Reservation of Rights / Disclaimer

Every effort has been made to provide accurate and current information; however, the right is reserved to change without notice any of the Rules and Regulations of the University at any time, including those relating to fees, location, to withdraw curricula and specific courses, change or discontinue programs, alter course content, change the calendar. All such changes are effective at such times as the University Authorities determine, and may apply not only to prospective students but also to those who are already enrolled in the University.

The information contained in the Bulletin is subject to change at any time, without notice. It is intended to serve only as a general source of information about the University and is in no way intended to state contractual terms.

This information may include technical inaccuracies or typographical errors.
1. INTRODUCTION

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

It is the first University in the country dedicated to petroleum and energy studies for creating world-class professionals in the Energy/Infrastructure and Transportation sectors to fulfill the growing demand of specialized personnel in the industry. It offers Post Graduate and Undergraduate programmes in all areas pertaining to the Oil and Gas, Power, Transportation, Infrastructure and allied sectors such as Computer Science, Mechanical, Civil, Electronics, Instrumentation & Control, Robotics Engineering, Artificial Intelligence, Nuclear Science & Technology with highly focused cutting edge programmes. UPES has also launched a number of innovative programmes under its School of Design and School of Planning and Architecture.

2. VISION

To be an Institution of global standing for developing professionally competent talent contributing to nation building.

3. MISSION

- Develop industry focused professionals with global outlook in Energy, Infrastructure, Transportation, IT and allied sectors;
- Deliver World class education meeting or preferable exceeding students’ expectations;
- Inculcate integrative thought process among students that draws professional respect;
- Develop knowledge creation environment through training, research & development, and consultancy;
- Facilitate effective interactions among faculty and students, and foster networking with stakeholders;
- Practice and promote high standards of professional ethics, transparency and accountability at all levels;
- Develop reciprocal relationship with society at large;

4. Quality Policy

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

We shall continually strive to improve our system:
- To build and promote competent human resources for achieving holistic excellence.
- To continuously develop globally competent academic programmes through quality content, designed delivery and synchronized support services.
- To emerge as pioneers for promotion and proactive growth through interactive, outreach and continuous academic and research endeavors.
- To motivate and develop quality young talent by imparting knowledge,
- To design and deliver innovation, integrated and cutting-edge technologies for diverse industry acceptance.
5. **Internal Quality Assurance Cell (IQAC) of the University**

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

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

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

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

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

**The IQA Cell is constituted as follows:**

1. Dr. H. Shrihari, Vice Chancellor
2. Dr. Kamal Bansal, Dean, Colleges of Engineering Studies
3. Dr. Anriban Sengupta, Dean, College of Management & Economics Studies
4. Dr. Tabrez Ahmad, Dean, College of Legal Studies
5. Ms. Deepa Verma, Director - Institutional Affairs
6. Dr. (Brig.) Anil Kumar Sarma, Director - Student Affairs
7. Dr. Amitabh Bhattarcharya, Controller of Examination
8. Mr. Sachin Jain, Chief Finance Officer
9. Mr. Abhay Sharma, Registrar
10. Prof. S. C. Gupta, Associate Dean, College of Engineering Studies
11. Dr. Manas Pradhan, Assistant Professor, CIT, College of Engineering Studies
12. Dr. Rajiv Gupta, Assistant Professor, College of Engineering Studies
13. Prof. Loveraj Takru, Professor, College of Management & Economics Studies
14. Dr. Tarun Dsingra, Asstant. Dean – Resarch, College of Management & Economics Studies
15. Brig. S. S. Dhillon, Director - Administration
16. Dr. J.P.Gupta, Director Emeritus – Quality Assurance
17. Mr. Sandeep Vasist, Financial Controller
18. Mr. Ravindra Yatagiri, Deputy Director – IT
19. Mr. A. P. Semwal, Assistant Registrar – Academic Affairs
20. Mr. Aron Mirza- BALLB (Hons) 4th Year
21. Mr. Sanchay Joshi- BBALLB (Hons) 4th Year
22. Mr. Anugunj Agarwal – MBA(LSCM, 2009-11)
23. Mr. Shival Dubey, M.Tech. (Robotics) 2010-12
24. Dr. Vinay K. Varshney, Head of Chemistry Division, FRI, Dehradun
25. Dr. Chinnappan Baskar, Tehri Institute of Engineering, Associate Professor of Chemistry Academic In-charge & Controller of Examination, THDC Institute of Hydropower Engineering and Technology, Tehri (Constituent Institute of Uttarakhand Technical University, Dehradun)
26. Dr. S.R.Das, Vice President – Academic Affairs & Member Secretary - IQAC
The office of IQAC is in the Energy House (G.F.) and is headed by the Vice President - Academic Affairs. The office oversees the implementation of IQAC activities (as above) to promote the quality culture in the University, in addition to preparation & implementation of academic calendar, time-tables, attendance and feedback of students and issue of MIS report.

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

6. UPES Centre for Innovation and Entrepreneurship

Innovation and Entrepreneurship are at the heart of development of any economy. Economic resurgence and resilience depends upon the ability to maintain innovative entrepreneurial performance by promoting knowledge based initiatives, particularly technology based Startups.

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

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

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

### Incubation Services

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

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

### Incubation Infrastructure and Facilities

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

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

- Regional access: Being located in Uttarakhand, we provide appropriate opportunities to the entrepreneurs by providing them access to the regional market for their offerings by utilizing the infrastructural facilities at the Incubator
- Strong R&D facilities: The Incubator can also provide access to the University R&D labs for the purposes of prototype development/product testing.
- Strong relationship with Ministries/ Government: The incubator has established strong relationships with Ministry of Medium and Small Scale Enterprises and the Government of Uttarakhand, which can be suitably leveraged.
- Student Resources: Leveraging on the 8500+ student population across disciplines, the incubator offers a strong potential to tap the student resources as “interns” both during the summer and during the semester (virtual).
- Strong ties with Associations: The incubator provides a strong industry-investor interface for the entrepreneurs through the ties with various associations such as National Entrepreneurship Network, TiE, Global Super Angles Forum, CII, Indian Angel Network Young Indians etc.

7. PROGRAMMES

The University offers the following programmes in various sectors through its 3 Constituent colleges:

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

<table>
<thead>
<tr>
<th>College – wise Programmes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Engineering Studies</strong></td>
</tr>
<tr>
<td><strong>Undergraduate</strong></td>
</tr>
<tr>
<td>B.Tech (Applied Petroleum Engg) with specialization in Upstream</td>
</tr>
<tr>
<td>B.Tech (Chemical Engg) with specialization in Refining &amp; Petrochemical</td>
</tr>
</tbody>
</table>

**Petroleum & Earth Sciences**

- B.Tech (Applied Petroleum Engg) Upstream Specialization
- B.Tech (Geoscience Engg)
- B.Tech (Geoinformatics Engg)
- B.Tech (Mining Engg)

- M.Tech (Petroleum Exploration)

**Electrical & Energy**

- B.Tech (Power System Engg)
- B.Tech (Electrical Engg)

- M.Tech (Energy Systems)
- M.Tech (Robotics Engg)
- M.Tech Power System & Industrial Derives
- M.Tech Power Distribution with specialization in Smart Grids
- M.Tech (Renewable Engg)

**Electronics, Instrumentation & Control**

- B.Tech (Electronics Engg)
- B.Tech (Instrumentation & Process Control)

- M.Tech Embedded System with specialization in Wearable Technology

**Nuclear Science**

- M.Tech (Nuclear Science & Technology)

**Civil**

- B.Tech (Civil Engg) with specialization in ID
- M.Tech. (Structural Engineering) with
## University of Petroleum & Energy Studies

### Student Bulletin 2015-2016

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Tech (Aerospace Engg)</td>
<td>M.Tech (Computational Fluid Dynamics)</td>
</tr>
<tr>
<td>B.Tech (Aerospace Engg) with specialization in Avionics</td>
<td>M.Tech (Aerospace Engineering with specialization in Unmanned Aerial Vehicles)</td>
</tr>
</tbody>
</table>

### Mechanical

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Tech (Automotive Design Engg)</td>
<td>M.Tech (Rotating Equipment)</td>
</tr>
<tr>
<td>B.Tech (Mechanical Engg)</td>
<td>M.Tech (Computational Fluid Dynamics) with specialization in Artificial Intelligence</td>
</tr>
<tr>
<td>B.Tech (Material Science Engg) with specialization in Nano Technology</td>
<td>M.Tech (Aerospace Engineering with specialization in Unmanned Aerial Vehicles)</td>
</tr>
<tr>
<td>B.Tech (Production/Industrial Engineering)</td>
<td>M.Tech (Aerospace Engineering with specialization in Unmanned Aerial Vehicles)</td>
</tr>
<tr>
<td>B.Tech (Mechatronics Engg)</td>
<td>M.Tech (Aerospace Engineering with specialization in Unmanned Aerial Vehicles)</td>
</tr>
</tbody>
</table>

### Information Technology

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Tech (Computer Science Engineering) with specialization in Artificial Intelligence</td>
<td>M.Tech (Aerospace Engineering with specialization in Unmanned Aerial Vehicles)</td>
</tr>
</tbody>
</table>

### Design

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
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</thead>
<tbody>
<tr>
<td>Bachelor of Design</td>
<td>M.Des (Transportation Design)</td>
</tr>
<tr>
<td>Bachelor of Fine Arts with specialization in Digital Arts</td>
<td>M.Des (Product Design)</td>
</tr>
<tr>
<td>Bachelor of Fine Arts with specialization in Digital Arts</td>
<td>M.Des (Industrial Design)</td>
</tr>
<tr>
<td>Bachelor of Fine Arts with specialization in Digital Arts</td>
<td>M.Des (Interaction Design)</td>
</tr>
</tbody>
</table>

### Planning

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Planning</td>
<td>M. Plan (Urban &amp; Regional Planning)</td>
</tr>
<tr>
<td>Bachelor of Planning</td>
<td>M. Plan (Environmental Planning)</td>
</tr>
<tr>
<td>Bachelor of Planning</td>
<td>M. Plan (Transportation Planning)</td>
</tr>
</tbody>
</table>

### Nuclear Science

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
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</thead>
</table>

### HSE & Fire Safety Engineering

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Aerospace</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Tech. (Fire &amp; Safety Engineering)</td>
<td>M.Tech. (Health, Safety &amp; Environmental Engineering)</td>
</tr>
<tr>
<td>B.Tech. (Fire &amp; Safety Engineering)</td>
<td>M.Tech (HSE) with specialization in Disaster Management</td>
</tr>
</tbody>
</table>
### College of Management & Economic Studies

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oil &amp; Gas</strong></td>
<td></td>
</tr>
<tr>
<td>• BBA (Oil &amp; Gas Marketing)</td>
<td>• MBA (Oil &amp; Gas Management)</td>
</tr>
<tr>
<td></td>
<td>• MBA (Energy Trading)</td>
</tr>
<tr>
<td></td>
<td>• MA (Economics) with specialization in Energy Economics</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MBA (Power Management)</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>• BBA (Aviation Operations)</td>
<td>• MBA (Aviation Management)</td>
</tr>
<tr>
<td></td>
<td>• MBA (Port &amp; Shipping Management)</td>
</tr>
<tr>
<td><strong>International Business</strong></td>
<td></td>
</tr>
<tr>
<td>• BBA (Foreign Trade)</td>
<td>• MBA (International Business)</td>
</tr>
<tr>
<td><strong>Logistics</strong></td>
<td></td>
</tr>
<tr>
<td>• BBA (Logistics Management)</td>
<td>• MBA (Logistics &amp; Supply Chain Management)</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td>• MBA (Infrastructure Management)</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td></td>
</tr>
<tr>
<td>• BBA (Auto Marketing)</td>
<td>• MBA (Business Analytics)</td>
</tr>
<tr>
<td>• BBA (Financial Services &amp; Marketing)</td>
<td></td>
</tr>
<tr>
<td>• BBA (Digital Marketing)</td>
<td></td>
</tr>
<tr>
<td>• BBA (Retail Management)</td>
<td></td>
</tr>
<tr>
<td><strong>Public Policy</strong></td>
<td>• MA (Public Policy)</td>
</tr>
<tr>
<td>• BA (Public Policy &amp; Administration)</td>
<td></td>
</tr>
</tbody>
</table>

### College of Legal Studies

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>• B.Com., LL. B. (Hons.) with emphasis on Taxation Laws (5 years)</td>
<td>• LLM with specialization in Energy Laws</td>
</tr>
<tr>
<td>• BA.- LL. B. (Hons.) with emphasis on Energy Laws (5 years)</td>
<td>• LLM with specialization in International Law</td>
</tr>
<tr>
<td>• BBA - LL.B. (Hons.) with emphasis on Corporate Law (5 years)</td>
<td>• MA (Criminal Law &amp; Justice)</td>
</tr>
<tr>
<td>• B. Tech (Energy Technology) + LL.B. (Hons.) with specialization in Intellectual Property Rights (6 Years)</td>
<td>• MA (International Affairs)</td>
</tr>
<tr>
<td>• B. Tech (Computer Science &amp; Engineering) + LL.B. (Hons.) with specialization in Cyber Law (6 Years)</td>
<td></td>
</tr>
</tbody>
</table>
8. **SPECIFIC FEATURES OF UPES**

Specific features of the University include:
- Industry specific programmes offerings
- Contemporary curriculum
- Real life exposure through industry visits
- Guest lectures by eminent professionals from diverse domains.
- Vast opportunities for summer training placement in reputed organizations.
- Scholarships for meritorious students
- Teaching assistantship to selected postgraduate students
- Selected programmes are accredited by Energy Institute London, U.K.
- accredited by NAAC
- MOU’s with a large no of national & international institutes of repute for student exchange and faculty exchange and joint research projects.

9. **CAREERS OPPORTUNITIES FOR UPES GRADUATES**

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

10. **LOCATION**

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

11. **ADMISSION REQUIREMENTS FOR THE ACADEMIC YEAR 2015-16**

**COLLEGE OF MANAGEMENT & ECONOMICS STUDIES**

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA Oil &amp; Gas Marketing</td>
<td>Science / Commerce stream with minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Group Discussion &amp; Interview. Students appearing in class XII and awaiting result can also apply.</td>
<td>3</td>
</tr>
<tr>
<td>BBA Aviation Operations</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) Math in Class XII Preferred</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Logistics Management</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Auto Marketing</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Foreign Trade</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Retail Management</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Digital Marketing</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BBA Financial Services Marketing</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th). Commerce Stream Preferred</td>
<td>First round GD&amp;PI to commence. From November 2014.</td>
<td>3</td>
</tr>
</tbody>
</table>
University of Petroleum & Energy Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Admission Requirements</th>
<th>Online Test/Pathway</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA Energy Economics</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) B.Com/BA Economics (Hons)/B.Sc./BA Programme with Economics or B.Tech with minimum 50% marks from a recognized University (3) Students who have studied Statistics/Mathematics with minimum 50% marks at the graduation level from a recognized University</td>
<td>Online Test followed by Personal Interview.</td>
</tr>
<tr>
<td>MBA Oil &amp; Gas Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Engineering*/B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University,</td>
<td>2</td>
</tr>
<tr>
<td>MBA Energy Trading</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Graduation in commerce/Economics/ Mathematics/ Statistics/CA/ICWA/Engineering*/B.Sc (PCM) with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
<tr>
<td>MBA Power Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Engineering*/B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University,</td>
<td>2</td>
</tr>
<tr>
<td>MBA Port &amp; Shipping Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Graduation with minimum 50% marks from a recognized University.</td>
<td>2</td>
</tr>
<tr>
<td>MBA Logistics &amp; Supply Chain Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Graduation with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
<tr>
<td>MBA International Business</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Graduation with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
<tr>
<td>MBA Aviation Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Graduation with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
<tr>
<td>MBA Infrastructure Management</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (2) Engineering*/B. Sc. (PCM) Graduates with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
<tr>
<td>MBA (Business Analytics)</td>
<td>(1) Minimum 50% marks at Higher &amp; Senior Secondary Level (class 10th 12th) (2) B.Tech / BE in any discipline, B.Sc (PCM) or B.Sc (Maths); BA (Economics/ Math/ Statistics); B.Com Pass or honors, BBA with minimum 50% marks from a recognized University</td>
<td>2</td>
</tr>
</tbody>
</table>

* Engineering Degree with relevant industry requirement is acceptable

**Non Examination Pathway – MBA Admissions through National Level Tests**

For MBA Oil & Gas / Power Management / Energy Trading / Logistics & Supply Chain Management / International Business : Students having minimum CAT/XAT score of 75 percentile or MAT score of 80 Percentile will be exempted from UPES Online Management Entrance Test and will only be called for Group Discussion & Interview if qualified. Valid CMAT 2014 & 2015 / GMAT scores will also be accepted.

