H&S Department who will lock Gate No. 1 & 3 after ensuring that the AC's lights, fans and TV and other electrical appliances are switched off and the doors and windows are closed properly that means from 7 PM to 7 AM the Gates 1 & 3 are locked.
- iii. From 7 PM to 9 PM the Gate No.2 will remain open and will be guarded by the security of H&S Department.
- iv. After 9 PM Gate No.2 will also be locked by the security of H&S Department i.e., from 9 PM to 7 AM all the 3 gates of ABB remain locked.
- v. In the next morning 7 AM the security guard of the H&S Department will hand over the keys to the security personnel of ABB.
- vi. In case if required for any extra classes, placement or any other functions after 7 PM, the permission from Dean FET has to be obtained.
- vii. In case Dean FOL requires the ABB building till late night, Dean FOL may request Dean FET to hand over the keys of the gates of ABB to the concerned person in the office of the Dean FOL.
- viii. The Keys will be returned to the House Keeping Supervisor of the FET the following morning.
- ix. The record of handling over and taking over of the keys of ABB by the concerned personnel will be maintained by the House Keeping Supervisor FET which will be checked by the Manager (Accounts & Administration), FET once in a week.

dmr mss
for execution
28/12/13

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- F -5
Signature 			Faculty buildings – entry and exit
Name	Prof.(Dr.) N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page <u>2</u> of 2
Date	23-12-2013		Revision : 0
			Date :23-12-2013

B. FMS building


FMS building has two gates as given below:

1. Gate No. 1 facing NH 11.
2. Gate No. 2 facing the workshop of FET.

The primary responsibility to ensure locking and opening of gates of FMS building will be of Dean-FMS

- i. Gate No. 1 will remain open from 8 AM to 7:00 PM
- ii. Gate No. 2 will remain open from 8 AM to 8 PM
- iii. The peon of FMS will collect the keys from the Security Parlour at 7:45 AM and will open the Gate Nos. 1&2 of the FMS building at 8:00 AM.
- iv. At 7:00 PM he will switch off the ACs, lights, fans, TV and other electrical appliances and doors / windows of the class rooms, corridors, faculty cabins and offices of the building and lock the Gate No. 1 of the building.
- v. The peon of FMS will then hand over the keys of gate No. 1 to the Security Parlour. However, the library in the building will remain open till 8 PM.
- vi. At 8 PM the library incharge of FMS will switch off the lights, fans of the library and the adjacent corridor and will lock the library and the Gate No. 2 of the FMS building.
- vii. He will then hand over the keys of the library and gate No. 2 to the Security Parlour. In the morning the keys of the library will be collected by the library staff from the Security Parlour and the library will be opened at 8 AM.
- viii. The record of handling over and taking over of the keys of the building will be maintained by the staff at Security Parlour. The same will be signed by both the staff of Security Parlour and the staff of FMS and will be checked by the Accountant of FMS once in a week.

CC: Chairman, MC; Registrar; Dean, FET; Dean, FMS; Dean FASC; Dean, FOL; GM-H&S

1 Copy to MU Delhi 1 Copy to, MU Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- L-2
Signature			Leave
Name	Prof.(Dr.) Suresh Advani		Page 1 of 3
Date	23-01-2018	MANUAL OF RULES & PRACTICES	Revision : 03
			Date : 23-01-2018

Leave

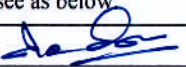
1. Leave is a privilege and cannot be claimed as a matter of right. The leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of the service or on administrative considerations. The mere fact that leave is available in one's credit does not, thereof confer any right that leave applied for will have to be sanctioned. University/Foundation employees are required to get their leave sanctioned well in advance.
2. The President will be the leave sanctioning authority of Vice-President, Registrar, Deans, Principal, Director-Marketing & Admissions, GMs, COE and others who directly report to him / her.
3. The concerned Dean, Principal, Registrar, Director-Marketing & Admissions, GM or COE will be the leave sanctioning authority of faculty and staff of the Division.

Leave year will be from 1st July to 30th June of the following year for all the employees of the University/Foundation. Proper leave record will be maintained in the leave register for each employee by various Divisions / Departments of the University/Foundation. The employee of the University/Foundation will be entitled for the following types of leave:

- i) Casual leave – Both Academic and Administrative staff members will be entitled to 12 days casual leave. It is not to be combined with any other leave and shall not be granted for more than 3 days at a time. The Casual leave will expire at the end of the year in which it is earned.

