

1 Copy to MIER-Delhi 1 Copy to MIER-Lakshmar		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/ A - 1.2 Accounting Manual Services Revision :0										
Signature: <u>[Signature]</u>		LAKSHMANGARH											
Name	Dr. P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 01 Feb 2000										
Date	01 Feb 00												
1. <u>ADVANCE</u>		<u>Advance to Staff</u> 1.1 The advance to the staff should not be encouraged and not to be claimed as a matter of right. However, in case of exigencies only the advance against salary to be sanctioned based on the following criteria. (a) Only the confirmed employees who have served the Institute atleast for two years are eligible for advance. (b) Employees having served the Institute for more than two years but less than five years of service may be sanctioned maximum advance equivalent to two months salary. (c) Employees having more than five years of service may be sanctioned maximum advance equivalent to three months salary. 1.2 The maximum limit of advance as mentioned above should not be the criteria in sanctioning the advance. It should be utilised only in rare cases. 1.3 <u>Advance against expenses</u> The advance against expenses should be authorised by the G.M Services and subsequently adjusted at the end of the month except the amount given as imprest. List is to be prepared for advance against expenses as under:- <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name</th> <th>Amount</th> <th>Pending since</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1.4</td> <td colspan="4">If amount with the employee is more than one month old, it should be deducted from his/her salary except amount given as imprest.</td> </tr> </tbody> </table> 2. <u>BANK</u> 2.1 Transactions relating to the bank should be properly entered in the bank column of the cash book. 2.2 Monthly bank statement properly authenticated by an official of the bank should be obtained. 2.3 Bank reconciliation statement for every month to be prepared containing full details such as Cheque No. Date, Name of the Party latest by 10th of the following month. Format is enclosed marked annexure- I. 2.4 Cheque book should be kept in the safe custody		S.No.	Name	Amount	Pending since	Remarks	1.4	If amount with the employee is more than one month old, it should be deducted from his/her salary except amount given as imprest.			
S.No.	Name	Amount	Pending since	Remarks									
1.4	If amount with the employee is more than one month old, it should be deducted from his/her salary except amount given as imprest.												

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Signature 			Adjunct Faculty
Name President *			Page 1 of 4
Date 06.06.2020		MANUAL OF RULES & PRACTICES	Revision : 0
			Date : 06.06.2020

Adjunct Faculty

1. Objective

To augment teaching process in higher education and to develop skills in young women to become professionals in Architecture, Business, Commerce, Design, Engineering and Technology, Etiquette and Finishing Skills, Law, Liberal Arts and Sciences to inculcate social sensitivity and environmental consciousness of the self and society.

2. Expertise for Adjunct Faculty:

- Professionals, experts, officials and managers having experience of working in Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- Professionals from large Corporate, members of ICAI, ICSI, ICMAI, legal and judiciary systems & officials from professional councils and statutory bodies like UGC and AICTE, both serving and retired.
- Professionals from Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Indian issues.
- Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.
- Professionals teaching in foreign universities and distinguished researchers in respective field, who can cover the given course, or provide guidance to the research students using the Technology platform approved by the University.
- Professionals who would also involve Faculty / Students of the university as collaborator in research projects led by them where ever feasible.

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			Accounts MUST
Signature			Page 1 of 2
Name	President *	MANUAL OF RULES & PRACTICES	Revision : 03
Date	27.03.2019		Date : 27.03.2019

ADVANCE

1.1 **Advance to Staff:** The advance to the staff should not be encouraged and cannot be claimed as a matter of right. However, in case of exigencies, only the advance against salary be sanctioned based on the following criteria:

- (a) Only those regular employees who have served the Institute at least for two years are eligible for advance.
- (b) Employees having served the Institute for more than two years may be sanctioned maximum advance equivalent to two months net salary by the Head of the Division.
- (c) The Head of Divisions, Manager- Accounts & Administration and Administrative officers and others drawing basic salary of above Rs. 12000/- or consolidated salary of above Rs. 20000/- per month will not be eligible for advance against salary. Faculty members are not eligible for nay advance against salary.
- (d) Minimum of two regular Institute employees shall stand guarantee for the repayment of advance who shall be liable to repay the advance in case of resignation/retrenchment/termination or death of the employee who has taken the advance.

1.2 The maximum limit of advance as mentioned above should not be the criteria in sanctioning the advance. Advance should be sanctioned only in rare emergent situation.

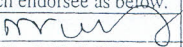
1.3 The request for advance will be submitted on the 'Application for Advance Payment' as per (**Annexure-I**) enclosed.

1.4 **Advance against expenses:** The advance against expenses shall be authorized and sanctioned by the divisional head.

1.5 Amount paid as advance in a month must be adjusted before the end of the following month. Amount remaining unadjusted if any, shall be deducted from the salary of the person concerned. This provision shall not apply in case of amount given as imprest.

CC: Chairman, MC; President; Director-Academics; Director-Administration; Deans; Principal, MS; Principal, FS; GMs; DGM-F; DGM-P, EA to Chairman, Lakshmangarh; EA to Chairman, Kolkata

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

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- A - 2
Signature 			Ambulance Facilities
Name	Prof. (Dr.) N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page <u>1</u> of 6
Date	31-12-2011		Revision :3
			Date : 31-12-2011

AMBULANCE FACILITIES

1. APPLICABILITY

The provisions of this section shall apply to all students and staff members of Mody Institute of Education & Research and its divisions.

2. STUDENTS

Day Scholars: Day Scholars are permitted to use the Ambulance only in emergency on the advice and recommendations of the Doctor / Nurse of the Institute's Clinic during their stay inside the campus.

Boarders: Sick Boarders will be provided round the clock Ambulance facilities between the Institute's Clinic and their hostels for their treatment on the request of the Doctor / Nurse.

In case of emergency, on the advice of the Doctor / Nurse the Ambulance may be provided for the ailing boarder for treatment outside the campus.

3. STAFF

Medical: Medical Staff are permitted to use Ambulance for attending the patients inside the campus. This does not apply to paramedical staff.

Staff Living Outside the Campus: Staff members living outside the campus are entitled to use Ambulance only in emergency on the advice and recommendations of the Doctor / Nurse of the Institute's Clinic during their stay inside the campus.

Staff Living inside the Campus: Sick Staff members and members of their family living inside the campus will be provided round the clock Ambulance facilities between the Institute's Clinic and their residence for their treatment on the request of the Doctor / Nurse.

In case of emergency, on the advice of the Doctor / Nurse the Ambulance may be provided for the ailing resident staff member or his/her family member for treatment outside the campus.

4. MEDICAL CONSULTATION AT SIKAR

For Medical Treatment in any Hospital / Nursing Home or for Consultation with any Doctor at Sikar, an ambulance shall ply between the Campus and Sikar as per the following Schedule.

Facility Entitlement:

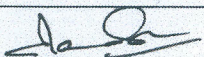
All students (Boarders as well as Day-Scholars) and staff (Resident as well as Non-Resident) and their families.

Days:

As and when required, as per the advice of the Doctor.

Places of Visit:

Any Medical Care Centre as advised by the Resident Doctor or as desired by the patient himself / herself.

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.

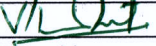
The non-resident staff members at the time of entry and exit in the Campus shall register their attendance through BAS apart from the attendance register maintained in their respective Department / College / School. In addition they have to register their attendance in attendance register kept for the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

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- A – 3 SL.No. 78/78
Signature			Auditorium (Sabhagar)
Name	F President	MANUAL OF RULES & PRACTICES	Page 1 of 6
Date	27.08.2019		Revision : 4
			Date : 27.08.2019

AUDITORIUM (SABHAGAR)

1. **Applicability:** This MORP is applicable to SWAMI HARIDAS SABHAGAR (SHS) having total capacity of 1040 seats and SANGEET SAMRAT TANSEN (RAMATANU PANDEYA) SABHAGAR (SSTS) having total capacity of 303 seats.
2. **Eligibility for entry:** Students of Mody University and Mody School are eligible for entry in the auditorium/s. All the faculty / staff members and their immediate family members are also allowed for entry in the auditorium/s. However, no outsider is allowed. Faculty / staff members should ensure that no outsider accompanies them in the garb of a family member.
3. **Booking of Seats:** Seats will be booked on first-come-first-served basis. Booking will be made by e-booking or any other mode implemented by the institute, as per the procedure. A student can book one seat for herself while faculty/staff member can book maximum five seats.
4. **Screening of Movie:**

SHS: Hindi Movies show will be screened in SHS on 1st and 3rd Sundays starting not earlier than 3:00 PM and ending not later than 6:00 PM. English Movies show will be screened in SHS on 2nd Saturdays starting not earlier than 05:00 PM and ending not later than 08:00 PM.

SSTS: It is intended mainly for conferences, workshops, seminars, speeches, power-point presentations etc. These will be free of charge. A movie show will not be preferred in SSTS being smaller screen (5.5m x 3.1m) than SHS (16m x 7m). However, specific educational movies may be screened free of charge if the desired no. of seats is about 250 or more.
5. **Category of Movie:** Both Hindi or English movies can be screened. A movie certified under 'A' category (i.e. restricted to adults) by the Central Board of Film Certification (CBFC) will not be screened. However, in both cases even if CBFC categorized any movie other than 'A' but having undesirable content that also can't be selected.

1 Copy to MIER, Delhi	MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- H - 3
1 Copy to MIER, Lakshmangarh		Hostel Award
1 Copy to each endorsee as below.		Page 1 of 3
Signature <i>J.L. Arora</i>	MANUAL OF RULES & PRACTICES	Revision : 0
Name Dr. J.L. Arora		Date : 29-12-2007
Date 29-12-2007		

BEST HOSTEL AWARDS

1. APPLICABILITY

The provisions of this MORP are applicable to all Hostels controlled by the Mody School.

2. BEST HOSTEL AWARD

Every Year each hostel housing the students of Mody School would be continuously assessed in terms of the criteria mentioned in other paras and would be awarded a *Running Trophy* during the Founders Day Celebrations.

3. RUNNING TROPHY

A *Running Trophy* would be made which would be given to the Student Representative and the Warden of the Best Hostel of the Year by the Dignitary. The Trophy would be handed over to the Dignitary by the Student Representative and the Warden of the Last Year's Best Hostel.

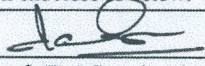
4. CRITERIA AND TRAITS OF EVALUATION OF THE BEST HOSTEL

The following criteria would be adjudged to arrive at the Best Hostel of MITS of the year.

1. Tidiness
2. Hygienic Conditions
3. Wastage Avoidance
4. Making Homely Environment
5. Making the Academic Environment
6. Strict adherence of the mandatory rules

Each point would be subdivided and each of the above points and its sub-points would be assigned percent weightage in the overall judgment of the Best Hostel. These sub-points and their weightages are as under:

- | | | |
|--------------------|--|-----------|
| 1. Tidiness | | 20 |
| (a) | Cleanliness of Room Floors, Corridors, Toilets, Bath Rooms, Wash Basins. | 7 |
| (b) | Proper laying of Beds, Study Tables and other furniture. | 7 |

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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.

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**

1 Copy to MU, New Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP: C-8
Signature			Campus Shuttle
Name	Prof. (Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page: <u>1</u> of 2
Date	04/03/2017		Revision : 1
			Date : 04/03/2017

Campus Shuttle

1. Mody Education Foundation runs air-conditioned shuttle bus through the campus for convenience of Mody University and Mody School students and faculties.

2. Schedule

(a) Working Days – The Shuttle will commence operation from 07:30 AM and will continue to run non-stop till 09:30 PM. Its frequency will be 20-25 minutes depending on the rush conditions.

(b) Sundays & Holidays – The Shuttle will run at every clock hour between 9 AM and 9 PM.

(c) Vacations – The shuttle will not run during the period when students of both MS and MU are on vacations.

3. Route – Map enclosed. Route is as follows:-

- A. Security Parlour (Start Point)
- B. GVC Building
- C. Junction 1st Street and 2nd Avenue
- D. Junction 3rd Street and 2nd Avenue
- E. Junction 7th Street and 2nd Avenue
- F. Junction 9th Street and 2nd Avenue
- G. Junction Library Circle and 15th Street
- H. Junction 13th Street and Library Circle
- I. Junction 12th Street and 1st Avenue
- J. Junction 11th Street and 1st Avenue
- K. Junction 9th Street and 1st Avenue
- F. Junction 9th Street 2nd Avenue
- E. Junction 7th Street 2nd Avenue
- D. Junction 3rd Street 2nd Avenue
- C. Junction 1st Street 2nd Avenue
- B. GVC Building
- A. Security Parlour (End Point)

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Signature 			Cash Handling
Name	Dr. J.L. Arora	MANUAL OF RULES & PRACTICES	Page 1 of 6
Date	20-12-2007		Revision : 0
			Date : 20-12-2007

CASH HANDLING

1. APPLICABILITY

The provisions of this MORP are applicable to all offices of all the Faculties of MITS which have official cash dealings with public, namely, offices of Faculty of Engineering & Technology (office / Library), Faculty of Management Studies (office and Library), Faculty of Arts, Science, Commerce & Law (office / Library), and Central Office.