For MBA Port & Shipping Management / Aviation Management / Infrastructure Management / Business Analytics Students having minimum CAT/XAT score of 70 Percentile or MAT score of 75 Percentile will be exempted from UPES Online Management Entrance Test and will only be called for Group Discussion & Interview. Valid CMAT 2014 & 2015/ GMAT scores will also be accepted.

Note: CAT November’ 14, XAT January’15 and MAT scores of September’ 14, December’ 14, February’ 15 and May’ 15 will be accepted
** Upto 50% seats shall be filled through National Level Tests category. In case candidates for such seats are not available, UPES has the right to fill these seats through UPES Online Entrance Test. University also reserves the right to conduct further physical (paper pencil test) / online test for admission in the month of May’ 15 or June’ 15

B.Tech programmes

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Tech. Applied Petroleum Engineering with specialization in Upstream</td>
<td>Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and Minimum 60% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th)</td>
<td>UPES Engineering Aptitude Test (UPESEAT) followed by Centralized Counseling OR Centralized Counseling through Merit rank for Non Exam Category</td>
<td>4</td>
</tr>
<tr>
<td>B. Tech. Applied Petroleum Engineering with specialization in Gas Stream</td>
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<td></td>
</tr>
<tr>
<td>B. Tech. Chemical Engineering with specialization in Refining &amp; Petrochemicals</td>
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<td></td>
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</tr>
<tr>
<td>B. Tech. Geo Science Engineering</td>
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<td></td>
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</tr>
<tr>
<td>B. Tech. Geo Informatics Engineering</td>
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<td></td>
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</tr>
<tr>
<td>B. Tech. Mining Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Tech. Automotive Design Engineering</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>B. Tech. Mechanical Engineering</td>
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<tr>
<td>B. Tech. Aerospace Engineering</td>
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<tr>
<td>B. Tech. Aerospace Engineering with specialization in Avionics</td>
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<tr>
<td>B. Tech. Electronics Engineering</td>
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<tr>
<td>B. Tech. Mechatronics Engineering</td>
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<tr>
<td>B. Tech. Power System Engineering</td>
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<tr>
<td>B. Tech. Electrical Engineering</td>
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<tr>
<td>B. Tech. Instrumentation &amp; Control Engineering</td>
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<tr>
<td>B. Tech. Civil Engineering with specialization in Infrastructure Development</td>
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<tr>
<td>B. Tech. Material Science Engineering with specialization in Nano Technology</td>
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<tr>
<td>B. Tech. Fire &amp; Safety Engineering</td>
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<tr>
<td>B. Tech. Production and Industrial Engineering</td>
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<td></td>
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</tr>
<tr>
<td>B. Tech. Energy Technology + LLB (Hons.) with specialization in IPR</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and Minimum 50% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th)</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>B. Tech. Computer Science &amp; Engineering + LLB (Hons.) with specialization in Cyber Laws</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### School of Design Studies

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Design (B. Des)</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and Minimum 50% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th)</td>
<td>UPES Engineering Aptitude Test (UPESEAT) followed by Centralized Counseling OR UPES-DAT Online Entrance Test ** followed by presentation of portfolio and interview OR Centralized Counseling through Merit rank for Non Exam Category</td>
<td>4</td>
</tr>
<tr>
<td>Bachelor of Fine Arts with specialization in Digital Arts</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) (Any Stream)</td>
<td>UPES-DAT Online Entrance Test, Presentation of Portfolio and Interview</td>
<td>4</td>
</tr>
</tbody>
</table>

** For B. Des - Date of the examination UPES - DAT will be informed to B. Des applicants separately.

### School of Planning and Architecture

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Planning (B. Plan)</td>
<td>Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and Minimum 50% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th)</td>
<td>Engineering Aptitude Test (UPESEAT) followed by Centralized Counseling OR Centralized Counseling through Merit rank for Non Exam Category</td>
<td>4</td>
</tr>
</tbody>
</table>

### Centre of Information Technology

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Tech. Computer Science &amp; Engineering with specialization in Cloud Computing &amp; Virtualization Technology*</td>
<td>Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and Minimum 60% aggregate in</td>
<td>UPES Engineering Aptitude Test (UPESEAT) followed by Centralized Counseling</td>
<td>4</td>
</tr>
<tr>
<td>B. Tech. Computer Science &amp; Engineering with specialization in Open Source &amp; Open Standards*</td>
<td></td>
<td></td>
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<tr>
<td>B. Tech. Computer Science &amp; Engineering with specialization in Mainframe Technology*</td>
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</tr>
<tr>
<td>B. Tech. Computer Science &amp; Engineering with specialization in Oil &amp; Gas Informatics*</td>
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</tr>
<tr>
<td>B. Tech. Computer Science &amp; Engineering with specialization in Telecom Informatics*</td>
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</tr>
</tbody>
</table>
Age Criteria
Only candidates whose date of birth falls on or after October 1, 1993 are eligible to apply for admission. Date of Birth as recorded in the Secondary Education Board only will be taken as authentic.

Non Examination Pathway – B.Tech. through Board Merit/JEE merit#

<table>
<thead>
<tr>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board Merit</strong></td>
<td></td>
</tr>
<tr>
<td>Minimum 80% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and minimum 80% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th class)</td>
<td>Centralized Counseling through Merit Ranking</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td><strong>JEE Main Merit</strong></td>
<td></td>
</tr>
<tr>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and minimum 60% aggregate in Physics, Chemistry &amp; Mathematics at Senior Secondary level (12th class).</td>
<td></td>
</tr>
<tr>
<td>(2) JEE Main cut-off Rank to be announced (on UPES website) after the declaration of JEE Main 2015 results</td>
<td></td>
</tr>
</tbody>
</table>

# Upto 20% seats shall be filled through Board Merit / JEE Main Merit category. In case of seats following vacant in this category; UPES has the right to fill these through UPES Examination. University also reserves the right to conduct further physical (paper pencil test) / online test for admission

100% Scholarship on Tuition Fee:
1. Scholarship will be offered to students securing an aggregate of 85% marks in class XII & 90% marks in PCM for B.Tech. (all streams) in CBSE or ICSE Examination Board passing out in 2015. Such scholarships will be limited to 5% of seats in each B.Tech. Program. Scholarships will be allotted after commencement of the classes in Merit order to eligible candidates.
2. Scholarships will be given on the basis of merit only.
3. Continuation of Scholarship in the subsequent year will be as per the University policy.

Candidates placed in compartment are not eligible for admission to any program of study in the University
Law Programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA LL.B (Hons.) with emphasis on Energy Laws*</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>UPES Online Law Studies Aptitude Test (UL-SAT) / Board Merit / CLAT Merit / L-SAT India Merit followed by Group Discussion &amp; Interview</td>
<td>5</td>
</tr>
<tr>
<td>BBA LL.B (Hons.) with emphasis on Corporate Laws!</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>UPES Engineering Aptitude Test (UPESEAT) followed by Centralized Counseling</td>
<td>6</td>
</tr>
<tr>
<td>B.Com LLB (Hons.) with emphasis on Taxation Laws*</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Entrance test followed by Interview</td>
<td>1</td>
</tr>
<tr>
<td>B. Tech. Energy Technology + LLB (Hons.) with specialization in Intellectual Property Rights (IPR)*</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Entrance test followed by Interview</td>
<td>1</td>
</tr>
<tr>
<td>B. Tech. Computer Science &amp; Engineering + LLB (Hons.) with specialization in Cyber Laws*</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Entrance test followed by Interview</td>
<td>1</td>
</tr>
<tr>
<td>LLM with specialization in Energy Laws</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary Level (10th &amp; 12th)</td>
<td>Entrance test followed by Interview</td>
<td>1</td>
</tr>
<tr>
<td>LLM with specialization in International Law</td>
<td>Minimum 50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th) &amp; LLB Degree</td>
<td>Entrance test followed by Interview</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: *Programs are approved by Bar Council of India

Non Examination Pathway - LAW Programs through Board Merit/ CLAT Merit / L-SAT India Merit #

**CLAT Merit / L-SAT India Merit**
- For BA LLB (Hons.)/ BBA LLB (Hons.)/ B.Com, LLB (Hons)- Candidates with minimum 50% Marks in Higher & Senior Secondary (10th & 12th) and CLAT ranking upto 5000/ L-SAT India score of 60 percentile or above will be exempted from UPES Law Studies Aptitude test and will be invited directly for GD and Interview.
- For B. Tech + LLB (Hons.) Candidates with minimum 60% Marks in Higher & Senior Secondary (10th & 12th), minimum 60% Marks in PCM at Senior Secondary Level (12th) and CLAT ranking upto 5000/ L-SAT India score of 60 percentile or above will be exempted from UPES-EAT and admissions through Merit Ranking.

**Board Merit**
- For BA LLB (Hons.)/ BBA LLB (Hons.)/B.Com LLB (Hons)- Candidates with 85% marks in 10th and 12th best of five subjects (English as one of the compulsory paper) are exempted from UPES Law Studies Aptitude Test (UL-SAT) and will be invited directly for GD and Interview.
- For B.Tech + LLB (Hons.) Candidates with minimum 80% marks in 10th, 12th and 12th PCM (Physics, Chemistry & Maths) are exempted from UPES-EAT and admissions will be through Merit Ranking.
Candidates placed in compartment are not eligible for admission to any program of study in the University

### M.Tech Programs

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
</table>
| M. Tech. Health, Safety & Environment                 | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech /BE in Chemical/ Mechanical/ Electrical/ Civil/ Industrial Safety/ Petroleum Engg./ Geo- Science Engg./ Fire Safety Engg or M. Sc. in Environment Science/ Chemistry with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Petroleum Exploration                        | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech/ BE in Petroleum/ Geo Science/ Geo Informatics/ Mechanical/ Chemical or M.Sc. in Geology/ Geo Physics with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Energy Systems                               | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech/BE in Electrical/Mechanical/Chemical/EEE/ Electronics/ Instrumentation Control with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Pipeline Engineering                        | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech /BE in Mechanical/Chemical/Civil/ Petroleum Engineering with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech Chemical Engineering with specialization in Process Design | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech/BE in Chemical Engineering/ Chemical Technology/Petro Chemical Engineering, with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Robotics Engineering                        | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech/BE in Electronics /Mechanical /Electrical /CSE/ Instrumentation & Control Engineering/ EEE with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Artificial Intelligence & Artificial Neural Networks | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B.Tech./ BE (IT/CSE/EEE/ECE /Instrumentation & Control) / M.Sc.(IT/CSE)/ Maths/ MCA with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Computational Fluid Dynamics                 | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech /BE in Aerospace/ Aeronautical/ Mechanical/ Civil/ Chemical Engg. with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Disaster Management                          | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech /BE in any discipline/ M.Sc (Env. Sc/ Phsyics/ Industrial Chemistry) with minimum 60% marks | Screening of Application & Interview        | 2                |
| M. Tech. Renewable                                   | (1) Minimum 60% marks at Higher & Senior Secondary level (10th & 12th)  
(2) B. Tech /BE in any discipline/ M.Sc (Env. Sc/ Phsyics/ Industrial Chemistry) with minimum 60% marks | Screening of Application & Interview        | 2                |
<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
<th>Selection Process</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy Engineering</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Application &amp; Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in any discipline with minimum 60% marks</td>
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<td></td>
</tr>
<tr>
<td>M. Tech. Embedded Systems with specialization in Wearable Technology</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in IT/ CSE/ EEE/ ECE/ Electronics &amp; Comm. Engg/Electrical/ Instrumentation Control/M. Sc IT/ CSE/ Maths with minimum 60% marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Tech Power System &amp; Industrial Drives</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in Electrical/ Electronics/ ECE/ Power System/ Instrumentation and Control Engg. with minimum 60% marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Tech Power Distribution with Specialization in Smart Grids</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in Electronics &amp; Comm. Engg/ Electronics/ Power Systems/ Instrumentation and Control/ Electrical with minimum 60% marks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Tech Rotating Equipment</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in Mechanical with minimum 60% marks</td>
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</tr>
<tr>
<td>M. Tech Nuclear Science &amp; Technology</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE/M. Sc (Physics) with minimum 60% marks</td>
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</tr>
<tr>
<td>M. Tech Structural Engineering with specialization in Offshore Structures</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in Civil Engineering/ Mechanical with minimum 60% marks</td>
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<td></td>
</tr>
<tr>
<td>M. Tech Aerospace Engineering with specialization in Unmanned Aerial Vehicles</td>
<td>(1) Minimum 60% marks at Higher &amp; Senior Secondary level (10th &amp; 12th)</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(2) B. Tech /BE in Aerospace/Aeronautical/Avionics/CSE/ECE/MECH/EEE/EIE with minimum 60% marks</td>
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<td></td>
</tr>
</tbody>
</table>

Please Note:
- For all MBA/ M. Tech./ M. Des./ M. Plan programs, Candidates appearing in final year qualifying examination are also eligible to apply provided they submit the proof of their eligibility latest by October 30, 2015. Admission of students failing to submit the proof of their eligibility by October 30, 2015 even on account of non-declaration of results by their respective Universities will stand automatically cancelled & no refund of fee will be admissible, in such cases.
- Candidates placed in compartment are not eligible for admission to any program of study in the University in graduation.
- For all M. Tech. programs, candidates with valid GATE score will be preferred and will be offered teaching and research assistantship while pursuing the program as per University's requirements and discretion. For details refer page no.14
- Admissions will be purely on the basis of merit and candidates are strongly advised against canvassing and/or extraneous pressure on the selection process. Any candidate found guilty in above activities, his/her candidature is liable for immediate disqualification.
- The University of Petroleum & Energy Studies reserves the right to cancel any advertised course due to insufficient enrollments or for any other reason beyond its control. In such an eventuality, full fee shall be refunded to the student.
- Candidates having M.Sc qualification require 60% marks in B.Sc as well
Programmes where M.Sc is a qualification the candidates require 60% marks both at UG and PG level

Research / Teaching Assistantship
Students admitted to M Tech (full time) programmes in the academic session 2015-16 will be considered for Research/Teaching Assistantship as described in the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Nature of Assistantship</th>
<th>Amount of stipend</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students with GATE score of 90 percentile and above</td>
<td>Research Assistantship with a workload of 12 hours per week</td>
<td>Rs. 6,000/- per month from the date of appointment as Research Assistant</td>
<td>2 years</td>
</tr>
<tr>
<td>Students with GATE score below 90 percentile</td>
<td>Teaching Assistantship with a workload of 6 hours per week</td>
<td>Rs. 3,000/- per month from the date of appointment as Teaching Assistant</td>
<td>2 years</td>
</tr>
<tr>
<td>Students without GATE score</td>
<td>Teaching Assistantship with a workload of 6 hours per week</td>
<td>Rs. 3,000/- per month from the date of appointment as Teaching Assistant</td>
<td>2 years</td>
</tr>
</tbody>
</table>

The decision of the university in this matter will be final and binding on the students.

