



मेडी-केप्स विश्वविद्यालय, इन्दौर
Medi-Caps University, Indore



POLICY BOOKLET

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MENTORSHIP POLICY

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Regulation- 64 Mentorship Policy

1. MENTORSHIP

Mentoring is done in order to acquaint and equip students with the competencies required to face future challenges of professional world. Mentoring being a key strategy shall form the integral part of professional development.

Mentoring is principally, a validated relationship that supports and encourages personal and professional learning and development. It requires a sound and trusting relationship which rely upon the degree of understanding and responsibility shared by the mentoring partners. The establishment of relationship is crucial and will determine the level and quality of dialogue. Through continuous dialogues, mentor and mentee derive opportunities and time to know each other for building a foundation for development of the personal & professional relationship. This will lead to connect students more to the needs of society, industry, R &D and the country as a whole. This phase shall help students enhance their specialized skills for being a well-groomed professional.

Mentoring is contributing time, attention, insights, and advice to help a mentee within an environment where they have apt resources and support to develop social, technical, and intellectual capital.

Mentoring requires partnership and collaboration. This is an effective program for students which starts from admission and end with their course completion. In this process, students are supported in their all-round development through the guidance related with personal, academics, extra-curricular & co-curricular activities, internship & placements etc. This outcome requires full planning and implementation by the mentors.

Sheer providing of resources to a mentee to accomplish a technical / intellectual capital is not mentoring. Mentorship is a relationship between two people where the individual with more experience and knowledge, guides and behaves like a local campus guardian to the mentee





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through personal interactions.

2. Mentor

A mentor is a teacher or an advisor who leads through guidance. Mentoring is a process by which faculty, with highly acquired achievements, counsel, guide, instruct and facilitate the intellectual and career development of students. A mentor is “Anyone who offers knowledge, insight, perspective, or wisdom that helps other people professionally and also goes beyond duty or obligation.”

3. Mentee:

“A mentee is someone who has identified a specific personal or professional goal and believes that the guidance and help of a mentor, and being held accountable to the mentor, can help achieve goal” or “Anyone who wants to learn and seeks valuable advice from someone who knows to grow professionally and/or personally.”

As such, the Mentee need to actively participate, retain critical faculties, seek new capacities, seek overall development other than domain area, remain open to multiple influences and own responsibility for success.

4. Mentoring Initiatives

In order to frame this policy, the broad initiatives, which were undertaken, comprise:

- Enriching the learning process by providing expert advice and guidance by experienced mentors to the newly admitted students.
- Distinguishing the family background, social status, health status, academic background, hobbies, vision, mission and future endeavors etc.
- Identifying mentoring needs at different levels and for different categories of students keeping in mind the present status of student.
- Prescribing the framework structure and content of mentoring program at stages for the allotted mentee.





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- Identifying a suitable mechanism to implement mentoring program by the mentor.
- Identifying relevant plans including co-curricular & extra-curricular activities for the all-round development of mentee.
- Planning for continuous updating of implementation strategies of the program and the quality and content of resource material.

5. Objectives of mentorship:

- Help mentee to identify and achieve career development and personal growth goals as per the need of society.
- Support in equipping with the knowledge, skills and abilities to face real-life challenges.
- Foster higher levels of engagement and career vision.
- Prepare mentors with the tools necessary to enhance their capability within their current roles.
- Create opportunities to meet and partner with stakeholders, or expand cultural boundaries.
- Create a culture that sees mentorship as an effective way of developing proficient individuals.

6. SOP & Rules and Regulation for Mentors

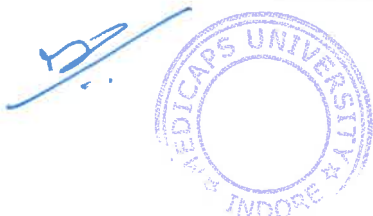
1. Mentor meetings should be conducted every fortnightly.
2. Mentor can choose 1st & 3rd week or 2nd & 4th week of the month as per his/her convenience.
3. Mentor will discuss Objectives of Mentorship and Mentor Form at length with newly admitted mentees to provide clarity on the concept.
4. In case of offline meeting mentor should conduct meeting during Lab hours of the mentee. For online meeting, the meeting time may be from 8.30 to 10.30am or from 3 to 5 pm.
5. Mentor will circulate the form and collect the proper filled-in forms from his/her mentee having all the details.





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6. Mentor will discuss on points (but not limited to) problem faced, skill, activities, mannerism, career, library visit, regularities, assignments, quizzes, project, book issue, reading outside syllabus, personal looks, seminar, paper presentation etc.
 7. After every meeting, the mentor will record the discussion in mentor form for future reference viz. attendance, update on his last meeting discussion, achievements, participation in extra-curricular and co-curricular activities, suggestions etc.
 8. After each MST, mentors will record the marks, to monitor academics of mentee.
 9. In the very first meeting of the semester, mentor will record the Assignment / Quiz marks. End-Sem marks of the previous semester in the mentor form of the mentee, to define the mentee as slow learner or fast learner. Based on this the mentor will plan a strategy for further improvement of the mentee.
 10. Mentors should maintain semester-wise mentees record of Credit earned, CGPA, SGPA and Total Credits earned, collect the internship/training certificate of previous semester.
 11. Mentor will constantly motivate the mentee for upliftment in every related and relevant area.
 12. Mentors should inform mentee about various initiatives taken by the university towards the all-round development of the students.
 13. The mentors of final year (Pass out Batch) should collect the information related with the future endeavors of their allotted mentees.
 14. Mentor file of a mentee should have the scheme of his/her program along with the suggested scheme for the mentee (in case of makeup students).
 15. Mentors should interact with parents of mentee as and when required.
 16. If the mentee fails to attend the meeting continuously two times, the mentor should inform the same to the class coordinator and to the parent of the mentee.
- 7. Method/Ways:** Online /Offline mode
- 8. Frequency of contact:** In every 15 days.
- 9. Nature of communication:** Personal (one on one basis).





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10. Three most significant facts about the performance of the mentor-mentee system

- A. Regular meetings and discussion.
- B. Constant motivation to the mentee by mentor for being responsible professional.
- C. Continuous guidance for all round development.

SUPPORTING THE MENTORING RELATIONSHIP

Mentoring has long been recognized as a powerful tool in career development. Early career psychologists are advised to find mentors, either informally on their own, or to participate in formal mentoring programs. Regardless of how a mentor and mentee are matched, etiquette and ethics demand that the relationship be conducted in a professional manner with consideration and respect for both individuals. Mentoring is a dynamic process and a developmental network of mentoring can help mentees identify several mentors who can address a variety of career-related needs. The leadership within an institution must first recognize and identify the need for mentoring, and then plan, develop, support, and promote a program that directly addresses specific workforce gaps—both current and future. Regardless, whether the leadership at an institution recognizes and supports mentoring, a staff member's career can benefit from a mentoring relationship, even if not officially sanctioned. Support is to be ensured broadly in:

- Time allocation – as reduced allotment, time for mentoring activities and time for professional learning activities.
- A well-considered teaching load and class allocation, which considers the beginning teacher's experiences and needs.
- The position of an induction and mentor coordinator as a leadership position in the HEI.
- Regular and timetabled mentoring meetings on a weekly or fortnightly basis.
- The mentor and novice teacher working in close physical proximity to one another.
- The mentor and beginning teacher teaching the same year or subject level.





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- Active support from the HEI leadership for both the beginning teacher and the mentor.

a. Mentee:

“A mentee is someone who has identified a specific personal or professional goal and who believes that the guidance and help of a mentor – and being held accountable to the mentor – can help them achieve their goal” or “Anyone who wants to learn and seeks valuable advice from someone who knows in order to grow professionally and/or personally.”

b. Mentor

A mentor is a teacher or an advisor one who leads through guidance. Students Mentoring is a process by which experienced senior faculty with highly acquired achievements - counsel, guide, instruct and facilitate the intellectual and/or career development of generally new students. A mentor is “Anyone who offers knowledge, insight, perspective, or wisdom that helps other people professionally and also goes beyond duty or obligation.”

i. Qualities of a Mentor:

Willingness to serve as a source of information both in the mentees field and within the institution, as an advisor who provides multiple perspectives with guidance on better options, as an advocate, confidant and friend, as a sounding board, as a person who opens doors and facilitates connections, and as a sponsor and promoter to others in the community. To be specific:

- Mentor provides constructive feedback by reviewing their mentee’s draft proposals and papers. Mentors can also provide constructive feedback on





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instructional activities both inside and outside of the classroom. Perspectives and sponsorship in impactful/beneficial service is also encouraged.

- Mentor may also involve the mentee as a collaborator leading to co-authorship on journal papers.
- Demonstrated success in professional activities essential for tenure and promotion of faculty including having secured and sustained substantial external research funding, published extensively in peer reviewed journals, valuing teaching as well as earning recognition as a respected teacher, and serving in leadership roles in their local/national professional community.
- Mature professional and research career standing and readiness to nurture younger colleagues.
- Ability and desire to work with others with unselfish, caring and genuine interest in the welfare of the faculty, department, and larger research community at universities.

Mentor values - credibility, integrity, confidence, cooperation, chores and communication skills, professional activity, credit, and intolerance of harassment.

ii. Expectations from a Mentor:

- Awareness of Mentee teacher's context of learning
- Understanding of teaching practice requirements and teacher- learning aspects
- Contextual knowledge of mentee teacher's online learning of modules
- Pedagogy of Adult learning and of mentoring & knowledge of the teaching profession
- Understanding of the higher education system and teacher's effectiveness performance criteria
- Collection and interpretation of evidence of learning
- Analysis and reflection on evidence of learning
- Use of effective observation skills and strategies





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- Demonstration of professional leadership and understanding of the potentiality of effective teachingmentors need to be empowered
- Counselling and guidance skills suiting to the needs and requirements of the mentee.
- Role model in various dimensions of academics.

iii. Qualifications and Experience of a Mentor

The essential educational qualifications for the mentor will be a senior faculty member with **UG teaching / PG teaching /Research**.

IMPLEMENTATION STRATEGIES

For empowering the teachers in the broad spectrum of areas and developing their holistic personality, twophased mentoring strategies especially for the teachers who are the new entrants in the higher education system has been planned.

First stage

The mentor assists the beginning teacher in accomplishing specific tasks related to their new position andprovides modelling of skills, sharing of strategies and observational feedback.





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<p>Module One: Getting Started</p> <ul style="list-style-type: none">➤ Icebreaker➤ Organizational Items➤ Workshop Objectives	<p>Module Seven: The Importance of Trust</p> <ul style="list-style-type: none">➤ What is Trust?➤ Trust and Coaching➤ Building Trust
<p>Module Two: Defining Coaching and Mentoring</p> <ul style="list-style-type: none">➤ What is coaching?➤ What is Mentoring?	<p>Module Eight: Providing Feedback</p> <ul style="list-style-type: none">➤ The Feedback Sandwich➤ Providing Constructive Criticism➤ Encouraging Growth and Development
<p>Module Three: Setting Goals</p> <ul style="list-style-type: none">➤ Goals➤ Identifying Appropriate Goal Areas➤	<p>Module Nine: Overcoming Roadblocks</p> <ul style="list-style-type: none">➤ Common Obstacles
<p>Setting SMART Goals</p>	<ul style="list-style-type: none">➤ Re-Evaluating Goals➤ Focusing on Progress
<p>Module Four: Understanding the Reality</p> <ul style="list-style-type: none">➤ Getting a Picture of Where You Are➤ Identifying Obstacles➤ Exploring the Past	<p>Module Ten: Reaching the End</p> <ul style="list-style-type: none">➤ How to Know When You've Achieved Success➤ Transitioning the Coaches➤ Wrapping it All Up
<p>Module Five: Developing Options</p> <ul style="list-style-type: none">➤ Identifying Paths➤ Choosing Your Final Approach➤ Structuring a Plan	<p>Module Eleven: How Mentoring Differs from Coaching</p> <ul style="list-style-type: none">➤ The Basic Differences





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Module Six: Wrapping it All Up

- Creating the Final Plan
 - Identifying the First Step
- Getting Motivated

- Blending the Two Models
- Adapting the GROW Model for Mentoring
- Focusing on the Relationship

Module Twelve: Wrapping Up

- Words from the Wise
 - Lessons Learned
- Completion of Action Plans and Evaluations





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AWARD FOR GOLD MEDAL POLICY

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Regulation- 60
Award for Gold Medal Policy

Introduction

In order to motivate students to excel in academics and encourage healthy competition for academic performance, Medi-Caps University awards meritorious students every year.