2. DEFINITION

Cashier: A Staff Member who has been assigned the duty of handling official cash, irrespective of his/her designation would be considered **CASHIER** for this limited purpose.

3. CASH TRANSACTIONS

Cash transactions are visualised in the offices of all divisions for collection of fees from students, payment of wages, payment of bills, etc. It is also visualised for the sale of items in cafeteria and in the libraries of the academic divisions for collection of fine, recovery of charges of any damages to the books, journals, etc.

For the utmost safety of cash in the offices, the number of places of cash collection is reduced. Thus the following be strictly adhered to.

The cash collection / cash handling is permitted either in the offices of the Divisions or at the bill counter of the cafeteria only

For collection of any fine or cost of lost / damaged books the procedure as per item 7 be followed.

4. SAFETY MEASURES

The respective Division would take all possible measures for the safe custody of the cash and would provide the temper proof safe vault for keeping the cash. The minimum expected safety is as under:

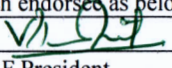
SAFE VAULT AND CASH BOX

OFFICE OF THE DIVISION

The Division Office would provide a Godrej Storwel (Almirah) , a suitable Safe Vault like Godrej Rhino Safe vault (size H x W x D = 420 mm x 460 mm x 375 mm) which can be fitted in Godrej Storwel and kept at specified place given in item 5 and also a small Cash Box which can be kept in the table drawer of the Cashier.

CAFETERIA

Office of F&B Division would provide a small Cash Box at the Bill counter in Cafeteria.

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

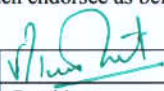
Step-1: Application to be sent to the Librarian through the respective Controlling Officer in a format as per Annexure-1(A) & 1(B)

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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Signature			Charges for Duplicate Documents
Name	President	MANUAL OF RULES & PRACTICES	Page 1 of 4
Date	23-12-2015		Revision : 4 Date : 23-12-2015

CHARGES FOR DUPLICATE DOCUMENTS

1. APPLICABILITY

The provisions of this MORP are applicable to all Students of all the Colleges of Mody University.

2. ARTICLES FOR WHICH DUPLICATE MAY BE REQUIRED

A. *Certificates of Academic Achievements*

The University would be issuing various types of certificates of academic achievements at various points of time as given under:

- A - 1. Grade Card at the end of each semester.
- A - 2. Transcript at the end of Degree Programme
- A - 3. Provisional Certificate at the end of Degree Programme
- A - 4. Degree at the end of Degree Programme
- A - 5. Gold Medal for standing First
- A - 6. Certificate for Gold Medal Award

Original of all these are issued Free. The duplicates copies are issued on prescribed charged as given in item 3.

For item A - 5 no duplicate is issued.

For items A - 3 and A - 6 duplicates are issued on either loosing or on their mutilation. The request is to be made to the concerned Dean with a self-affidavit of its loosing or mutilating. No multiple duplicates is issued.

For items A - 4 duplicate is issued on either its loosing or on its mutilation. The request is to be made to the concerned Dean. If mutilated, the mutilated degree diploma is to be returned. If lost by means of stealing or damages in any natural calamity, then an FIR is required and a copy of the FIR is to be attached with the request for duplicate.

For items A - 1 and A - 2 duplicates are issued. Multiple copies of these documents may also be obtained, if required.

B. *IDENTIFICATION CARDS FOR AVAILING FACILITIES*

- B - 1. Enrolment Card in the First Semester of Admission
- B - 2. Library Tickets
- B - 3. Identity Card
- B - 4. Smart Card

Original of items B - 1 and B - 2 are issued Free, but Original of item B - 3 and B - 4, i.e., Identity Card and Smart Card are is issued on a prescribed Charge as given in item 3.

*In absence of President, signed by Deputy Registrar

MORP

fms-94

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Signature	<i>J.L. Arora</i>		Community Service
Name	Dr. J.L. Arora	MANUAL OF RULES & PRACTICES	Page 1 of 3
Date	20-11-2007		Revision : 0
			Date : 20-11-2007

COMMUNITY SERVICE

1. APPLICABILITY

The provisions of this MORP are applicable to all Students and Staff Members of all the Faculties of the Mody Institute of Technology & Science (MITS) and also to all Staff Members of other Divisions / Departments of MITS.

2. PREAMBLE

MITS was established to serve the society specially with clear objective of the upliftment of the community in the nearby area in order to make the meaningful existence of the MITS campus with skilled and qualified human resources and modern and high-tech infrastructure.

In order to work towards these objectives it was decided to identify areas in which the nearby community needs attention and then take them as Goal Oriented Projects and work on them with full resources and devotion.

3. PROJECTS IDENTIFICATION

Education & Training for the community, especially for the girls was one of the most neglected areas in most part of the country. Thus a Project for spread of education amongst the girls was undertaken by the Institute with clear objective of providing instructions and training to women in such branches of learning which are suitable and beneficial to them.

Today the Institute provides education to girls from class III to the level of Ph.D. in the areas of Engineering, Technology, Management, Science, Commerce, Humanities and Law.

The above Project adopts holistic approach as it is one of the Projects which deals with one section of the community and does not deal with any individual. The community also has specific deprived individuals who demand individual attention. Thus the following three Projects have now been identified in order to develop a feeling of compassion for fellow human being:

1. Help to Elderly People of advanced age,
2. Adult Education
3. Help to Disabled Persons / Help to Blind Persons

For better living of community the environment cannot be ignored and thus requires equal attention. Thus to maintain the Ecology of the region the following Project has also been identified:

4. Plantation of Trees

Any File
May discuss
with the faculty
responsible.

23/11

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- C-8
			Composition of Selection Committee (Teaching)
Signature	Uma Bhalwaj		Page 1 of 03
Name	President *	MANUAL OF RULES & PRACTICES	Revision: 00
Date	01-09-2021		Date : 01-09-2021

COMPOSITION OF SELECTION COMMITTEE (TEACHING)

Preamble:

This MORP has been prepared to define the Composition of Selection Committee for UGC as well as Statutory Bodies norms (i.e. AICTE and others). The expectations from the higher education system have undergone a significant change over the last few years. The key thrust has been on improving the employability prospects of the graduates and also improving the quality and quantum of research. Therefore, it becomes imperative to involve experts, professionals and researchers from diverse fields to contribute to the emerging needs of higher education system.

Objective:

Shortage of quality teaching faculty in university is one amongst the many issues presently confronting the higher education system in the country. This is also affecting the quality of higher education. Therefore, these guidelines should be followed by university to ensure timely filling up of vacant faculty posts with appropriately eligible and competent candidates.

Selection Procedure:

University shall follow the selection process as per their Acts, Statutes and in accordance with the Regulations of the University Grants Commission and notifications issued time to time .

Selection Criteria for Teaching:

UNIVERSITY will follow the selection process as per their Acts, Statutes, UGC, Statutory Bodies norms and in consonance with the Minimum Qualifications for Appointment of Professor as under:

A. Process of Selection:

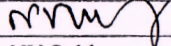
- i. Identification of vacancies
- ii. Permission for filling up vacancy
- iii. Release of advertisement for vacancies (like News Paper, Naukri.com. university website through our own sources).
- iv. Constitution of Selection Committee (Selection Committee as per the provisions made under university norms)

1 Copy to MUST, Delhi		MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- C-9
1 Copy to MUST, Lakshmangarh			Consultancy
1 Copy to each endorsee as below.			
Signature	Uma Bhardwaj		Page of 5
Name	President *	MANUAL OF RULES & PRACTICES	Revision: 00
Date:	23.09.2021		Date : 23.09.2021

CONSULTANCY

INDEX

S. No.	Topic	Page. No.
1.0	Introduction	2
2.0	Aims & Objectives	2
3.0	Terms & Conditions for Consultancy	2
4.0	Types of Consultancy Services	3
5.0	Entitlements to the Employees	3
6.0	Institutional Support to the Employees for Consultancy Services	4
7.0	Consultancy Fund Management and Overhead Charges by the University	4-5
8.0	Financial Management & Overhead Charges	5

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- C-7
Signature			Contingency Grants
Name	Dr NV Subba Reddy	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	30-09-2011		Revision : 00
			Date : 30-09-2011

CONTINGENCY GRANTS

The term " Contingency Charges " or " Contingencies " means and includes all incidental and other expenses which are incurred for the management of an office as an office or for the technical working of a department, research other than those which under prescribed rules of classification of Expenditure fall under some other head of expenditure.

Grant:

The contingency expenditure shall be subject to the following limits:

Deans	Rs.30,000/- Per Month (Subject to the ceiling of Rs. 3,00,000/- p.a.)
HODs	Rs.10,000/- per Month (Subject to the ceiling of Rs. 1,00,000/- p.a.)

The contingency grant (Non-Cumulative) may be utilized for purchase of special consumables (unplanned consumables) or other materials essentially required for research, purchase of books etc., not available in the Institution.

The guidelines for the utilization of contingency grant are as given below:

To facilitate day to day working of the research, literature, unplanned consumables schemes funded by MITS the following powers may be exercised by the Deans and HOD's of the already departments by Board of Management.

1. Approving of tour (field work around institute nearby places) to be undertaken by self and associated faculty or by the research fellow/associate working in institute/department project for (i) taking up of field work/travel connected with the research work of the project of the institute/department, (iii) computation work, (iv) consultation of rare reference books/volumes in the nearest university/research institution library in connection with the research work.

2. Utilization of contingency grant:

The contingency grant may be utilized for the following purposes:

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- C – 3.1 Sl. No.- 10/72
Signature			Convocation and Conferment of Degree
Name	President*	MANUAL OF RULES & PRACTICES	Page 1 of 23
Date	18.01.2020		Revision : 04 Date : 18.01.2020

CONVOCATION AND CONFERMENT OF DEGREES

PREAMBLE:-

At the end of university education, he/she on showing his/her attainment of a minimum amount of knowledge in each well defined area through various examinations are awarded certificates/diplomas/degrees. The University then bid them farewell in order that they use their knowledge /skills for good cause and upliftment of the society.

CONFERMENT OF DEGREE

Approval of the Result

Central Examination Committee

On completion of the evaluation of the answer scripts, calculation of the Cumulative Grade Point Average (CGPA) and finalization of semester result, the Controller of Examination (COE) would submit the same with his/her remarks to the Central Examination Committee for its consideration and further necessary action.

Each School would also prepare the list (in the prescribed format) of those students who have completed all the course requirements of the Programmes to which they were admitted and have satisfied all the conditions to become eligible for the award of the Degree. This list, called the LIST OF GRADUATING STUDENTS – (YEAR), would be submitted by the Dean to the Central Examination Committee with its recommendation for the conferment of the Degree.

The list of First Position holders of each programme who have become eligible for the award of Medals, called the LIST OF MEDALIANS – (YEAR), would also be submitted by the COE to the Central Examination Committee with its recommendation for the award of the Medals.

A meeting of the Central Examination Committee would be convened within a week of the receipt of the results from the COE. The Committee would consider all the results including the List of Graduating Students submitted by COE, approve the same and recommend to the Academic Council for its consideration and approval.

Academic Council

A Meeting of the Academic Council would be convened within a fortnight of the receipt of the recommendations from the Central Examination Committee. The Academic Council would consider the Lists of Graduating Students submitted by the Central Examination Committee, approve the same and recommend to the Board of Management for its consideration and conferment of Degrees upon the graduating students.

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP-CPP - 1
Signature 			Cultural Programme
Name	Prof. (Dr.) N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page <u>1</u> of 6
Date	29-5-2012		Revision: 1
			Date : 29-05-2012

CULTURAL PROGRAMME

Preamble

The aim of Cultural Programme in Mody Institute of Technology & Science (MITS) is to foster cross-cultural understanding and collaboration and to demonstrate shared values and aspirations. The cultural programme offers a unique opportunity to celebrate and explore India's diverse culture and traditions through live performances of classical and modern Indian dance and music as well as fusion of Indian and western art forms.

Goals

The purpose of cultural programme is to promote, advocate and raise the level of community interaction while increasing the degree of awareness, functions and activities. This programme is to be designed by sharing expertise, resources and through exchange of ideas, through friendship, harmony, quality of service, cultural integrity and awareness.

Objectives

- Inculcation of Indian values and traditions
- To inculcate appreciation of cultural diversity
- Awareness of cultural heritage
- Cross Cultural awareness

Cultural Programme Arrangement

This MORP is applicable to Cultural Programmes organised during Founder's Day Celebrations.

Various steps & procedure to be followed during cultural programme: Period of Holding Cultural Programme

The cultural programmes are generally held along with Founder's Day Celebrations.

Finalization of Chief Guest

Cultural Programmes should be presided over by a prominent person. The concerned Faculty/ Division will propose the name of a person of repute for the name of Chief Guest.

Participants

Students of MITS' constituent Institutes like FET, FMS, FOL, FASC & MIER constituent Mody School are allowed to hold Cultural programmes of their own or jointly with other faculty.