School of Design Studies

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Des Transportation Design</td>
<td>(1) Minimum 50 % marks at Higher &amp; Senior Secondary Level (10th &amp; 12th)</td>
<td>UPES Online Design Test (UPES–DAT) / Presentation of Portfolio followed by interview</td>
<td>2</td>
</tr>
<tr>
<td>M. Des Product Design</td>
<td>(2) B. Tech / BE in any discipline / B. Arch / BFA-4 yrs / B. Des / 3 years B.Sc in Design plus 1 year of foundation /Applied Arts with minimum 50% marks</td>
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</tr>
<tr>
<td>M. Des Industrial Design</td>
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<tr>
<td>M. Des Interaction Design</td>
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</tr>
</tbody>
</table>

Note: - Candidates with valid CEED-2014/2015 Score will be exempted from UPES – DAT Online Test.

School of Planning and Architecture

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Plan – Urban Design</td>
<td>a) Minimum 50% marks at Higher &amp; Senior Secondary level (10th &amp; 12th) b) B. Tech/ BE in Planning/ Architecture /Planning from a recognized university or equivalent with minimum 50% marks</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td>M. Plan – Environmental Planning</td>
<td>a) Minimum 50% marks at Higher &amp; Senior Secondary level(10th &amp; 12th) b) B. Tech/ BE in Planning/ Architecture / Civil Engineering/ Architectural Engineering/ Environmental Engineering/ Master’s Degree in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Tech in Building Engineering and Management</td>
<td>Geography/ Economics/ Sociology/ Environmental Science*/ Environmental Management* of a recognized university or equivalent with minimum 50% marks.</td>
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<tr>
<td>---</td>
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<td></td>
</tr>
</tbody>
</table>
| a) Minimum 50% marks at Higher & Senior Secondary Level (10th & 12th)  
  b) B. Tech/ BE in Civil Engineering/ Building Engineering/ Architecture/ Architectural Engineering/ Building Science or Five Year Diploma in Construction Technology or equivalent from a recognized University/ Institution established by an Act of Parliament or State Legislature with minimum 50% marks |  |  |

**School of Public Policy and Governance**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Public Policy and Administration*</td>
<td>Min. 50% in Class 10th &amp; 12th</td>
<td>Counselling Interview</td>
<td>3</td>
</tr>
<tr>
<td>MA - Public Policy</td>
<td>Min.50% Marks at Higher &amp; Senior Secondary level(10th &amp; 12th)/ Min. 50% in graduation</td>
<td>Counselling Interview</td>
<td>2</td>
</tr>
</tbody>
</table>

**School of International Law and Diplomacy**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ELIGIBILITY CRITERIA</th>
<th>ADMISSION CRITERIA</th>
<th>DURATION (YEARS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA – International Affairs</td>
<td>Min.50% Marks at Higher &amp; Senior Secondary level (10th &amp; 12th) and B.A / LLB (3 years)/5 yr Intg. LLB programme</td>
<td>Screening of Application &amp; Interview</td>
<td>2</td>
</tr>
<tr>
<td>MA – Criminal Law &amp; Justice</td>
<td></td>
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<td>2</td>
</tr>
</tbody>
</table>
12. FEE STRUCTURE
12.1 Fee For Regular Courses

COLLEGE OF MANAGEMENT & ECONOMICS STUDIES

BBA FEE STRUCTURE (In Rs.)

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>63,188</td>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Academic Service Fee</td>
<td>21,062</td>
<td>Academic Service Fee</td>
</tr>
<tr>
<td>Total Fee</td>
<td>84,250</td>
<td>Total Fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
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*In addition, IATA (International Air Transport Association) course fee (approx. Rs. 35000/- or as applicable) is payable during October 2015. Qualifying IATA Certification Program is mandatory for award of BBA (AVO) degree. Also, it is mandatory for these students to have a valid Passport. Students not having a Passport can apply and must submit a copy of the passport to the office by 31st Oct 2015.

MBA FEE STRUCTURE (In Rs.)

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

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M.A. (ECONOMICS) WITH SPECIALIZATION IN ENERGY ECONOMICS

FEE STRUCTURE (In Rs.)

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COLLEGE OF ENGINEERING STUDIES

B. TECH FEE STRUCTURE (In Rs.)


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### B. TECH / B. DES FEE STRUCTURE (In Rs.)


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B. TECH LL.B FEE STRUCTURE (In Rs.)


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### Bachelor of Fine Arts (BFA) Fee Structure (In Rs.)

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**Note:** Additional annual charge of Rs. 15000/- shall be levied for consumables (towards studio raw materials & consumables. This fee is payable by BFA students only and will cover items like clays, wood and other items.)

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### M. Tech Fee Structure (In Rs.)

M. DES FEE STRUCTURE (In Rs.)

**Programs:** M. Des Transportation Design / M. Des Product Design/ M. Des Industrial Design/ M. Des Interaction Design

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**Bachelor of Planning (B. Plan) FEE STRUCTURE (In Rs.)**

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### M. Plan/ M. Tech FEE STRUCTURE (In Rs.)

**Programs:** M. Plan Urban Regional & Planning/Environmental Planning/Transport Planning/ M. Tech in Building Engineering and Management

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### B.A. Public Policy and Administration FEE STRUCTURE (In Rs.)

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### M.A. FEE STRUCTURE (In Rs.)

**Programs:** M.A. Public Policy/ M.A. International Affairs/ M.A. Criminal Law and Justice

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</table>
**LL.B. FEE STRUCTURE (In Rs.)**

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

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>51,900</td>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Academic Service Fee</td>
<td>34,600</td>
<td>Academic Service Fee</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>86,500</strong></td>
<td><strong>Total Fee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Semester 5</th>
<th>Semester 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>55,500</td>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Academic Service Fee</td>
<td>37,000</td>
<td>Academic Service Fee</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>92,500</strong></td>
<td><strong>Total Fee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>Semester 8</th>
<th>Semester 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>63,300</td>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Academic Service Fee</td>
<td>42,200</td>
<td>Academic Service Fee</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>105,500</strong></td>
<td><strong>Total Fee</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
</tr>
<tr>
<td>Academic Service Fee</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
</tr>
</tbody>
</table>

**LLM. FEE STRUCTURE (In Rs.)**

**Program:**  LLM with specialization in Energy Laws/ LLM with specialization in International Law

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th>Trimester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fee</td>
<td>33,750</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trimester 3</th>
<th>Trimester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fee</td>
<td>33,750</td>
</tr>
</tbody>
</table>
12.2 OTHER FEES

**Industrial Tour Fee:** In order to give real life exposure of the industry, short duration industrial tours would be organized for all students of full time programs. Participation in the industrial tour is mandatory and is a credited course for which a charge of ₹20,000/- (one time) is payable at the time of registration. In case travel of industrial tour by air is necessitated additional charges, if any, would be intimated to the students concerned for payment prior to commencement of the tour.

**Alumni Fee:** This Fee is applicable to students of all the programs of the University. An Alumni Fee of ₹1,500/- is to be paid along with 3rd Semester fee of MBA / M. Tech / M. Des. / M. Plan / M.A., 7th Sem. fee of B. Tech / B. Des / BFA and B. Plan, 5th Sem. fee of BBA and BA, 9th Sem. fee of BA LL.B (Hons.) / BBA LL.B & B. Com LL.B (Hons.)/ 11th Sem. of B.Tech LL.B (Hons.). An Alumni Fee for LLM programme will be paid by the student during the time of admission.

**Personality Development Program (PDP) Fee:** To improve communication & soft skills, it is mandatory for all the students to attend the Personality Development Program organized by UPES. PDP fee for MBA / M. Tech / M. Des / M. Plan and M.A.is ₹15,000/- payable along with 2nd Semester Fee; and for Undergraduate Programs(BBA/BA LLB/BBA LLB/B.Com LL.B/BTECH/B. Des/B. Plan / BFA/ BA and B.TECH+LLB) is ₹20,000/- payable along with 3rd semester fee.

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

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

**Academic Computing fee:** ₹5,000/- will be charged in the first year of the program and is to be paid in equal installment in 1st and 2nd semester. For the subsequent year of the program 7% increase will be applicable each year till the end of the program. It is mandatory for all students to bring their Laptop as per the configuration mentioned in the admission offer letter or on the UPES website.

Students of **BBA Aviation Operations** will additionally have to pay one time applicable IATA course fee (approx. ₹35,000/-) in addition to the semester fee during October 2015. **Qualifying IATA certification program is mandatory for award of BBA (AVO) degree. Also, it is mandatory for these students to have the Passport. Students not possessing passports, should apply and must submit a copy of it to SRE by 31st October 2015.**

**Fee Payment Schedule for those admitted in Academic Year 2015-16.**

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
<th>5th Semester</th>
<th>6th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>At the time of admission</td>
<td>by 10th January, 2016</td>
<td>by 10th July, 2016</td>
<td>by 10th January, 2017</td>
<td>by 10th July, 2017</td>
<td>by 10th January, 2018</td>
</tr>
<tr>
<td>7th Semester</td>
<td>8th Semester</td>
<td>9th Semester</td>
<td>10th Semester</td>
<td>11th Semester</td>
<td>12th Semester</td>
</tr>
</tbody>
</table>

13. **HOSTELS**

Hostel facility is available with limited seats for boys and girls on triple sharing basis. Hostels provide all the excellent facilities with hygienic and nutritious meals served in the messes. The other facilities include hot water during winters in the bathrooms, Wi-Fi connection, TV, sports and basic need shops within the campus. Bus facility to city and back on every Saturday/ Sunday. The campus has an Infirmary to provide first aid facilities. A doctor is available during day in the infirmary and a nurse during night in the hostel.
A student registered in the on campus hostel and withdraws from the same at any point of time during the academic year will not be entitled to hostel fee refund. In case, the seat is filled up by another boarder, proportionate refund will be considered. Students availing Hostel Facility will have to abide by the hostel rules and regulations. Hostel facility is available for one academic year on first cum first serve basis and also contingent on meeting the laid down criteria in the hostel rules.

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

The fee indicated below is for academic session 2015-16 only and is on triple sharing basis

Fee Structure:
Rs. 1, 00,000/- For regular hostel.
However UPES offers a few additional triple sharing rooms with ad-on facilities for girl students at the Kandholi campus. The details are indicated below:
(i). Rs.1, 20,000/- for hostel room with attached washroom
(ii). Rs.1, 35,000/- for hostel room with attached washroom and air conditioning

Security Deposit: Interest free refundable Hostel security Fee: Rs.10, 000/-

14. TRANSPORTATION

Students residing at Dehradun city and wishing to avail transportation facility to the UPES campus can avail the same by paying a fee of Rs.20,000 for academic year 2015-16 on specified routes.

15. MEDICAL FACILITIES

University provides basic healthcare facilities. Doctors on roll provide basic first aid in case of medical emergencies and subsequently student is assisted in evacuating him/her to nearest empaneled hospital. The medical treatment cost is partially borne through medical insurance, balance is to borne by student or his/her parent. The onus of insuring the student is covered under medical insurance is on the student and he/she is expected to keep card handy.

16. PLACEMENT

UPES shall provide placement assistance to all enrolled students subject to their fulfilling eligibility conditions as prescribed in UPES Placement Regulations. However, the obligation of the University will be limited to provide placement assistance only and not Placement guarantee.

17. ADMISSION POLICY FOR INTERNATIONAL STUDENTS

International Students

International students are defined as any applicant holding a passport of any country other than India, including applicants of Indian origin who are not Indian nationals/passport holders.

Non Resident Indians

Non Resident Indians (NRI’s) or dependents of Non Resident Indians who have studied and passed qualifying examinations from schools or colleges outside India are required to pay the appropriate international/SAARC fees, depending on their country of residence. Dependents of NRI’s studying in India are not defined as NRI/International students.
Eligibility Criteria:

1. Students must fulfil minimum eligibility requirements as laid down for their chosen program at UPES.
2. Student’s educational degrees/certificates must be recognized as equivalent to the required Indian qualifications by the Association of Indian Universities.
3. It is recommended that students have the following:
   - For admission into undergraduate programmes: SAT score of 1500
   - For admission into MBA programmes: GMAT Score of 600
   - For admission into postgraduate engineering programmes: GRE (general) score of 280
   - Students from non-English speaking countries should have passed TOEFL/IELTS or equivalent

A TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) score is required of ALL applicants whose native language is not English. The score must be submitted before your application will be considered. A minimum score of 525 (paper-based), 197 (computer-based), or 71 (internet-based) must be achieved on the TOEFL, or a score of 6 on the IELTS, to be considered for admission. The test date must be within two years of the date of the application to UPES.

The requirement of a TOEFL or IELTS score may be waived for applicants from countries where English is the only official language.

4. Students must possess a passport that is valid for the duration of study.

Procedure for admission:

1. Candidate may apply on prescribed format available online at www.upes.ac.in along with application fee of USD 75 (which can be remitted online). Students may also request a manual application form in case of difficulties in access online.
2. UPES will review the students application and required documents and if found eligible, will issue a provisional offer of admission letter.
   - Note: UPES may also request an interview – by phone or on line if the applicant is out of India - the cost of which will be borne by the applicant.

Important note: At the time of final registration, all successful international applicants will be required to submit attested copies of the following documents:
- 10th & 12th/Graduation grade card or equivalent
- Official transcripts/transfer certificate from Institution last attended
- Passport and student visa valid for duration of study
  - NRI students only:
- Passport and PIO/OCI card valid for duration of study

3. All international students are required to register with the Foreigners Regional Registration Office (FRRO) / local police authorities as per regulation of the Ministry of External Affairs, Government of India. Students can request assistance from UPES with preliminary registration formalities. Once the preliminary registration formalities are complete, students will be responsible thereafter to maintain their registration with the FRRO/local police.
### Program Fee Structure (in USD per Annum):

<table>
<thead>
<tr>
<th>Programme</th>
<th>One time Fees (1st year)</th>
<th>1st year 2015-16</th>
<th>2nd year 2016-17</th>
<th>3rd year 2017-18</th>
<th>4th year 2018-19</th>
<th>5th year 2019-20</th>
<th>6th year 2020-21</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA</td>
<td>1,280</td>
<td>3,740</td>
<td>3,740</td>
<td>3,740</td>
<td></td>
<td></td>
<td></td>
<td>12,500</td>
</tr>
<tr>
<td>MBA</td>
<td>1,100</td>
<td>8,700</td>
<td>8,700</td>
<td></td>
<td></td>
<td></td>
<td>18,500</td>
<td></td>
</tr>
<tr>
<td>B. Tech.</td>
<td>1,380</td>
<td>6,030</td>
<td>6,030</td>
<td>6,030</td>
<td>6,030</td>
<td></td>
<td></td>
<td>25,500</td>
</tr>
<tr>
<td>M. Tech. / M. Plan</td>
<td>1,100</td>
<td>5,200</td>
<td>5,200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11,500</td>
</tr>
<tr>
<td>Law</td>
<td>1,450</td>
<td>4,010</td>
<td>4,010</td>
<td>4,010</td>
<td>4,010</td>
<td>4,010</td>
<td></td>
<td>21,500</td>
</tr>
<tr>
<td>B. Tech. LLB</td>
<td>1,520</td>
<td>4,830</td>
<td>4,830</td>
<td>4,830</td>
<td>4,830</td>
<td>4,830</td>
<td></td>
<td>30,500</td>
</tr>
<tr>
<td>M. Des.</td>
<td>1,100</td>
<td>9,700</td>
<td>9,700</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,500</td>
</tr>
</tbody>
</table>

**Note:** Students of BBA Aviation Operations will additionally have to pay applicable IATA course fee (approx. ₹ 35,000/-) along with the semester fee during October 2015.