On the basis of their performance, the University releases a list of deserving applicants per programme and branch at Convocation. Their performance is calculated in accordance with the standards of the university merit list so that the students are aware of where they stand in terms of academic performance. Final-year students who excel or place in the university's final results are recognised at Convocation, where their parents are also invited.

The students are awarded as per the following criteria:

1. The student who will have highest CGPA in the class and minimum requirement of CGPA of 8.5 is eligible for award of Gold Medal.
2. The candidate(s) must have passed the examination without any grace in the regular/normal period of the programme in first attempt/sitting per semester and year wise i.e. there has been no reappear in any subject(s)/course(s) during the period of his/her study.
However, if a candidate pass the subject(s) after re-evaluation of the main exam then it shall be treated as single attempt. Such re-evaluated marks shall be considered for ascertaining the award of Gold Medal.
3. **The candidate who got reappear on account of absence in any paper/subject in exam shall not be eligible for award of Gold Medal.**
4. The candidate(s) who have submitted their thesis or dissertation up to the 30th of June of the final academic year of their studies will be considered for award of the Gold Medal for those programmes where it is required for the partial fulfilment of the degree.





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5. The final decision on the award of the Gold Medal will be made following the completion of the program's final semester exam reevaluation process.
6. In case, If two or more candidates received the same CGPA, the Gold Medal will be awarded based on the following criteria, in order of preference:
 - (a) The applicant who achieved the highest CGPA, taking into account the decimal point up to the second, will rank higher.
 - (b) The candidate who received the highest actual marks or scores in the final year will be ranked higher.
 - (c) The applicant who received the highest real marks or scores in the theory papers only of the end-of-semester exam of the final year would be placed higher.
7. The minimum number of students in the class must be ten (10).
8. The specifications of medal will be approved by the Vice-Chancellor.





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GENDER EQUALITY POLICY





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Gender Equality Policy

Introduction

Medi-Caps University bows upon giving due respect to issue of gender equality in all dimensions. The need to have a safe working space for students, staff and other stakeholders in the campus is one of the significant aspects of any institute of Higher Education. Constitution of India deal with these issue in Articles 14, 15, 19(1)(g), 21. Education plays a vital role in promoting the unrestricted commitment of Equality and Justice as articulated in the Constitution of India.

The objective of this Gender Equality Plan is to bring a positive change in the mind-set and sustain equity among genders within the university and in the outreach.

This is the duty of every university and educational institutes to not only treat every student with gender partiality but also provide such an atmosphere which promotes protection and assist them psychologically, physically and rationally to recognize their goals of higher education.

Medi-Caps University has created an surroundings which provides a chance to all the students, faculties and staff to work together without fear of unfair treatment to any form of gender violent behavior, harassment, mistreatment,





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threats and discrimination. Having the idea of gender equality in mind is not sufficient but it should be noticeable in activities and should be experienced by the participants in the university. To create congenial environment in teaching, learning, research, sports, administration, management and any other extracurricular activities can be expressed in the form of Policy that the university has framed is as follows.

This policy is guided by the provisions of many such credentials at international and national level. The basic thoughts envisaged in the policy covers the provisions made in UGC Saksham Measures to ensure the Safety of Women and Programmes for Gender Sensitization in educational campuses. The policy uses many terms which may be supposed in different ways. To avoid misinterpretation, the terms have been defined and meaning of each has been explained in the way university perceives them.

Definition of Gender and Equity

Gender: The term 'Gender' refers to communal constructions of attributes, associations and opportunities related with being male and female.

Equity: It means fair and equal behavior for everyone according to their requirements. To ensure equity rights and opportunities are provided without gender bias.





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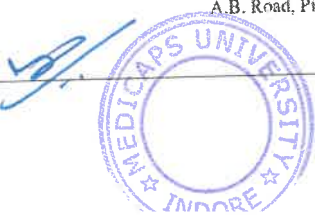
Objectives of the Policy

- Medi-Caps University has the gender equality policy framed with the objectives of satisfying the National commitment to gender equality.
- Preventing violation of National Acts that prohibit gender injustice, aim to redress any violations of gender-based rights and to work towards the empowerment of women.
- To build a gender sensitive environment that respects gender diversity.
- Guarantee of equal chance to all women without any discrimination.
- Developing varied ways for the avoidance of gender-based violence and discrimination
- Assuring the proper implementation of this policy in letter and spirit.

Scope of the Policy

This policy takes care of any act of injustice, discrimination and violence to any female employee or student in the university related to

- Membership in Committees
- Leave sanction
- Admission Process and Enrolment
- Curriculum
- Evaluation
- Participation in Events and Programmes





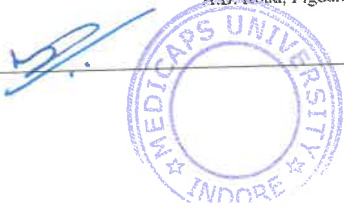
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- Research
- Sports
- Use of Facilities and Resources
- Training
- Extracurricular activity

The Policy

The Medi-Caps University will constitute a Gender equality committee that will implement the policy so as to achieve the goals of this policy. The Vice Chancellor shall appoint such a committee-

- Consisting of five (5) faculty members and one representative of the Administration, Two student representatives. Proper representation of female should be observed.
- The committee shall meet at least quarterly.
- The committee shall review and evaluate the effectiveness of this policy at least annually and update it as necessary.
- Organizing training programme on Gender awareness and sensitivity - All the employees and the students will necessarily undergo gender awareness and sensitivity training.
- During interviews and in selection of staff for professional development opportunities and training, there will be no gender-based discrimination.
- In constitution of any Committee, the representation of women will be compulsory.
- No student will be denied admission on the grounds of gender.





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- In evaluating students, a policy of fair treatment of male and female students alike will be employed.
- During any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.
- Women specific infrastructure facilities will be provided in campus. In creation of new development, renovation of existing infrastructure and other resources, women specific needs will be addressed.
- UGC's 'Saksham' Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses will be followed.
- International Women's Day (8 March) will be celebrated in the university.
- The university will organize annually at least one programme towards gender awareness and equality.


Registrar





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**Collaboration Cell
Policy**





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Collaboration Cell Policy

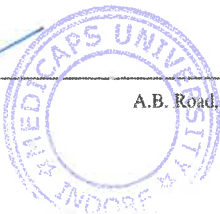
Quality education to the budding professionals cannot be achieved without inputs of industries, working professional & experts from concerned areas. The academic curriculum should be prepared to enable the students to face the challenges in industry with application of knowledge gained during their program of study. To achieve this, it is important that the students should be exposed to real industrial practices as well. In the present competitive world, it is very important to be result oriented and should meet the demand output.

With this aim various presentations and committees has been laid and established by the different organizations from time to time emphasize the need of strong collaboration which can be achieved with simultaneous efforts of universities only.

In order to come over with those expectations and demands of unexpected corporate market, industries, research organizations, to help and support the students in their future endeavors, Medi-caps University works with industrial collaboration to bridge the gap between students and the outside world. This linkage within the different sectors of the corporate world would assist to produce efficient professionals to face the challenges of the world. We believe that the university is responsible for providing unique platform to check and improve the curriculum of various fields of studies and thus set new and improved standards of qualifying along with the infrastructure support.

Memorandum of understanding (MOU)

A non-binding Memorandum of understanding (MOU) is a general statement of mutual interest to explore opportunities for collaboration, and does not include commitment of university funds, staff, space, facilities, or other university resources, nor promises of expected deliverables. These MOUs can be considered "hand-shake" diplomatic agreements that often lay the foundation for future partnership, and are not legally binding agreements of the University in a win-win partnership to attain symbiosis.





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The main objectives of collaboration:

- To establish relative contacts and linkages with industries/universities/Institutions/ R & D Organizations/academic faculties and students.
- To enable influential exchange of information between faculty of MU and industries/universities/Institutions/ R & D Organizations/academic faculties and students.
- To review the course curriculum to identify the emerging shortcomings and enable students to face challenges in complex environment.
- To enable the students to undergo training/internship and experience the real-life practices during various stages of the program.
- To facilitate the faculty to undergo training to get them acquaintance with latest trends & technologies, outside the academic world in their respective areas. So that same may be inculcated among the budding professions.
- To have the support of all above mentioned stake holder towards the laboratories development to correlate the fundamentals of courses being taught with its actual applications in the industries.
- To help the emerging entrepreneurs through the industrial/expert mentorship.
- To facilitate and strengthen campus placement system.
- To organize seminars/ symposiums and general meet for knowledge sharing with corporate experts at a common platform.
- To improve and expand the industry oriented/ internationalization/research & innovation strategy of the University
- To facilitate research, teaching and administrative collaborations with reputed institutions/organizations around the national and international level.
- To facilitate Student, Faculty and Staff exchange program at national and international level.
- To develop Joint, Dual and sandwich degree programmes with international partner institutions.
- To facilitate accreditation and ranking related activities of the University.
- To promote changing knowledge, capacity building and skill up avenues of faculty.





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Categories of various prospective partners:

- International/National Government/ Private Universities and Institutions.
- Various enterprises including companies duly registered under the Companies Act
- Laboratories, Research organizations
- Individuals with specialized talents/ Entrepreneur/Academician
- Non Governmental Organizations (NGOs)
- Professional Associations like CSI, AMIE
- Startups



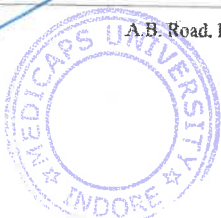


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IT POLICY FOR STAFF AND STUDENTS

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MEDI-CAPS UNIVERISTY
PIGDAMBER, A.B.ROAD, INDORE (MADHYA PRADESH)
INTERNET POLICY FOR STAFF AND STUDENTS

Introduction

The purpose of this document is to inform members of the University of what can be expected in terms of Information Technology (IT). This covers the use of all computers and other related hardware such and the use of the network and software infrastructure. This policy document necessarily includes the Regulations and Policies applying to use of University ICT Facilities laid down by the University. In the following, the use of computers connected to the university network (main & off-campus) both for academic and administrative purposes is covered together with the security policy and procedures.

I. Internet Policy

Medi-Caps University provides all faculty, students, research fellows and staff with a modern, fully networked computing and IT environment for academic use. Users of University computing, networking and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the University Authorities. Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the University's available technology must do so in a way that is consistent with their educational mission. These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the University Network and Internet Use Policy and





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these rules will result in loss of computer and Internet privileges, and/or legal and disciplinary action.

1.1 Medi-Caps has formulated the “E-mail Policy of Medi-Caps University”. This document supports the implementation of this policy by providing necessary guidelines regarding “E-mail Account Management and Best Practices for Effective E-mail Usage”.

2. E-mail Account Management

2.1 Creation of E-mail Addresses

Based on the request of the respective department, CMC will create two ids, one based on the designation and the other based on the name. Designation based id's are recommended for officers holding head positions.

a) In addition to the users as mentioned in the “Email Policy” of Medi-Caps, accounts for contractual employees shall also be created after due authorization from the competent authority. These accounts shall be created with a pre-defined expiry date and shall be governed by the “E-mail Policy of Medi-Caps University”.