Venue of Holding Cultural Programme

If the venue is a closed Hall/ Auditorium, it will be decorated properly and seats shall be arranged so that it can accommodate all the invitees. The sitting areas shall be marked as the

1 Copy to MUST, Delhi	MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- D - 2.1
1 Copy to MUST, Lakshmangarh		Sl.No. 20/72
1 Copy to each endorsee as below.		Degree Format
Signature <i>Vishu Prasad</i>	MANUAL OF RULES & PRACTICES	Page 1 of 6
Name Dr. V. Prasad		Revision : 1
Date 14-11-2014		Date : 14-11-2014

DEGREE FORMAT

1. APPLICABILITY

Mody University of Science and Technology (MUST) is a State University under section 2(f) of the UGC Act, 1956. MUST has the right to confer degrees under section 22(1) of the UGC Act, 1956 upon the students who successfully complete the prescribed courses of studies and other requirements of the award of the degree as per the relevant Ordinances and Regulations.

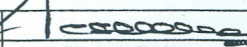
MUST is empowered to award only such degrees which are being approved and notified in the Gazette from time to time by the University Grants Commission.

The provisions of this MORP are applicable for the Format and award of the Degrees by MUST.

2. SCHEDULE OF START OF AWARD OF DEGREES

MUST is going to start conferring its own degree to its graduating students as per the following schedule:

S.No.	Degree Programme	Batch for award of Degree in Jan, 2015
1.	B.Tech	Jan, 2015
2.	B.A.LL.B	Jan, 2015
3.	B.B.A.LL.B	Jan, 2015
4.	B.Com.LL.B	Jan, 2015
5.	B.A. (Hons.)	Jan, 2015
6.	B.B.A	Jan, 2015
7.	B.C.A	Jan, 2015
8.	B.Com.	Jan, 2015
9.	B.Sc.	Jan, 2015
10.	M.Tech.	Jan, 2015
11.	M.C.A.	Jan, 2015
12.	M.B.A.	Jan, 2015
13.	LL.M	Jan, 2015
14.	M.Sc.	Jan, 2015
15.	Ph.D	Jan, 2015

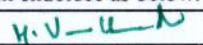
1 Copy to MIER-Delhi	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/ D-3.01
1 Copy to MIER-Lakshmangarh		Page 1 of 1
1 Copy each to endorsees as per page 1		Revision: 0
Signature 	LAKSHMANGARH	
Name Col (Dr) P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 21 May 2023
Date 21 May 2023		

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.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP D – 3 Sl.No.21/78
Signature			Dining Hall & Cafeteria
Name	President*	MANUAL OF RULES & PRACTICES	Page 1 of 25
Date	24-05-2020		Revision 11 Date : 24-05-2020

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.

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 will remain open from 0900 hrs to 2100 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.

C. FACILITY OF DINING HALL

1. AVAILABILITY

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

ALL MEALS

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

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- D – 1.1
Signature			Dress/Uniform
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 1 of 3
Date	27-07-2017		Revision : 8
			Date : 27-07-2017

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:

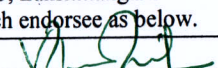
No sandals or open toe shoes allowed in Wet Labs and / or Heavy Equipment Labs.

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.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY	MORP- E Sl. No. 23/76
Signature			Entries / Exits Procedures
Name	President *	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	27.03.2019		Revision : 5 Date : 27.03.2019

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

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- C – 1.1
Signature			Club - Equestrian
Name	Dr. H.H. Mankad	MANUAL OF RULES & PRACTICES	Page 1 of 4
Date	01.03.2005		Revision : 1
			Date : 01-03-2005

EQUESTRIAN CLUB

1. APPLICABILITY

The provisions of this MORP are applicable to all the Students of all the divisions of Mody Institute of Education & Research and Mody Institute of Technology & Science.

2. EQUESTRIAN CLUB

The Institute is having Equestrian as adventurous sports. It has now been decided to start a club, namely, *Equestrian Club*. A student has to become a member of *Equestrian Club* for learning and practicing horse riding. This Club shall become operative from 1st April, 2005.

3. EXECUTIVE COMMITTEE

An Executive Committee consisting of the following will administer all the activities of the club:

- | | |
|--|----------------------------|
| 1. Principal, MS | <i>Chairperson</i> |
| 2. A Student Member of FET * | <i>Member</i> |
| 3. A Student Member of FMS * | <i>Member</i> |
| 4. A Student Member of MCASC * | <i>Member</i> |
| 5. A Student Member of MS * | <i>Member</i> |
| 6. General Manager, Services | <i>Member</i> |
| 7. A teacher of MS
(To be nominated by Principal, MS) | <i>Executive Secretary</i> |

* To be nominated by the respective Deans / Principal / Vice-Principal out of the enrolled boarder members of their faculty, if there are any.

4. MEMBERSHIP OF THE CLUB

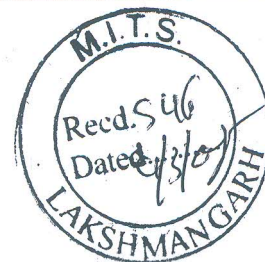
Membership of the club is open to all students of MIER and MITS.

Students of MIER and MITS whether Boarders or Day Scholars are eligible to become members. A student who is desirous to become a member of the club may apply to the Executive Secretary of the Club on a prescribed application form, format of which is given in *Annexure*.

5. MEMBERSHIP FEES

The year of Membership would be from 1st April to 31st March. The Subscription fees for the Membership would be on yearly basis and payable in advance in full for the whole year at the time of applying for

[Handwritten signature]
6/3



1 Copy to, MUST Delhi	MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- Ex - 1
1 Copy to, MUST Lakshmangarh		Examination
1 Copy to each endorsee as below.		Page of 18
Signature <u>H. V. U. S.</u>		Revision : 01
Name President*	MANUAL OF RULES & PRACTICES	Date : 04.04.2020
Date 04.04.2020		

EXAMINATION CONDUCT RULES & REGULATIONS (ECRR)

1. SHORT TITLE :

- 1.1 These Rules shall be called the Examination Conduct Rules & Regulations of Mody University of Science and Technology (Private University u/s 2(f) of UGC act 1956)- hereinafter referred to as MODY 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 Academic Council 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:

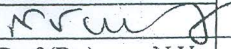
- 1.4 These rules & regulations shall come into force with immediate effect.

3. OBJECTIVES:

- 3.1 Mody University of Science and Technology (Private University u/s 2(f) of UGC act 1956) is one of the premier institutes of India, setup to deliver quality education 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 the aim of improving the quality of education.
 - 3.1.4 To maintain transparency in Examination System.

4. REGISTRATION FOR EXAMINATIONS

- 4.1. Application for appearing in an examination shall be on the prescribed form wherever applicable, accompanied by the requisite fee (Refer Annexure IV) so as to reach the University by the date fixed for the purpose. For the regular students on rolls of the University Teaching Departments/Schools admission to examination will be on the basis of list of eligible candidates provided by the Dean concerned.
- 4.2. Applications for admission to examinations shall be accompanied by the following certificates signed by the competent authority: (a) Certificate to the effect that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned. (b) Any other certificate(s) required under the Ordinances.
- 4.3. All candidates are required to submit three copies of their photographs out of which, two will be affixed on the Admit Card. On the front of each photograph, the candidate will write her name and the father's name and the photograph shall be attested by the same authority which attested the admission form.

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 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

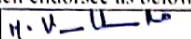
The ABB has three gates as given below:

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 MUST, Delhi 1 Copy to MUST, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- F- 3
Signature 			Fee Benefit Scheme
Name	President	MANUAL OF RULES & PRACTICES	Page 1 of 5
Date	04-04-2020		Revision : 3
			Date : 04-04-2020

STAFF AMENITIES FEE BENEFIT SCHEME (FBS)

1. APPLICABILITY

The provisions of this MORP are applicable to all University officials, Faculty and Staff/ members of Mody University and MEF.

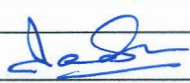
2. CONDITIONS OF APPLICABILITY

Children of the University officials, Faculty and staff of Mody University and MEF and all of its Divisions may avail education facilities of Mody School and Mody University subject to the following.

1. Only the Girl Child would be able to get admission.
2. If the girl child is able to get admission as per the admission rules and the parent pays the total fees as payable by other students, in that case none of the provisions of this MORP is applicable to them.
3. If the girl child is permitted admission with fee benefit then that admission comes under the purview of this MORP and would be governed by the following paras.

3. CONDITIONS OF FEE BENEFIT SCHEME (FBS)

1. Admission to girl child would be subject to the admissions rules. An employee excluding ayas, bearers, cooks, drivers, gardeners, maids, peons, security guards and other similar category staff would be permitted to avail the FBS facility only for his/her own child (adopted child or step child will also be permitted). The FBS facility is not applicable to the grand children.
2. The FBS facility is applicable maximum for two children whether together or at different times. Mody School and Schools under Mody University will be considered as single unit for counting purpose.
3. If a Staff Ward of MU & MS avails coaching facilities and if Vendor is willing to provide any concession on such coaching then it will be applicable to both MU & MEF staff.
4. Normally, no concession in admission rules would be permitted.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY Lakshmangarh	MORP- F-9
			FEE OUTSTANDING
Signature			Page 1 of 2
Name	Prof. (Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Revision : 0
Date	02-11-2017		Date : 02-11-2017

FEE OUTSTANDING

1. Applicability:

The Provisions of this MORP shall apply to all the students of Mody University.

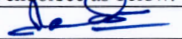
2. Fee collection:

The parents of the students of MU are to adhere to the rules and regulations of the collection of Fee as per details given below:

All fees are on annual basis, unless otherwise specified.

Facility for making the payment is available in 2 instalments as per the details given here under:

<u>S. No.</u>	<u>Semester</u>	<u>Last Date of Payment</u>	<u>Late Fee</u>	<u>Final Date of Payment</u>
1.	Autumn Semester (July - December)	31st July OR Last Date of Admissions Notified	From 01st August to 30 th September with penalty of Rs. 100 per day OR After Last Date of Admissions Notified till Final Date of Payment	If the 1st Instalment fee of the student is not deposited upto 30 th September the defaulting students will not be allowed to attend the classes and appear in Autumn Semester Examination. Readmission Fee will be charged in addition to previous dues.
2.	Spring Semester (January - June)	15 th December	From 16 th December with penalty of Rs. 100 per day for payments made upto 15 th January	If the 2nd Instalment fee of the student is not deposited upto 16 th January the defaulting students will not be allowed to attend the classes and appear in Spring Semester Examination. Readmission Fee will be charged in addition to previous dues.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP/F-4 Flag
Signature			Page 1 of 2
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Revision: 3
Date	23-03-2017		Date : 23-03-2017

FLAG

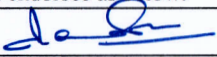
NATIONAL FLAG

1. National Flags will be hoisted atop all hostels, including teachers' hostel, Dining Hall and College buildings on 26 January and 15 August, and on all such days as intimated by the President in writing.
2. National Flags will also be hoisted when any of the following is reaching the campus with prior information at or before 7 AM:
 - (a) President of India, Vice President of India, Prime Minister, Dy Prime Minister, Judges of Supreme Court / High Courts
 - (b) Chairman-BOM
3. National Flag will be hoisted from 07:00 AM to Sunset.
4. National Flags will be hoisted on GVC, ABB and COBMEC Building on daily basis from 07:00 AM to Sunset.

DIMENSIONS

5. The following will be the size / dimensions of the masts and the National Flags:-

Ser	Building	Size of Mast	Size of Flag
1	Hostels for 42 to 68 students	12 ft above the parapet of the terrace	1350 x 900 mm (4.5 x 3 ft)
2	Hostels for 162 to 200 students	14 ft above the parapet of the terrace	1800 x 1200 mm (6 x 4 ft)
3	Teachers hostels	12 ft above the parapet of the terrace	1350 x 900 mm (4.5 X 3 ft)
4	GVC Building	14 ft above the parapet of the terrace	1800 x 1200 mm (6 x 4 ft)
5	COBMEC Building	12 ft above the parapet of the terrace	1800 x 1200 mm (6 x 4 ft)
6	Dining Hall	14 ft above the parapet of the terrace	1800 x 1200 mm (6 x 4 ft)
7	Saluting Base opposite GVC Building	20 ft above ground	1800 x 1200 mm (6 x 4 ft)
8	ABB Building	14 ft above the parapet of the terrace	1800 x 1200 mm (6 x 4 ft)

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY Lakshmangarh,	MORP- F- 8
Signature			Foreign Interns – Facilities
Name	Prof. (Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 1 of 4
Date	27-07-2017		Revision : 0
			Date : 27-07-2017

Foreign Interns – Facilities

The provisions of this MORP will be applicable to all Foreign Interns who will visit Mody University. University provides high-quality education as well as a comfortable work environment.

Definition

Intern - An intern is an advanced student or trainee or recent graduate, usually in a professional field, gaining supervised practical experience in the field of her studies. A student or trainee who works sometimes without pay in order to gain work experience or in partial fulfilment of the requirements of a professional degree programme.

FACILITIES

1. Pick up and Drop

Pick up and Drop Facilities will be provided to Foreign Interns at Delhi and Jaipur Airports only by the College concerned in co-ordination with PRO and the cost for the same will be borne by the intern herself. Foreign Interns have to make their own arrangements to reach upto Delhi and Jaipur Airports from their respective countries / destinations.