In case of academic units, the concerned faculty member will be responsible for making arrangements for the teaching for the period he/she intends to proceed on leave. No classes can be cancelled, re-scheduled, or postponed because of leave and the arrangements made must have the approval of the HoDs.

In case of the University/Foundation Officials, such as President, Vice-President, Deans, Principal, Vice-Principal, Registrar, Director-Marketing & Admissions, GMs, CoE and those who have officer in their title, **if the unused** casual leave which cannot be availed during the month of June of the leave year because of academic and admission requirements, it may be carried forward to the immediately succeeding 6 months, and it lapses automatically thereafter. In case of President, this will require MC Chairperson's permission and for all others, the President can approve such extensions.

1 Copy to MU Delhi 1 Copy to MU Lakshmangarh 1 Copy to each endorsee as below		MODY UNIVERSITY LAKSHMANGARH	MORP- L-2
Signature			Leave
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 2 of 3
Date	23-01-2018		Revision : 03
			Date:23-01-2018

ii) Privilege leave – President, Vice-President, Deans, Principal, Vice-Principal, Registrar, Director-Marketing & Admissions, G.M.s, COE other Officers of the University/Foundation, Librarians, Lab Assistants & Other Administrative staff members will be entitled to 25 days Privilege Leave on pro-rata basis. Academic Staff are not entitled to PL as they are entitled to VL.

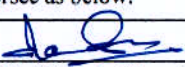
iii) Vacation for the Faculty – Faculty members of Colleges are authorized to take 30 days vacation leave and faculty members of Mody School are authorized for 30 days vacation leave in an Academic Year on pro-rata basis. The leave must be continuous and can be broken in parts only in exceptional cases with the permission from the concerned Dean/Principal. With the permission of Dean, a College faculty member can go on long breaks when the classes are not in session as per Academic Calendar of the University such as Holi, Diwali, and year end break (New Year). However all such leaves would be accounted for within the above 30 days vacation leave.

The Deans & Principal are authorized to retain any member of the teaching staff to remain on duty for such a period of vacation as may be considered necessary. The Deans & Principal may also recall to duty any member of the staff who has proceeded on vacation.

iv) Maternity Leave – Maternity Leave on full pay may be granted to the teaching staff members on the recommendations of the competent medical authority for 8 weeks, 2 weeks prenatal and 6 weeks postnatal. The female faculty should have been in continuous service of the University/Foundation for not less than one year. The applicant shall be required to produce supporting medical certificate to establish that the leave applied for is for maternity reasons. Maternity leave can be availed of only twice during the service of the employees in the University/Foundation. The Dean and HoD for University, Principal for School will be responsible to make arrangements for teaching during this period.

v) Leave Without Pay – An employee of the University/Foundation at the discretion of the leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements.

vi) Unauthorized Leave – An employee who remains on unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit.

1 Copy to MU Delhi 1 Copy to, MU Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- L-2
Signature			Leave
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 3 of 3
Date	23-01-2018		Revision : 03 Date : 23-01-2018

An employee shall not take up or accept any employment with or without remuneration during the period of such leave / loss of pay / absence.

vii) **Special Academic Leave** –Special Academic Leave may be granted to a faculty at the discretion of the Dean and the leave should not exceed 15 days in a calendar year. In case of Principal, Vice-Principal, Deans, Vice-President and President it will require the President's and MC's Chairperson's approval, respectively. Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean. The Special Academic Leave may be used for the following purposes:

- To attend examination work / BOS / Senate/Academic Council at other university
- To attend professional / orientation courses / workshops
- To attend official / professional / academic activities as directed or permitted by HoD / Dean
- To attend sports meets / cultural events / election duties

- Special Academic Leave cannot be accumulated.
- Special Academic Leave cannot be combined with any other form of leave.
- Submission of Attendance certificate is mandatory.
- Employees shall not claim TA / DA from the Home institution.

Leave : Others:

- Nursing staff: 12 Casual Leave & vacation for 25 days or lesser duration as per requirement during Deepawali and Vacation.

ACCUMULATION: The administrative staff members of the University / Foundation are authorized to accumulate, Privilege Leave upto a maximum of 50 days.

LEAVE ENCASHMENT: The University/Foundation Administrative Staff members on retirement / resignation; retrenchment are entitled to the benefit of leave encashment of Privilege Leave only. Basic+DA will be encashed for number of Privilege Leave accumulated not exceeding 50 days.