2.2. Process of Account Creation

- a) An e-mail account has to be created for every employee in University. The user needs to request for an account by filling the form available on the e-mail site and send it to the Registrar of University.
- b) Registrar of University shall authorize creation of new e-mail accounts.
- c) The e-mail account is created based on the University e-mail addressing policy available at www.medicaps.ac.in/email/policies.html under the caption “E-mail Policy”.





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2.3 Process of Handover of Designation Based E-mail Ids

- a) Users shall hand over the designation-based id to their successor prior to moving out of the office. User can continue to use the name-based id assigned to them on thee-mail service during their entire tenure in Medi-Caps University.
- b) Prior to leaving an organization, the user to whom the designation-based id had been assigned shall ensure that the password for the id is changed. The successor shall need to get the password reset after taking over the post.
- c) The HODs of each department shall ensure that the password is changed prior to giving “No-Dues” to the user.
- d) The above process shall be followed without any exception. If an id is misused, the respective HOD of each department shall be held accountable.

2.4 Data Retention

- a) Users are responsible for e-mails saved in their folders as they deem appropriate for e.g. Inbox, Sent Mail, any other folder created by the user. E-mails shall be automatically purged from “Trash” and “Probably Spam” folders after a specified time period by the IA.

2.5 Data Backup

- a) The IA takes a backup of the e-mail data on a regular basis to ensure timely recovery from a system failure/crash/loss impacting the service.
- b) Each user is responsible for the individual e-mails stored in their folders. The IA shall not be responsible for any accidental deletion of e-mails by the user.
- c) E-mails lost as a result of wrong configuration of the local mail clients (e.g. Outlook/Eudora/Thunderbird, etc) shall not be the responsibility of the IA.
- d) The IA shall not offer a service for restoration of lost data due to an action committed by the user.





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2.6 Deactivation of Accounts:

2.6.1 Deactivation or deletion of an account shall occur under the following conditions:

- a) The officer retires/resigns from Service: The user shall surrender their official designation based account prior to getting relieved from the service. However, name based e-mail addresses can be retained as per the conditions specified in clause 2.8 below. It is mandatory for the users to inform the IA regarding their superannuation/resignation by sending a mail to support@medicaps.ac.in
- e) Violation of policy: The authorized person at the organization under whose request the account has been created shall inform the IA when any of the above conditions are triggered. Intimation shall be sent to support@medicaps.ac.in
- f) Misuse of account: Whenever information is not sent or sent at a later date, the IA shall not be responsible in case the account is misused and comes under the scrutiny of the designated investigating agencies.

2.6.2 Based on the conditions above, and as per the status of the officer, competent authority of respective organizations shall introduce a process to ensure that e-mail id is either deactivated/deleted/password changed, prior to giving "no dues" to a user

2.7 Desktop Protection

- a) Spam filters and anti-virus filters have been configured at thee-mail gateways by the IA. These filters are there to protect the e-mail setup from viruses and unsolicited e-mail. Whilst these filters are constantly updated, the IA cannot guarantee that it shall provide 100% protection against all viruses and spam.
- b) Users using the desktop/laptop/handheld devices shall ensure that all recommended best practices are followed from time to time.





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2.8 Status of account in case of Resignation or Superannuation

- a) At the time of resignation or superannuation, users shall inform the nodal officer/IA regarding their resignation or superannuation through the competent authority.
- b) The nodal officer/IA shall accordingly change the user's account status. This shall be made mandatory before the concerned organisation gives a "No-Dues" certificate to the user and the retirement benefits are processed.
- c) The designation based id shall be processed as mentioned against clause no 2.3 above.

3). Recommended Best Practices

Users are advised to adopt the following best practices for safe usage of e-mail services.

- d) The user should change passwords on a periodic basis or as per the password policy available at _____/content/policies guidelines under the caption "E-mail Policy".
- e) It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time. The current e-mail application of the IA has an auto-logout feature that is triggered after a pre-defined period of inactivity.
- f) It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.
- g) The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.
- h) The IA does not ask for details like login id and password over email. Users should disregard any e-mail that requests for the same and should refrain from sharing such details over e-mail with anyone.
- i) Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to install and maintain latest operating system, anti-virus and application patches to prevent infection.
- j) All attachments must be scanned with an anti-virus program before they are downloaded/executed, even if such e-mails are received from a familiar source.





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- k) User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.
- l) E-mails identified as spam are delivered in the “Probably Spam” folder that exists in the user’s mailbox. Hence it is recommended that the users should check the “Probably Spam” folder on a daily basis.
- m) Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.
- n) User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in manner that it cannot be edited.
- o) Users should not open e-mails from dubious sources.
- p) User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

ICT Tools

The University has adequate facilities for teaching – learning, entertainment. viz., classrooms, laboratories, computing equipment, Networking Devices, ICT etc

Response:

The University has the elaborate hi-tech teaching-learning facilities:

Medi-Caps has state-of-the-art and elaborate teaching-learning facilities which are evident from recognitions for various disciplines under regulatory bodies like UGC/AICTE/PCI/BCI/NCTE/COA/ICAR based on their rigorous inspections for renewal of approval/accreditation.

Classrooms and Seminar Halls

1. University provides an adequate number of classrooms (150) and seminar halls (40).
2. Majority of them are air-conditioned and all are ICT enabled. Every classroom, laboratory, seminar hall is equipped with CCTV cameras and mic to enable monitoring for quality teaching.

Laboratories, Workshops, Studios and Central Instrumentation facility





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Well-equipped laboratories (over 100) including specialized labs like 3-D Printer, CNC, Robotics, IOT, Molecular Biology & Tissue Culture, VLSI Design, Genetic & Bioprocess Engineering, CAD-CAM etc. along with Centre for Advanced Chromatography and Mass Spectrometry, CoE for Advanced Microscopic Studies, Microstructural Studies, Material Characterization-Molecular Spectroscopy etc. are available for advanced skill transfer and research.

Currently, projects relating to IoT and advanced manufacturing are underway and have resulted in products/prototypes of Automated Solar Bus, Metal-Magna, Flying Drone, Driverless Car, etc. Computing equipment More than 3000 computer terminals, 1.5 Gbps internet bandwidth and 500+ wi-fi access points. ICT-enabled Video conferencing and lecture capturing facility is also available at various locations, for live access to webinars.

University frequently updates its IT facilities including Wi-Fi Response: MEDI-CAPS has adopted effective ICT policies relating to security and user services. Infrastructure is regularly updated to cater to emerging IT requirements which includes Internet/Wi-fi/Storage/Security/Smart classes/Audio-visual facilities etc.

Number of classrooms and seminar halls with ICT facilities

2018-19	2019-20	2020-21	2021-22	2022-23
10	30	30	40	50

IT Infrastructure

Institution frequently updates its IT facilities including access points

LPU has adopted effective ICT policies relating to security and user services. Infrastructure is regularly updated to cater to emerging IT requirements which includes Internet/Wi-fi/Storage/Security/Smart classes/Audio-visual facilities etc.

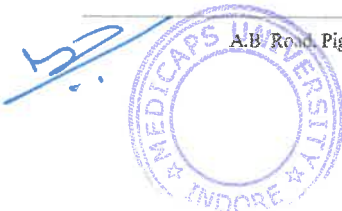
Initiatives for updating IT Facilities:

Internet Bandwidth:

The university reviews the current needs to provide IT facilities for effective teaching & learning and accordingly internet bandwidth has been upgraded from 1000 Mbps to 1500 Mbps.

Wireless Network:

The University wireless network enhanced from 200 to around 600 access points with WPA2 encryption using AES algorithm. MEDI-CAPS has been chosen as an Experience Centre by M/s Reliance Jio to deploy largest mobile network for additional Wi-Fi Services in the campus with 1GB for each user per day.





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Computers:

Latest configuration computers are purchased every year after reviewing the requirements. More than 3500 computers are presently available in University.

Upgraded 24hrs of UPS backup up to 500KVA (UPS) to support all devices.

Network & Security:

Deployed additional 50 enterprise class Switches with 10G backend & 1G access layer speed, over 1 km of optical fibre.

Websites:

The University updates content, design, navigation & audio/visuals of its websites regularly to enhance user experience. Provision of online fee payment provided on the university website for student's convenience with multiple payment gateways (Paytm/PayU/HDFC).

Surveillance and Communication:

400 cameras have been added (Total 1000+)

150 Mic with cctv cameras installed.

Gate automation system upgraded, addition of 20 IP telephones (Total around 50) to improve internal communication.

Projectors:

100 additional projectors (Total 300+) with latest technology installed in the last 5 years to make classrooms ICT enabled.

Biometric Machines:

10 new high-end facial & finger recognition biometric machines (Total 50+) have been installed.

Technical Team: Dedicated team of IT professionals handles data centre, network operations, servers, wi-fi and software development.

Software and databases:

New software and databases subscription which includes Microsoft DreamSpark, Proteus-VSM for Labs, Adobe creative clouds, d space, FL studio, COMSOL Multiphysics, EBOX, Turnitin, SAP ERP and MATLAB purchased to fulfil academic requirements. etc. File Description Document Paste link for additional information

Available bandwidth of internet connection in the Institution (Leased line)

1.5 Gbps on fibre as ILL.





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200 Mbps through Wireless Radio.

Internet as a service

An UTM in name of SOPHOS for more than 5000 concurrent users support is mounted for management of Internet Services.

Mostly devices are Cisco make and are manageable which helps to manage as multiple VLAN.

Record maintenance of all users for more than six months is maintained.

A centralized manager of management of CCTV surveillance.

ICT Tools Growth

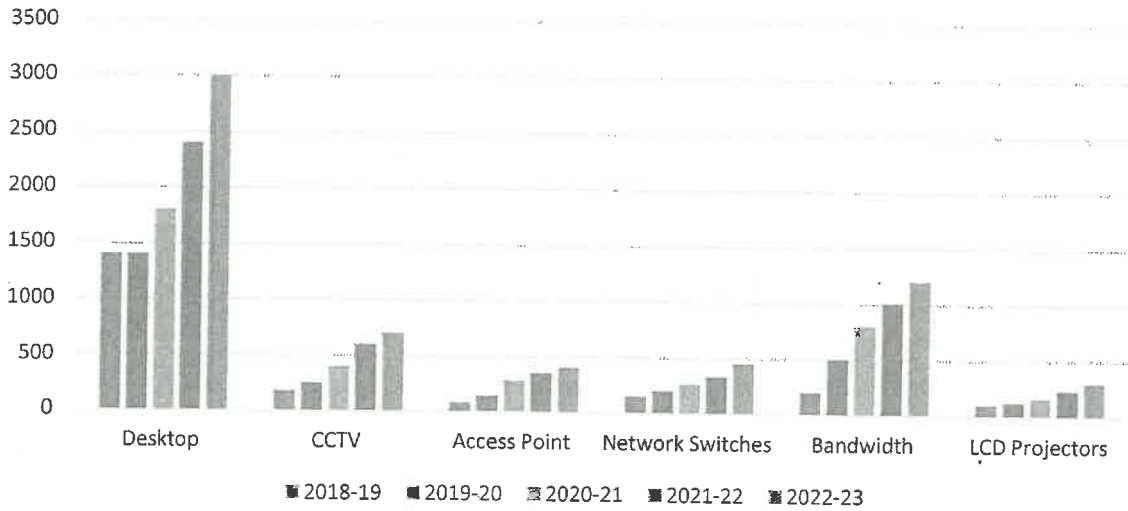
	2018-19	2019-20	2020-21	2021-22	2022-23
Desktop	1400	1400	1800	2400	3000
Laptop	50	60	80	120	150
CCTV	180	250	400	600	700
Biometric	5	5	5	15	20
Access Point	80	140	280	350	400
Network Switches	150	200	260	330	450
Public Address System	6	10	12	20	40
Smart Interactive Panel	0	0	1	3	10
LCD Projectors	100	120	160	230	300
Printers	80	100	100	120	150
Bandwidth	200	500	800	1000	1200