**One time fees include:**
- Industrial Tour Charges – mandatory short and long duration industrial tours provide first hand exposure to industry for all students of full time UPES programs.

**Note:** In the event that air travel is necessary, there may additional charges which the student will have to pay prior to commencement of the tour.
- Alumni Fee
- Personality Development Program Fee
  To improve communication and soft skills, all students must attend the Personality Development Program organized by UPES.
- Academic Computing Fees – Academic Computing fee includes maintenance of the hardware, providing licensed software’s and internet bandwidth cost for the entire duration of the program. However it is mandatory for each incoming student to be equipped with a tablet or laptop conforming to the minimum specifications of UPES which will be detailed at the time of admission.
- Refundable (interest free) Security Deposit: After the successful completion of the registered program, the amount of USD 333.

**Note:** In the event of any taxes/levies on fees by the Central/State/Local Authorities/Overseas Authorities from time to time, these will be borne by students

### HOSTEL FACILITY/ FEE

Residential blocks have been earmarked for limited on – campus accommodation (on first come first serve basis) separately for boys and girls on triple sharing basis.

Student wishing to avail hostel facility (On-campus) will need to deposit;

The fee indicated below is for academic session 2015-16 only and is on triple sharing basis

**Fee Structure:**
- USD 1650 for regular campus hostel
- However for girl’s students we also have a few additional triple sharing rooms with ad-on facilities at the Kandholi campus as indicated below:
  (i). USD 1950 for campus hostel room with attached washroom
  (ii). USD 2200 for campus hostel room with attached washroom and Air conditioner facility

Interest free refundable Hostel security Fee: USD 165
A student registered in the Hostel (On-campus) and withdraws from the same at any point of time during the academic year will not be entitled to hostel fee refund. In case, the seat is filled up by another boarder, proportionate refund may be considered.

18. WITHDRAWAL OF ADMISSION

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

19. UPES SCHOLARSHIP & REIMBURSEMENT OF FEE

For Uttarakhand bonafide resident candidates:

15% of the seats in each of the programs will be reserved for residents of Uttarakhand subject to production of “Sthai Niwas Praman Patra” (Permanent Residence Certificate) issued by the competent authority of Uttarakhand State. These seats will get allotted strictly based on the merit positions secured in this category, provided the candidate has declared his intent to opt under this category at the time of applying for admission. Seats remaining unfilled by the stipulated date in this category shall be treated as unreserved.

Note: Candidate applying under this category would be required produce the original “Sthai Niwas Praman Patra” during the day of admission failing which their candidature for fee concession shall stand cancelled. Seats remaining vacant in this category after the stipulated date shall be treated as unreserved.

Scholarship & Fee Concession

25% Concession on Tuition fee shall be provided only to Uttarakhand bonafide resident students on merit-cum- means basis to be decided by the University subject to fulfilling the following conditions:

- Students’ whose gross annual family income is not more than 3 lakhs,
- Students’ who possess valid ‘Sthai Niwas Praman Patra’ from Uttarakhand state,
- Should have passed class X & XII level schooling from Uttarakhand. However, this condition may be relaxed for wards of defense personnel subject to producing of posting certificate outside the state issued by competent authority.

Scholarships based on Academic Performance

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

<table>
<thead>
<tr>
<th>Order of Merit</th>
<th>Extent of Scholarships</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>20% of the fees</td>
</tr>
<tr>
<td>2nd</td>
<td>12.5% of the fees</td>
</tr>
</tbody>
</table>

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

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

- CGPA of each academic year.
The student secures first or second rank during the academic year and has obtained a minimum CGPA grade point of 9.0 out of 10 in the case of General Category Students and 8.0 out of 10 in the case of Uttarananchal Domicile Students.

- Number of scholarships will depend upon number of students enrolled for a particular programme.
- Has not re-appeared in any paper during the year
- Has fulfilled the prescribed attendance norms.
- Has not been involved in any indiscipline or misconduct.

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

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

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

i) Number of scholarships per program will be decided by the Management.

ii) Academic performance in CBSE/ICSE and eligibility criteria of UPES – 85% in Class XII & 90% in PCM.

iii) 100% waiver of tuition fee to qualified students on first cum first serve basis.

iv) Initially, the scholarship will be offered for 1st year. However, scholarship in subsequent academic years will be renewed subject to securing min CGPA of 9.0 at the end of preceding academic year.

SCHOLARSHIP SCHEME FOR MERITORIOUS STUDENTS IN M.DES STUDENTS

- **50% Scholarship on 1st Year Tuition Fee**
  Such Scholarship will be limited to only 10% of total admissions in each M.Des program. It will be allotted in the merit order (based on graduation percentage) after completion of program registration i.e on commencement of classes

- **Eligibility Criteria:**
  - Minimum 65% in 10th, 12th and Graduation
  - Minimum 35 marks in CEED exam or 60 in UPES- DAT
  - The annual family income should not exceed Rs 6 lacs

- **25% Scholarship on 1st Year Tuition Fee**
  Such scholarship will be limited to only 25% of total admissions in each M.Des program. It will be allotted in the merit order (based on graduation percentage) after completion of program registration i.e. on commencement of classes.

- **Eligibility Criteria:**
  - Minimum 60% in 10th, 12th and Graduation
  - Minimum 30 marks in CEED exam or 50 in UPES- DAT
  - The annual family income should not exceed Rs 6 lacs

21. CHANGE OF STREAM

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

- Minimum CGPA at the end of the first academic year : 9.0
- Should be among the first two rank holders.
- Should not have indulged in any act of indiscipline
- Subject to Vacancy.
The decision of the Management in this respect will be final and binding on the students.

22. ACADEMIC AND LEARNING ENVIRONMENT

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

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

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

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

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

c) SELF LEARNING
Development of curriculum which encourages self-learning and makes a bold attempt to move away from teacher-centered learning to student-specific learning: The students are encouraged to learn to develop flexibility in managing a career path that changes over time and supported by life-long learning, critical thinking, team work and leadership.

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

e) INTEGRITY & MATURITY
Observance of professional integrity and maturity are the core competencies of UPES. Students are trained to always make ethical decisions.

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

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

22.1 CURRICULUM DEVELOPMENT

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

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

2. Basic theory and fundamentals of every subject are imparted through experienced professors who have a wide exposure and have excelled in their respective teaching and research areas. The practical aspects are covered by inviting experienced / working professionals from the industry in specific areas to sharpen student’s grasp of the subject.

3. The industrial aspects are further strengthened by way of learning through actual field visits specific to programmes of study under the guidance of faculty members. In addition, students are encouraged in preparation of assignments and presentation on critical aspects / areas of the course. This approach helps the students in developing better understanding and grasp of critical areas of the course and in-depth information on international operational and design standards. The students are also encouraged to understand practical aspects of theory through tutorials and assignments solving practical problems faced in the industry.

4. With a view to upgrade the students on the latest developments, in specific areas highly placed professional speakers are invited from the industry to discuss developments taking place in their respective areas followed by visits to national research laboratories / institutions of national importance. This exposes the students to working scientists and provides them an opportunity to develop familiarity with the problems / areas which are being investigated for future technological needs.

5. Another major step followed at UPES to make the learning process more practical for students is their summer internships for two months with the industry to work on well defined projects under the direct guidance of hard-core professionals. The projects for this purpose are chosen in advance as per the requirement of the industry / organizations and the students are asked to apply the knowledge gained while on campus to find solution or develop applications which help the industry to improve operations / efficiency.

22.2 INSTRUCTION METHODOLOGY

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

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

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

- Lectures
- Group Discussions
- Case Analysis
- Simulation Games
- Role Plays
- Paper Presentation
- Seminars
- Quizzes
- Surprise tests
- Projects
- Industrial Tours
- Field Visits
- Video Lectures
- Experts’ Lectures
- Internships
Some of the courses may also be offered in Self Study Mode with On Line Support from the faculty.

23. REGULATIONS GOVERNING EXAMINATION AND EVALUATION

23.1 General

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

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

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

23.1.4 The schedule of academic activities as notified in the academic calendar will normally be adhered to provided that, notwithstanding anything contained in these Rules, the Vice Chancellor may, if he feels it necessary or expedient, modify the academic calendar, in consultation with the Dean/Directors of Constituent Colleges.

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

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

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>WEIGHTAGE (UG &amp; PG Programmes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Assessment</td>
<td>30%</td>
</tr>
<tr>
<td>Mid Semester Examination</td>
<td>20%</td>
</tr>
<tr>
<td>End Semester Examination</td>
<td>50%</td>
</tr>
</tbody>
</table>

23.1.6 Internal Assessment

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

23.1.7 Mid-Semester Examination

The duration of Mid-Semester Examination will be of 2 hours. The question paper will include short & long answer objective and subjective type questions. For Postgraduate programmes, most of the questions will be application focused with analysis and numeric orientation.
The main purpose of the Internal Assessment and Mid Semester Examination will be to test students’ comprehension and application of subject matter and to help students perform better in the course by providing them feedback on their performance.

23.1.8 End-Semester Examination
End-Semester Examination will be held at the end of each Semester. Duration of End-Semester Examinations will be 3 hours. In both, Post Graduate and Undergraduate Programmes, the End Semester Examination will cover entire contents of the course.

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

23.2 Registration and Re-Registration
23.2.1 Registration
All students admitted in the current year will register on the date of registration notified by University. All original documents will be verified. In case there is a discrepancy, the admission will be automatically cancelled. In case the student is unable to produce a certificate he/she will submit an undertaking to produce the certificate by 30th September 2015, failing which the admission will be cancelled.

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

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

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

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

NB: Physical presence of student for re-registration is mandatory as University follows bio-metric system. Student will be solely responsible for the academic as well as attendance loss due to late registration/re-admission and has to make up the same to be eligible to appear in the End Semester Examination.

23.2.3 Only those students will be permitted to register who have
   (a) Paid all required tuition fee and other charges including hostel charges for the current semester;
   (b) Cleared all the University and Hostel dues of previous semesters/years; and
   (c) Not been debarred from registering by the University on account of disciplinary or any other ground.

23.2.4 Programme Completion Duration
The maximum duration of Programme of Study having minimum duration of one, two, three, four, five and six years will be as follows:

<table>
<thead>
<tr>
<th>Minimum Duration</th>
<th>Maximum Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Years</td>
<td>2 Years</td>
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<tr>
<td>2 Years</td>
<td>3 Years</td>
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<tr>
<td>3 Years</td>
<td>5 Years</td>
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<tr>
<td>4 Years</td>
<td>6 Years</td>
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<tr>
<td>5 Years</td>
<td>7 Years</td>
</tr>
<tr>
<td>6 Years</td>
<td>8 Years</td>
</tr>
</tbody>
</table>

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

23.2.5 PROGRESSION POLICY

For Post Graduate Student
Progression from Semester I through Semester IV will be automatic irrespective of the SGPA obtained.

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

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

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

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

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

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

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

23.2.6 Registration and Progression for Lateral Entry Regular UG Programmes in Engineering & Technology
23.2.6.1 The policy is applicable to provide an opportunity for higher study to those candidates who have completed their Diploma in Engineering with good record and to provide more technical manpower by filling up the vacant seats from first year of various programs. This policy is applicable to provide for lateral entry into the Graduate Engineering & Technology programs of the University with the provisions as detailed below:

23.2.6.1.1 Admission into the B.Tech. programs: Lateral entry into the programs is only for B.Tech programs and these students shall be admitted in the 3rd semester of the program and shall be normally required to complete the program into which they are admitted, in 3 years.

23.2.6.1.2 Eligibility: Only those candidates who have obtained a 3-year diploma in any branch of engineering, relevant to the program, after 10+ (Secondary School Leaving Certificate Examination) with minimum aggregate of 60% marks in science and math’s in a single sitting in the qualifying exam for diploma course, from a State Board of Technical Education & Training.

23.2.6.1.3 Choice of discipline / program: The admission to any of the B.Tech programs being offered at the UPES shall be governed by the principle of compatibility, viz. a mapping provided in the annexure, so that the knowledge gained by the candidate during his Diploma is relevant to the program in which the admission is being sought. The candidates with diploma in agriculture engineering and architecture are not eligible to apply for any of the programs.

23.2.6.1.4 Number of seats: The number of seats for lateral admission is not fixed and these are being made against the drop outs / seats remaining vacant / students failed, debarred in first year of the B.Tech. programmes and shall not be more than 10% of the approved strength of the programme for the batch.

23.2.6.1.5 Change of branch: The students admitted under the lateral program shall not be allowed to change the branch.

23.2.6.1.6 Attendance: The basis of the calculation of the attendance shall be from the date of commencement of the classes prescribed by the University by its academic calendar. Lateral Entry newly admitted students, the same shall be reckoned from the date of his/her registration to the programme.

23.2.6.1.7 Completion: A student admitted in B.Tech second year under Lateral Entry Scheme, shall be required to complete the programme within a period of maximum five academic years from the date of first registration, failing which he/she shall not be allowed to continue study further for his/her Degree.

23.2.6.1.8 Result: For students admitted to second year (lateral entry), the result of the programme which comprises of the six semesters, shall be declared on the basis of working out the CGPA as being practiced at the University currently. For all other purposes these students shall be treated at par with the other students admitted in 4-year programme.

23.2.6.1.9 Admission process: The number of seats will be notified on the website. Applications shall be invited by post online and the seat will be allocated based on the vacancy in a particular programs. A merit list will be prepared based on the number of applications.

23.2.6.1.10 The selected shall be notified through posting on web site of university and mail.

23.2.6.1.11 The selected students may have to go through “Lateral Entry Program”, designed for them to make up for any deficiencies in courses / communication skills etc for which a fee may be charged.

23.2.6.1.12 General guidelines: All guidelines, time schedule, call letters etc will be notified through UPES website www.upes.ac.in only. After selection and fulfillment of the admission formalities, students will be considered at par with the other regular UG students of UPES.

23.2.6.1.13 Power to relax: No provision of this policy will be relaxed explicit with the approval of the Vice-Chancellor.

23.2.6.1.14 Seat will be allocated depending upon the relevance of the diploma and the program into which the admission is sought. VC will be final authority to decide incase of any discrepancy.

23.3 Semester Examination

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

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

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

23.3.3 No separate Admit Card is issued for appearing in the Mid Semester or End-Semester Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him/her by the University. Student(s) shall be required to apply online for Supplementary Examination and will be required to generate the hall ticket from the student portal. A student who fails to produce the Identity Card and hall ticket (in supplementary exam) will not be allowed to appear for the examination.