2. Mentor

Deans from the concerned College will have to depute a mentor, well versed in English or in their mother tongue, at the time of her arrival. The Mentor will provide the first help and piece of advice in daily routine matter. Mentor will co-ordinate with all the department related issues or any other relevant matter. It will be the job of the person who will be going to the airport to receive the intern to carry sufficient Indian rupees to facilitate her initial stay.

3. Information of the Foreign Students to local authorities

After getting information from concerned Dean, System Administrator will take care of the formalities to be completed regarding Foreign Interns as per Government Rules within the stipulated time in association with Registrar office.

1 Copy to MIER-Delhi 1 Copy to MIER-Lakshmangarh 1 Copy each to endorsees as per page 6.		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/F-5 Founders' Day
Signature 			Page 1 of 6
Name	Col (Dr) P.C. Sharma	LAKSHMANGARH	Revision : 01
Date	25 Aug 03	MANUAL OF RULES & PRACTICES	Date: 25.08.03

F-5 FOUNDERS' DAY FUNCTION

Founder's Day of MIER will be celebrated every year in the week close to Vasant Panchami day.

MCET, MCMS, MCASC and MS will have their separate programme(s) for Founder's Day Function as follows:

<u>Division</u>	<u>Duration</u>	<u>Remarks</u>
MCET	- One Day	As the activity increases, any division may ask for additional number of days.
MCMS	- One Day	
MCASC	- One Day	
MS	- Two Days	

MCET, MCMS and MCASC will reserve two hours in the morning from 10:00 hours to 12:00 hours for Pravachan. The Swamiji for the Pravachan will be arranged centrally by MIER. The Chief Guest, if any, for the other programmes i.e. prize distribution, cultural event, sports function, valedictory, sponsored programme etc. will be arranged by the respective division. The address of the Chairman, BOG and 'Welcome Address' by the Chairman, MC will not be included in the programme of any division unless intimated by the Chairman-BOG / Chairman-MC. The Republic Day function will be the responsibility of MS. However, all the staff and the students of the other divisions will also attend as this is a function of the Institute and MS is only given the responsibility of organizing it. It will be a welcome feature if any other division can participate to add to the beauty of the Parade. A letter may be addressed to the Principal-MS by the divisional head concerned at least two months in advance to enable co-ordinate the event.

The following will be ensured at all the functions:-

- No item having fire display in any form except lighting of the Brass Lamp and Aarti should be presented in the function.
- Brass lamp to be placed away from the curtains.
- Smokeless flame only to be used in the sports ground. LPG may be used.
- Programme timings as decided by the concerned division should be strictly followed.
- Standing ovation to be given to all the artists after the cultural programme. No Pop music/western dance to be allowed. The sponsored programmes should be classical/traditional/Indian culture or heritage based.
- National Anthem is to be sung at the end of the cultural programme.
- The Principal of the respective division which is having its programme will earmark the seats for the staff and the students of the other divisions and intimate the number of reserved seats for their division directly to the respective Principals who will ensure the presence so that seats do not go vacant. All Principals should be provided seats in the front row, but if this is not practicable on account of other priorities such as more persons accompanying the chief guest then all Principals would be given a seat in the second row.
- It looks very embarrassing for the person giving Pravachan to see large number of seats lying vacant in the pandal. The division responsible for the day will ensure, if need be, with the help of other divisions, that all the seats in pandal are fully occupied. The movement of staff & students, when the Pravachan is in progress, should be reduced to bare minimum.
- The vote of thanks will be proposed at the end by a student only.

1 Copy to MIER-Delhi
1 Copy to MIER-Lakshmangarh
1 Copy each to endorsees as per
page 1.

MODY INSTITUTE OF EDUCATION & RESEARCH

MORP / F-6
FOUNTAINS

Signature _____
Name Col (Dr) P.C. Sharma
Date 15 Sept 03

LAKSHMANGARH

MANUAL OF RULES & PRACTICES

Page 1 of 1

Revision : 0

Date: 15 Sept 03

FOUNTAINS : MIER CAMPUS

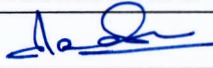
The following timings will be strictly adhered to for the functioning of various fountains in the MIER campus:

No. Location	Description	Operational Time	Maintenance Day	Responsibility
(i) Gate No. 1	Cascades	0830 hrs to 0930 hrs } 1600 hrs to 1700 hrs }	Wednesday	GM (E)
(ii) First Street	Fountains	-do-	Thursday	GM (E)
(iii) GVC Building	Cascade	-do-	Thursday	GM (E)
2. (i) Water Body	Rivulet	0700 hrs to 0730 hrs } 1730 hrs to 1800 hrs }	Friday	GM (E)
3. <u>Dining Hall</u>				
(i) Front Entrance	Cascades & Fountains	1315 hrs to 1445 hrs } 1945 hrs to 2115 hrs } i.e. 15 minutes before and upto 15 minutes after the lunch and dinner timings.	Friday	GM (E)
(ii) Near Water Body	Mist Fountain	-do-	Friday	GM (E)
(iii) Near Water Body	Crown	-do-	Friday	GM (E)
(iv) Entrance: Cafeteria	Cascade	-do-	Friday	GM (E)

All the fountains and cascades will always be kept in working order by cleaning the same regularly and by effective preventive maintenance.

C:

Chairman-MC, Registrar, GM-Engineering and GM-Services.

1 Copy to MU, Lakshmangarh 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP: F- 7 Sl.No.: 75/76
Signature 			FUNDS
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page: <u>1</u> of 2
Date	29/06/2016		Revision : 0 Date : 29/06/2016

FUNDS

1. APPLICABILITY

Provisions of this MORP is applicable to the various funds maintained by the divisions of Mody University at present or may originate in future.

2. VARIOUS FUNDS

At present following funds are being maintained:

S. No	Fund Name	Division
A.	Fund-Alumni	CET, COBMEC, CASH, CLG, CFDM, CAD

3. RESPONSIBILITY

Responsibility of proper collection and utilization of the fund will be of head of the division where the fund has been maintained.

4. COLLECTION IN FUNDS

A. Fund-Alumni:

- a) One-time Alumni fees collected from the students at the time of leaving the university.
- b) Generation of surplus from any event or activity.
- c) Contribution from any society, trust, NGO, body corporate or alumni.

5. BANK ACCOUNT

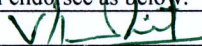
Separate bank account shall be opened in the name of each fund. Collected amount will be deposited in that bank account. Operation of bank account will be done as per resolution of the Board of Management of the university.

6. MANAGING COMMITTEE

Each fund will be administered and managed by a managing committee constituted for that fund. The managing committee for Fund Alumni will comprise of the following:

(A)Dean (B) Faculty, In-charge of Alumni Affairs (C) Two Alumni (D) Two Students. Alumni members and student members will be nominated by the respective Dean.

1 Copy to MIER-Delhi 1 Copy to MIER-Lakshmar		MODY INSTITUTE OF EDUCATION & RESEARCH		MORP/H-1 Horticulture																																																																												
Signature	<i>[Signature]</i>	LAKSHMANGARH		Revision :0																																																																												
Name	Dr. P.C. Sharma	MANUAL OF RULES & PRACTICES		Date: 29 May 2001																																																																												
Date	29 May 01																																																																															
<table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of Flowers</th> <th>Date of Sowing</th> <th>Date of Transplanting</th> </tr> </thead> <tbody> <tr> <td>(p)</td> <td>Freesia</td> <td>15 Sept - 20 Sept</td> <td>01 Oct - 15 Oct</td> </tr> <tr> <td>(q)</td> <td>Gladiolus</td> <td>"</td> <td>"</td> </tr> <tr> <td>(r)</td> <td>Ice Flower</td> <td>"</td> <td>"</td> </tr> <tr> <td>(s)</td> <td>Iris</td> <td>"</td> <td>"</td> </tr> <tr> <td>(t)</td> <td>Larkspur</td> <td>"</td> <td>"</td> </tr> <tr> <td>(u)</td> <td>Marigold</td> <td>"</td> <td>"</td> </tr> <tr> <td>(v)</td> <td>Nastratium</td> <td>"</td> <td>"</td> </tr> <tr> <td>(w)</td> <td>Nimesia</td> <td>"</td> <td>"</td> </tr> <tr> <td>(x)</td> <td>Oxalis</td> <td>"</td> <td>"</td> </tr> <tr> <td>(y)</td> <td>Pansy</td> <td>"</td> <td>"</td> </tr> <tr> <td>(z)</td> <td>Phlox</td> <td>"</td> <td>"</td> </tr> <tr> <td>(aa)</td> <td>Poppy</td> <td>"</td> <td>"</td> </tr> <tr> <td>(bb)</td> <td>Stocks</td> <td>"</td> <td>"</td> </tr> <tr> <td>(cc)</td> <td>Sweet Sultan</td> <td>"</td> <td>"</td> </tr> <tr> <td>(dd)</td> <td>Sweet Willium</td> <td>"</td> <td>"</td> </tr> <tr> <td>(ee)</td> <td>T. Rose</td> <td>"</td> <td>"</td> </tr> <tr> <td>(ff)</td> <td>Tulip</td> <td>"</td> <td>"</td> </tr> <tr> <td>(gg)</td> <td>Verbena</td> <td>"</td> <td>"</td> </tr> </tbody> </table> (2) The seeds not available in MIER stores shall be procured one month in advance and treated against fungus before sowing. (3) The plantation schedule of ornamental & fruit trees will be as follows: (a) Demand with the nurseries at Sikar/Delhi/Saharanpur to be placed by 25 Mar. (b) The plants will be procured in the first week of July. (c) Plantation will be done from 15 July to 31 August depending on the onset of monsoon.					S.No.	Name of Flowers	Date of Sowing	Date of Transplanting	(p)	Freesia	15 Sept - 20 Sept	01 Oct - 15 Oct	(q)	Gladiolus	"	"	(r)	Ice Flower	"	"	(s)	Iris	"	"	(t)	Larkspur	"	"	(u)	Marigold	"	"	(v)	Nastratium	"	"	(w)	Nimesia	"	"	(x)	Oxalis	"	"	(y)	Pansy	"	"	(z)	Phlox	"	"	(aa)	Poppy	"	"	(bb)	Stocks	"	"	(cc)	Sweet Sultan	"	"	(dd)	Sweet Willium	"	"	(ee)	T. Rose	"	"	(ff)	Tulip	"	"	(gg)	Verbena	"	"
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1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- H - 4
Signature 			Hostels
Name	President *	MANUAL OF RULES & PRACTICES	Page 1 of 15
Date	10-08-2019		Revision : 2
			Date : 10-08-2019

HOSTELS

1. APPLICABILITY

The provisions of this MORP will be applicable to all the existing as well as future hostels of MU.

2. DEFINITIONS

Hostel means where students enrolled in a course offered by MU are supposed to live for completing their courses.

Warden means a female faculty/female staff of MU who will stay in the hostel for looking after welfare and academic interests of the students.

Prefect means a student nominated by the Dean who will help the Warden in maintaining discipline in the Hostel.

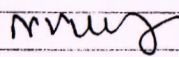
GNM/ANM means a trained lady staff member who will stay in the hostel for providing medical aid, if required, and help the warden in discharging her duties.

Aya means a lady who will maintain the hostel in terms of cleaning and other necessary help, if required.

Sweepress means a lady who will be responsible for the cleaning of the toilets, bathrooms and other areas of the hostel.

3. APPOINTMENT OF THE WARDEN

There is a provision for appointing a warden for each hostel of MU. The warden is to be selected from among the female faculty members/female staff members of that school whose students are in majority in the hostel or by direct recruitment. She will be paid remuneration as per rules of the University and her tenure will not exceed three years or as decided by Board of Management. She will be provided with furnished accommodation inside the hostel only. No warden can stay at any place other than allotted hostel. Warden will take charge of the Hostel from the concerned School as per checklist shown in Annexure-I.

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- I-1
			Incentive Awards for Publications
Signature		MANUAL OF RULES & PRACTICES	Page 1 of 5
Name	Dr NV Subba Reddy		Revision : 00
Date	30-09-2011		Date : 30-09-2011

Incentives Awards for Publications

Overview:

Research has always been an area of paramount importance to Mody Institute of Technology and Science (MITS) University. The importance increased tremendously after getting Deemed University status. The result is that there has been a dramatic rise in the publications, and grants awarded by funding agencies. MITS University, as a matter of policy, encourages research by faculty members and provides incentives for research output in the form of publications. MITS University encourages teaching faculty to compete for research. Adequate budgetary provisions are provided for research through capital allocations for the maintenance of research facility, consumables, equipment etc.

Eligibility :

Only full time, permanent members of the faculty and research scientists in MITS institutions will be considered for research incentive benefits. Only indexed papers published from October 01, 2011 (With minimum citation index of three)/ reputed journal publications with Impact Factor (IF) of three will be considered under this scheme.

ISI Standards:

The impact factor is a measure of the citations to refereed journals in science, humanities and engineering, and is frequently used as a tool to gauge the relative importance of a research journal within its field. Originally devised by the Institute for Scientific Information's (ISI) founder Eugene Garfield, is generally believed to be robust quantitative measure of research quality.