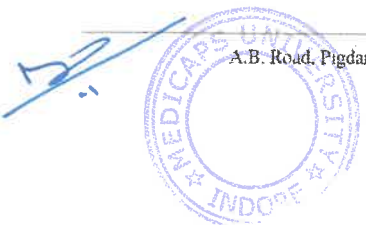
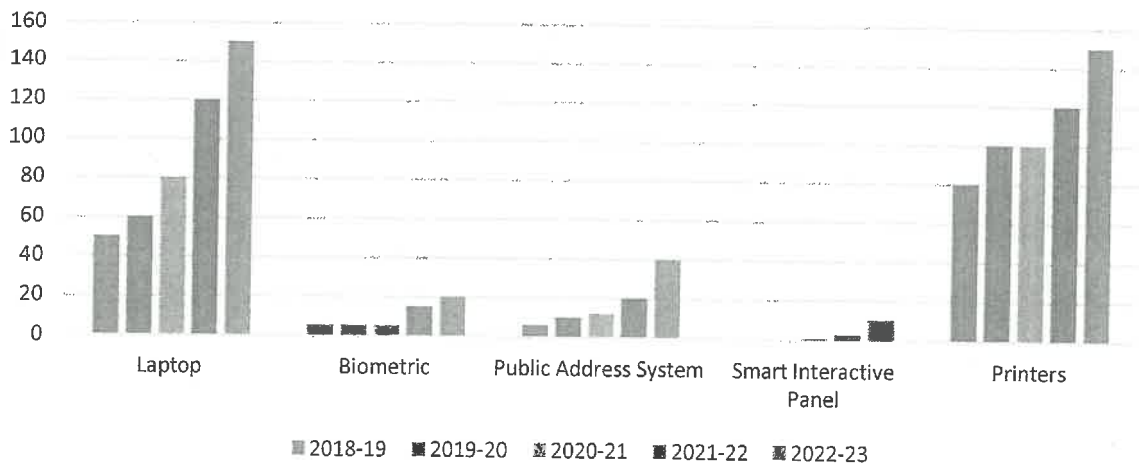


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ICT Tools Growth



ICT Tools Growth





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DIVYANGJAN
(FOR PERSONS WITH DISABILITIES)
POLICY



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Regulation- 62
Divyangjan Policy

Introduction

Individuals with physical and mental disabilities are protected under the 2016 Right of Persons with Disabilities Act. Medi-Caps University opposes all forms of discrimination, including disability discrimination. Medi-Caps University wants to provide a diverse and inclusive teaching and learning environment where disabled students and employees are not harassed or treated unfairly. The institute strives to make its programmes, administrations, and activities as user-friendly as possible. All of the institute's authorities are working hard to lend a helping hand to the differently abled in order to ensure that they can benefit from the institute's grounds programmes, administrations, and activities. All Institute faculty and staff must follow these guidelines.

Objectives

- ✓ To foster an inclusive culture in order to eliminate discrimination, exploitation, and exclusion of disabled students and employees from all aspects of work and education.
- ✓ To establish a proper regulatory framework for the effective delivery of services to the institute's disabled students and employees.
- ✓ To ensure that all laws pertaining to people with disabilities are followed.
- ✓ At the institute, to provide accessible and inclusive education.
- ✓ At the institute, to provide accessible and inclusive education. Ensure full participation of people with impairments and offer them with equal development chances.
- ✓ To allocate the necessary budget to meet the above goals.
- ✓ The definitions of the terminology used in the policy can be found in Chapter I of the Rights of Persons with Disabilities Act 2016.





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Accessibility Policy

- ❖ All undergraduate and graduate programmes and activities must be open to the public.
- ❖ To provide all students with impairments with accessible textbooks and study materials.
- ❖ To ensure that all teachers and non-teaching staff are aware of accessibility challenges.
- ❖ To guarantee that web services adhere to national and international accessibility standards and laws, such as the Web Content Accessibility Guidelines (WCAG) with the appropriate version and the Government of India Web Accessibility Guidelines.
- ❖ The institute will ensure that all sorts of disabilities stated in the Rights of Persons with Disabilities 2016 are represented, as well as government rules as they change.

Exam Policy

To fulfil the unique requirements of students with disabilities, Medi-Caps University will make acceptable adaptations to the educational plan and evaluation system. The needs of the large number of students with impairments shall be met with reasonable convenience. The examination department has set guidelines and procedures for using scribes in exams.

Following is applied for the students with permanent physical disability or temporary disability due to accident or medical treatment.

1. Such students are required to get the prior permission from Hon'ble Vice-Chancellor for taking facility of Scribe/Reader/Lab assistant during the examinations.
2. Student is required to submit disability certificate or medical prescription issued by the competent medical authority, and the copy of 10th class marksheet of requested Scribe/Reader/Lab assistant along with an application.
3. The qualification of the scribe should be one step below the qualification of the candidates taking examination.
4. Preferably seating arrangement of disabled students is made in ground floor in a separate room if required, prior to the commencement of examination to avoid confusion or distraction during the day of the exam.





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5. It is ensured that the question paper, answer sheet and supplementary sheet are provided in a timely manner to the student.
6. The candidates are allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart.
7. Students with disabilities are allowed to choose the mode for taking the examinations i.e., in Braille or in the computer or in large print or even by recording the answers as the examining bodies can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.
8. All the candidates with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration which could further be increased on case-to-case basis.

Facilities available for Employee and students

- ✓ Toilets and Ramps
- ✓ Teachers and staff are eligible for a 50% discount on two-wheelers.
- ✓ Teaching and non-teaching workers are given a half-hour break during regular working hours.
- ✓ Teaching and non-teaching workers are given a half-hour break during regular working hours. According to government regulations, facilities are provided from time to time.
- ✓ Our website is accessible to students who are blind or visually challenged. The students' and employees' introduction programmes include disability sensitization seminars.
- ✓ Staff members are trained to assist people with disabilities, such as learning disorders.





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✓ Audible Books

The institution has a barrier-free, disabled-friendly environment.

Implementation

With the help of stakeholders, the Divyangjan policy will be implemented by University officers and the Controller of Examinations.

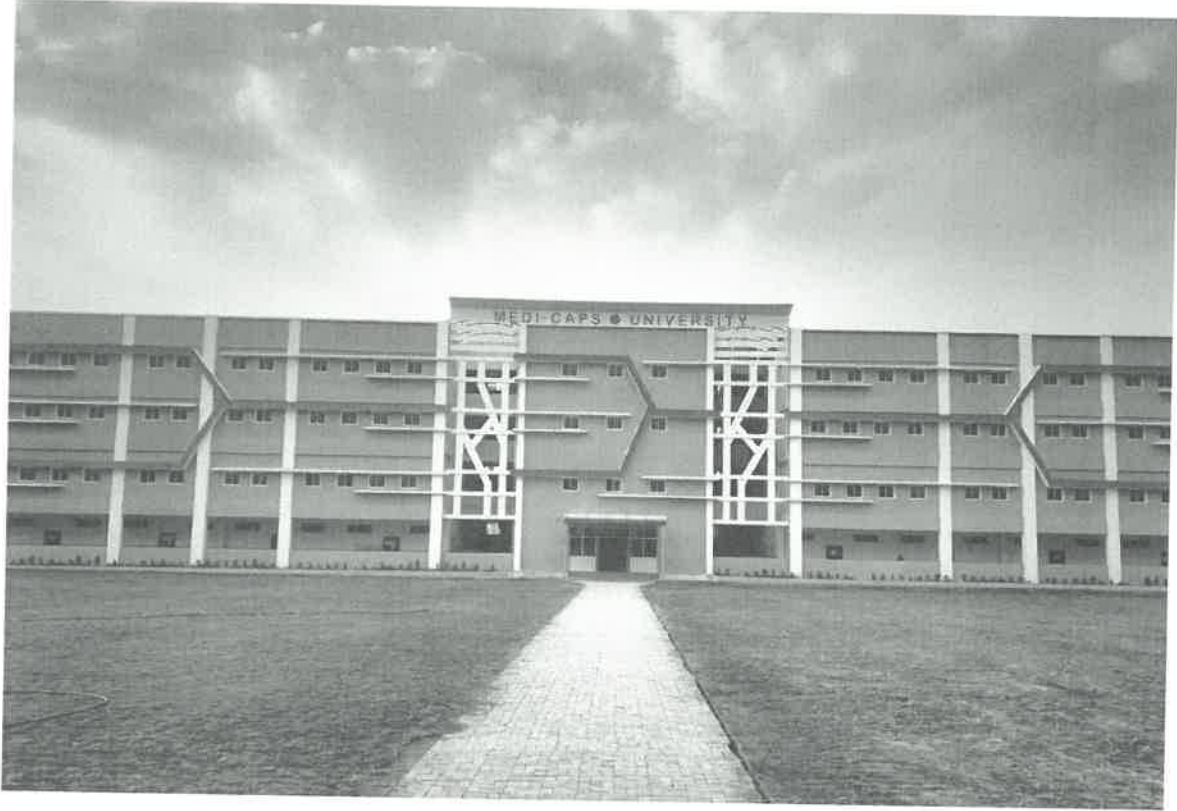
Approval and Review

Once every three years, or as needed, the Divyangjan policy will be reviewed. The policy will be managed by the University's Registrar.





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E-GOVERNANCE POLICY



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Regulation- 59

E-Governance Policy

Introduction

The only goal of Medi-Caps University E-governance is to improve the system of governance for the institute's development by utilising new and cutting-edge technology.

Exams, admissions, day-to-day operations of departments, academics, placements, management information systems, and stakeholder inclusion in a staged way are the major areas of e-governance. Its goal is to plan and facilitate any infrastructure for the adoption of cutting-edge apps and solutions for the institute's flawless administration.

Objectives

1. E-governance implementation in various functions of the University
2. To increase efficiency in our operations
3. To increase accountability and transparency
4. Achieving paperless University administration
5. Facilitating online internal and external communication among the University's various entities.
6. Providing quick access to information
7. Keeping the data safe.
8. Increasing the University's global visibility

Policy:

1. In order to create a simpler and efficient governance system within the University, it has been determined to adopt and implement e-governance in all of our operations.
2. The University should embrace e-governance to provide for seamless data access and improved decision-making at all levels of the organisation.





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Area of Implementation:

1. Website & Social Media
2. Student Administration including Hostels
3. Academics
4. Internal & External Examinations
5. Communication System
6. Finance & Accounts
7. Library
8. Payment Systems
9. Placements

E-governance in the following areas: The policy is separated into different areas of operation for ease of use. These operational domains are illustrative, and the society retains the authority to apply e-governance in areas not included here.

1. **Website & Social Media:** The University's website should be updated on a regular basis to reflect new developments. The website should serve as a reflection of the college's activities, with information on all activities, relevant bulletins, and so on readily available. A third party hosts and deploys the website on a secure platform. Along with that, existing personnel should be trained, and people should be selected who will be in charge of website administration and updating at the college level. Important announcements and accomplishments will be shared on social media.
2. **Student Administration, Including Hostels:** Using a suitable ERP solution, the University will process admissions for programmes, hostels, and transportation. Students must also be able to get transfer certificates, verified certifications, and other documents via the internet.
3. **Academics:** The University will manage student academics using an ERP solution that allows for real-time communication with parents about student progress.