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

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

23.4 Conduct of Examination

23.4.1 Question Paper (Setting and Moderation)

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

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

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

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

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

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

23.4.1.4 The Paper-Setter shall, as far as practicable, avoid any marked change in standard format of question paper for Examination.
23.4.1.5 While the paper setter should have freedom and flexibility in setting the question paper, to ensure maintenance of the standard, quality and secrecy of the question paper, all paper setters should get their question papers approved/moderated by the HOD / Dean/ Director of the concerned College before sending the question paper to the Exam Section. Model answers should be deposited with HOD /Dean/ Director or should remain with the faculty.

23.4.2 Evaluation

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

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

23.4.2.3 The evaluator shall prepare the grade sheet providing following information:
- The title and code of the paper and credits assigned;
- The programme(s) whose students are being evaluated and the semester number;
- Against each students’ enrollment number/name
- Internal Assessment (IA) marks obtained out of 100 and reduced to 30%
- Mid-semester (MS) marks obtained out of 100 and reduced to 20%
- End-semester (ES) marks obtained out of 100 and reduced to 50%
- Composite score obtained out of 100 (30% IA + 20% MS + 50% ES)
- Based on the above, tentative grade are assigned to the students

While awarding the grades for a subject, if the raw score obtained by the student is less than 40% of the highest raw score obtained in the End Semester examination or/ and in the composite score (IA + MS + ES), the evaluator will necessarily award grade “F” in that respective subject. However, Individual Faculty member is at full liberty to set a higher benchmark criteria of cut off percentage of marks from time to time, to be notified in the course plan.

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

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

23.4.2.4 The answer scripts(s) of the respective subjects of Mid, End Semester and Supplementary Exam, will be shown to the students on the date specified by the respective faculty members/ department to know their performance. Failing to review during specified period, student will automically forfeit this facility.

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

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

23.5 Exemptions
23.5.1 For the students Enrolled in the academic year 2015-16:

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

(a) He/ She is a registered student of the University and has cleared an equivalent course with a minimum Grade of B in a Postgraduate and C+ in an Undergraduate Course; or

(b) He/ She is transferred from another University / Institution where he/ she has studied and qualified for an equivalent course (the exemption to be decided by a Course Transfer Committee constituted by the Vice Chancellor).

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

23.5.2 For the students Enrolled upto the academic year 2014-15:

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

(a) He/ She is a registered student of the University and has cleared an equivalent course with a minimum Grade of C+ in a Postgraduate and D+ in an Undergraduate Course; or

(b) He/ She is transferred from another University / Institution where he/ she has studied and qualified for an equivalent course (the exemption to be decided by a Course Transfer Committee constituted by the Vice Chancellor).

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

23.6 Supplementary Examinations

23.6.1.1 For the students Enrolled in the academic year 2015-16:

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

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

- Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement.

- Any other disciplinary action which does not prohibit a student from appearing for any examination of the University.

23.6.1.2 For the students Enrolled upto the academic year 2014-15:

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

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

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

23.6.2 Conduct of Supplementary Examination

For Post Graduate Programmes

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

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

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

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

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

For Undergraduate Programmes

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

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

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

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

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

In case of course of 6 years duration, Student requiring to appear for the first chance of Supplementary Examination for Eleventh semester shall be allowed to do so before the Tenth Semester Exam. First Supplementary Examination for the Twelveth Semester and the second chance of the Supplementary exam for the Eleventh semester will be held at a suitable date to be announced by SRE Department after the Convocation.
The Supplementary Examinations will be scheduled by the SRE Team in such a manner that the exams are held before the commencement of the next academic session. Students who are on internship will be required to forego their internship for that period. Students who fail to appear in these scheduled examinations would be deemed to have chance availed.

23.6.3 A student who appears in the Supplementary Examination shall be required to pay the prescribed fee per subject. The quantum of fee per subject shall be notified by the University.

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

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

23.6.6 Students appearing in the supplementary examination after going through the Summer School, the evaluation components/weightage shall be 30% and 70% as Internal Assessment and Supplementary examination respectively.

23.6.6.1 All the previous grades obtained by the student shall be superseded by the grade obtained in the supplementary examination.

23.6.7.1 For the students Enrolled in the academic year 2015-16: The maximum grade that will be awarded to the student who appears in the Supplementary examination will be “A” in case of post graduate programme and “B+” in case of undergraduate programme which means that irrespective of whatever grade is obtained by the student, his/her grade will be capped at “A” and “B+” in case of postgraduate and undergraduate programme respectively.

23.6.7.2 For the students Enrolled upto the academic year 2014-15: The maximum grade that will be awarded to the student who appears in the Supplementary examination will be “B+” in case of post graduate programme and “B” in case of undergraduate programme which means that irrespective of whatever grade is obtained by the student, his/her grade will be capped at “B+” and “B” in case of postgraduate and undergraduate programme respectively.

23.6.8.1 For the students Enrolled in the academic year 2015-16: In case a student is appearing for supplementary examination for improving the grades, the SGPA will be capped at 6.0 in the case of post graduate programme and 5.0 in the case of undergraduate programme. However, in case a student is appearing in the Supplementary examination because the student could not appear in the end-semester examination for medical reasons, or any other exigencies beyond the control of the student his individual subject grade will be capped at “A” in case of postgraduate programme and “B+” in the case of undergraduate programme, but there will be no capping on the SGPA. In case a student fails to appear in the Supplementary Exam it would be deemed to have chance availed.

23.6.8.2 For the students Enrolled upto the academic year 2014-15: In case a student is appearing for supplementary examination for improving the grades, the SGPA will be capped at 2.67 in the case of post graduate programme and 2.0 in the case of undergraduate programme. However, in case a student is appearing in the Supplementary examination because the student could not appear in the end-semester examination for medical reasons, or any other exigencies beyond the control of the student his individual subject grade will be capped at “B+” in case of postgraduate programme and “B” in the case of undergraduate programme, but there will be no capping on the SGPA. In case a student fails to appear in the Supplementary Exam it would be deemed to have chance availed.

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

23.6.10 Summer School
Summer School is mandatory for the following category UG students:

(a) Students who have obtained an NC either on account of not meeting the required individual subject passing criteria (ISPC) or SGPA.

(b) Students who are debarred from End semester examination in theory subject on account of short attendance even in a single subject. Minimum 50% attendance, in each subject, in the semester is mandatory for attending summer school.

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

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

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

Exemptions

(a) Post Graduate Students and the Under Graduate students who are going for summer internship (as per their course curriculum) and also to students in the graduating year are exempted from attending the Summer School.

(b) Students failing in practical subject or only in Communication workshop are also exempted from attending the Summer School in these subjects.

(c) Students who have obtained an “F” Grade on account of absence in the end Semester Examination and where the absence is because of medical or immediate family exigencies, in such cases, the student will appear in the Supplementary Exam. The Internal Assessment and Mid Sem Exams will be carried forward.

(d) In case a student has not been able to attend the Summer School on account of serious medical or immediate family exigencies (application to be approved by HOD and Dean/Director), he/she will not be allowed to appear in the Supplementary Examination and it will be considered as “Chance Availed”. All such students will go through the process of Directed Reading before being allowed to appear in the Supplementary Examination scheduled in the month of December/May of the next academic year applicable for students who do not fall into the category of year back as per clause 23.3.1.

23.6.11 Directed Reading

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

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

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

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

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

23.7 Approval of Grades by Examination Committee
23.7.1 The tabulation sheet prepared as per provisions of Clause 23.4.2.3 shall be placed for consideration before Examination Committee.

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

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

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

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

23.8 AWARD OF GRADES
23.8.1 The following will be the process of grading:

- Faculty Evaluation (Raw Score)
- Preparation of Grade Sheet by Faculty (Award of Grades)
- Approval by Examination Committee
- Submission of Grades to SRE
- Declaration of Result by SRE
23.8.2.1 For the students Enrolled in the academic year 2015-16: The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STANDING</th>
<th>GRADE POINT</th>
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<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
<td>10.0</td>
</tr>
<tr>
<td>A+</td>
<td>Excellent</td>
<td>9.0</td>
</tr>
<tr>
<td>A</td>
<td>Very Good</td>
<td>8.0</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>7.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>6.0</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>5.0</td>
</tr>
<tr>
<td>C</td>
<td>Pass</td>
<td>4.0</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.0</td>
</tr>
<tr>
<td>Ab</td>
<td>Fail</td>
<td>0.0</td>
</tr>
</tbody>
</table>

23.8.2.2 For the students Enrolled upto the academic year 2014-15: The following grade conversion scale shall be applicable for the purpose of calculation of SGPA/CGPA:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>E*</td>
<td>Exemption</td>
</tr>
</tbody>
</table>

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

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

23.8.4 Grade shall be awarded on the basis of performance in Internal Assessment, Mid-Semester and End-Semester Examinations.

23.8.4.1 In case of Supplementary Examination, 100% weightage is given to Supplementary Examination barring cases of students who are allowed to take Supplementary Examination after completion of Summer School, in such cases, Grade shall be awarded as per clause 23.6.10.

23.8.5 The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, registered in a semester:
SGPA = \frac{\sum_{i=1}^{s}(Gi \times Ci)}{\sum_{i=1}^{s} Ci}

where

- \( Ci \) = Credits in the Course \( i \)
- \( Gi \) = Grade Points awarded to the student in Course \( i \) as per conversion table given in clause 23.8.2.1 and 23.8.2.2
- \( S \) = No. of Courses for which a student is registered in that Semester

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

\[ CGPA = \frac{\sum_{i=1}^{N}(Gi \times Ci)}{\sum_{i=1}^{N} Ci} \]

Where

- \( Ci \) = Credits in the Course \( i \) taken by the student
- \( Gi \) = Grade Point awarded to the student in the Course \( i \)
- \( N \) = No. of Courses taken by the student up to the end of that Semester

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

23.9 Tabulation of Grades and Preparation of Result Sheet

23.9.1 The marks sheet in each subject shall be prepared in duplicate by the evaluator concerned as explained in Clause 23.4.2.3.

23.9.2 Tabulation of Grades and Preparation of Result Sheet shall be done by the SRE Dept. SRE Dept shall carry out the work in accordance with the provisions laid down in Clause 23.8.

All the results will be published by the SRE Dept on the student portal.

23.9.3 Appropriate Grade Cards shall be prepared by the SRE Dept at the time of graduation.

23.10 Requirements for Passing

23.10.1 For the students Enrolled in the academic year 2015-16: Students in all the Postgraduate programmes are required to maintain a minimum SGPA of 6.00 to qualify in each semester. Students in Undergraduate programmes will be required to maintain a minimum SGPA of 5.0 to qualify in each semester. Minimum passing grade for individual subjects shall be “C” for all Postgraduate and Undergraduate programmes. For qualifying for a degree the student must secure a minimum CGPA of 6.0 for the Postgraduate and 5.0 for Undergraduate.

23.10.2 For the students Enrolled upto the academic year 2014-15: Students in all the Postgraduate programmes are required to maintain a minimum SGPA of 2.67 to qualify in each semester. For individual subjects, minimum passing grade shall be “C-” for all Postgraduate programmes. Students in Undergraduate programmes will be required to maintain a minimum SGPA of 2.0 to qualify in each semester. For individual subjects minimum passing grade shall be “D” for all Undergraduate programmes. For qualifying for a degree the student must secure a minimum CGPA of 2.67 for the Postgraduate and 2.0 for Undergraduate.

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

23.12 Declaration and Rectification of Results

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

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

(a) It is found that he/she was ineligible to appear at the Examination; or

(b) He/she used unfair means in the Examination or was found guilty of misconduct; or

(c) A mistake is found in his/her result.

The Examination Board will consist of:

1. Vice Chancellor Chairman
2. Pro-Vice Chancellor Member
3. VP(AA) Member
4. Controller of Examinations Non-member secretary

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

(a) The application for rechecking is received by the Controller of Examinations or his/her nominee within 15 (fifteen) days of the date of publication of result.

(b) The Controller of Examinations shall get rechecking/re-evaluation (i.e. posting of marks, totaling of marks and if any questions is un-evaluated, to be evaluated) done to ascertain whether the marks awarded to various answers have been correctly added and whether the Examiner has evaluated answers to all the questions written by the Examinee.

If any mistake is discovered as a result of re-checking as above, the SRE Dept shall rectify the result.

23.13 Summer/Winter Training/Internship

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

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

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

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

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

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

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

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

23.13.7 The Committee will submit its evaluation grade to the office of Controller of Examination.

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

23.14 Dissertation/Project Work

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

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

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

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

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

23.14.4 The dissertation/project work shall

(a) Be focused on the problem as per clause 23.14.3;
(b) Include current status of knowledge in the subject (literature review);
(c) Embody the result of studies carried out by him/her;
(d) Show evidence of the student’s capacity for critical examination and judgment; and
(e) Be satisfactory in presentation so far as language, style and form are concerned.

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

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

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

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

23.15 Submission of Dissertation/Project Work

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

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

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

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

23.16 Evaluation of Dissertation/Project Work

23.16.1 Seminar and Viva-voce of Dissertation/Project Work

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

23.16.2 Examination of the Dissertation/Project Work

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

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

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

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

23.17 Re-Examination of Dissertation/Project Work

If a student does not appear or fails in the ‘Seminar and Viva-voce of Dissertation/Project or in the examination of the Dissertation/Project work he/she may be allowed to resubmit the Dissertation/Project work and appear at the Seminar and Viva voce within a period of six months from the date of declaration of the result which can be further extended on special grounds by the Vice Chancellor. Evaluation shall be done in the same manner as specified in Clause 23.15 and 23.16. If he/she again fails to clear the seminar, his/her name shall be struck off the UPES rolls.

23.18 UPES Medals Awarded During Convocation

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

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

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

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

Gold Medal for the student standing first in the order of combined merit list prepared for all Under Graduate Programmes offered by COLS

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

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

23.19 Punishment for Adoption of UNFAIR MEANS IN EXAMINATION

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

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

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

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

<table>
<thead>
<tr>
<th>Nature of unfair means adopted</th>
<th>Punishment to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. (a) When incriminating material has been found in the possession of the examinee which was unrelated or related to the question paper but not copied and the student hands over the material when challenged and accepts the fault in writing, if directed to do so.</td>
<td>A. Examination in that subject shall be cancelled. In the event of the unfair-means being adopted in an End-Semester Examination the student(s) may be allowed to clear the subject by appearing in the Supplementary Examination. In the event of the unfair-means being adopted in a Supplementary Examination the student shall...</td>
</tr>
</tbody>
</table>
### Nature of unfair means adopted

<table>
<thead>
<tr>
<th>Nature of unfair means adopted</th>
<th>Punishment to be awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>answer books/question papers/ calculators, tries to pass on information in any form and does accepts the fault in writing, when challenged.</td>
<td>be declared failed in the Examination. This will attract provisions of Clause 23.12.2(b).</td>
</tr>
</tbody>
</table>

#### B. (a) When incriminating material related to the question paper has been found in the possession of an examinee he/she copied it in part or full or when the examinee refused to be searched, if so desired by the Center Superintendent/Invigilator.

(b) When a student tries to copy from other students’ answer books, talks to other students, tries to exchange answer books/question papers/calculators, or tries to pass on information in any form and does not accept the fault when challenged and/or enter into arguments with the invigilator(s).

#### B. Examination in the subject as also in all other subjects of the semester shall be cancelled and the student shall be declared failed in all the subjects of the Semester. In The event of the unfair-means being adopted in an End-Semester Examination the student may be allowed to clear the semester by appearing at special Examination in all the subjects.

However, in the event of the unfair-means being adopted in supplementary Examination this will attract provision of Clause 23.12.2(b).