COMBINATION OF LEAVE: Privilege Leave, Maternity Leave and Leave Without Pay may be taken in combination of any other kind of leave except Casual Leave.

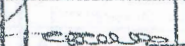
CC: Chairman-MC, President, All Deans, Principal, **Registrar**, Director- Marketing & Admissions; All GMs, CoE, EA to Hon'ble Chairman


LEAVE SUMMARY DETAILS

S.NO.	TYPE OF LEAVE	President /Vice President /Deans	Principal-MS/ Vice-Principal- MS	Registrar/ Director- Marketing & Admissions/ COE/GMS	Teaching Faculty (Colleges)	Teaching Faculty (School)	Assistant Librarian/ Technical Staff/ Administrative Staff (University/School)	Nursing staff
1	Casual leave	12	12	12	12	12	12	12
2	Privilege leave	25	25	25	----	----	25	----
3	Vacation for the Faculty	----	----	----	30	30	----	25
4	Maternity Leave	----	----	----	8 weeks	8 weeks	----	----
5	Leave Without Pay	Leave sanctioning authority may be granted Leave Without Pay. The period of this Leave Without Pay will not be accounted for increment or other leave entitlements						
6	Unauthorized Leave	unauthorized leave shall be treated absent and may attract disciplinary action against him / her as deemed fit						
7	Special Academic Leave	Yes	Yes	----	Yes	----	----	----
	Total	37	37	37	42	42	37	37


* 15 days in a calendar year, Special Academic Leave shall be subject to prior submission of relevant documents and specific sanction from the Dean for teaching staff.

* Except above mentioned 7 type of leaves, Festival/National Holidays as declared by the Institute in a academic year are also applicable to all Staff members.

1 Copy to MIER-Delhi	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/M-2
1 Copy to MIER-Lakshman		Manners & Etiquette
Signature: 	LAKSHMANGARH	Revision: 0
Name: Dr. P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 15 May 2020
Date: 15 May 2020		
M-2 Manners & etiquette		
1.	<p>Manners and etiquette consist of an elaborate list of norms and rules of social conduct & behaviour for every situation encountered in daily life. By cultivating correct mannerism and etiquette, one emerges with confidence to tackle various social situations and enhances ones' social acceptability. Finer nuances of manners and etiquette must be developed & drilled by constant practice and exposure to various social situations. MIER faculty members must, therefore, endeavour to promote good manners, etiquette and moral values in our students with special emphasis on the following:</p>	
(i)	<p>NAMASKAR: The day must start with a smile and a word of greeting - NAMASKAR to every one. "NAMASKAR" is a traditional Indian way of greeting and showing respect to elders. The NAMASKAR symbolizes both a greeting and a welcome and also reflects our traditional hospitality making it the most unique form of greeting in the world.</p>	
(ii)	<p>CHARAN-SPARSH is unique Indian tradition of expressing sincere respect and reverence to parents and elders. Students must do Charan-Sparsh of their parents and elderly family members / relations daily in mornings at first meeting and on arrival/while returning from vacations.</p>	
(iii)	<p>COURTSEY in itself is a great form of social service. By gentleness of manners, by an unobtrusive sympathy, by thoughtfulness for others in little things, one can smoothen the roughness of life. We must teach our students to be humble, polite and courteous. Courtesy begins at home and it is only by practicing courtesies at all times that an individual blossoms with confidence in her interaction with others. For example, while standing in que in the mess / PCO, or any other place, parents/guests /visitors to the Institute be offered/requested to help themselves first.</p>	
(iv)	<p>HONESTY is the keystone of character. Teach them to accept their faults and tell the truth and face injustice with utmost courage and conviction. Truth always triumphs.</p>	