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4. **Internal and External Examinations:** The University has mandated that all internal and external examinations be conducted online. Filling out exam forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving examination papers, uploading marks, and so on must all be done online. While handling examinations, greatest discretion and confidentiality must be maintained, and work must be completed with extreme care and carefully. Under the direction of the college's principal, the examination coordinator is responsible for overseeing the entire examination procedure. Internal student performance should be updated on a regular basis and shared to parents.
5. **Communication:** Students' fees, college updates, and other academic topics should be informed on a regular basis.
6. **Finance & Accounts:** An appropriate Accounting & Finance Software package should be deployed for simplicity of maintaining accounts and finances.
7. **Library:** The whole library system, including issue, reference, and staff and student access to library resources both on and off campus, will be automated. Within the campus, access to e-journals and e-resources will be given.
8. **Payments:** Parents and employees will be able to make payments via debit/credit card and UPI platforms.
9. **Placements:** Placement keeps track of student information and gives them instant access to placement information.





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ENVIRONMENTAL SUSTAINABILITY POLICY

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Regulation- 63

Environment Sustainability Policy

Introduction

Medi-Caps University has a strong and enduring relationship with nature, which students and faculty are aware of. The educational institution's structures are built on the Aravalli range's solid rock, a geographical feature that the Congregation has chosen to conserve and safeguard. Medi-Caps University is known for its massive boulders protruding from the concrete, giving it a truly natural and organic appearance.

SCOPE OF THE POLICY

The Green Campus, Energy, and Environment Policies will create exciting new co-curricular and extracurricular practises that enable students to lead positive change. These programmes ask for a comprehensive examination of all infrastructure and administrative functions in terms of energy efficiency, sustainability, and environmental impact.

The focus areas of this policy are:

- ❖ Clean Campus Initiatives
- ❖ Landscaping Initiatives
- ❖ Clean Air Initiatives
 - Smoking Free Campus
- ❖ Infrastructure
 - Solar Power Plant





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- Installation of Energy Efficiency Equipment
- Water Conservation through Rainwater Harvesting System
- ❖ Waste Management processes
 - Solid Waste Management
 - Liquid Waste Management
 - E-Waste Management

Awareness Initiatives

- ❖ Environment-centric Student Societies and Department Activities
- ❖ Green Audit
- ❖ Energy Audit
- ❖ Plastic-Free Campus

OBJECTIVES

1. Within the university, to maintain and conserve ecological systems and resources.
2. To ensure that environmental resources are used wisely to meet the needs and aspirations of current and future generations.
3. To include environmental considerations into social development and outreach policies, strategies, and programmes.
4. To collaborate with all stakeholders and the local community to increase awareness and





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encourage the adoption of environmental best practises, as well as the mitigation of any negative environmental effects.

5. To continually improve our contribution to climate protection, climate change adaption, and global resource conservation.
6. To increase the efficient use of all resources, including energy and water, and to reduce consumption and waste production by recovering and recycling trash whenever possible.
7. To eliminate the use of plastic on campus.
8. Conduct environmental and energy audits on a regular basis.
9. To reduce the usage of paper in administration by establishing an E-governance policy.

PRACTICES/POLICY

WATER

Medi-Caps University will attempt to create water conservation and efficiency measures, including:

- ✓ Encourage all University stakeholders to practise water efficiency.
- ✓ Monitor and reduce the University's water usage.
- ✓ Reduce water usage by planting native plants.
- ✓ To save water, encourage native plant planting throughout the University.
- ✓ Examine ways to reduce the usage of mains water and, where possible, build alternative water systems on campus.
- ✓ Maintain the usage of innovative water-saving technology such as rainwater harvesting and





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water reuse.

- ✓ Students, faculty, and staff should continue to work together to establish a sustainable water system on campus.

WASTE MANAGEMENT

Medi-Caps University promotes sustainable trash management, which includes

- ✓ At all discharge locations on campus, promote waste reduction, reuse, and recycling whenever possible.
- ✓ Use recyclable materials whenever possible.
- ✓ Identify and reduce the amount of hazardous garbage on campus.
- ✓ Implement waste disposal methods that are both safe and environmentally responsible for hazardous and non-hazardous wastes.
- ✓ Encourage the use of double-sided printing, online systems, and other efficient technology to reduce paper consumption.
- ✓ Increase waste reduction practices awareness among all university stakeholders.

ENERGY

Medi-Caps University is committed to implementing energy sustainability measures that will reduce non-renewable energy consumption through energy efficient projects and energy conservation initiatives that will benefit the environment.

- ✓ Keep an eye on the university's electricity usage and try to reduce it. Wherever possible, use the best available energy technology in all new buildings and existing structures.
- ✓ All stakeholders should be encouraged to practise energy efficiency and reduce the University's carbon footprint.





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Medi-Caps University, Indore

- ✓ Conduct energy audits and energy usage monitoring on campus.
- ✓ Create awareness among students, professors, and other key stakeholders about the importance of conserving energy (electricity) on campus.
- ✓ We pledge to install environmentally efficient electrical appliances that save energy and eliminate waste. Cleaner energy, such as LED lighting, is valued at the college.

TRANSPORTATION

Medi-Caps University strive to implement sustainable transportation:

- ✓ Support the use of efficient public transportation, bicycles, and walking, as well as car-sharing and pooling.
- ✓ Reduce traffic and parking concerns on campus by discouraging the usage of both private and university automobiles during the day.
- ✓ Liaise with the local government on common public transportation ideas. Encourage sustainable practises and invest in the technology needed for university stakeholders to participate in video conferencing and Skype sessions.

RECYCLING

All teachers and staff in all University offices and departments will assist in the recycling effort by separating recyclable and non-recyclable materials and depositing them in suitably labelled recycling containers. Students are also encouraged to assist in recycling activities on campus.

- Glass bottles
- Plastic bottles/ bags/containers
- Paper
- Cardboard
- Newspapers





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- Aluminum Cans
- Coffee cups

E waste image E-Waste and Hazardous Waste

- Tube lights/bulbs
- Cell Phones
- Electronics items
- Chemical storage jugs
- Computers and peripherals
- Carbon batteries
- Chemicals (In labs: like paint, solvents, pesticides)

SMOKING FREE CAMPUS

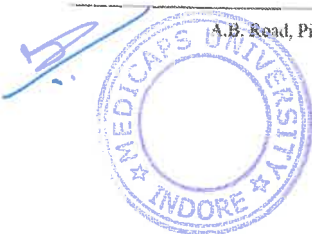
The college forbids smoking and the use of other tobacco products in accordance with the National Tobacco Control Programme (NTCP) 2007-2008 framework. Tobacco usage and smoking are severely prohibited on and around campus as a first step in this direction. The college's anti-smoking committee guarantees that the anti-smoking policy is followed.

Approving authority

The Vice Chancellor will have final approval power over any measures taken on campus that are connected to environmental sustainability.

Review of policy

Once a year, the policy will be reviewed to determine the success of the implementation of sustainable practices and to see if any changes can be made to improve existing practices.

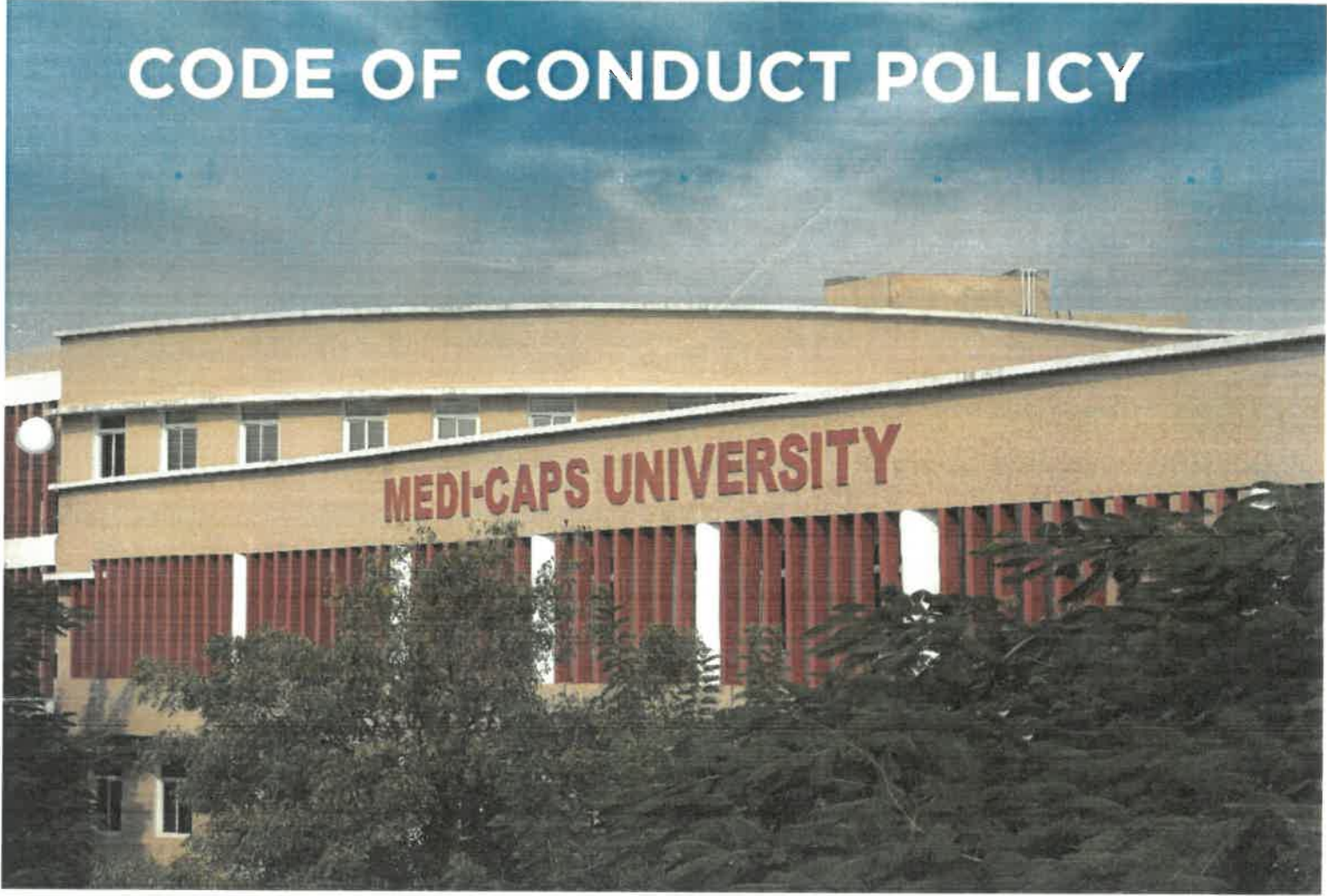




मेडी-केप्स विश्वविद्यालय, इन्दौर
Medi-Caps University, Indore



CODE OF CONDUCT POLICY



A.B. Road, Pigdamber, Rau Indore - 453331 | 0731-4259500, 2856294

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Registrar
Medi-Caps University
A. B. Road, Pindamher, Pune, India

About Medi-Caps University

Medi-Caps University is one of the brand names in the arena of technical education and is contributing in making Indore an educational hub. Since its inception in July 2000, the group consistently aims at creating an ideal ambiance for budding technocrats and helping them to grow like true professionals. The main strength of Medi-Caps university is, its highly qualified faculty members. We have an optimal blend of academic brilliance and industry exposure, which is supplemented by highly specialized visiting faculty and industry experts, senior professionals from various segments of different industry/ business houses. This has helped in refining the candidature of our graduating students from Engineering and Management field since the last 20 years.

Introduction

The goal of Medi-Caps University is to offer high-quality education that meets international standards and to achieve this pledged goal, all parties involved in the university's growth and development must demonstrate honesty, excellence, accountability, respect, and devotion to these core principles. The university has certain set of rules, principles, values, expectations, behaviour, and relationships which each and every individual associated to it should follow. Every individual is expected to exhibit the decency in his / her behaviour and observe the **code of conduct** as spelled out in this chapter, failing which the University may take the disciplinary action against the defaulter. The code of conduct committee monitors the implementation of code of conduct and code of ethics for both students and staff Code of Conduct which has been formulated and approved by the board of management. The following fundamental values and code of conduct are meant to help the institution uphold the highest standards of integrity and character while also fostering, preserving, and protecting the confidence of its constituents.