Research is complex in its manifestations and also too important to measure its value with only a single parameter. We need to recognize that assessment must be practical.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- I-3
Signature	<i>Uma Bhargava</i>		Intellectual Property Rights (IPR) Policy
Name	President *		Page of 18
Date	20.05.2021	MANUAL OF RULES & PRACTICES	Revision: 00
			Date : 20.05.2021

Intellectual Property Rights (IPR) Policy

This MORP has been prepared to laid down the policy of IPR to fulfill the commitment of the University to promote academic freedom, provide a conducive environment and financial support for research and development. Intellectual Property plays an important role in providing a competitive edge to an organization. IP is protected in law by, for example Patents, Copyright, innovation products, inventions.

1. Introduction

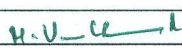
Intellectual Property Rights (IPRs) are a set of exclusive rights protected by law which are accorded to creators or persons over their creations for a certain time of period.

IPRs are considered as a barometer of R&D activities and a mode of technology transfer. An IP right holder can realize value from its intellectual assets through utilizing it internally for its own processes or share it externally through provision of goods and services to customers. The latter can be achieved through legal mechanisms such as licensing or assignment.

In today's globally competitive environment, IP has placed itself on a pedestal in the context of economic growth and is becoming increasingly important. Intellectual Property (IP) is the fuel that powers the engine of prosperity, fostering invention and innovation. The increasing significance of intangible assets in the global economy is forcing business Organization (s)s to actively manage their IP as a key driver for building and sustaining their competitive advantage and achieving superior performance.

IPRs are now being used not only as a tool to protect creativity and generate revenue but also to build strategic alliances for socio-economic and technological growth. The Rajasthan State needs to maximize the benefits from their intellectual property by stimulating higher levels of innovation through a judicious system of rewards, ensuring timely and effective legal protection for IPRs and leveraging strategic alliances for enhancing the value of the intellectual property created in the State.

For last several years, it has been observed that filing of IP applications in the country are not increasing at desirable rate despite significant contribution towards R&D by various University teachers, students, scientists of R&D Organization (s)s, etc. Lack of awareness on part of IP

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- I- 2
			International Students (Inbound & Outbound)
Signature			Page 1 of 15
Name	President*	MANUAL OF RULES & PRACTICES	Revision : 2
Date	19-06-2020		Date : 19-06-2020

International Students (Inbound & Outbound)

Applicability: -

The provisions of this MORP will be applicable to all **Inbound & Outbound** International students of Mody International School, Mody School and Mody University.

Respective School will have their own individual counsellors who will not be new appointees until such time as the strength justifies it.

Once the student has taken admission in the Campus, the respective division i.e. MU / MIS / MS (here in after referred to as a division) will advise the details to the counsellor giving the name of the student, the class to which she admitted, the mobile contact no / email.

The respective counsellor will send the letter as per **Annexure A** and act as per the common Guideline for Counsellor as per **Annexure B**.

(i) In bound Students: -

FACILITIES

1. Pick up and Drop

- Pick up and Drop Facilities will be provided to all the in bound students for Jaipur Airport. The Counsellor as mentioned above will be a single point contact. A student can call/write for assistance to get response to each and every query related to admissions, visit, support services, banking/money transfer, food, campus rules and guidelines etc. while visiting/staying/studying in the campus.

2. Outing / Outstation Visit

- During the session/stay, if a foreign student wishes to go to outstation or for outing during holiday. Pick-up and drop facility would be provided up to the airport, in coordination with the counsellor who ensures backend support and approvals are taken in advance. The travel expenses would be borne by the student. **Gate Pass will be issued as per Annexure C.**

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-I - 1.2 - Sl.No. 45/72
Signature	<i>Vishal Prasad</i>		Issue of Certificates
Name	Dr. V. Prasad	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	24-11-2014		Revision : 2
			Date : 24-11-2014

ISSUE OF CERTIFICATES

1. APPLICABILITY

The provisions of this MORP are applicable to all the Faculties and the Central Office of the Mody University of Science and Technology.

2. ISSUANCE OF CERTIFICATES TO STUDENTS

The following types of certificates are visualised to be given to the students:

- (a) *Enrolment Certificate; Migration Certificate; Bonafide student Certificate; Date of Birth Certificate; Semester Grade Card; Transcript (Partial / Final); Rank Certificate; Railway Concession Certificate; Any Certificate required for certification of any Academic Matter;*
- (b) *Diploma of the Degree*
- (c) *Certificates of Sports events; Certificates of Cultural events.*

Certificates of types (a) would be issued in a prescribed format by the Registrar of the Institute; Certificate mentioned in (b) will be issued in prescribed format jointly by the Registrar and the President, and the certificates of the type (c) will be issued jointly by the teacher in-charge of the event and the concerned Dean.

3. ISSUANCE OF CERTIFICATES TO STAFF MEMBERS:

(other than Statutory Certificates required by Government Agencies)

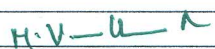
The following types of certificates are visualised to be required by the staff members of the Institute.

- (a) *Experience Certificate (on leaving the job); Salary Certificate; Certificate required by Honourable Courts;*
- (b) *Certificates of Subjects taught (Teaching Faculty);*
- (c) *Experience Certificate (during the job); Forwarding of Job Application, No Objection Certificate (for appearing in job interview); Certificate for any Financial matter for any purpose; Certificates for becoming Guarantor for taking loan from any Institution*

Certificates of types (a) would be issued in a prescribed format by the Registrar; certificates of type (b) would be issued in a prescribed format by the concerned Dean; Requests for Certificates of type (c) will not be entertained and Certificates would not be issued by any officer of the Institute.

4. ISSUANCE OF CERTIFICATES TO OUTSIDE PARTIES (All Divisions):

Outside Party - Outside Party includes all working for or in the University other than Students or Staff like, Service Providers, Goods Suppliers,

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP/L-2
			Leave
Signature 			Page 1 of 5
Name	President *	MANUAL OF RULES & PRACTICES	Revision: 04
Date	04.08.2020		Date : 04.08.2020

Leave

APPLICABILITY

The provisions of this section shall apply to staff members of the Mody Education Foundation, Mody International School, Mody School and Mody University of Science and Technology.

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. Functional Heads such as Director, Dean Academic, Dean Admin, Registrar, Deans, Principals etc. will be the leave sanctioning authority for person reporting to them.
3. The Chairman-MC will be the leave sanctioning authority of President, Vice President & Director.

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.

1 Copy to MU, Delhi 1 Copy to, MU Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- F – 1.1
			Sl. No. 26/78
Signature		MANUAL OF RULES & PRACTICES	Format
Name	Prof. (Dr.) Suresh Advani		Page 1 of 2
Date	23-01-2017		Revision : 2
			Date : 23-01-2017

LETTER HEADS / VISITING CARDS

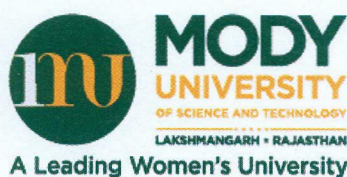
1. APPLICABILITY

The provisions of this section shall apply to all Officers of MU.

2. FORMAT OF LETTER HEADS

The Format of the Letter head of the University shall be as under;

Format for Letter Head of Colleges of MU.



COLLEGE OF ENGINEERING AND TECHNOLOGY (CET)

Lakshmangarh (Sikar), Rajasthan 332 311, India
Ph. No. : (01573) 225001-12 • Fax : (01573) 225042
email : dean.cet@modyuniversity.ac.in • www.modyuniversity.ac.in

Format for Letter Head of MU



MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

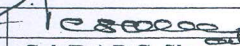
(Established u/s 2(f) of the UGC Act, 1956)
Lakshmangarh (Sikar), Rajasthan 332 311, India
Ph. No. : (01573) 225001-12 • Fax : (01573) 225041
email : registrar@modyuniversity.ac.in • www.modyuniversity.ac.in

Format for Letter Head of Career Development Centre of MU



Career Development Centre

Lakshmangarh (Sikar), Rajasthan 332 311, India
Ph. No. : (01573) 225001-12 • Fax : (01573) 225041
email : gmcdc@modyuniversity.ac.in • www.modyuniversity.ac.in

1 Copy to MIER-Delhi 1 Copy to MIER-Lakshmangarh 1 Copy each to endorsees as per page 1.		MODY INSTITUTE OF EDUCATION & RESEARCH	MORP / M-1 Magazine
Signature 			Page 1 of 1
Name	Col (Dr) P.C. Sharma	LAKSHMANGARH	Revision : 0
Date	24 Sept 03		MANUAL OF RULES & PRACTICES

MAGAZINE

The various divisions of MIER shall publish their own Quarterly / Half Yearly / Annual Magazines named as follows:

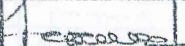
MS	:	PRATIBHA
MCASC	:	PRERNA
MCMS	:	PRAYAAS
MCET	:	ENGINIUM

The staff and students of each division shall contribute their articles, poems, cartoons, jokes, paintings etc. for their respective magazines which shall be issued to all the students of respective divisions on payment. The Director, Deputy Director, Registrar, Heads of the respective Divisions and all the faculty members of the respective divisions will be provided a copy each of all the magazines free of cost. The complimentary copy of the Magazines will also be sent to all the members of the Board of Governors, Senate and Management Council. It shall, however, be ensured that there is no duplication of copies in case a person is a member of more than one body.

Expenditure and income statement as per **Annexure-I** will be sent to Chairman-MC, Vice Chairman-MC and Director in respect of all the magazines published by any Division of the Institute. Each magazine, published by MIER, will be priced in a manner that the total publication cost of the magazine including free & complimentary copies plus 10% handling charges are recovered from each publication. While printing and deciding the sale price, it shall be assumed that certain number of copies shall remain in stock unsold as it may not be always possible to sell all the copies.

C:

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

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.	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:	
(i)	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.	
(ii)	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.	
(iii)	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.	
(iv)	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.	

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- M-4
Signature 			Medical Facilities
Name President*		MANUAL OF RULES & PRACTICES	Page 1 of 2
Date 30-04-2020			Revision : 2 Date : 30-04-2020

MEDICAL FACILITIES

1. APPLICABILITY

The provisions of this section shall apply to all students, faculty and staff members of Mody University, Mody School, Mody International School and Mody Education Foundation and all its Divisions.

2. STUDENTS

Day Scholars: All Day Scholars are entitled only for consultation of Doctor /First Aid and possible medical treatment either in the Clinic or in the hospitals at Sikar.

Boarders: All Boarders will be provided consultation of Doctor / First Aid and possible medical treatment either in the Clinic or in the hospitals at Sikar.

3. FACULTY AND STAFF

Living Outside the Campus: All faculty and Staff members living outside the campus are entitled for consultation of Doctor / First Aid available in the Clinic while on duty inside the campus.

Living inside the Campus: All faculty and staff members and their family members living inside the campus are entitled for Consultation of doctor in the Institute's Clinic. They shall be provided available First Aid / possible medical treatment in the Clinic.

4. MEDICAL CONSULTATION IN CLINIC:

a. Consultation Fees: Doctor's consultation fee @ Rs.200/- shall be charged from students, faculty and staff members. However, for a subsequent follow up visit upto one week, consultation fee will not be charged.

b. Ward Charges: An amount of Rs. 500/- per day shall be charged on account of admission in Ward of the Clinic.

c. Medicine Charges: All medicines shall be dispensed to students, faculty and staff members on the MRP rates.

d. Ambulance Charges:

i. Ambulance facility from campus to Sikar & back:

- One trip charge for single student or faculty is Rs. 800/-
- One trip charge for two students or two faculty is each Rs. 400/-
- One trip charge for more than two students or two faculty is each is minimum Rs. 400/-

ii. Ambulance facility from campus to Lakshmangarh & back:

- One trip charge for single student or faculty is Rs. 200/-
- One trip charge for two students or two faculty is each Rs. 100/-
- One trip charge for more than two students or two faculty is each is minimum Rs. 100/-

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 (शिवपंचाक्षर स्तोत्र)
- Chaupaiyan (from Ramcharit Manas)
- Ramstuti (Shree Ram Chandra Kripalu.....)
- Prayers in Sanskrit
- National Anthem
- National Song

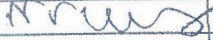
CLASS – V

- 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	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/M-6
1 Copy to MIER-Lakshmangarh		
Signature <i>[Signature]</i>	LAKSHMANGARH	Revision : 0
Name Col (Dr) P.C. Sharma	MANUAL OF RULES & PRACTICES	Date: 01 Aug 2
Date 01 Aug 2		
<u>Music : Devotional</u>	Devotional Songs/Music will be centrally played under the arrangements of the Engineering Department as per the following timings: Summer timings: 0530 a.m. to 0630 a.m. Winter timings : 0600 a.m. to 0700 a.m. The wardens/ANMs will ensure that the television sets of their hostel(s) are switched on as per the above timings. The volume of sound for the devotional music shall be fixed at 40 on the television set(s) of the respective hostels. The provisioning of CDs (No Cassettes) will be the responsibility of the Principal, Mody School. The devotional songs/music will be played on all seven days of the week as follows:	
<u>रविवार</u>	सूर्योपासना मन्त्र आदित्य हृदयस्तोत्रम् सूर्याष्टकम् (शुभामुद्भल)	
<u>सोमवार</u>	रुद्राष्टकम् (पं. जयराज) शिव पंचाक्षर स्तोत्रम् (अनुराधा पौडवाल) शिव षडाक्षर स्तोत्रम् शिव महिम्न स्तोत्रम् शिव त्र्यम्बक स्तोत्रम् महामृत्युञ्जय स्तोत्रम् (सुब्बालक्ष्मी) शिव स्तोत्रम् (गुलशन कुमार)	

CHAIRMAN'S
INITIAL

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- O -1
Signature			OUTPASSES
Name	Prof.(Dr.) N.V. Subba Reddy		Page 1 of 1
Date	15-01-2014		Revision : 0
		MANUAL OF RULES & PRACTICES	Date : 15-01-2014

OUTPASSES

Applicability

The provision of this MORP is applicable to all the students whom out passes are issued i.e. FET, FMS, FASC & FOL.