1 Copy to MIER-Delhi	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/M-2
1 Copy to MIER-Lakshman		Manners & Etiquette
Signature 	LAKSHMANGARH	Revision: 0
Name Dr. P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 15 May 2020
Date 15 May 2020		
(v)	PUNCTUALITY: Students must know and understand the true value of time. Time lost will never come again. Teach them to be punctual at all occasions.	
(vi)	DRESS & TURN OUT : Since ages "dress" has been used by kings, queens and commoners to project and enhance their personality. Well dressed person invariably attracts appreciative attention. Dress also conveys one's culture and traditions. Therefore teach the students to dress up appropriately according to time, place and occasion. Remember: dressing is never complete unless one wears a smile on face. Also teach them to remain clean and tidy always.	
(vii)	PERSONALITY that exudes friendship, elan, warmth, bonhomie and confidence sets her apart from the rest of the crowd. Develop aesthetics, poise, elegance, grace, glitter of intelligence and halo of aristocracy. One can win more hearts by tenderness and forgiveness than by swords.	
(viii)	INTRODUCTION : Teach them how to introduce. When introducing one must pronounce her name and sur-name slowly and coherently. "Pleased to meet you" is a standard form; through "Hello" or "How do you do"? are also socially acceptable.	
(ix)	CONVERSATION: Soft & polite conversation is a social pleasure. A good conversationalist does not dominate a conversation but permits others also to have their say. Also avoid spilling words or rushing through sentences. Sarcasm at the expense of others is unpardonable and so is malicious gossip about mutual acquaintances. A sophisticated person never comments on personal life/life style of other(s) shun criticism, fault finding, destructive criticism, malice and castigating others. Disregard personal bias and concentrate on positive traits. Don't be stingy with words of appreciation when they are justly due. Everyone likes to be told that she is respected, appreciated and liked. One of the most difficult lessons to learn is to mind one's own business. Don't gossip - it is a common disease in the students community - get rid of it.	

1 Copy to MIER-Delhi		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/M-2
1 Copy to MIER-Lakshman			Manners & Etiquette
Signature	<i>[Signature]</i>	LAKSHMANGARH	Revision: 0
Name	Dr. P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 15 May 2022
Date	15 May 2022		
(x)	<p>TABLE ETIQUETTE: Sharing and partaking of food offers excellent opportunities to cultivate and hone one's social grace. The refinement, or lack of it in a person is no where more revealing than at the dining table. The diner who sloshes her soup, slurps on it, speaks with her mouth wide open when eating or behaves in an uncivilised manner at the dining table transgresses the bond of table etiquette. Use of spoon, knife fork, chopsticks etc. should be proper. It is a good manner to take a little of every dish. Decline by a polite "No-thank you so much", if you have to decline a dish. Faculty members must sit at the appropriate place on the dining table to correct the wrong eating habits of the students. Only on ceremonial occasions, they must sit at head table.</p>		
2.	<p>Principal/ Vice Principal should also explain and emphasise one of the above points in rotation in morning assembly to inculcate good manners and etiquette in our students.</p>		

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmanagarh 1 Copy to each endorsee as below		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP-ME-1
Signature:			Moral Education
Name:	Dr. N.V. Subba Reddy		Page: 1 of 3
Date:	13-12-2011		Revision : 0
		MANUAL OF RULES & PRACTICES	Date: 13-12-2011
		MORAL EDUCATION	

1. APPLICABILITY

The provisions of this MORP are applicable to all the students of classes III to XI, and the Academic Divisions of the Mody Institute of Education & Research (MIER).

2. PREAMBLE

MIER was established to serve the society specially with the clear objective of the holistic development of every individual's mind and body right from school level. So to meet the target it was decided that Moral Education be taught to all as it is the standard of good & evil which governs an individual's behaviour and choices.

3. PROJECTS IDENTIFICATION

Moral Education is one of the most neglected areas in education field as children these days are busy with the education system which is only a marks earning system, however the prime target of MIER is to inculcate moral values in children as we want our children to become warm, decent and sensitive human beings who reach out generously to those in need. We expect that they find values and ideals to give their lives purpose so that they can contribute to the world and make it a better place because they have lived in it. MIER strongly believes that intelligence, success and high achievement are worthy goals but they mean nothing if our children are not basically kind and loving people. Thus the following projects have been identified in order to develop ethical values in students.

- * : Teaching Sanskrit as vital language
- * : Imparting Vedic knowledge of scriptures epics, mantras and prayers.

4. METHODOLOGY**A) Apprise students with Vedic Culture**

The Division plans to undertake a project to impart moral education to every individual. The classes at school level may be taught moral values such as :-

CLASS – III

- Sanskrit prayers of school
- Hanuman Chalisa
- Chaupaiyan (from Ramcharit Manas)
- Ramstuti (Shree Ram Chandra Kripalu.....)
- Achyutashikam (अच्युताष्टकम्)

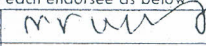
CLASS – IV

- Bodhmala – Part IV
- Shivpanchakshar Stotra (शिवपञ्चाक्षर स्तोत्र)
- Chaupaiyan (from Ramcharit Manas)
- Ramstuti (Shree Ram Chandra Kripalu.....)
- Prayers in Sanskrit
- National Anthem
- National Song