Objectives

The code of conduct policy document have been prepared to facilitates the smooth and orderly conduct of its academic programs and activities objective is to ensure that the university and its employees behave honestly and honorably in all areas of day-to-day operations and to only take actions that advance the interests of society.



Registrar

Medi-Caps University

A. B. Road, Piplamber, Rau, Indore

Code of Conduct Adherence Committee

S.No	Name of the member	Designation	Post
1	Dr. Pramod Nair	HoD, CSE	Chairperson
2	Dr. Ajay Kulkarni	HoD, Electronics Engg	Member
3	Dr. Mukesh Porwal	HoD, Management	Member
4	Dr. Rajendra K Shukla	HoD, Mechanical Engg	Member
5	Dr. Shipra Ahuja	HoD, Communications skills	
6	Dr. Anjali Soni	HoD, Chemistry	Member


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Conduct and Discipline for Students

(a) All the students shall be required to conduct themselves in a manner befitting to the students of the Institution of high reputation, within and outside the precincts of the University.

(b) Unsocial activities such as ragging in any form shall not be permitted within or outside the precincts of the University and the students found indulging in such activities shall be dealt with severely and may even be rusticated from the University.

(c) In addition to the above, following acts of omission and / or commission by the students within or outside the precincts of the University shall constitute gross violation of code of conduct and punishable an act of indiscipline:

(i) Lack of courtesy and decorum, as well as indecent behavior.

(ii) Possession / consumption / distribution of alcoholic drinks and banned drugs.

(iii) Mutilation or unauthorized possession of library material, such as books.

(iv) Noisy and unseemly behavior, disturbing peace in the University / Hostel.

(v) Hacking in computer systems, either hardware or software or both.

(vi) Any other act considered by the University as of gross indiscipline.

(d) In each case above, the punishment shall be based on the gravity of the offence, covering from reprimand, levy of fine, expulsion from Hostel, debar from examination, rustication for a period, or outright expulsion.

(e) The reprimanding authority for an offence committed by students in the Hostels, the Department and / or in the classroom shall respectively be, the Chief Warden of the Hostels and the Head of the concerned Department.

(f) In all other cases of offence committed by students in jurisdictions outside the purview of Clause (e) above, the Dean of the Students shall be the Authority to reprimand them.

(g) All major acts of indiscipline involving punishment other than mere reprimand, shall be considered and decided by the Proctorial Board constituted as per Statute- 34.

(h) In all other cases of indiscipline of students, such as adoption of unfair means in the examinations shall be reported to the Dean of the Faculty, for taking appropriate action and deciding on the punishment to be levied.



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(i) In all the cases of punishment levied on the students for any offence committed, the aggrieved party shall have the right to appeal to the Vice Chancellor through Chief Proctor, who shall constitute appropriate Committees to review the case.

(j) Code of conduct for examination Misbehavior, obstructing the orderly conduct of the examination or indulgence in any malpractice or indiscipline by an examinee student will be punishable and shall invite disciplinary action against the student as per Ordinance 8.


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Code of Professional Ethics for Teachers

(a) Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher must see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

(b) Teachers and the Students

- (i) Respect the right and dignity of the student in expressing his/her opinion.
- (ii) Deal judiciously and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) The assessment of merit shall be made only on the basis of the academic attainment of the student in an unbiased manner.
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

(c) Teachers And Colleagues

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

(d) Teachers and Authorities:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own University bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- (iii) Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand.
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions / Statutory National bodies and accept employing University offices.
- (v) Co-operate with the authorities for the betterment of the University keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of services.
- (vii) Give and expect due notice before a change of position is made; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far

as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and Non-Teaching Staff:


- (i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

(f) Teachers and Guardians

Try to see through teachers' bodies and organizations, that University maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

(g) Teachers and Society

- (i) Recognize that education is a public service and strive to keep the public informed of the educational program which are being provided.
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
- (v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



Registrar
Medi-Caps University
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Code of Ethics and Disciplines for Employees

Employees should attend to their duties and discharge them faithfully and diligently, while maintaining punctuality. It is desired that the employees shall come to their working places in a proper dress and work for scheduled hours, during which they shall be present at the place of their duties, except for valid reasons and/or unforeseen contingencies.

No employee should remain absent from the duty and / or leave the station without prior permission from the person authorized to sanction leave. Whenever, the employee has to leave the station, he / she should inform the leave sanctioning authority, about the address, telephone numbers etc. where he / she would be available during the period of his / her absence from duty.

Every employee is expected to exhibit the decency in his / her behavior and observe the **code of conduct** as spelled out in this chapter, failing which the University may take the disciplinary action against the defaulter.

Code of Conduct

- (a) Every employee shall deem to have the knowledge of all the rules, regulations, directions and instructions issued by the University from time to time. Ignorance of rules shall be no excuse for any lapse.
- (b) Every employee shall maintain honesty, integrity and devotion towards the duty assigned to him / her and be impartial in his / her official dealings and shall not do anything contrary to the ethics of the University.
- (c) Unless, otherwise stated specifically in the appointment letter, every employee is a full time employee of the University, and may be called at any time to perform urgent duties by the competent authority during or beyond scheduled working hours inclusive that of holidays and Sundays. These duties may include attending the meetings of the committees to which he / she is the member.
- (d) No employee should participate in any kind of demonstration which is prejudicial to the interests of the University, public order, decency, morality, or which involves inciting of students or employees, contempt of court, defamation etc.
- (e) No employee shall be allowed to take part in any kind of strike what so ever it may be including in connection with the matter of his / her service conditions or that any other employee.
- (f) No employee should communicate directly or indirectly, any official document or part thereof or information to any other employee or person to whom he / she is not authorized to do so.
- (g) No employee should give any evidence in connection with any enquiry conducted by any

person, committee or authority without the approval of the competent authority. However, during such circumstances the care should be taken to avoid such evidences / criticism of policies which may damage the image of the University.

- (h) Every employee is required to behave with students, employees of the University and the general public in a manner worthy of their position and dignity of the profession. Further, he / she should extend the necessary courtesy in the dealings without prejudice to the caste, creed, religion, race or sex.
- (i) No employee of the University shall join or continue to be the member of an association whose objectives and activities will be / are against the interests of the University, the Nation and general decency / morality. Further no employee should take part in politics or in any political demonstration or contest the election of any kind without the specific permission of the Chancellor / Vice - Chancellor.
- (j) No employee should ask for / accept contribution to raise funds or other collections in cash or in kind, in pursuance of any object other than for religious or charitable purposes, without the permission from the competent authority.
- (k) No employee or member of his / her family should accept any gift from any person, if it is linked with the services of the employee.
- (l) No employee should, except with the prior permission of the competent authority, engage himself / herself directly or indirectly in any trade / business / private tuition / any other kind of employment, in addition to his / her official assignments.
- (m) Canvassing to promote business / insurance agency / commission agency etc., by the employee is prohibited. Therefore, every employee should inform in writing to the Head of the Department, if he / she is engaged in such a trade or business.
- (n) No employee shall bring or attempt to bring any political or executive influence upon decision-making authorities in respect of matters pertaining to his / her service in the University.
- (o) No employee shall approach any Governing Council member to question about his / her views on any resolution or motion to be moved on a matter connected with his / her condition of service or any disciplinary action initiated against him / her.
- (p) No employee shall take part or subscribe to any political movement.
- (q) No employee who has a living wife / husband shall have another marriage without obtaining the permission from the competent authority, withstanding that such a subsequent marriage will be permissible only under the prevailing law in the country at that time.
- (r) No employee should participate in activities related to press, radio and television etc. without the permission from the competent authority. Further, an employee should not

make any statement of fact / opinion / criticism of any current or earlier policy or action of the University in any radio broadcast or telecast or in any document published anonymously or in his / her own name or in the name of any other person or in any communication to the press, which adversely affect or embarrass the relationship between the University and the Central Government or any State Government or any other Institute or Organization or member of the public.

- (s) Any employee found guilty of any misconduct may be punished by awarding any of the following punishments taking into consideration the gravity of the misconduct.
- (i) Dismissal / discharge from service.
 - (ii) Stoppage of increments with or without cumulative effect.
 - (iii) Withhold of increments and or promotion.
 - (iv) Recovery of loss from pay, caused to the University by negligence or otherwise.
 - (v) Salary reduction in the same grade, a reduction in post and / or grade.
 - (vi) Warning or censure.
- (t) The following shall also include the acts of misconduct.
- (i) Irregularities in attendance and absence without leave. Willful absence from the duty after the expiry of leave.
 - (ii) Misbehavior, use of abusive language or insolence and / or the criticism of the University.
 - (iii) Participation in a strike, abetting, instigating or acting in furtherance of the same.
 - (iv) Dereliction of duties, insubordination of orders of the superiors, disobedience of any order, noncompliance of a regulation or habitual neglect of duty / work.
 - (v) Theft, fraud, willful damage to the property or dishonesty in connection with the dealings.
 - (vi) Engaging in any trade or profession falling outside the scope of the duties allotted by the University.
 - (vii) Any malpractice committed in the conduct of examinations.
 - (viii) Rendering assistance for committing malpractice in University examinations of the students.
 - (ix) Followings shall be the acts of serious misconduct.
 - i. Refusal to accept a charge sheet, order or any other communication.
 - ii. Conviction in the court of law;
- (u) The punishment will be imposed only after giving sufficient opportunity to the employee to defend oneself after conducting impartial enquiry.
- (v) If an employee is kept under suspension, pending enquiry, such employee will be paid fifty percent of the salary till the enquiry is completed and the case is disposed off as per regulations.

- (w) If the employee is exonerated after the impartial enquiry and is reinstated, the employee shall be paid the balance of the salary for the period of suspension.
- (x) An employee may put forth in writing to redress his / her grievance, through proper channel, for any wrong which he feels has been done to him / her. In case the employee does not listen from his / her superior in a month's time, the representation could be made to the higher authorities such as Registrar / Vice-Chancellor, as the case may be.
- (y) An employee who gets involved in some criminal proceedings, shall immediately inform in writing to the competent authority through proper channel to which he / she is attached, irrespective of the fact whether he / she has been released on bail or not.
- (z) An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the University unless he has obtained the written permission to that effect from the Head of the Department.



Registrar
Medi-Caps University
A. B. Road, Piplambar, Rau, Indore

Medi-Caps University

Regulations

Student Council

Objectives

1. To train students in democratic values and governance.
2. To have student representation in the functioning of the university.
3. To provide a mechanism to address grievances.
4. To organize co-curricular / extra-curricular activities.
5. To generate innovative ideas, give feedbacks on the processes & practices in a collaborative atmosphere.
6. To put in joint efforts towards the academic excellence of the university.

The student council is the group of students, who work towards the welfare of students and university by taking part in the various activities leading to enhancement in their skill and talent. Council is formed to provide a platform to students so that every student owns the personal growth.

It consists of class representatives and secretary of the various classes of all programs and clubs. The members of student council is elected every year for the smooth functioning of the various programs held in the university.

The Official Post of student council is as follows:

1. President (Preferably Final/Prefinal year student)
2. Vice president (Preferably Prefinal year student)
3. Secretary (Preferably Prefinal year student)
4. Treasurer (Preferably Prefinal year student)
5. Head of various Clubs





1













Selection Process:

The student council members will be selected as follows.