Stipulations

- It is prerogative of respective Deans to allow out passes based on needs/requirement of the students for the time requested from & to.

a. Indian Students: They may exit the campus after obtaining authorizations from their respective faculties. They will record their entries / exits in a register maintained at the Security Parlour.

b. International Students: They may exit the campus after obtaining authorizations from the Manager International Admissions (Group-I). In absence of Manager International Admissions (Group-I), the Dean of the concerned Faculty will authorize the gate pass. They will record their entries / exits in a register maintained at the Security Parlour.

- Students are required to fill in following details in the Students Outing Register maintained at Security Office while going out and coming.

Sl. No.	Date	Name of Student	Class	Hostel No.	Place of outing	I.D. No.	Outpass No.	Authorised		Time out	Signature of Student	Sign of Parents if going with them	Time In	Signature of Student	Remarks
								Time Out	Time in						

- In order to maintain discipline and safety/security of students it is desirable that students should return back on time mentioned in the outpass & correspondingly in the register.
- If any student breaches the above rule then the concerned Dean shall impose a fine of Rs.1000/-.
- If the occurrence is second time then the concerned Dean shall impose a fine of Rs. 2500/- and for third time fine of Rs. 5000/- shall be imposed.
- If a student does not comeback on the day mentioned in the outpass and correspondingly in the register a fine of Rs.7500/- shall be imposed by the concerned Dean.

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

To
Mr. SA/Chng. Officer


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- P- 2
Signature			Performance Based Appraisal System
Name	President*	MANUAL OF RULES & PRACTICES	Page 1 of 22
Date	30-07-2020		Revision : 02
			Date : 30-07-2020

Performance Based Appraisal System

This MORP has been prepared for Calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) for Increment, Promotions and Appointment of Academic Staff at Mody University of Science and Technology. (As per UGC Notification, the 18th July, 2018).

1. Introduction

Mody University of Science and Technology (MUST) considers the need to facilitate the research and development activities which are interdisciplinary and to lay strong foundation and register growth in research globally by generation of resources, research collaborations and establishing links with industry. In this continuation, set of rules regarding calculating Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) which is the impetus of UGC regulations on minimum qualifications for appointment of teachers and other academic staff in University for the maintenance of standards in higher education.

2. Rules and Regulations

These Rules would be applicable for the Annual Increment as well as Promotion of University Faculty along with for the new appointments for the position of Assistant Professor, Associate Professor and Professors. The faculty members must fulfil the minimum Academic Performance Indicator (API) scores as per the UGC Notification, 2018.

2.1 Increment and Promotion Guidelines

The following process would be followed for carrying out annual assessment for increment and promotion at all levels:

The University teachers shall submit an annual self-appraisal report in the prescribed Proforma (**Annexure 1**). The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD and Dean.

1 Copy to MUST, Delhi 1 Copy to MUST, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH MANUAL OF RULES & PRACTICES	MORP- P-3
Signature	<i>Uma Bhardwaj</i>		POLICY FOR PREVENTION OF PLAGIARISM
Name	President *		Page 1 of 8
Date	27.04.2021		Revision: 00 Date : 27.04.2021

POLICY FOR PREVENTION OF PLAGIARISM

1. This policy shall be called the "Prevention of Plagiarism" in Mody University of Science and Technology.
2. This policy shall apply to the students, faculty, researchers and staff of Mody University of Science and Technology.
3. This policy shall come into force from the date of approval by Board of Management of the Mody University of Science and Technology

4. Definitions -

In these regulations, unless the context otherwise requires—

- a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. "Author" includes a student or a faculty or a researcher or staff of Mody University of Science and Technology who claims to be the creator of the work under consideration;
- c. "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people;
- e. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. "Faculty" refers to a person who is teaching and/or guiding students enrolled at Mody University of Science and Technology in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- P- 1
Signature	H. V. [Signature]		Purchase Procedure
Name	F President*	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	16.11.2019		Revision : 03
			Date : 16.11.2019

PURCHASE PROCEDURE

All purchases of goods or services will take place as per following guidelines:

All GMs and Deans are entitled to purchase goods up to a sum of Rs. 10,000/- per quarter. The details will be submitted to the purchase department with relevant supporting documents refer **Annexure - A**. However, keeping in view of the Diverse nature of routine engineering works, the financial power of GM-E for purchase and contract shall be Rs. 25,000/- instead of Rs. 10,000/-.

Purchase requisition must be initiated by the concerned department with the required details so that common purchase enquiry can take place refer **Annexure - B**.

The quotation must be called by the Purchase department in a sealed cover and the cover will be opened in the presence of representative of purchase, finance and department concerned and all papers will be cross verified by persons present.

Whenever the quotation will be called via Email, it must be ensured that the same has been endorsed simultaneously to Finance Department and Dean Administration also.

Thereafter, a comparative chart will be prepared based on L1, L2 and L3 and an extra column will be added showing lowest of each item.

The Purchase Committee will comprise of the Vice President, Dean Administration, the Head of indenting Department and Heads of Purchase and Finance Department.

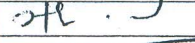
In case the purchase exceeds the sum of Rupees Five Lakhs, the President presence is mandatory in the meeting. In case of the purchase exceeds the sum of Rupees Two Lakhs, the Director presence is mandatory in the meeting.

Approved Vendor List shall be prepared by the Purchase Department for every item and approved vendors ideally should not be less than three. The Approved Vendor List should comprise of reputed party with GST registration.

Preparation of Purchase Order

Once the Purchase proposal is approved by the Purchase Committee and the Competent Authority accords the expenditure sanction, the Purchase Department shall prepare the Purchase order (refer **Annexure-C**) and arrange to send it to the vendor.

The copy of purchase order shall be sent to the Finance department and department concerned. Even in case where cost is realisable from the students / faculty members, PCA procedure shall be followed mandatorily (refer **Annexure -A** for PCA format).

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.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- F - 2 .1
Signature			Fees - Refund
Name	President *	MANUAL OF RULES & PRACTICES	Page 1 of 3
Date	27-03-2019		Revision :- 03 Date -27-03-2019

REFUND OF FEES

1. APPLICABILITY

The provisions of this section shall apply to all students of all the Schools of Mody University.

2. FEE STRUCTURE

The Fee Structures of all the Schools of Mody University shall be decided by the Board of Management.

3. REFUND OF FEES

A student leaving the University will fall in either of the following categories:

- (a) Leaving on completion of a programme for which she was admitted to.
- (b) Leaving at the end of an Academic Year without completion of the Programme for which she was admitted to.
- (c) Students of Second Year and above leaving in between an Academic Year without completing the Programme for which she was admitted to.
- (d) New student leaving the University.

If a student falls under category (a) or (b), then she is entitled for the refund of the (i) Caution Money and (ii) Balance of Personal Charges only.

If a student falls under category (c), then she is entitled for the refund of the (i) Caution Money; (ii) Balance of Personal Charges; and (iii) Boarding & Lodging after deducting the charges for number of months of her stay in the Institute counted from the start of the Semester to the month in which she leaves (a partial calendar month shall be counted as the Month of her presence in the Institute) at the rate of [(Annual Boarding/Lodging Charges)/10] per month.

If a student falls under category (d), then she is entitled for the refund of as per the following five-tier system:

Sr. No.	Percentage of Refund of Fees*	Point of time when notice of withdrawal of admission is served to the University
i)	100%	15 days or more before the formally-notified last date of admission
ii)	90%	Less than 15 days before the formally-notified last date of admission

*** In absence of President, signed by Deputy Registrar**

1 copy to MUST, Delhi 1 Copy of MUST, Lakshmangarh 1 copy to each endorsee as below		MODY UNIVERSITY OF SCIENCE & TECHNOLOGY LAKSHMANGARH	MORP- R-3
			Research & Development
Signature			Page 1 of 21
Name	F President	MANNUAL OF RULES & PRACTICES	Revision :- 02
Date	28-11-2019		28-11-2019

Research & Development

Contents

1. Introduction
2. Project Management
 - 2.1. Government Sponsored Projects
 - 2.1.1 Collaborative Projects:
 - 2.2 Mody University Sponsored Projects
3. Rules and Regulations
 - 3.1 Budget Heads
 - 3.1.1 University Development Fund (UDF) ,
 - 3.1.2 Professional Development Fund (PDF)
 - 3.1.3 Intellectual Property Rights Facilitating Fund (IPRFF)
 - 3.2. Costs
 - 3.2.1 Institute Overhead Charges
 - 3.2.2 Actual Expenses
 - 3.3 Hiring Rules
 - 3.4 Conduct Rules
 - 3.5 PhD Admissions for Project Staff
- 4.0 Guidelines for Project Investigators
 - 4.1 Leave Provision
 - 4.2 Limitations
 - 4.3 Involving Foreign Collaborators
 - 4.4 Publication of Results
 - 4.5 Technology Transfer &-Intellectual Property Rights
 - 4.6 Retainership
5. General Guidelines for Project Expenditures
 - 5.1. Purchase related expenditure
 - 5.2.Travel related expenditure
6. Conference and Conference Allowances
 - 6.1 Notification of Approval
 - 6.2 Publication Recommendations

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.	MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH	MORP- R – 3.1 Sl.No. 60/78
Signature 		Residential Accommodation
Name President *	MANUAL OF RULES & PRACTICES	Page 1 of 10
Date 13.06.2020		Revision : 05
		Date : 13.06.2020

RESIDENTIAL ACCOMMODATION

(Other than Students' Hostels & Guest House)

1. APPLICABILITY

The provisions of this section shall apply to all employees and students of the Mody University and Mody Education Foundation, herein after termed as the Institute campus, who are eligible for the accommodation in the campus.

2. RESIDENTIAL ACCOMMODATION

The Institute campus has residential accommodation for both the students and staff members. The staff members are provided single accommodation as well as family accommodation.

3. STUDENTS (HOSTEL) ACCOMMODATION

Students of Institution are provided hostel accommodation on the campus.

Since hostel accommodation is not sufficient to accommodate all the students of the University, it is provided on first come first served basis, except for some reservation for NRI or Foreign students.

Both types i.e., with AC and without AC hostel accommodation are available. Single seater, double seater and 4 seater accommodations are available for students of the University.

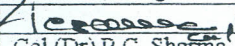
4. STAFF ACCOMMODATION

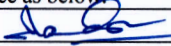
The Institute campus has four types of accommodation for staff and faculty, namely (i) Bungalow, (ii) Villa, and (iii) Single Room in Women Teacher's Hostel and (iv) Accommodation for Wardens and GNMs/ANMs in students' hostels.

A. Women Teacher's Hostel Accommodation

Single Hostel Accommodation is provided to female staff of the following categories:

- a. Female Teaching Staff
- b. Female Librarian
- c. Female Assistant Librarian
- d. Female PET

1 Copy to MIER-Delhi	MODY INSTITUTE OF EDUCATION & RESEARCH	MORP/R-1.1
1 Copy to MIER-Lakshmangarh		Results MS
Signature 	LAKSHMANGARH	Revision : 0
Name Col (Dr) P.C. Sharma	MANUAL OF RULES & PRACTICES	
Date 01 JUN 01		Date: 01 JUN 01
R-1.1 Results - MS	The CBSE results of class XII and X will be compiled and forwarded to Chairman and Vice-Chairman, Management Council within 4 days of its declaration as per the format given in the following annexures: Class XII (i) Statement of Marks of Class XII Arts Annex-I. (ii) Statement of Marks of Class XII Science Annex-II. (iii) Statement of Marks of Class XII Commerce Annex-III. (iv) Subject wise & teacher wise comparative analysis of all subjects of five years (Class XII) Annex-IV. (v) Subject wise comparative statement of average percentage of marks of five years alongwith names of the toppers (Class XII) Annex-V. (vi) Stream wise & teacher wise analysis of all subjects of the current session (Class XII) Annex-VI. Class X (vii) Statement of marks of Class X Annex-VII. (viii) Subject wise & teacher wise comparative analysis of all subjects of five years (Class X) Annex-VIII. (ix) Subject wise comparative statement of average percentage of marks of five years alongwith names of the toppers (Class X) Annex-IX. (x) Subject wise & teacher wise analysis of all subjects of the current session (Class X) Annex-X.	