#### C. (a) When incriminating material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or

(b) When incriminating material has been found in the possession of an examinee the examinee having been caught for use of unfair means on earlier occasion of the same End-Semester/Special Examination; or,

(c) When the incriminating material comprises answer book/additional answer sheet stolen earlier and/or when the examinee tries to tear the answer book, and/or instigate/disturb others in the Examination hall to support his cause.

#### C. Examination in all papers of the Semester shall be cancelled and the student shall be declared failed in the Examination. In addition the student shall be rusticated for a period of One year. In the event of the unfair-means being adopted in an End-Semester Examination the student shall not be allowed to appear in the Special Examination. This will attract provisions of Clause 23.12.2(b).

#### D. When use of unfair-means has been attempted or where incriminating material has been found in the possession of the examinee, and the examinee has misbehaved with the faculty or staff on Examination supervision duty.

#### D. Examination in all papers of the semester shall be cancelled and the student shall be expelled from the University.

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

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

23.19.3 In case a student:

23.19.3.1 is found lifting some other(s) work and inserting it in his/her project, seminar, dissertation etc without proper acknowledgement, credit and reference or plagiarizing the dissertation/project report etc such penal action will be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.
23.19.3.2 All such cases will be taken suo-moto cognizance by the Examination Disciplinary Committee of the Constituent College appointed by the University. After giving an opportunity to the concerned student to explain the conduct/defend the charge, the Examination Disciplinary Committee shall take appropriate action including imposition of appropriate penalty including award of ‘F’ grade.

23.19.4 All the students shall have to bring their stationery such as pen, pencil, eraser, sharpener, scale and calculator (if allowed for the exam) during examination. Any attempt of borrowing stationery or calculator with other students during examination shall be treated as Unfair Means in the examination hall.

23.20 Deletion from the Rolls of the University

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

(a) He/ She does not clear 6 years programme in 8 years, 5 years Programme in 7 years, 4 years Programme in 6 years, a 3 year Programme in 5 years, a 2 year programme in 3 years; and 1 year programme in 2 years;

(b) He/ She is expelled from the University on account of punishment for adoption of unfair means as define in Clause 23.19; or

(c) He/ She is expelled from the University on account of indiscipline as defined in Clause 23.19.

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

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

23.23 Prescribed Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary Examination</td>
<td>Rs. 1,500 per paper</td>
</tr>
<tr>
<td>Re-evaluation of Examination Paper*</td>
<td>Rs. 250 per paper</td>
</tr>
<tr>
<td>Duplicate Grade Card/Transcript fee</td>
<td>Rs. 1,000 per set</td>
</tr>
<tr>
<td>Duplicate Degree</td>
<td>Rs. 5,000</td>
</tr>
<tr>
<td>Directed Reading</td>
<td>Rs. 2,000 per paper</td>
</tr>
<tr>
<td>Summer School</td>
<td>Rs. 2,500 per paper</td>
</tr>
<tr>
<td>Percentage conversion certificate</td>
<td>Rs. 250 per set</td>
</tr>
</tbody>
</table>

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

23.24 Weeding of Records

Following will be the retention period of records:-

<table>
<thead>
<tr>
<th>Type of record</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award sheets</td>
<td>50 years (permanent record)</td>
</tr>
<tr>
<td>Answer books of end semester Examinations</td>
<td>1 Year</td>
</tr>
<tr>
<td>Answer books of mid semester Examinations</td>
<td>6 months</td>
</tr>
<tr>
<td>Examination attendance record</td>
<td>1 year</td>
</tr>
<tr>
<td>Model answer to question papers</td>
<td>1 years</td>
</tr>
<tr>
<td>Old question papers</td>
<td>To be retained in CD in Library</td>
</tr>
<tr>
<td>Class room attendance record</td>
<td>Till the course completion</td>
</tr>
<tr>
<td>Student dossiers</td>
<td>Important papers from the dossiers to be retained on a C.D.</td>
</tr>
<tr>
<td>Convocation Registrar</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>Supplementary Answer scripts</td>
<td>1 Year</td>
</tr>
<tr>
<td>Records of daily report</td>
<td>6 Months</td>
</tr>
<tr>
<td>Filled Supplementary exam forms</td>
<td>4 Years</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Receiving Record file of Answer sheet</td>
<td>4 Years</td>
</tr>
<tr>
<td>Record of debarred students file</td>
<td>4 Years</td>
</tr>
<tr>
<td>Records of UFM files</td>
<td>4 Years</td>
</tr>
<tr>
<td>Date sheet file</td>
<td>4 Years</td>
</tr>
<tr>
<td>Re-Evaluation record file</td>
<td>4 Years</td>
</tr>
<tr>
<td>Sitting Plan/Invigilation duties</td>
<td>1 Year</td>
</tr>
</tbody>
</table>

### 24. LIBRARY RULES AND REGULATIONS

#### 24.1 Membership

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

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

#### 24.2 Admission to the Library

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

- Monday to Friday : 9.00 AM - 6:00 PM
- Saturday : 9.00 AM - 6:00 PM
- During examination period library may open for extended hours.

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

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

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

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

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

#### 24.3 Exception During Examination Time

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

#### 24.4 Borrowing Privileges

**24.4.1** The books will be issued from 9:30 a.m. to 4:45 p.m. to the students and faculty members on all day when the library is open.
24.4.1 Each student will be entitled to borrow 4 books. Faculty members are entitled to borrow 10 books, and Administrative staff members are entitled to borrow 3 books.

24.4.2 The books will be issued to the students for 10 (Ten) days only. Faculty members / Administrative staff members can keep books for maximum 30 days.

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

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

24.5 Conditions of Loan

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

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

24.5.3 Books may be re-issued provided:

24.5.3.1 No other member has reserved the same book; and

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

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

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

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

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

24.6 Library Fine, Renewals and Reservations

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

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

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

24.6.4 Books can be renewed for another term of 10 days, if no demand is there.

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

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

24.7 Documents that cannot be borrowed

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

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

24.8 Loss of Books

24.8.1 Library materials are to be handled with care.

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

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

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

24.8.3.2 Actual cost of the book as per library records or the present market value of the book, whichever is higher.

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

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

24.9 General Rules & Regulations

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

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

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

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

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

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

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

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

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

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

24.10 **Text Book Loan Scheme (TBLS)**

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

24.10.2 **TBLS Policy, Terms and Conditions:**

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

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

24.10.5 Books will be issued for a semester only.

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

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

**Digital Library-Acceptable Use and Code of Conduct:**

1. Do Not Connect Your Mobile or any external device to Computers.
2. Do not change the Login ID and Password
3. Do Not Install Any Software Without Prior Permission Of IT Team.
4. Do Not Download Movies OR Songs.
5. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
8. Eatables are not allowed inside the digital Library.
9. Take Care Of Your Own Belongings.
11. Users shall not use Computers to purposefully access materials, distribute, create, or copy messages or materials that are abusive, obscene, threatening, harassing, damaging to another's reputation, or illegal.
12. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources.
13. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.
14. Please Inform To Library Team In Case Of Any Computers Problem.
15. Please Keep The Digital Library Clean.
25. COMPUTING FACILITIES

25.1 General Information

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

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

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

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

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

Most faculty communicate with their students by email. It is therefore important that students read mail sent to their official student e-mail account regularly as this is the address they will use. Each student has been provided with a unique email address of the format firstname.lastname@stu.upes.ac.in This mail account can be accessed by going to [http://mail.stu.upes.ac.in](http://mail.stu.upes.ac.in) and providing your username and password.

25.2 Teaching Assistantship and Advisory Services

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

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

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

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

25.4 Rules and Regulations

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

**Discipline to be maintained while enrolled with the university:**

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

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

25.5 Getting Help

For any help or assistance in either hardware, software or network issue, please contact the IT Helpdesk located in the IT Block; or log an online request through the helpdesk link at [http://stu.upes.ac.in](http://stu.upes.ac.in)
26. STUDENT DEVELOPMENT ACTIVITIES

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

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

26.2 Adventure Activities

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

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

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

26.3 Activities

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

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

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

27. DRESS CODE-BOYS & GIRLS

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

A. Jacket : Dark Navy Blue (Raymond Top Line—4040015235 Shade No. 12
B. Trouser : Dark Navy Blue (Raymond Top Line—4040015235 Shade No. 12
C. Shirt : Oxford Blue (Raymond Quality No. 40055021/21)
D. Pull Over : Sleeveless Sweater with Yellow & Blue Strip
E. Pull Over : Full Sleeves with Yellow & Blue Strip
F. University Tie : As prescribed
G. Shoes : Executive Black Leather shoes
H. Socks : Navy Blue Socks (Cotton Feel)
28. REGULATIONS GOVERNING MAINTENANCE OF DISCIPLINE AMONG STUDENTS, 2009

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

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

2. Title & Commencement

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

Applicability

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

3. Definitions

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

4. Code of Conduct

The code of conduct for students shall include:

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

5. Acts of Indiscipline and Misconduct

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

(a) Misconduct in Classroom

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

(b) Minor Acts of Indiscipline /General Misconduct on the Campus
i. Violating the prescribed dress code (partially or completely) and or not carrying student identity cards issued by the University;
ii. Refusing to produce or surrender the identity card as and when directed by Deputy Proctor, College Proctors or other officers of the University;
iii. Use of mobile phones inside the classrooms;
iv. Negligence or indifference towards the work assigned;
v. Disobeying the instructions of teachers or other authorities including failure to meet the proctorial board members/ other authorities at the given time without intimation / valid reason*;
vi. Smoking in the Campus (and within 100 mtrs. Outside the campus) – UPES having been declared a “No-Smoking Campus”;

(vii. Violation of Vehicle usage and Traffic rules of the University including misuse of UPES vehicle and buses;

viii. Display of affection in public / indecent/ obscene/ abusive behavior affecting the sensitivity of others. This includes other public areas outside campus like villages and vicinity / picnic spots etc;

ix. Venturing out in the jungles thus putting own safety at risk due to wild life or unsocial elements.

x. Creating loud noise/ talking in loud voices thus causing/ disturbing the ongoing academic activity.

- A Student who is on discipline probation / suspension from attending classes, when fails to report to the proctor concerned / designated officer, will have committed a major act of indiscipline.

(c) Major Acts of Indiscipline

i. Non-compliance of any of the Library/Lab rules and/or willfully damaging books/printed material/lab equipments, etc;

ii. Non-compliance of any of the hostel rules as prescribed in the Hostel Rules;

iii. Improper rendering of accounts for money drawn from or through any office of the University;

iv. Disruption of teaching, examinations, extra classes, curricular or extra-curricular activities, administrative work, including any attempt to prevent any member of the University, its staff or its outsourced agencies from carrying out their work; and any act likely to cause disruption also including disruption of residential life in the hostels where the University students are residing;

v. Disobedience or non-compliance of instructions while on Off-Campus activities like Industrial tours, Excursions, Internships, Seminars, Public functions, etc;

vi. Damaging or defacing University property or the property of employees/ officers or of other students of the University or any other property inside or outside the University Campus;

vii. Pasting of posters or distributing pamphlets, handbills, etc of an objectionable nature or writing on walls or disfiguring property/equipment of the University;

viii. Engaging in any attempt at wrongful confinement of the University faculty/staff/employee or students inside or outside the Campus;

ix. Use of abusive and derogatory slogans or intimidatory language or incitement of violence or any act calculated to further the same;

x. Any act of sexual harassment to the students/faculty/staff considered indecent and unacceptable and in violation of the provisions of the GOI “Sexual harassment of women at work place (Prevention, Prohibition and Redressal) Act 2013 and Saksham Report Guidelines by UGC;

xi. “Ragging in any form inside or outside the University Campus and hostel premises is strictly prohibited. Ragging is a cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student;
Acts amounting to ragging could be

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

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

xii. Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the University within or outside the Campus;

xiii. Causing or colluding in the unauthorized entry of any person into the campus or in the residential premises where the students are residing or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the Campus;

xiv. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc;

xv. Furnishing false certificate or information to any office or authority under control and jurisdiction of the University;

xvi. Consuming or possessing alcoholic drinks, drugs and intoxicants in the Campus and the residential premises where the University students reside in/or outside the Campus;

xvii. Indulging in acts of gambling in the Campus and the residential premises where the University students are residing;

xviii. Possessing or using any weapon such as knives, lathis, iron rods, chains, sticks or any other weapon, explosives and fire arms (licensed or unlicensed) in the Campus and the residential premises where the University students are residing;

xix. Arousing disturbance through communal, caste or religious feelings or creating disharmony among students within or outside the campus;

xx. Misconduct or misbehaving of any nature during examinations, as specified in the Examination Regulations of the University;

xxi. Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of race, color, religion, region and caste etc;

xxii. Holding meetings, organizing functions within the University campus without taking prior permission in writing from the appropriate authority of the University;

xxiii. Any attempt or involvement in the hacking of University websites/mails/online attendance or any other system, or any violation acts attracting the cyber laws;

xxiv. Any attempt or involvement in tampering or hacking with ATMs installed at Campus or Off-Campus;

xxv. Any other act which may be considered as violation of discipline by the competent authorities, including involvement of any nature in any criminal offence inside or outside the Campus;

xxvi. Involvement in Dharna, Protests, Agitations, Protest March on or off Campus including colluding with Non-UPES personals in internal matters of the University;

xxvii. Defaming / Maligning the name of Office Bearers / University Authorities / the University;

xxviii. Instigating / Involvement in Mass Bunks / Boycott of Examination / Assignments

xxix. Verbal threats / Attempt to hurt oneself on or off campus
xxx. Infringing on the property / documents / computers of University officials without prior permission.

xxxi. Involvement in making audio / video clippings of fellow colleagues / University Officials without their consent.

xxxii. Indulging in cyber offence in violation of any law of the land including IT act and provisions of SHPC act 2013 and amplification clauses given in the Social Media Policy in the succeeding Paragraphs 14 and 15.

6. OFFICERS AUTHORIZED TO TAKE DISCIPLINARY ACTIONS

(a) Without prejudice to the powers of the Vice Chancellor/Chancellor under Section 14.6 of the Act, and Article 6.1 of the First Statutes; the following officers are authorized to initiate/take disciplinary action against students indulging in any acts of misbehavior or indiscipline in their respective Campuses:

- The Pro-Vice Chancellor
- Campus Director
- The Dean / College Director
- Director Student Affairs
- Deputy Proctor
- College Proctors.
- Teaching faculty (for classroom misconduct, and in conjunction with any of the above officers for other acts of indiscipline)
- Any other Officer authorized by the Vice Chancellor

(b) Provided that no major penalties shall be awarded without referring the matter to the Disciplinary Committee of the University and taking concurrence of the Vice Chancellor in each case.

(c) Information about all actions taken by any of the above mentioned Officers shall be intimated to the Deputy Proctor & College Proctors for records.

7. Duties and Functions of the Proctorial Board

(a) The Proctorial Board shall comprise of The Director Student Affairs, College Dean/College Director, the Deputy Proctor and the respective College Proctors. The Deputy Proctor / College Proctors shall be appointed by the Pro Vice Chancellor/College Director (Student Affairs) from amongst the Teachers /Senior Officers of the University (not below the level of Asst. Professor or equivalent level) and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as delegated/assigned hereunder.

i. Handle non-academic grievances of the students as also support resolution of those laid down in the Grievance Handling Matrix of the University;

ii. Monitor the disciplinary climate prevailing in the student community;

iii. Take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;

iv. Make preliminary enquiries, collect relevant facts about the incidents of indiscipline, evaluate the evidence collected, if any. The Deputy Proctor shall place the relevant facts and information before the UPES Discipline Committee for consideration;

v. Recommend disciplinary proceedings against students, whenever required; and

vi. To suitably deal with media in event of law and order problems.