1. The official post of student council may be selected from the students having at least 75% attendance, verified by the class teachers. They must not have been involved /penalized in any in disciplinary action as per norms.
2. The students having at least 75% attendance may apply in the prescribed format for the official posts of student council.
3. The Scrutiny Board for Student Council (SBSC) will be formed by Hon'ble Vice-Chancellor for selection of various official posts. The SBSC will constitutes as follows:

a) Dean Student welfare	Chair person
b) One Professor-Member	Nominated by VC
c) One Associate Professor	Member Nominated by VC
d) One Assistant Professor	Member Nominated by VC
4. The SBSC will conduct interview on the basis of various criteria for the selection of designated posts.
5. At least one female candidate must be on this official post.
6. The tenure of the student council will be for one year.
7. The tenure of SBSC will be for two years.

9/15/22

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H/O/H/EE
representation

OK
9.15.22

Duties and Responsibilities

The student council members have to actively cooperate with the management and faculties in executing programs and maintaining discipline. They have to take up specific duties in organizing events and co-curricular activities with proper timeline. The student council members can be debarred from the post if they are found guilty of any mischief or misconduct in the university or if they do not comply with the eligibility conditions. At the same time active involvement of all the members is very much desirable. In case of any discrepancy the decision of Hon'ble Vice-Chancellor shall be the final.

[Handwritten signatures and dates]

9/15/2021

OK
9.15.22

MEDI-CAPS UNIVERSITY, INDORE

Regulation

ANTI PLAGIARISM POLICY

OBJECTIVES

To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of Medi-Caps University committing the act of plagiarism.

ANTI PLAGIARISM GUIDELINES

The Ph.D. / PG candidates shall subject the thesis for Anti plagiarism check using anti-plagiarism web tool like "original" (previously known as urkund). The Ph.D. / PG candidates shall submit their thesis along with plagiarism check report to departmental academic integrity panel (DAIP)

Permitted similarity index as per the anti- plagiarism guidelines are as follows:

Ph. D / PG- Thesis/Dissertation	
% Permitted Similarity index	10%
Total continuous words	Not exceeding 14 words

DEPARTMENTAL ACADEMIC INTEGRITY PANEL (DAIP)

Each Department of Medi-Caps University shall notify a DAIP of their Department whose composition shall be as given below:

- a. Chairman - Head of the Department
- b. Member - Senior academician from outside the department, to be nominated by the head of Institution.
- c. Member - A person well versed with Anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

The DAIP shall have the power to assess the level of plagiarism and recommend



penalty(ies) accordingly.

The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the Institutional Academic Integrity Panel (IAIP) within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

INSTITUTIONAL ACADEMIC INTEGRITY PANEL (IAIP)

Medi-caps University shall notify an IAIP for the University whose composition shall be as given below:

- a. Chairman - Pro-VC/Dean/Senior Academician of Medi-caps University.
- b. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
- c. Member - One member nominated by the Vice Chancellor from outside Medi-caps University
- d. Member- A person well versed with anti-plagiarism tools, to be nominated by the by the Vice Chancellor.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

The IAIP shall consider the recommendations of DAIP.

The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of Departments of Medi-caps University.

The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

THE WORK FLOW

The research scholar shall submit the soft copy of the thesis for the plagiarism check to the Research guide (instructor). The instructor's guidelines are given in Appendix I.

Checking shall be done by the guide for aim and objective, methodology, results, discussion, summary and conclusion excluding the review of literature and references.

The plagiarism check report shall be generated by the guide and the report shall be submitted to Department Academic Integrity Panel (DAIP) through Head of the department along with the thesis.



AKA

The similarity checks for plagiarism shall exclude the following:

- a. All quoted work reproduced with all necessary permission and/or attribution.
- b. All references, bibliography, table of content, preface and acknowledgements.
- c. All generic terms, laws, standard symbols and standard equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

The thesis within permitted similarity index as per the anti- plagiarism guidelines shall be recommended and forward to the Controller of Examinations (COE) along with certificate of plagiarism check (Appendix II).

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the DAIP. Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to IAIP.

The authorities of Medi-caps University can also take Suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by Medi-caps University on the basis of findings of an examiner. IAIP shall investing such cases and submit its recommendations to Vice chancellor for further action.

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of master's and Research programs and on researcher, faculty & staff of the Departments of Medi-caps University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

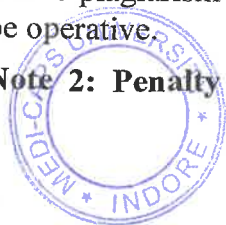
PENALTIES IN CASE OF PLAGIARISM IN SUBMISSION OF THESIS AND DISSERTATIONS

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- a. **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.
- b. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6months.
- c. **Level 2: Similarities above 40% to 60%**-Such student shall be debarred from submitting are vised script fora period of one year.
- d. **Level 3: Similarities above 60%** -Such student registration for that programmed shall be cancelled.

Note 1: Penalty on repeated plagiarism: Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained: If



plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice Chancellor.

REFERENCE:

UGC NOTIFICATION, UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, New Delhi the 23rd July, 2018, F.1-18/2010 (CPP-II)

APPENDIX I : Instructor's Guidelines

- a) Administrator (Original) or Coordinator (Medi-Caps University) will Create user account of Research Guide, Faculty Members, Research Scholars and Students.
- b) The user will receive an e-mail on their registered account from Original to fill their details, after filling the details they will receive the original account details along with user ID, Password and analysis address.
- c) To get Started, log in to Original (www.ouriginal.com) with the registered e-mail ID and password.
- d) After log in to your account user must select analysis address and the click on upload option and select the document which you want to check and at the end click on upload file.
- e) On the Submission page, enter the document title and name of the guide and students.
- f) As soon as you upload the file you will received an email from original mentioning that you have uploaded one document for plagiarism check which is having one Document No. starting from D; User must note down this document no. for future reference.
- g) Users have a choice to upload a file from computer in word or PDF formats.
- h) After submission, system will begin processing the uploaded document and will generate an originality report within minutes for supported file types.
- i) Original will send the report link on users registered e-mail id mentioning below mentioned details:
About 32% of this document consists of text similar to text found in 83 sources. The largest marking is 421 words long and is 98% similar to its primary source.
- j) By clicking on link user can see the detailed similarity report and see the sources.
- k) If user found that his/her report having similarity below 10% then he/she will download the complete report and submit to the authorities.
- l) If user found that his/her report having similarity greater than 10% then they must make some correction and upload the corrected document again for checking after deleting the previous document.



APPENDIX II : Format for Certificate of Plagiarism Check

MEDI-CAPS UNIVERSITY
Pigdambar, Rau, A.B. Road, Indore - 453331

CERTIFICATE OF PLAGIARISM CHECK

It is certified that Ph.D/ PG Dissertation titled

_____ by _____ has been subjected to plagiarism check.

We undertake the following:

- a. The research work submitted is original.
- b. No sentence, table, paragraph or section has been copied verbatim from any other resource unless it is placed under quotation marks and duly referenced.
- c. There is no fabrication of data or results which have been compiled.
- d. There is no falsification by manipulating research materials, equipment or processes.
- e. The thesis has been checked using Anti-plagiarism web tool "TURNITIN" and found within limits as per the anti-plagiarism guidelines of Medi-caps University.
- f. Similarity index of the thesis is as follows:

% Similarity index	
Total continuous words	

1. Guide

Name:

Signature:

2. Student:

Name:

Signature:

Recommendation/ comments by Department Academic Integrity Panel (DAIP):

	DAIP	Name	Signature
1.	Chairman		
2.	Member – 1		
3.	Member – 2		

Institution seal:



5

Medi-CAPS University, Indore

Regulation

STUDENT WELFARE POLICY

OBJECTIVE

Empowering, encourage and motivate Medi-Caps University students by providing financial support and mentoring resources to the students of good character, good academic standing and students consistently involved in all the activities of university.

Bringing together the MU Alumnus and nurture the 'giving back' spirit with the intent of impacting the younger generation

The objectives of the Student Welfare Fund are:

- (i) Helping students in pursuing their education in emergency financial crisis in their family.
- (ii) Creating a sense of belongingness and fellow feelings among the students

DEFINITION

- (i) Students means all who have taken admission in any of the programs offered by Medi-Caps University and registered themselves in any of the programs offered by Medi-Caps University.
- (ii) Student Welfare Fund—An exclusive fund used for supporting all the admitted students in continuing their education.
- (iii) Committee—The committee constituted for scrutinizing and recommending the fund.

SOURCE OF INCOME

Student Welfare Fund is proposed to create from the funds received from the alumni of the university. A total of 25% of the total alumni fund received, will be used for students' welfare activities. Medi-Caps University Management may also be requested from time to time for the support. Donation from any other individuals/firms of India as per IT rules can be accepted.

ELIGIBILITY

1. Candidate must be a regular student of Medi-Caps University.
2. Student must be expecting to complete the degree in the minimum tenure.
3. Student must maintain minimum attendance as per the norms of Medi-Caps University.



4. Student must obey the Code of Conduct of Medi-Caps University and present a letter of referral from the mentor.
5. The applicant must not have received scholarship from any other sources.

All the applicants may be eligible as a beneficiary of Student Welfare Fund in the following situation and conditions:

- (i) Financial constraints due to death/serious illness/disease of only earning member in the family.
- (ii) Unexpected financial burden arisen due to social/professional reasons in the family.
- (iii) Sibling is existing student at the University.
- (iv) Any other circumstances as judged by the Committee.

The student is eligible for the benefit for Student Welfare Fund only once in even semester on the overall tuition fee. An undertaking mentioning the future punctuality and good academics to be provided. An indemnity bond must be filled by the student availing the benefit. In case, the beneficiary leaves the university before completion of the degree, he/she must refund the received amount.

COMMITTEE

The scope of the committee is to scrutinize the application based on:

- (a) Personal interaction
- (b) Circumstantial evidence
- (c) Personal visit to the beneficiary's house/hospital/occurrence area.

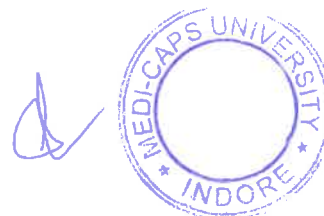
Based on their finding the committee shall recommend the aid fund to the Vice-Chancellor either on consensus or on majority.

The Committee meeting shall be convened by the Dean Student Welfare and shall be notified by the Registrar as and when required depending on the number of applications and urgency of situations.

There shall be five (5) members committee for scrutinizing & recommending the case of the applicants / beneficiary. The structure of the committee shall be:

Designation	Tenure
1. Dean Student Welfare	2 years
2. One member to be nominated by Vice Chancellor	2 years
3. Treasurer of Alumni Association	2 years
4. One member of Alumni Association	2 years
5. Registrar (Ex-Officio)	2 years

Separate account shall be maintained where the signatories shall be Vice-Chancellor or Registrar.



Application process

The student who is desirous to have the support from Student Welfare Fund need to apply to the DSW. The application shall be considered within 21 days from the date of receiving and shall be communicated to the applicants accordingly.