CLASS – V

- Bodhmala – Part V
- Vedmantra (Swastivaachan, Shanti path)
- Shrimad Bhagwat Gita (Chapters 1,2) =119 Shlokas
- Durga Saptshati, Devistotra

CHAIRMAN'S
INITIAL

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP-ME-1
Signature: 		Moral Education
Name: Dr. N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page: 2 of 3
Date: 13-12-2011		Revision : 0
		Date: 13-12-2011

CLASS – VI

- Bodhmala – Part VI
- Adityahridya Stotra (अदित्यहृदय स्तोत्र)
- Shrimad Bhagwat Gita (Chapters 3,4,5) = 114 Shlokas

CLASS – VII

- Bodhmala – Part VII
- Ramrakshastotra (रामरक्षास्तोत्र)
- Shrimad Bhagwat Gita (Chapters 6,7,8,9) = 139 Shlokas

CLASS – VIII

- Bodhmala – Part VIII
- Narayankawach (नारायण कवच)
- Shrimad Bhagwat Gita (Chapters 10,11,12,13) = 150 Shlokas

CLASS – IX

- Bodhmala – Part IX
- Vishnusahasranam Stotra (विष्णुसहस्रनाम स्तोत्र)
- Shrimad Bhagwat Gita (Chapters 14,15,16,17) = 99 Shlokas

CLASS – X

- Bodhmala – Part X
- Vishnusahasranam Stotra (विष्णुसहस्रनाम स्तोत्र)
- Shrimad Bhagwat Gita (Chapters 18) = 78 Shlokas

CLASS – XI

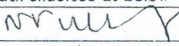
- First mantra of all four Vedas
- Rigveda – Agni Sukta (अग्नि सूक्त)
- Sammansya Sukta (सामनस्य सूक्त)
- Swasti Vaachan (स्वस्ति वाचन)
- Shaanti Paath (शान्ति पाठ)
- Purush Sukta (पुरुष सूक्त)
- Hiranyagarbh Sukta (हिरण्यगर्भ सूक्त)
- Naasdiya Sukta (नासदीय सूक्त)
- Ishaavaasyopnishad (ईशावास्योपनिषद्)

B) Teaching Sanskrit as vital language :-

Sanskrit, the root of all languages, may be taught to all students of MIER. The Division may arrange scriptures in Sanskrit. Also the school prayer, National Song and National Anthem may be taught in Sanskrit in order to make students speak and comprehend the language.

C) Visit to Tapovan :-

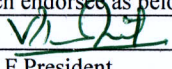
Students may be taken to Tapovan and read & recite mantras. To build up concentration and purity of mind, they may utilize Meditation Hall which is equipped with the material of building moral values within oneself. The following schedule to send students to Tapovan may be followed.

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP-ME-1
Signature:			Moral Education
Name:	Dr. N.V. Subba Reddy		Page: 3 of 3
Date:	13-12-2011		Revision : 0
		MANUAL OF RULES & PRACTICES	Date: 13-12-2011

Everyday a hostel (approx 60-70 students) is sent to the Meditation Hall for reciting the mantras and practice 'Dhyaan' from Monday to Friday. Likewise all the hostels are sent in rotation for the same. This way each hostel gets an opportunity to be in Hall for one continuous week in rotation and the schedule keeps moving throughout the year. This practice enables students to introspect which ultimately result to increase their self-control and resistance power.

CC: Chairman-MC; Director; Jt. Secretary; Dean-FET; Dean-FMS; Dean-FASC; Dean-FOL; Principal; Vice-Principal; GM-Engg; GM-H&S; GM-F&B; GM-Finance; Manager-Tapovan.

CHAIRMAN'S
INITIAL

1 Copy to, MUST Delhi 1 Copy to, MUST Lakshmangarh 1 Copy to each endorses as below.	MODY UNIVERSITY LAKSHMANGARH	MORP- C- 6 -
Signature 		Central Library MUST
Name F President	MANUAL OF RULES & PRACTICES	Page 1 of 6
Date 13.08.2019		Revision : 01
		Date : 13.08.2019

CENTRAL LIBRARY

MUST

1. APPLICABILITY

This MORP is applicable to the existing libraries located in the MUST.

2. DEFINITIONS

Student member means students enrolled in any school of MUST for a course

Faculty member means a teacher teaching in any school of MUST

Staff member (MUST) means a non-teaching (Technical, Ministerial-and Accounts) staff engaged in any faculty of MUST and Central Office.