(b) The College Proctors shall hold Office for a period of One year and shall also be eligible for re-appointment.
The Deputy Proctor shall be the Member Secretary of the Proctorial Board and also the Disciplinary committee of the University, the College Proctors shall be the Member Secretary of their respective Discipline Committees, and shall convene the meetings of the Committee and issue notices/orders on behalf of their Discipline Committees/Authorities.

The College Proctors /Deputy Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to initiate/take immediate disciplinary action as the situation may warrant.

In event of a perceived threat of grave nature due to student indiscipline, the Deputy Proctor can seek the help of local police for maintaining law and order. But the police will only be called with the permission of Director Students Affairs/ Pro Vice Chancellor / Vice Chancellor / Chancellor. Requisition for calling police will be vetted by Legal Department and signed by Director Students Affairs as Authorized Signatory.

The Deputy Proctor (woman officer), in discharge of her duties, shall report to the Director Students Affairs and through him to the Pro Vice Chancellor/ Vice Chancellor/ Chancellor. The College Proctors shall report to their respective Dean/Director/ Director Student Affairs and through them to the Pro-Vice Chancellor. She will also be ex officio member secretary UPES Internal complaints committee (for prevention, prohibition ad redressal of women harassment) and women’s grievance redressal cell as notified from time to time.

8 Discipline Committees

Pro Vice Chancellor will be patron of all Disciplinary Committees as follows:

Of the University

Director Student Affairs - Chairman (Ex-Officio)  
A Dean / College Heads (may also be appointed as acting Chairman in the absence of DSA)

All Colleges Proctors

Deputy Proctor - Member Secretary

Of the College

The Dean / Director - Chairman  
DSA will also function as acting Chairman in the absence of the Dean / College head Two Senior Faculty Members of the College.

The College Proctor - Member Secretary

The Deputy Proctor

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

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

Note – major / serious offences and also which may have occurred off campus or where students or persons of other colleges, departments or non UPES persons may be involved or become witness; will be dealt by the UPES Disciplinary Committee. DSA as Chairman of the Proctorial Board will determine this aspect and inform all concerned.
9  Powers & Functions and Rules of Business of Discipline Committees

(a) Powers and Functions
i. The Discipline Committees shall take cognizance of all matters relating to breach of conduct/discipline and acts of misbehavior by the students of the University (as detailed in section 6.0), and shall have the powers to initiate disciplinary proceedings and recommend appropriate punishment as it may deem appropriate.

ii. The recommendations of the Disciplinary Committee(s) shall be approved by the PVC in cases of minor offences (through the Chairman), and by the Vice Chancellor/Chancellor for major offences (through the Pro Vice Chancellor)

iii. Powers to review any of the disciplinary action taken shall lie with the Vice Chancellor/Chancellor.

(b) Rules of Business
i. Faculty Members nominated to the Disciplinary Committee or as College Proctors shall hold office for a period of One year. Any vacancy occurring shall be filled for the residual period of the term.

ii. Three members of the Committee shall constitute a quorum for the meeting.

iii. The Committees shall meet as often as required.

10  Penalties

(a) Classroom Misconduct
Punishment for classroom misconduct shall be imposed by the respective teacher. Such punishment may include:

Verbal admonishment

Written warning

Assigning him/her additional assignments / tasks

Change of seat of a student

Sending a student out of the classroom

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

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

Verbal admonishment

Written warning

Assigning him/her additional assignments / tasks

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

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

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

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

<table>
<thead>
<tr>
<th>Minor Penalties *</th>
<th>Major Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine up to Rs. 5,000</td>
<td>Fine above Rs. 5,000</td>
</tr>
<tr>
<td>Recovery of pecuniary loss caused to University property</td>
<td>Recovery of pecuniary loss caused to University property</td>
</tr>
<tr>
<td>Written warning and information to the parent/guardian</td>
<td>Debarment from classes/hostels</td>
</tr>
<tr>
<td>Submission of written Undertaking</td>
<td>Debarring from an examination</td>
</tr>
<tr>
<td>Imposing a period of Disciplinary Probation */Counseling</td>
<td>Withholding scholarship (if entitled to)</td>
</tr>
<tr>
<td>Debarring from participation in any non-academic activity</td>
<td>Disqualifying from further studies, or prohibition of further admission or re-admission</td>
</tr>
<tr>
<td>Disqualifying from holding any representative position</td>
<td>Rustication from the University.</td>
</tr>
<tr>
<td>Suspension up to five working days from any academic or non-academic activities</td>
<td>Expulsion from the University.</td>
</tr>
<tr>
<td>Debarring from rendering assistance in summer internship, campus placements with the prior approval from Dean/PVC</td>
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</tbody>
</table>

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

**Note** – A student failing to meet the proctorial board member or any other authority as per the instructions given to him/her without intimation/valid reason is liable to be suspended from attending the class till such time he reports to the proctorial board member/authority concerned. The proctorial board member dealing with the case, after obtaining concurrence from the DSA will initiate the mail to IT/Course Coordinator to block him on the attendance portal. Intimation regarding this action will also be shared with the parents/guardian and a record of the same maintained. Suspension will be revoked when student reports to the proctorial board member concerned.

**d) Student on Disciplinary Probation**

I. **Invocation of Disciplinary Probation**

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

II. **Implications**

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

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

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

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

III. Termination of Disciplinary Probation
- Upon the termination of the period of Disciplinary Probation, the student will apply for revocation of Disciplinary Probation to The Proctor, through the Course Coordinator.
- The Proctor may consult the Course Coordinator and/or members of faculty to obtain feedback about the student’s general conduct inside and outside the classroom/Campus and submit a written recommendation to The DSA.
- The DSA will call a meeting of UPES DC, where the student will be given an opportunity for representation. His/her Course Coordinators may also be invited to the meeting.
- The UPES DC may:
  1. Revoke the Disciplinary Probation on termination of probationary period, or;
  2. Revoke the Disciplinary Probation subject to specific conditions mandated to the student, or;
  3. Extend the period of probation to another maximum period of six months as the case may be.
  4. A student whose conduct is found unsatisfactory after being on discipline probation for one year, will become liable for rustication/expulsion from the UPES.
a) All acts of indiscipline/misconduct during examinations will be dealt with in accordance with the provisions of “UPES Examinations & allied provisions, Regulations, 2003” as amended from time to time.

b) Any student who is involved in a serious criminal offence and against whom an investigation or trial is pending in a court of law, may be summarily expelled from the University by the Vice Chancellor on the recommendation of the Pro Vice Chancellor without the holding of Discipline Committee proceedings.

c) Provided that the offence in which the student is involved is of a serious nature and the Vice chancellor is of the opinion that his expulsion is necessitated in the interest of maintaining discipline in the University

d) No major penalties shall be imposed without giving the student a reasonable opportunity of being heard in person and represent his case. For defence of his/her case, the student will not be allowed to engage/hire any outside person or a lawyer.

e) Minor penalties as enumerated in Section 10 may be imposed by the Pro-Vice Chancellor on the recommendation of the College Disciplinary Committee.

f) Any major penalty enumerated in Section 10 may be imposed only after the recommendations of the Discipline Committee(s) are approved by the Pro Vice Chancellor /Vice Chancellor /Chancellor(as the case may be).

11. Procedures for Enquiry and Punishment

i. All cases of indiscipline and misbehavior shall be referred immediately to the College Proctor / Deputy Proctor directly or through the PVC/Dean/College, Director. Director Student Affairs and / or, who after a preliminary enquiry and assessing the nature and seriousness of the act, shall: either recommend to DSA summary dismissal of the case with minor penalty as specified for general/ classroom misconduct, or Convene a meeting of the Discipline Committee and place the facts and evidence gathered before it.

ii. A notice for the meeting indicating date, time and the venue shall be issued (within 3 days of the offence) by the College Proctors / Deputy Proctor in consultation with the Chairman of their Disciplinary Committee and the guilty students shall be given an opportunity to appear before the Committee for cross examination and interrogation.

iii. The Disciplinary Committee shall hold its meeting latest within 5 days of the offence and submit recommendations within next 2 days.

iv. During the period of inquiry, the Disciplinary Committee will be empowered to suspend the student if its judgment is in the larger interest of the student community. (Reasons for suspension will be stated in the DC proceedings. Notwithstanding completion of the proceedings, such suspension will be revoked as soon as feasible. Period of suspension undergone will be considered while awarding the penalty)

v. If further investigation is required, the Disciplinary Committee may inform the student in writing about the next appearance date and time.

vi. The Disciplinary Committee is to keep a record of the proceedings and compile a Report containing all facts and evidence that has been placed before it. Such report along with the recommendations and punishment to be imposed is to be given to the Pro vice chancellor who would forward the same to the Vice Chancellor for further action (as the case maybe). If the guilty student fails to appear, the Disciplinary committee will have the right to draw its conclusion ex parte and submit the aforesaid documents to the Pro Vice Chancellor. *

vii. The final decision shall be communicated to the convicted student(s) and to their parents by the College Proctors (minor penalties) / DeputyProctor(major penalties).

* Processing of College DC proceedings recommendations to PVC / VC will be carried out through DSA for technical scrutiny.
12. Appeal

i. A student having been awarded a penalty for any act(s) of indiscipline or misconduct, shall have the right to file an appeal (in writing) for review of the decision to the Vice Chancellor/Chancellor within 10 days of the service of the order.

ii. The powers to review the major penalties imposed shall lie with the Vice Chancellor/Chancellor. Powers to review the minor penalties shall be with the Pro-Vice Chancellor as the case may be.

iii. The Pro Vice Chancellor/ Vice Chancellor/Chancellor may either maintain the earlier decision, moderate or refer it back to the Disciplinary Committee for review in light of any new submissions made by the student in his appeal.

iv. The decision of the Pro Vice Chancellor/ Vice Chancellor / Chancellor following the appeal will be final (as the case may be) and no more appeal(s) shall be entertained thereafter.

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

AIM

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

APPLICABILITY

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

- The applicability is extended not only to the information through observation of on Campus behavior, but also to the cases where any university official has been informed about unusual behavior regarding a student observed by others outside the campus.

- It will also extend to other outstation assignments like industrial tours internship, co – curricular, extracurricular and sports activities etc.

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

CATEGORIZATION

The policy covers two broad categories as follows:

- Abnormal Behavior.
- Deviant Behavior.

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

ABNORMAL BEHAVIOR

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

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

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

Process for Dealing with Cases of Abnormal Behavior

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

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

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

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

DEVIAN T BEHAVIOR

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

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

Dealing with Deviant Cases

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

- **Self Harm Tendency Cases:** Student who has shown self harm tendencies will be handed over to parents on the recommendation of the Counselor and the Proctorial Board. Parents will be advised to get the student treated. The student can resume his studies thereafter, on production of fitness certificate from a qualified psychiatrist and favorable review by the UPES Counselor. The duration of treatment shall not exceed six months and will be treated as extra ordinary suspension. This will required to be duly approved by the Vice Chancellor. As regards attendance, examinations, and fees existing, UPES rules will apply. On a lapse of six months period or more with no improvement in condition or intimation from the parents / students, the University may decide to remove the student from the rolls.

- **Substance Abuse:** Student who voluntarily discloses his / her addiction will be examined by the Counselor / Doctor. In case of serious condition, procedure outlined for self harm cases will be followed. Student found in possession or consumption of banned substance will be dealt with as the disciplinary procedure laid down in the Student Bulletin.

- **Absenteeism:** Student remaining frequently absent / unpunctual in class will be referred to counselor by the course coordinator under the intimation to College Proctor and Asst Proctor. The Counselor may treat the case or recommend the student be handed over to the parents as per the procedure laid down above.
Gender Insensitivity/ Ragging/ Frequent Breaking of Rules/ Socially Unacceptable Conduct: Following action will be undertaken:

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

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

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

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

DOCUMENTATION

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

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

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

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

The use of social media platforms is becoming common for the university community, students and employees, and these communications tools have the potential to create a significant impact on organizational and professional reputations. The University of Petroleum & Energy Studies has developed a policy to properly portray, promote and protect the institution and to assist UPES entities in creating and managing their social media accounts. The following policy also provides suggestions on how to protect personal and professional reputations while using social media. This policy requires that:

- Officially-recognized UPES social media accounts and web pages be reviewed and approved through an application process.
- Each social media account will have responsible administrators assigned – which may be outsourced.
- Each officially-approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
- Inappropriate, offensive, injurious and illegal content may be removed by accounts administrators or at the direction of University Academic Administrators or Central IT Services.
- Best practices for social media accounts should be considered.

2. Application of Policy

This policy will apply to social media accounts created by University employees for the official business purposes of the University, including UPES faculty, groups, departments, programs, entities, etc. It will therefore impact students, faculty, and staff who utilize various social media for communication in conjunction with representing the University. Some examples of the various communication media included under this policy are Facebook, Twitter, LinkedIn, Flickr, Docstock and YouTube.

All officially-recognized social media accounts will be publicly listed by the university in a directory on the UPES website.

Students organizations that wish to create social media accounts that will be officially recognized by the University must be registered through the University’s Corporate Communication / Central IT services departments.

Exemptions

This policy will apply only to social media accounts created for the express purpose of officially representing University groups, departments, programs, entities, etc. and will not apply to private social media accounts. University employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the University.

4. Definitions

**Poster or User:** A person submitting content to any social media site that is officially recognized by UPES

**Social Media:** Social media is media designed to be disseminated through social interaction using highly accessible and scalable publishing techniques. Social media uses internet and web-based technologies to transform how people communicate with one another and receive news, information and entertainment. Social media has transformed people from content consumers to content producers. Types of social media include networks like Facebook and YouTube but also include blogs and podcasts.

**Social Media Accounts:** These are accounts or profiles created in social media outlets such as Facebook, Twitter, YouTube, Flickr, and LinkedIn.

**Social Media Best Practices:** These consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts.

**Social Media Staff:** Members of the social media staff are from the corporate communication department of the University. The purpose of these staff is to help UPES create, manage and succeed in using social media outlets to further their academic mission. The Social Media Staff will identify individuals and groups that currently manage social media accounts for UPES entities, advise them on the policy, and encourage those who have not done so to apply for official recognition status. The staff will provide occasional training sessions regarding social media use and its role at UPES.