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- S- 1.4 -
			Scholarship Scheme
Signature		MANUAL OF RULES & PRACTICES	Page 1 of 7
Name	Prof.(Dr.) Suresh Advani		Revision : 1
Date	27-07-2017		Date : 27-07-2017

SCHOLARSHIP SCHEME

1. Merit-cum Need scholarships be made available to the students of the University / School only from the Scholarship Fund.
2. Meritorious and dedicated students with limited financial resources may be considered for the award of Merit-cum-Need Scholarship subject to the following conditions:
 - (a) Students desirous of availing "Merit-cum-Need Scholarship" should have secured at least a minimum cumulative score of 70% marks or its equivalent CGPA in the last annual examination without any backlog.
 - (b) The Financial condition of the parents should warrant the award of scholarship.
 - (c) The Conduct, behavior and discipline of the student should be constantly good and scholastic.
3. The following procedure shall be followed for the award of scholarships to the students:
 - (a) The eligible students desirous of availing the Merit-cum-Need Scholarship should apply within 3 months of the start of the academic session on the prescribed application form as shown in Annexure - I to their respective Deans / Principal after the joining of the University / School. Application received after 3 months of the start of the academic session will not be entertained.
 - (b) The Scholarship amount sanctioned, shall not exceed 90% of Tuition Fee subject to a ceiling of Rs.60,000/- (Rupees Sixty Thousand) in an academic year. This amount should be a loan to the eligible students bearing nil interest and should be returned by the student at her conveniences whenever she is in a position to do so. No recovery proceedings or reminder will be given to student and the refund of the loan is purely voluntary. The prime object of giving this in the form of a loan is that if the student is in a position to refund this loan at a later date in life then it will help the fund to meet the needs of large number of students subsequently. The format of Letter to be issued to student/s after sanctioning of the scholarship is shown in Annexure – II.
 - (c) Application from the Students desirous of availing Merit-cum-Need Scholarship along with the recommendations of the Scholarship Committee

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- M-3-
			Master Plan Presentation- Cum- Campus Tour For Visitors
Signature		MANUAL OF RULES & PRACTICES	Page 1 of 6
Name	Dr. M.P. Jain		Revision : 2
Date			Date : 05-09-2005

SCRIPT: MASTER PLAN PRESENTATION – CUM CAMPUS TOUR FOR VISITORS

Namaskar, ladies, and gentlemen, welcome to our campus.

It is my privilege to acquaint you with the campus of Mody Institute of Education & Research, in short called MIER and Mody Institute of Technology & Science, which is called MITS. The MIER comprises of Mody School and Mody College of Art Science & Commerce, and MITS comprises of Faculty of Engineering & Technology and Faculty of Management Studies.

Motto of our institute is 'Tejasvinavadheetmastu'- meaning that teacher and the taught pray that knowledge acquired by them is accompanied by enlightenment. This is very well reflected in activities in the campus.

Campus that you will see today is the product of a long-term desire, vision, and efforts of our founder Sh Rajendra Prasad ji Mody, who wanted to build a world-class institution exclusively for women. Every thing that exists here testifies his vision.

Construction work of the campus started in 1988, and Mody School started functioning in 1990. Campus is presently spread over 250 acres and will ultimately cover around 2500 acres. Over the years, the campus has been growing at a very impressive rate. The Master Plan, displayed here, shows the campus, as it will be, when it grows to its full planned strength of over 12,000 students and several more disciplines of studies.

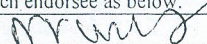
I will briefly explain to you the Campus as it exists at present, and how it will look when fully developed.

In the present extent of the Campus, we have the -

- (i) GVC Building
- (ii) Playfields
- (iii) FMS Building
- (iv) Dining Hall & Cafeteria
- (v) Tennis Court
- (vi) Equestrian Ring
- (vii) Cottages / Flats for teaching faculty
- (viii) Hostel Buildings

*Shri Yadav
mis file*

fb

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- S – 1.3
Signature			Sports Facilities
Name	Dr. N.V. Subba Reddy	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	10-06-2010		Revision : 1
			Date : 10-06-2010

Sports Facilities

Applicability

1. Provisions of this MORP cover all sports facilities in the campus except Tennis and Equestrian, MCRP's for which have been issued separately.

Entitlements

2. Students All students of MIER and MITS.
3. Faculty & Staff All faculty members, and staff members of MIER and MITS, who are Managers or above.

Timings

4. (a) Volleyball (Total Courts – 5)
 - i. Court No 1 (VB 1) (Cemented Court) - FET (At all times except from 5:45 PM to 7 PM when it will be for MITS students combined)
 - ii. Court No 2 (VB 2) (Cemented Court) - FMS (At all times except from 5:45 PM to 7 PM when it will be for MS students)
 - iii. Court No 3 (VB 3) (Grass Court) - FASC (At all times except from 5:45 PM to 7 PM when it will be for MS students)
 - iv. Court No 4 (VB 4) (Grass Court) - FJS (At all times except from 5:45 PM to 7 PM when it will be for MS students)
 - v. Court No 5 (VB 5) (Grass Court) - Faculty & Staff combined (At all times except from 5:45 PM to 7 PM when it will be for MS students)

(b) Badminton (Total Courts – 4)

- i. Court No 1 (BAD 1) (Cemented Court) - FET (At all times except from 5:45 PM to 7 PM when it will be for MITS students combined)
- ii. Court No 2 (BAD 2) (Cemented Court) - FMS / FJS (At all times except from 5:45 PM to 7 PM when it will be for MS students)

CHAIRMAN'S
INITIAL

1 Copy to MITS, Delhi 1 Copy to MITS, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF TECHNOLOGY & SCIENCE LAKSHMANGARH	MORP- S – 1.2
			Staff Records
Signature		MANUAL OF RULES & PRACTICES	Page 1 of 2
Name	Dr. M.P. Jain		Revision : 0
Date	2-6-2006		Date : 02-06-2006

STAFF RECORDS

1. APPLICABILITY

The provisions of this section shall apply to staff members of the Central Office and all the Faculties of the Mody Institute of Technology & Science.

2. FACULTIES OF THE INSTITUTE

The Mody Institute of Technology & Science, a deemed university under section 3 of the UGC Act, 1956 is housed in the campus maintained and serviced by the Mody Institute of Education & Research. It follows its own Rules and Regulations and the guidelines laid down by UGC, AICTE and MHRD. The University is headed by the Vice Chancellor and its Faculties are headed by Deans. The Registrar heads the routine administration of the University.

3. APPOINTMENTS OF STAFF MEMBERS / OFFICERS

The selection and appointment of Staff Members in the Central Office and each of the Faculty (other than Vice-Chancellor, Pro-Vice Chancellor, Registrar, Finance Officer, Deans of the Faculties) would be made by the Mody Institute of Technology & Science on the receipt of the requirement of each Faculty / Central Office as per the norms laid down by the UGC, AICTE and / or as approved by the Management Council.

The selection and appointment of the Vice-Chancellor, Pro Vice Chancellor, Registrar, Finance Officer would be made by the Mody Institute of Technology & Science as and when vacancy exists as per the rules of the Institute and the resolutions of the Board of Governors. The selection and appointment of the Deans of the Faculties would be made as per the resolutions of the Management Council.

4. SELECTION COMMITTEE

The Committee for selection of Staff Members in the Central Office and each of the Faculty (other than Vice-Chancellor, Pro-Vice Chancellor, Registrar, Finance Officer, Deans of the Faculties) would consist of Vice Chancellor, Registrar, a Representative of the Board of Governors, Dean of the Faculty, HOD (except for Professors) and an expert.

The Committee for selection of the Vice-Chancellor, Pro-Vice Chancellor, Registrar, Finance Officer would be as mentioned in the Rules of the Institute or as constituted by the Board of Governors.

5. Appointment Letters

The respective Faculty would send the report of joining of the staff member within a week of their joining to the Registrar along with three copies of the biodata in the required format, who would issue the appointment letter of all staff members except for the Vice-Chancellor and Registrar.

The appointment letters of the Vice Chancellor and the Registrar would be issued by a representative of the Board of Governors.

The payment of salary would start only after receiving the copy of the appointment letter or the necessary communication to this effect from the office of the Registrar.

1 Copy to MU, Delhi 1 Copy to MU, Lakshmangarh 1 Copy to each endorsee as below.		MODY UNIVERSITY LAKSHMANGARH	MORP- G -1
Signature 			Stay of Guests in the Campus Page 1 of 2
Name	F President	MANUAL OF RULES & PRACTICES	Revision : 3
Date	13.08.2019		Date : 13.08.2019

STAY OF GUESTS IN THE CAMPUS

1. APPLICABILITY

The provisions of this MORP are applicable to all Students and Staff Members of the Mody University and Mody Education Foundation.

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

2. DEFINITION OF THE GUEST

Guest of a staff member residing in Bungalows and Villas would mean (a) a Family (Spouse, Own Children and Parents); (b) a Relative (Brothers / Sisters of self / spouse and their Children; Parents of spouse, Brothers / Sisters of parents / Parents-in-law and their children); (c) a Friend (a person of the same gender as that of the staff member and his/her family)

Guest of a staff member residing in Women Teacher's Hostels would mean husband, parent, parent-in-law, sisters and sisters-in-law of the staff member.

Guest of a Student would mean a guardian or relative of a student provided he/she is accompanied with the authorised guardian mentioned in the records in the Institute.

3. GUESTS OF THE STAFF

The Staff Members residing outside the campus will not be provided any accommodation inside the campus for their Guests. The resident Staff members of the campus have been provided two types of residences, (i) **Bungalows / Villas** for residing with families, and (ii) single room accommodation in Women Teacher's Hostel to single women staff member.

(i) Residents of Bungalows / Villas

Staff Members residing in **Bungalows / Villas** are allowed to have their Guests as under:

- (a) **Family:** **Bungalows/ Villas** are allotted to the staff for himself/herself and their family (as per definition).
- (b) **Relative:** Staff Members are permitted to keep their relatives for any number of days provided they are not employed within a distance of 100 km from the campus. However, they are permitted to keep their relatives if working within a distance of 100 km from the Campus for a period of up to 7 days in a month.
- (c) **Friend:** Staff Members are permitted to keep their friends for a period of up to 7 days in a month.

(ii) Residents of Women Teacher's Hostel

Staff Members residing in Women Teacher's Hostel are permitted to keep their guests (defined above) along with them only for up to 15 days in a month.

1 Copy to MEF, Delhi 1 Copy to-MEF, Lakshmangarh 1 Copy to each endorsee as below.		MODY EDUCATION FOUNDATION LAKSHMANGARH	MORP- T - 1 Sl. No. 67/78
Signature 			Tapovan
Name	Prof.(Dr.) Suresh Advani	MANUAL OF RULES & PRACTICES	Page 1 of 35
Date	29-06-2016		Revision:-02
			Date 29-06-2016

TAPOVAN

1. APPLICABILITY

The provisions of this section shall apply to the Tapovan Complex comprising of Ram Mandir, Meditation Hall and Yagyashala.

2. RESPONSIBILITY

The responsibility for efficient functioning of the Tapovan Complex will be of Horticulture & Services Department.

3. PRIESTS

A Head Priest and 2 other priests have been appointed. Head Priest will be provided family accommodation within the campus. Other priests will make their own residential arrangements outside the campus.

4. ENTITLEMENT FOR VISITING

All faculty, staff (including subordinate staff and others working in the Institute) and students of MEF and MU, and their parents/families/guests will be entitled to visit the Complex. All others may visit with due permission from President MEF, Divisional Heads or Manager Tapovan.

5. DRESS CODES - PRIESTS / MANAGER TAPOVAN

Dress code for all priests will be Kesaria Dhoti, Angaraksha and Uttariya. Manager Tapovan will also follow this dress code when participating in temple rituals. Cost of the dresses mentioned above will be borne by the Institute.

DRESS CODE - VISITORS

All visitors are expected to be dressed appropriately for visit to the Complex

6. VISITING HOURS

(a) Morning - 05:00 AM To 11:00 AM

(b) Evening - 05:00 PM To 08:30 PM

7. OFFERINGS

Cash, flowers, prasad, water or any other type of offerings are not permitted to be offered to the Deity by the visitors.