Staff member (MEF) means all faculty, staff and students of MEF.

Librarian means the person in charge of the Library

3. PROCESS OF BECOMING MEMBER OF THE LIBRARY

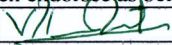
Step-1: Application to be sent to the Librarian through the respective Controlling Officer in a format as per Annexure-1(A) & 1(B)

Step-2: Issue of membership card to the members as per Annexure-2

4. NUMBER AND DURATION OF BOOKS/JOURNALS/MAGAZINES TO BE ISSUED TO THE MEMBER

Student member:

Particulars	Course	Number	Duration (Days)
Books	UG	6	14
	PG	6	14
	Research Scholar	6	30
Journals/Magazines	UG	1	1
	PG	1	1
	Research Scholar	2	2

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Faculty and Staff Member:

Member	Books	Journals/ Magazines	Duration (Days)	
			Books	Journals/ Magazines
Faculty	8	2	One Sem.	2
Staff Member	5	2	15 Days	2

5. CONTROL OF FLOW OF BOOKS AND JOURNAL FROM LIBRARY

For non compliance of the rule of Library in terms of duration, following steps will be taken

Books

- Student members.....A fine of Rs 5/- per day
- Faculty members.....A fine of Rs 10/- per day
- Staff members.....A fine of Rs 1/- per day

Journals/Magazines

- Student members.....A fine of Rs 10/- per day
- Faculty members.....A fine of Rs 10/- per day

If the books are not returned within 10 days of expiry of duration period as per Para-4 above these should be called back immediately under intimation to the concerned Controlling Officer.

If the journals are not returned within 5 days of expiry of duration period as per Para-4 above these should be called back immediately under intimation to the concerned Controlling Officer.

6. OPENING & CLOSING TIME OF THE LIBRARY

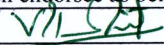
Depending on the requirement of the students the library timings will be decided by the Deans within the limitations given below:

Library timings on working days

Opening - 08:00 A.M.
Closing - 10:00 P.M.


Library timings on Sundays

Opening - 9.30 A.M.
Closing - 05:30 P.M.

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			Central Library MUST
Signature		MANUAL OF RULES & PRACTICES	Page 3 of 6
Name	F President		Revision : 01
Date	13.08.2019		Date : 13.08.2019

7. JOB FUNCTIONS OF LIBRARY STAFF

- (1) Librarian: He/She will be overall in-charge of the Library and Assistant Librarians will report to him/her. Job functions will include the following:
 - a) Opening /closing of the library in time
 - b) Keeping checks on the flow of books both from and into the library
 - c) Keeping back the returned/used books/journals at proper place
 - d) Getting the library cleaned everyday.
- (2) Assistant Librarians:
 - a) In the absence of the Librarian will perform all the jobs assigned to the Librarian.
 - b) In the presence of the Librarian will share the responsibilities of the Librarian as assigned by the Librarian/Library Committee.
- (3) Library Assistant
 - a) Issue/Return of books
 - b) Any job assigned by the Assistant Librarian/Librarian
- (4) Library Attendant
 - a) Keeping the books/journals in the rack after return and reading
 - b) Any job assigned by the Assistant Librarian/Librarian.
 - c) Cleaning of books, racks and all equipments in the library.

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Signature 			Central Library MUST
Name	F President	MANUAL OF RULES & PRACTICES	Page 4 of 6
Date	13.08.2019		Revision : 01
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ANNEXURE-1(A)

Application form for Library Membership

(To be filled up by the student)

Name:

School:

Class:

Enrollment No.:

Session:

Status: Boarder /Day Scholar

Name of Hostel:

Permanent Address:

Mobile No.:

Signature of student:

Signature of the Controlling Officer* :

(To be filled up by the Librarian)
(for office use only)

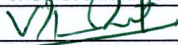
Membership No.

Date of issue:

Valid up to:

Signature of Librarian

* Deans/Principal, MS/Principal-SEFS

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			Central Library MUST
Signature		MANUAL OF RULES & PRACTICES	Page 5 of 6
Name	F President		Revision : 01
Date	13.08.2019		Date : 13.08.2019

ANNEXURE-1(B)

Application form for Library Membership

(To be filled up by the faculty/staff member)

Name:

Designation:

School /Division:

Date of joining:

Employee No.