**Social Media Terms and Conditions:** The terms and conditions imposed by the social media website in which the user is participating.
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**University’s best interest:** To represent the University in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

5. **Procedures and Responsibilities**

A. **Use of Social Media Sites for General Business, Marketing and Communications**

1. The Vice President for Marketing and Advisor – Corporate Communication will be responsible for administering this policy.
2. The Social Media Policy Staff will manage the day-to-day application process and update the UPES website web page and account directory as needed.
3. All social media accounts officially recognized by UPES must have at least two UPES employees as administrators at all times to ensure adherence to this policy.
4. Should a UPES employee administrator of an account leave the University for any reason or no longer wishes to be an account administrator, it is the VP Marketing / Advisor Corporate Communications responsibility to designate another employee to be an account administrator and remove the former employee’s administrative permissions to the site. Whenever possible, a department should appoint two individuals to act concurrently as account administrators for a social media site representing UPES.
5. If two employees are not available to serve as account administrators, a member of the Social Media Staff may serve in that capacity.
6. Employees/students identified as administrators of accounts are responsible for managing and monitoring content of their social media accounts. Administrators are responsible to remove content that may violate the University Acceptable IT Policies or the Terms and Conditions of use.
7. **Guidelines for Content:**
   a) Users are expected to adhere to some standards of conduct online as they would in the workplace. Laws and policies respecting contracting and conflict of interest, as well as applicable policies and guidelines for interacting with students, parents, alumni, media and all other University constituents apply online and in the social media context just as they do in personal interactions. Users are fully responsible for what they point to social media sites.
   b) Use good judgment about content and respect privacy laws. Do not include confidential information about the University, its staff, or its students. Post only content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
   c) Representation of your personal opinions as being endorsed by the University or any of its constituent entities is strictly prohibited. UPES’s name or logos may not be used to endorse any opinion, product, private, private business, cause, or political candidate.
   d) By posting content to any social media site, the poster represents that the poster owns or otherwise has all of the rights necessary to lawfully use that content or that the use of the content is permitted by fair use. Posters also agree that they will not knowingly provide misleading or false information, and that they will indemnify and hold the University harmless for any claims resulting from the content.
   e) While UPES is committed to the protection of academic freedom, and it does not regularly review content posted to social media sites, it shall have the right to do so, and, with respect to any site maintained in the name of the University, may remove or cause the removal of any content for any lawful reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
   f) When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
   g) Refrain from using information and conducting activities that may violate University or Government rules and regulations.
h) If you also maintain your own personal social media accounts, you should avoid creating confusion over whether or not the account is associated with UPES. If you identify yourself as a University student, faculty or staff member online, it should be clear that the views expressed on your site are not those of the University and you are not acting in your capacity as a UPES employee or student. While not a requirement, UPES employees may consider adding the following disclaimer to personal social media accounts. “While I am an employee/student and the University of Petroleum & Energy Studies, comments made on this account are my own and not those of University”.

**Enforcement**

i. Users found violating this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal.

ii. Alleged violations will be handled through the University disciplinary procedures applicable to the user.

iii. The University may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability.

iv. The University may also refer suspected violations of applicable laws to appropriate law enforcement agencies.

**15. Amplification Note to the Social Media Policy and Code of Conduct for Students**

**INTRODUCTION**

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

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

**A - Guiding Parameters (Merriam-Webster Online)**

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

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

**B. Key Principle**

Interacting with each other on-line is no different than interacting face-to-face. We are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions. Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for members of the UPES community (including students, employees, parents, or others) should be judiciously avoided in written communications, and cyberspace.
Students who participate in online interactions must remember that their posts reflect on the entire UPES community and to the world at large, are subject to the same behavioral standards set forth in the Student Code of Conduct as given in the Student Bulletin.

Code of Conduct

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

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future employer to see, as you can not control posted data once it is on the web.

2. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

3. “Common E-Mail Ids” (CEI) – CEIs are email ids whose password is shared by a large number of students/faculty members. There is no mechanism to identify and control the password possession and spread of these mail IDs. Therefore finding out / fixing the ownership of e- mailed material, of the actual person who sends mails using CEIs is impossible.

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

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

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

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

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

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

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

4.4 Using inappropriate abusive, loose and degrading language on social media forums.
4.5 Posting/uploading teaching material – notes, power point presentations, copy of case studies, student advisory, caution letter, penalty letter etc., provided to them by faculty members / University on internet without the authorization from respective faculty members/ UPES authorities.

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

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

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

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

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

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

C. Privacy

1. Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the UPES in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed.

2. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

3. To make it difficult for others to access information about your private life, make certain that your personal social networking profile is set to "private" and that personal information is not available to "friends of friends" or other peripheral contacts.

4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. **Do not share your password with anyone including your friends, teachers and parents.**

5. Always respect the privacy of others.

D. Content

1. Due to the fact that social media sites are increasingly inter-connected, you should be aware that any content posted on-line may eventually (or immediately) show up on other sites. Not posting inappropriate content in the first place is the only way to completely protect against this possibility.
2. Follow the UPES code of conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

3. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.

4. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing someone else’s idea(s), be sure to cite your source with the URL. It is good practice to hyperlink to your sources.

5. Students who choose to post editorial content to websites or other forms of online media including online queries by prospective students or employers must ensure that their submission does not reflect poorly upon the University.

6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.

7. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

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

15. UPES POLICY ON PREVENTION OF SEXUAL HARRASSMENT AGAINST WOMEN - SALIENT FEATURES

THE UPES is committed to provide safe working and academic environment to all girl students and its women employees. Salient aspects of the UPES rules and regulations covering prevention of sexual harassment against women are given in the succeeding paragraphs.

UPES provisions have been framed in accordance with the existing law viz– The Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The UPES Internal Complaints Committee (ICC) under the above Act stands constituted. The key members, who can be contacted by any aggrieved person, are as follows;

1. Ms Deepa Verma, Director Institutional Affairs – Chairperson. (deepa.verma@upes.ac.in)
2. Brig (Retd) Dr Anil Sharma, Director Students Affairs - Convener. (aksharma@ddn.upes.ac.in)
3. Ms Anshu Paliwal, Deputy Proctor – Member Secretary. (apaliwal@ddn.upes.ac.in)

Objectives of ICC

- Prevent discrimination and sexual harassment against women by promoting gender amity among students and employees.
- Deal with cases in a time bound manner as per provisions contained in the Government Act 2013, referred above.
- It will act to ensure support services to the victim complainant as also cessation of harassment.
- Examine and investigate all complaints of the UPES in accordance with detailed provisions laid down vide the abovementioned law.
- Recommend appropriate punitive action against the guilty party.
• All consultations and proceedings of ICC and identity of the victim will be kept strictly confidential as far as possible. To recommend action against the complainant in case the complaint is found to be false or malicious or evidence tendered is found to be false.

The aforementioned law has conferred the ICC, with the powers of summoning / enforcing attendance of witness, taking their deposition on oath and production of such documents / evidence as may be required.

Definition

Sexual harassment means and includes the “unwelcome” sexually determined behavior “whether directly or by implication” and also;

a) Demand or request for sexual favors;

b) Sexually colored or double meaning or unsavory remarks;

c) Showing pornography or other offensive or derogatory pictures, cartoons, pamphlets or sayings;

d) Other unwelcome physical, verbal or non verbal conduct of sexual nature.

e) Eve teasing, jokes causing or likely to cause awkwardness or embarrassment, innuendos and taunts;

f) Gender based insults and taunts;

g) Unwelcome sexual overtones in any manner: such as over telephone/ mobile/ social media (Facebook, Twitter, Whats Apps etc ( repeated missed calls, obnoxious calls or sms /mms messages/ circulation of pictures / posting of videos. Even keeping of someone else’s obscene picture in mobile/ computer / hard copy or any other device is prohibited.

h) Physical contact and advances, touching and brushing and brushing against any part of the body, including forcible physical touch or molestation of any kind;

i) Physical confinement against one’s will or any other act likely to violate one’s privacy.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment / discrimination may amount to sexual harassment:-

i. Implied or explicit promise of preferential treatment in her employment / professional advantage; or

ii. Implied or explicit threat of detrimental treatment in her employment; or

iii. Implied or explicit threat about her present or future employment status; or

iv. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or

v. humiliating treatment likely to affect her health or safety

(Authority - The Sexual Harrassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and UPES Policy against Sexual Harassment, under the Employee Welfare Scheme Version 1.1)

Procedure for Approaching the ICC

Any person feeling aggrieved of such offence by any employee or student of the UPES may complain in writing / by email to Member secretary, Convener or Chairperson. Confidential mail ID for the purpose is as follows;

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

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

Preamble

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

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

1. Title, commencement and applicability

1.1 These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
3. **What constitutes Ragging:** Ragging constitutes one or more of any of the following acts:

a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

i) Any act that affects the mental health and self-confidence of a fresher or any other student; with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. **Definitions**

In these regulations unless the context otherwise requires:

a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);

b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.

d) “Commission” means the University Grants Commission;

e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
g) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

h) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

i) “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;

k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be. (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clause Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clause Act, 1897, as the case may be.

5. Measures for prohibition of ragging at the institution level

a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,

b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

6. Measures for prevention of ragging at the institution level

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

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

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

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and
other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution’s resolve to ban ragging and punish those found guilty without fear or favour.

k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.

m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

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

a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephonenumber, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the fresher’s about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of
Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff, and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

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

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

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

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for
initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

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

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.

c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.

g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs
relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.

m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

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

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

Abetment to ragging;
Criminal conspiracy to rag;
Unlawful assembly and rioting while ragging;
Public nuisance created during ragging;
Violation of decency and morals through ragging;
Injury to body, causing hurt or grievous hurt;
Wrongful restraint;
Wrongful confinement;
Use of criminal force;
Assault as well as sexual offences or unnatural offences;
Extortion;
Criminal trespass;
Offences against property;
Criminal intimidation;
Attempts to commit any or all of the above mentioned offences against the victim(s);
Threat to commit any or all of the above mentioned offences against the victim(s);
Physical or psychological humiliation;
All other offences following from the definition of “Ragging”.

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

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

8. Duties and Responsibilities of the Commission and the Councils

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

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

a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

9. Administrative action in the event of ragging:-

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

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

   i. Suspension from attending classes and academic privileges.

   ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

   iii. Debarring from appearing in any test/ examination or other evaluation process.

   iv. Withholding results.

   v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. vi. Suspension/ expulsion from the hostel.

   vii. Cancellation of admission. viii. Rustication from the institution for period ranging from one to four semesters.

   ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

   i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

   ii. in case of an order of a University, to its Chancellor.
9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

i. Withdrawal of affiliation/recognition or other privileges conferred.

ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

iii. Withholding grants allocated to it by the university, if any

iv. Withholding any grants channelled through the university to the institution.

v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff.

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

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.

ii. Withholding any grant allocated.

iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.

iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.

v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

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

Secretary

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

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


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

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

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

Thank you very much for your cooperation.

With kind regards,

RAJ KACHROO

Founder Trustee AmanSatyaKachroo Trust.

Monitoring the Project on Ragging Prevention on behalf of UGC.

Anti Ragging Help Line1800 180 5522

E mail: helpline@antiragging.in
**LIST OF OFFICE BEARERS YOU SHOULD KNOW**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>Dr. S. J. Chopra</td>
<td>President</td>
<td>Mr. Utpal Ghosh</td>
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<tr>
<td>Registrar</td>
<td>Mr. Abhay Sharma</td>
<td>Finance Officer</td>
<td>Mr. Sachin Jain</td>
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<tr>
<td>Dean (COES)</td>
<td>Dr. Kamal Bansal</td>
<td>Director</td>
<td>Dr. Anirban Sengupta</td>
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<tr>
<td>Director (Institutional Affairs)</td>
<td>Ms. Deepa Verma</td>
<td>Director</td>
<td>Brig. S. S. Dhillon</td>
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<tr>
<td>Director- Govt. Relations &amp; Media Affairs</td>
<td>Mr. Arun Dhand</td>
<td>Director- Administration</td>
<td>Brig. (Dr.) Anil Kumar Sharma</td>
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<tr>
<td>Vice Chancellor</td>
<td>Dr. H. Shrihari</td>
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<td>Dr. Subir Ranjan Das</td>
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<td>Vice President (Academic Affairs)</td>
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<td>Dr. Tabrez Ahmad</td>
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<td>Director (Student Affairs)</td>
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**UNIVERSITY OF PETROLEUM & ENERGY STUDIES**

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<tr>
<th><strong>STUDENT RECORD &amp; EVALUATION CELL</strong></th>
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<tr>
<td>Dr. Amitabh Bhattacharya</td>
<td>Controller of Examinations</td>
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<tr>
<th><strong>CAREER SERVICES DEPARTMENT</strong></th>
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<tbody>
<tr>
<td>Mr Mohit Gupta</td>
<td>Assistant Director - COMES and COLS Programs</td>
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<tr>
<td>Ms Alipta Dutta</td>
<td>Sr Manager, COES Programs</td>
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<tr>
<th><strong>PROCTORIAL BOARD</strong></th>
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<tr>
<td>COES</td>
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<tr>
<td>Dr. R. K. Tripathi</td>
<td>College Proctor</td>
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<tr>
<td>Dr. Sanjeev Dubey</td>
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<tr>
<td>Dr. PSVS Sridhar</td>
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<tr>
<td>Dr. Shilpi Agarwal</td>
<td>Shadow Proctor</td>
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<tr>
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<tr>
<td>Mr. Neeraj Kataria</td>
<td>College Proctor</td>
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<tr>
<td>Ms. Rajeshwari Deb</td>
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<tr>
<td>Mr. Sam Babu K.C.</td>
<td>College Proctor</td>
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<tr>
<td>Ms Shruti Reddy</td>
<td>Shadow Proctor</td>
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<tr>
<td>UPES</td>
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<tr>
<td>Ms. Anshu Paliwal</td>
<td>Deputy Proctor- Member Secretary, PB and Internal Complaints Committee</td>
</tr>
</tbody>
</table>

Students Affairs Officer: Mr. Ashutosh Dora

Cultural Convener
COES – Dr. Shalini Vohra
COMES – Mr. Pravin Jadhav
COLS– Dr. Saroj Bohra

**SPORTS, ADVENTURE & CULTURAL ACTIVITIES**
Mr. Manish Madan
Sr.Manager – Student Affairs
Mr. Anant Prakash Mishra
Sports Officer

**WELFARE ACTIVITIES**
Mr. Rana Vikram Singh – Sr.Manager – Students Welfare

**IT & LIBRARY**
Dr. Ranjan Sinha Thakur
Head – Librarian
Mr. Ravindra Yatagiri
Deputy Director – IT

**ADMINISTRATION DEPARTMENT**
Lt.Col. (Retd.) Praveen Srivastava, Dy. Director(Administration)
Mr. Manish Yagnik, Manager- Administration

Lt. Col. (Retd.) Bhagwan Singh
Manager – Hostel
Mr. Govind Singh Rawat
Sr Hostel Warden - Kandoli Campus
Mr. Arvind Kumar Sharma
Hostel Warden – Bidholi Campus
Ms. Manju Pant
Sr Warden Girls

**FINANCE AND ACCOUNTS**
Mr. NEERAJ KAPOOR
Sr. Associate Director (Dehradun)

**INFIRMARY**
Dr. (Maj.) L.M.S.Negi, Chief Medical Officer

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## DIRECTORATE OF STUDENT AFFAIRS
### ACTIVITY CALENDAR -2015 – 2016

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<td>M3 &amp; T2</td>
<td>ANTI RAGGING CAMPAIGN</td>
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<tr>
<td>JULY</td>
<td>M3 &amp; T2</td>
<td>ANTI RAGGING CAMPAIGN</td>
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<td>AUGUST</td>
<td>ANTI RAGGING CAMPAIGN 29th &amp; 30th Fresher parties</td>
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<tr>
<td>SEPTEMBER</td>
<td>Football Tournament cum Trails for UPES Team</td>
<td>6th Sep Fresher’s Parties</td>
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<td>OCTOBER</td>
<td>Volleyball Tournament cum trials for UPES Team &amp; Trials for UPES Cricket Team</td>
<td>10th &amp; 11th The Annual Youth Festival UURJA</td>
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<td>NOVEMBER</td>
<td>Handball Tournament</td>
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<td>DECEMBER</td>
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<td>JANUARY</td>
<td>Athletics Athletics Meet</td>
<td>Anti-Substance Abuse &amp; Road Safety Awareness Campaign</td>
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<td>FEBRUARY</td>
<td>Basket Ball Tournament</td>
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<td>MARCH</td>
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<td>MAY</td>
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LIST OF ABBREVIATIONS

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