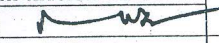
8. HUNDI / DANPATRA

All cash offerings will be dropped in a suitably located Hundi / Danpatra which will be opened on 1st of each month in the presence of GM-Finance, GM-Hort & Services and Manager Tapovan. A certificate regarding the collected amount will be signed by all three of them to facilitate deposition of the collected amount in the bank. Format of the certificate will be as under:-

1 Copy to MIER-Delhi 1 Copy to MIER/Lakshmanagarh		MODY INSTITUTE OF EDUCATION & RESEARCH			MORP-T-1 TARIFF
Signature <i>[Signature]</i>		LAKSHMANGARH			Revision: 0
Name Dr P.C. Sharma		MANUAL OF RULES & PRACTICES			Date:
Date 28 May 01					28 May 01
T-1 TARIFF		Serial No.	Items	Rate of Commission	Printed Retail Sale Price **
(A) Printed retail Sale price items		01.	CHOCOLATE ##		
			Break 25 Gm	9%	
			Charge 35 Gm	10%	
			Crackle 35 Gm	9%	
			Dairy Milk 44 Gm	9%	
			Five Star 35 Gm	9%	
			Gems 18 Gm	9%	
			Gold 44 Gm	9%	
			Kit Kat 35 Gm	10%	
			Perk 35 Gm	9%	
			Picnic 35 Gm	9%	
			Ralish 25 Gm	9%	
		02.	ENERGIC		
			Bournvita 500 Gm	8%	
			Boost 500 Gm	9%	
			Horlicks 500 Gm	9%	
			Milo 500 Gm	8%	
		03.	FACE CREAM		
			Ayur 100 Gm	9%	
			Charmis 60 Gm	10%	
			Fair & Lovely 50 Gm	10%	
			Fair Ever 50 Gm	10%	
			Lakme 50 Gm	10%	
			Nivea 50 Gm	10%	
			Nyle Cold 100 Gm	9%	
			Oriflame 50 Gm	9%	
			Ponds Cold 50 Gm	10%	
		04.	Vicco 60 Gm	9%	
			FACE WASH		
			Clean & Clear 50 Gm	9%	
Lakme 50 Gm	9%				
Pond's 50 Gm	9%				
05.	Pear's 50 Gm	9%			
	Synergic 50 Gm	9%			
	HAIR OIL				
	Almond Drops 100 ML	11.5%			
	Coco Care 200 ML	10%			
	Clinic Plus 200 ML	10%			
	Dabur Vatika 150 ML	9%			
	Dabur Arnika 100 ML	9%			
	Hair & Care 100 ML	9%			
Keo Karpin 100 ML	9%				
	Parachute 200 ML	9%			

** Not specifically shown as retail prices keep changing.

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 LAKSHMANGARH	MORP- T-3
Signature			Telephone Facilities
Name	Dr. M.P. Jain	MANUAL OF RULES & PRACTICES	Page 1 of 1
Date	14.4.05		Revision : 1 Date : 14-04-2005

TELEPHONE FACILITIES

1. APPLICABILITY

The provisions of this section shall apply to all students and staff members of Mody Institute of Education & Research and all its divisions.

2. STUDENTS

Land Line - Incoming Calls: Each hostel is provided with an internal phone connection. On specified days and timings a direct BSNL line is connected only to receive outside calls in order for the parents to talk to their ward in the hostel.

Land Line - Outgoing Calls: STD / PCO is available at the parlour for the students for making calls to their relations.

Own Mobile Connection:

Day Scholars (Students): Students are not allowed to bring their Mobile or WLL connection inside the campus.

Boarders (Students): (a) Students of Mody School (MS) are not allowed to possess Mobile Phones and / or use them any where inside the campus, and (b) Students of Mody College of Arts, Science & Commerce (MCASC) and Mody Institute of Technology & Science (MITS) are allowed to use the Mobile Phones only inside their hostel buildings. They are not allowed to use them outside the hostel buildings. However, they can carry and use them outside the campus, provided they have the valid permission to go out of the campus.

3. STAFF

Staff members are permitted to use Mobile or WLL connection inside their residences, office rooms. They are not permitted to use them in corridors of the Institute buildings, class rooms, laboratories, libraries, dining hall, cafeteria and roads. However, they can use the mobile inside their parked cars on the roads.

4. VISITORS / GUESTS

These provisions are not applicable to Guests or visitors. But they should be advised for restricted use of the connections.

5. PENALTY

If a student is found violating these rules, she would be fined for Rs. 200/- for her first offence and for her further offences, she would be fined for Rs. 500/- and her mobile would be confiscated and kept in possession of the head of the respective division which will be returned either to their parents on their visit or to the student on her going back to home.

A staff member found violating these rules would be severely warned for the first offence and loss of one day salary for further each offence.

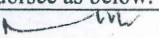
6. RESPONSIBILITY

For Students: Vice-Chancellor, Pro-Vice-Chancellor, Deans, Principal, Vice-Principal, Teaching Faculty, wardens shall ensure that the above rules are adhered to and are authorized to confiscate the mobiles.

For Staff: Vice-Chancellor, Pro-Vice-Chancellor, Division Heads, shall ensure that the above rules are adhered to and are also authorized to confiscate the mobiles in case of continuous violation.

The Heads of the Academic Divisions will inform their staff and students regarding it in the beginning of each academic year through a notice, which will remain on their Students' Notice Board for at least one week after the last day of admission.

CC: Chairman, MC; ✓ Dean FET, Dean FMS, Vice-Principal, MCASC, Principal, MS, General Manager Services, General Manager Engineering, General Manager, HCF

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- C – 1.2
Signature 			Club - Tennis
Name	Dr. M.P. Jain	MANUAL OF RULES & PRACTICES	Page 1 of 4
Date			Revision : 02
			Date : 20-05-2005

TENNIS CLUB

1. APPLICABILITY

The provisions of this MORP are applicable to all the academic staff and officers (hereinafter called *Staff*) and the students of all divisions of Mody Institute of Education & Research (MIER) and Mody Institute of Technology & Science (MITS).

2. TENNIS CLUB

The aim of the *Tennis Club* is to promote the game of Tennis among students. A student has to become a member for playing Tennis. The *Tennis Club* shall become operative from 1st April, 2005.

3. EXECUTIVE COMMITTEE

An Executive Committee consisting of the following will administer all the activities of the club:

- | | | |
|-----|---------------------------------|---------------------|
| 1. | Principal, MS | Chairperson |
| 2. | General Manager, (Hort. & C.F.) | Member |
| 3. | A Faculty Member of FET ** | Member |
| 4. | A Faculty Member of FMS ** | Member |
| 5. | A Faculty Member of MCASC ** | Member |
| 6. | A Faculty Member of MS ** | Secretary |
| 7. | A Faculty Member of MS ** | Assistant Secretary |
| 8. | A Student Member of FET * | Member |
| 9. | A Student Member of FMS * | Member |
| 10. | A Student Member of MCASC * | Member |
| 11. | A Student Member of MS * | Member |

* To be nominated by the respective Deans / Principal / Vice-Principal out of the enrolled boarder members of their faculty, if there are any.

** To be nominated by the respective Deans / Principal / Vice-Principal.

4. MEMBERSHIP OF THE CLUB

Membership of the club is open to all Staff and Students of MIER and MITS.

Students of MIER and MITS whether Boarders or Day Scholars are eligible to become members. A Staff Member or a Student who is desirous to become a member of the club may apply to the Executive Member Secretary of the Club on a prescribed application form, format of which is given in *Annexure*.

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- T - 9
Signature 			Transportation Baggage in Campus
Name	Prof. S. Mukherjee	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	6-5-09		Revision : 03
			Date : 06-05-2009

(57)

TRANSPORTATION BAGGAGE IN CAMPUS

Car Omni 5 seater, LPG driven will be available to all residents of the Campus for transportation of baggage between their Residences and Security Parlour at the main gate in the campus. Details of facility & its utilisation are given in the subsequent paras.

Vehicle

Omni 5 seater LPG driven will be available near Security Parlour for transportation of baggage between residences and Security Parlour at the main gate.

Utilisation

(A) Movement inside the Campus

1. Vehicle may be utilised by students for transportation of baggage to their hostels while returning from leave/outing in case they have heavy baggage or while proceeding on leave/outing in case they are moving with heavy baggage which needs to be carried home. Students will accompany the baggage. Maximum 3 Students will be carried with the baggage at any one time. No Student will sit on front seat, i.e. seat next to the driver.

Carriage of small luggage / hand bags shall continue in the luggage trolleys, which are hand driven.

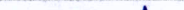
2. Facility of transportation of baggage will be available to Faculty members and other residents also who are residing in the Campus.
3. Vehicle may also be utilised for tour of the institute by visitors to familiarise with Institute, when it is not being engaged in the duties of transportation of Baggage to hostels.
4. Vehicle shall not be permitted to be used for transportation of Parents to any hostel/ Faculty Building.
5. If mother / grandmother want to see the hostel they may be separately / along with student allowed only when they return after holidays and they come without their own vehicle.

(B) Movement outside the Campus

The movement outside the campus is restricted to only for the following purposes:

1. For filling the Gasoline (fuel) with permission of the G.M. H&S
2. For maintenance with the permission of G. M. H & S.
3. Vehicles may also be utilised to ferry lady staff as and when directed by



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- TS - 1
Signature 			Tuck Shop
Name	President*	MANUAL OF RULES & PRACTICES	Page 1 of 4
Date	15-04-2020		Revision : 0
			Date : 15-04-2020

TUCK SHOP

1. FACILITY OF TUCK SHOP:

The Tuck shop facility is available to the following:

- (a) Student Boarders and Day scholars of the Mody University and Mody Education Foundation.
- (b) Staff residing inside the Campus and their family members.
- (c) Staff members residing outside the campus when in Campus.
- (d) Official Guests and Visitors of the Mody University and Mody Education Foundation.
- (e) Guests / Guardians of Student Members.
- (f) Guests of all resident staff.
- (g) Participants of events like Seminar/ Workshop/Conference etc.

Note – This facility is not available to Class IV employees/Drivers/ Attendants, etc.

2. TUCK SHOP:

Service: All customers shall come to the Tuck Shop window & provide a list of items to Manager at the shop and can take away the items after paying the bill.

Payment: All Payments have to be made by Smart cards or by any other mode as decided by the Management. No credit sale is permitted.

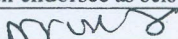
Tuck Shop Timings: The tuck shop shall remain open all days in a week from 11:00 AM to 08:00 PM except from 02:30 PM to 03:30 PM it shall be closed for lunch. It shall be closed on Institute Holidays.

3. TUCK SHOP STAFF:

A staff of two female sales managers shall manage the Tuck Shop. Manager Tuck shop shall be overall in charge and responsible for accounting of day to day sales.

- (a) Manager - 01
- (b) Assistant Manager - 01

The Tuck Shop Staff will register their bio-metric attendance daily for arrival before 11:00 AM and for departure after 08:00 PM at the Engineering Complex (Main Gate No.1).

1 Copy to MIER, Delhi 1 Copy to MIER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- V – 1.1
			Valedictory Ceremony
Signature			Page 1 of 14
Name	Dr NV Subba Reddy	MANUAL OF RULES & PRACTICES	Revision : 01
Date	08-05-2013		Date : 08-05-2013

VALEDICTORY CEREMONY

PREAMBLE:-

At the end of school education for which students are admitted to school, they on showing their attainment of a minimum amount of knowledge in each well defined area through various examinations, are blessed on Valedictory ceremony. The school then bids them farewell in order that they use their knowledge/ skills for good cause & upliftment of the society. The aim of valedictory function is to inspire the students & to thank individuals responsible for their success while reflecting on youthful blitheness & the accomplishment of class XII. As the students end with one glorious chapter of their lives, a new one begins.

VALEDICTORY ARRANGEMENTS:-

In order to bid farewell to the class XII students, valedictory (a ceremonial assembly) would be held. Given below are the various steps & the procedure to hold the valedictory function.

PERIOD OF HOLDING VALEDICTORY FUNCTION:-

The valedictory function will be held around the month of January along with Founder's Day Celebrations.

FINALISATION OF CHIEF GUEST:-

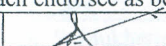
Valedictory function is required to be presided over by a prominent person.

VENUE OF HOLDING VALEDICTORY:-

The venue for holding valedictory shall be finalised after taking into consideration the availability of sufficient seating space to accommodate the expected number of class XII students, staff, guests & visitors. Venue could be a closed hall/auditorium etc. or it could be a Pandal in an open area.

DATE OF HOLDING VALEDICTORY:-

Date of holding valedictory shall be finalised after taking into consideration the other activities & functions of Founder's Day Celebrations.

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

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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 MIER, Delhi 1 Copy to MHER, Lakshmangarh 1 Copy to each endorsee as below.		MODY INSTITUTE OF EDUCATION & RESEARCH LAKSHMANGARH	MORP- W - 1
Signature			Water Body
Name	Dr NV Subba Reddy	MANUAL OF RULES & PRACTICES	Page 1 of 2
Date	10 Nov 10		Revision : 00
			Date : 10 Nov 10

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WATER-BODIES

1. APPLICABILITY

Provisions of this section shall apply to all water-bodies in the campus.

2. RESPONSIBILITY

All water-bodies and adjoining areas will be maintained by Horticulture & Services Department.

A WATER BODY EAST OF DINING HALL

(I) DATA

Approximate data pertaining to the Water body is as under:-

- (a) Surface Area - 15,000 sq ft
- (b) Depth - 3 ft
- (c) Volume - 45,000 cu ft (12,73,500 litres)
- (d) Pet Sheep - 4
- (e) Pet Ducks - About 2 dozens
- (f) Pet Tortoise - 2

(II) WATER PLANTS

Suitable water plants such as water-lilies and lotus will be planted inside the Water-Body.

(III) FISHES

12 fishes of species that best eat algae, and can survive in stagnant water will be released in the Water-Body.

(IV) ROUTINE ALGAE REMOVAL

Algae formed in the Water-Body will be removed on every Monday using wire mesh.