Local address:

Permanent address:

Mobile No.:

Signature of the Applicant:

Signature of the Controlling Officer* :

(To be filled up by the Librarian)
(for office use only)

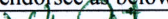
Membership No.

Date of issue:

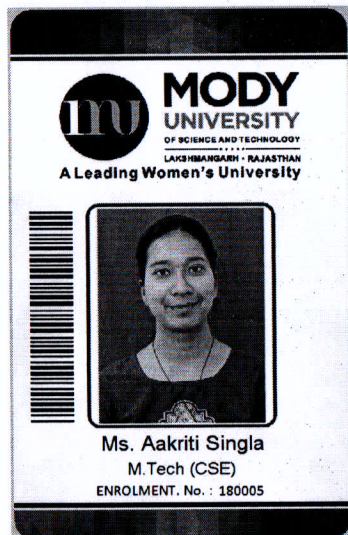
Valid up to:

Signature of Librarian

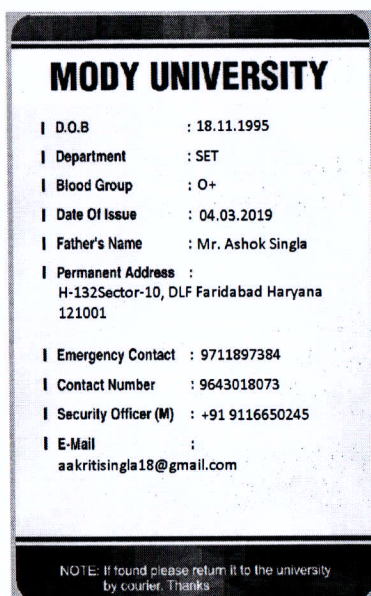
* President/Director-Academics/ Director/Administration/Dean/Principal,
MS/Principal-SEFS

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Name	F President	MANUAL OF RULES & PRACTICES	Page 6 of 6
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Annexure-2

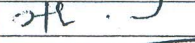


(Front side)



(Back side)

CC: Chairman-MC,, President, Director-Academics, Director-Administration, Deans, Principals, GMs Registrar, E.A. to Chairman (Lakshmangarh), E.A. to Chairman (Kolkata Office)

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- R – 2.1
Signature			Ragging
Name	Dr. H.H. Mankad	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date			Revision : 0
			Date : 19-11-2004

RAGGING

1. APPLICABILITY

The provisions of this MORP are applicable to all Students of all the Faculties of Mody Institute of Technology & Science.

2. PREAMBLE

Ragging which was a method of getting acquainted with the new students once upon a time in the educational institutions has now become a menace. Violence, physical torture, mental torture were also found to be used by the seniors while ragging their juniors. This has an adverse effect on junior's psyche. Sometimes, a junior after ragging withdraws from the institute. It has reached to such an alarming situation that Honourable Supreme Court had to intervene in the matter.

Honourable Supreme Court in their Order dated 04-05-2001 has strictly banned the ragging in the institutions and has outlined certain steps to eliminate ragging from the educational institutions.

3. BAN ON RAGGING IN MITS


Ragging in any form inside the Institute Building, Campus, Hostels or even outside the Campus is completely banned and will not be tolerated by the Institute. The process of getting acquainted with the fresher is to be done by organising a party to welcome the new comers in accordance with the traditional Indian ethos and culture by applying tilak on the foreheads of new comers, giving speeches by the senior students imparting a sense of confidence and homeliness among new comers.

4. ANTI-RAGGING COMMITTEE (ARC)

The Anti-Ragging Committee (ARC) consisting of All Deans of the Institute and all the wardens is constituted to deal with the cases of Ragging reported to it.

ARC will verify the charges, gravity of charges and recommend the penalty to the Vice-Chancellor. Based on the recommendations the ARC, the Vice-Chancellor will order for the necessary action.

The Vice-Chancellor may decide to reduce or increase the penalty as recommended by the ARC. The Vice-Chancellor, if he finds necessary may give a second hearing to the offender.

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Signature 			Ragging
Name	Dr. H.H. Mankad	MANUAL OF RULES & PRACTICES	Page 2 of 2
Date			Revision : 0
			Date : 19-11-2004

5. VIGILANCE

Deans of the Faculties along with the staff of their faculties and wardens shall keep a vigil and ensure that no ragging take place. If a case of ragging is found, they should immediately report the matter to the Anti-Ragging Committee (ARC).

6. PENALTY

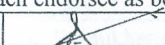
Penalty will depend upon the gravity of the offence committed. It may be any thing from a fine to the expulsion from the Institute with a negative remark in their transfer certificate / migration certificate.

7. ANTI-RAGGING MOVEMENT

The information regarding ban on ragging in the Institute be made public from time to time. In specific terms,

- (a) The Prospectus, Bulletin, Brochure and any other information material should mention about the ban on ragging.
- (b) The Application form filled by candidates for admission to the Institute should include an undertaking by the candidate and also by her parent to the effect that they are aware of Institute's approach towards ragging and the punishment to which she shall be liable, if found guilty of the offence of ragging.

CC: Chairman, MC; Dean, FET, Dean, FMS.

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- V -1
			Visitor
Signature		MANUAL OF RULES & PRACTICES	Page 1 of 2
Name	Dr. S. Mukherjee		Revision : 01
Date	23-9-08		Date : 23-09-2008

(48)

VISITORS TO MITS BOARDER STUDENTS

1. Applicability

Contents of this MORP will be applicable for all visitors to all boarder students of MITS.

2. Visiting Days

Visitors to boarder students are permitted on all Sundays. On other days visitors may visit students with specific permission from the respective Deans. In the absence of the concerned Dean, the other available person authorized by the Dean will authorize such visits. All such authorizations will be sent through telephone to the security parlour.

3. Timings

Visits are permitted from 9 AM to 6 PM. All visitors are required to leave the campus by 6 PM. This stipulation will be informed to the visitors by respective faculties. This will also be printed on the Visitor's Slip issued by the Security Parlour.

4. Entry Procedure

Upon arrival of the visitor, Security Parlour will telephonically inform the warden of the student. In case warden is not available respective Dean will be informed. The student being visited will be required to come at the Security Parlour and escort the visitor.

Upon arrival of the student, Security personnel will make entries in the Gate Entry / Exit Register and issue Visitor's Slip to the visitors.

No male visitor above the age of 12 years will be allowed inside any hostel. Responsibility for ensuring this will be that of the respective hostel wardens.


5. Vehicles

Vehicles of the visitors will not be allowed inside the campus. These will be parked in an orderly fashion outside the Main Gate on the right side. Responsibility for ensuring this will be of Security Department.

In specific cases, permission to allow vehicles inside the campus may be granted by the respective Deans and in their absence by the person authorized by the Dean. Such authorization will be sent through telephone to the security parlour.

Vehicle will be allowed inside the campus when students are proceeding on/returning from Summer/Winter vacations.

Warden File

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- V -1
			Visitor
Signature		MANUAL OF RULES & PRACTICES	Page 2 of 2
Name	Dr. S. Mukherjee		Revision : 01
Date	23-9-08		Date : 23-09-2008

CC: Chairman, MC; Vice Chancellor; Director-Administration; Dean, FET; Dean, FMS, Dean, FASC, Dean FJS; General Manger ED; General Manger H&S; General Manger Finance; General Manger F&B

Applicability

Contents of this MORP will be applicable to all visitors to the Institute.

Visiting Days

Visitors to boarder students are permitted on all working days. Visitors are not permitted to visit students with specific permission from the respective Dean. The Dean, FMS, is the concerned Dean, the other available person authorized by the Dean, FMS, to authorize such visits. All such authorizations will be sent through the Dean, FMS, to the Dean, F&B, for their perusal.

3. Timings

Visits are permitted from 8 AM to 5 PM on all working days. The Institute is closed on Sundays and public holidays. The Institute is also closed on the day of the festival of the Institute.

4. Procedure

Upon arrival of the visitor, the Dean, FMS, will be informed. The Dean, FMS, will then issue a permission slip to the student being visited. The student being visited will then be taken to the Dean, FMS, for their perusal. The visitor will then be taken to the Dean, FMS, for their perusal.

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No male visitor will be permitted to visit a female student. The Dean, FMS, will be informed of the visitor's name and the student being visited. The Dean, FMS, will then issue a permission slip to the student being visited. The student being visited will then be taken to the Dean, FMS, for their perusal. The visitor will then be taken to the Dean, FMS, for their perusal.

5. Vehicles

Vehicles of the visitor will be parked in the designated area. The Dean, FMS, will be informed of the visitor's name and the student being visited. The Dean, FMS, will then issue a permission slip to the student being visited. The student being visited will then be taken to the Dean, FMS, for their perusal. The visitor will then be taken to the Dean, FMS, for their perusal.

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