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Medi-Caps University, Indore

SoP for Categorisation of the students and action

Process of identification of slow learners and action for improvement:

Process for finding slow learner:

1. If marks/percentage in entrance level exam is equal to or just greater than 5% to the cut off marks.
 2. In class if the student does not answer the questions.
 3. In end-sem/mid semester/ assignments/quiz if he scores less than 30% of marks.
 4. In Laboratory if he takes more time for the conduction of practical.
- a. Slow Learners Record (Process, Action Taken, Result):
1. Pre-List of slow learners (from mentor, previous class coordinator, faculty, based on previous results)
 2. List of slow learners (as per your regular evaluation based on their learning in class)

Task for Slow Learner Students:

Sr. No.	Course	Date & Time	Task	Course Teacher

- b. Record of Remedial class/es for slow learners:
1. Notice to the students from Faculty and HoD
 2. Timetable
 3. Attendance

c. Result Analysis of Slow Learners:

Sr. No.	Roll No.	Name of Student	Marks of MST I	Assign/any other	Marks of MST II	Assign/any other	Marks End SEM Exam	Analysis Remark

d. Summary of Results Improvement in Slow Learners:

Sr. No.	Class	No. of Slow Learner	No. of Students with improved result

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Process of identification of advanced learners and acting for betterment:

Process for finding Advance learner:

1. If marks/percentage in entrance level exam greater than 20 to 30% of the cut off marks.
2. In class if the student answers the questions properly and asks related questions.
3. In end-sem/mid semester/ assignments/quiz if he scores 90% marks.
4. In Laboratory if he performs the practical very quickly.

a. Advanced Learners Record (Process, Action Taken, Result):

1. Pre-List of advanced learners (from mentor, previous class coordinator, faculty, based on previous results)
2. List of advanced learners (as per your regular evaluation based on their learning in class)

b. Advance Learners' List:

Sr. No.	Roll No.	Name of Student

c. Advance Learners' activities:

Sr. No.	Course	Activity Performed	Date & Time	Course Teacher	Sign

d. Advanced learners' record:

1. Notice to the students from Faculty and HoD
2. Timetable
3. Attendance
4. Any other

Handwritten signatures and notes:

lcy *[Signature]* *[Signature]* *[Signature]* *[Signature]*

To: Kamble A/C Sir.

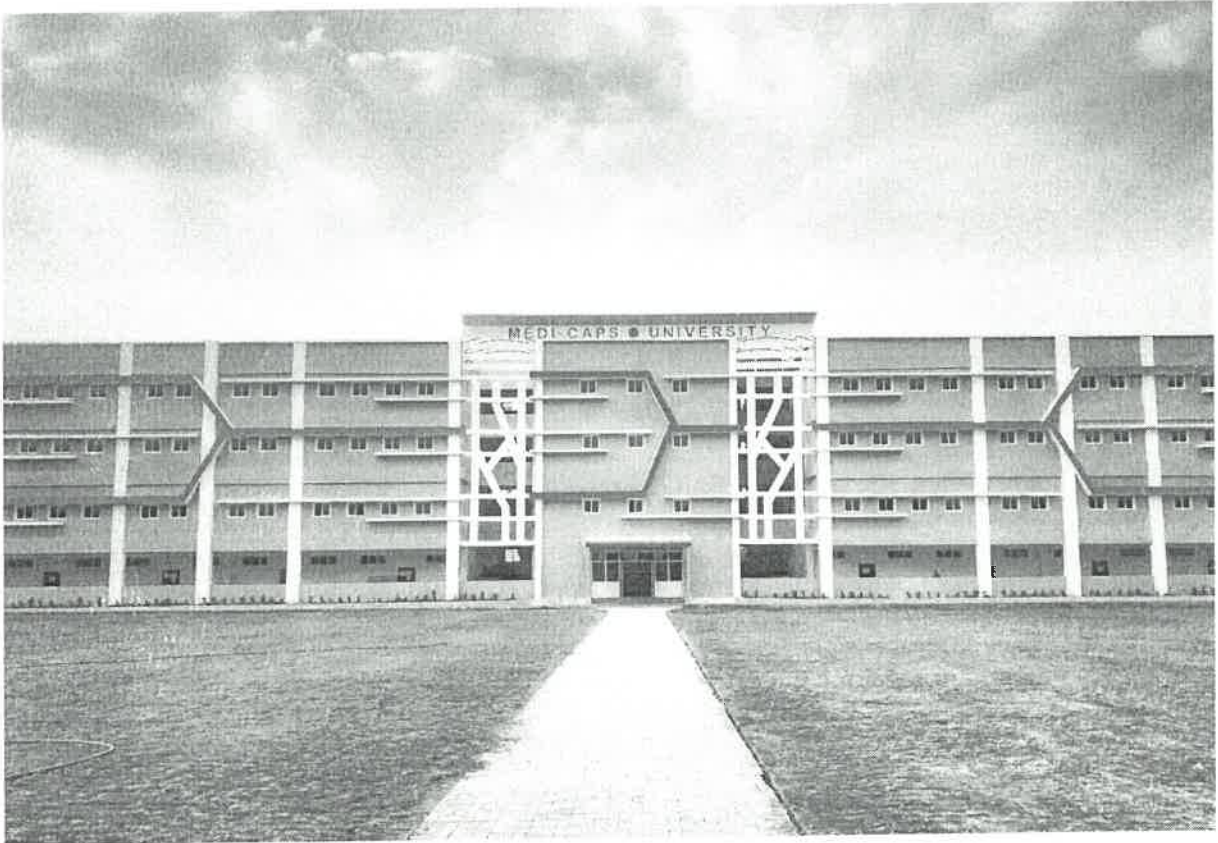
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मेडी-केप्स विश्वविद्यालय, इन्दौर
Medi-Caps University, Indore



ENROLMENT POLICY

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3/11/22

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M. Comment
3.11.22



मेडी-केप्स विश्वविद्यालय, इन्दौर
Medi-Caps University, Indore

PREAMBLE

This document sets out the terms of enrolment of the admitted student with the University. It applies to all students enrolled in a course of study, regardless of whether they are doing it full-time or part-time, and regardless of whether the course is graded and results in a qualification or not.

The enrolment will be prepared as per following criteria:

1. Enrollment Number: AB CD EF G H I JKL (Total 12 digits alpha-numeric).
2. First two digits AB: Indicate the Faculty (eg: AG (Agriculture), EN (Engineering), CM (Commerce), MS (Management), PY (Pharmacy), SC (Science) etc.
3. Third & Fourth digits CD: Indicate the year of admission (e.g.: Year 2022 to be represented as 22, etc. It is not the calendar year, but the Academic Year).
4. Fifth & Sixth digit EF: Indicate the Department code (eg:AU/FT/ CS/CE/AG/ME/MS/IT/PY/CA/CM etc).
5. Seventh digit G : Indicates Program level (eg: Certificate-1, Diploma-2, UG-3, PG Diploma-4,PG-5, Ph.D-6)
6. Eighth digit H: Indicates Entry code: (eg: Regular admission-0, Transfer Case-T, Lateral Entry-L)
** E - for admission in even semester with courses*
7. Ninth Code I: Indicates Branch Code:(eg: For Mechanical department: Auto-1, Fire Technology-2, Mechanical-3
8. Tenth, eleventh & twelfth digits JKL: Indicate the serial number of the student admitted. It may be arranged alphabetically/ serially by date of admission, such as 001,002 etc.

Example: **EN22ME301001**

- EN- Faculty of Engineering
- 22 - Year of admission (Academic Year)
- ME- Mechanical Department
- 3 – Undergraduate
- 0- Regular Admission
- 1- Automobile branch
- 001 - Serial Number

- 9 For University Transfer Students EN22ME3T1001 (“T” Indicate the Transfer Case).
- 10 For Lateral Entry students EN22ME3L1001 (“L” Indicate the Lateral Case).

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www.medicaps.ac.in • e-mail: info@medicaps.ac.in



मेडी-केप्स विश्वविद्यालय, इन्दौर

Medi-Caps University, Indore

RESEARCH POLICY – GUIDELINES

Version 2.0-1a,

Dt 19th April 2022

RESEARCH POLICY - GUIDELINES

Version 2.0-1a,

Dt 19th April 2022

(In exercise of the powers conferred under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Act 2007 (Madhya Pradesh Act 17 of 2007) and Article 9 C of its First Statutes, Medi-Caps University (MU), Indore, has laid down these policy guidelines with an objective to boost research among faculty members, staff and students to create knowledge through research. This is further amended in view of the UGC Guidelines (NEP) dt 14 March 2022 [Ref F.No.1-5/2021(NEP/DESK-PARL) dt 14th March 2022 from Chairman UGC, New Delhi], for the formation of RAC and RDC for the Medi-Caps University, whose details are given at pertinent places.

1. Scope

To nurture and grow the creative ideas into an innovative research that is intertwined with education that ultimately serves the mankind.

2. Policy Statement

Medi-Caps University is committed to be an Education, Research and Innovation oriented University that could contribute to society by becoming a knowledge hub. To attain this goal, it is imperative to pursue good quality basic research in all domains/ faculty of studies and progressively aim for cutting-edge, targeted, and applied research. Research to be conducted in a transparent, responsible and ethical manner for advancement of knowledge and development of novel processes, technologies and products. It is equally important to ensure that the products and outcomes of such research are appropriately disseminated to reach the widest possible audience for the benefit of mankind at both national and global levels.

While maximum care has been exercised in drafting this policy, it is still expected to have minor glitches and / or confusion regarding a statement. In such situations, the policy adapted by standing universities or UGC may be taken in to reference to resolve issues if any.

3. Rationale

Medi-Caps University is poised to become a university par excellence. To have a reasonable realization and to provide a basis / frame work conducive for nurturing the growth of creative ideas to an innovative level that could be tuned for societal applications.



4. Research Objectives:

- 4.1.1. Affirm quality research as an integral activity at the University; in fact, to be understood as a mandate.
- 4.1.2 Create and maintain 'state of the art' research facilities towards a transparent yet efficient system of maximum research output;
- 4.1.3. Maximize funding support for research through external sources while mobilizing internal sources as well as a seed grant;
- 4.1.4. Integrate research activities undertaken by the; post-graduate and doctoral students, wherever possible with the research focus of the University (to be defined time to time), preferably in alignment with the national thrust areas;
- 4.1.6. Provide a framework to conduct high quality original research in a transparent and ethical manner; deterministic in maintaining standards of education cum research at par with institutes of educational relevance to become an institute of eminence at the earliest.
- 4.1.7. Ensure a facilitating environment for individuals as well as those affiliated with the University and provide continued effective support for pursuit of research excellence;
- 4.1.8. Efforts to translate, innovations, technologies and tools emerging out of research into possible products and processes for commercialization interlaced with societal benefit; due credit to the participating individuals and institutions.
- 4.1.9. Protection of Intellectual Property Rights (IPR) while maintaining zero tolerance for plagiarism.
- 4.1.12. Encourage research collaborations among different departments/faculties and with reputed Institutes, Universities and Research Organizations in India and abroad as well;
- 4.1.13. Ensure effective dissemination of activities and achievements towards national and international accolades and maximum possible accreditation with an aim to enhance the research profile of Medi-Caps University.

Policy Elaboration

Faculty members of Medi-Caps University are expected (in fact mandated) to undertake research activities in addition to their teaching and administrative responsibilities towards realizing the objectives.

Faculty who are eligible to supervise younger generation are requested to do so for dissertation of master's and thesis for PhD students.

Faculty are encouraged to seek assistance or funding from external resources for research, where appropriate.

Research activities to be carried out under the frame work of university research policy and, in accordance with regulatory and ethical considerations.

To achieve the objectives defined in Section 4, the following steps would be taken:



Research Management:

As per UGC Guidelines said above, a two-tier management of all research activities at Medi-Caps University, has been implemented.

1. A **Research Advisory Committee (RAC)** for Medi-Caps University has been formed. RAC will have an advisory as well as implementation role.
2. A **Research and Development Cell (RDC)** for Medi-Caps University has been formed. RDC will have the roles of planning, implementation, and regular monitoring of all research and development activities.

The constituents of RAC and RDC are enlisted in **Annexure-1**.

As envisaged in NEP, Research Monitoring involves responsibility and accountability in research development and innovation activities through creation of infrastructure, possible generation of resources, promotion of business activities and facilitation of policy framework to nurture the culture of quality research by adhering to ethical practices.

A) The composition of the RAC will be as under: -

The Research Advisory Committee (RAC) may include 5 leading scientists from Medi-Caps and 3 eminent experts from outside the University. The term of the RAC is typically for a period of 3 years after which the same members may be opted for another term of 3 years. The members, numbering around 10, may be replaced in case of non- availability of existing member(s) for any reason.

B) The role and function of the RAC will be: -

It may meet at least twice in a year to review research progress, offer critical comments, and suggest corrective measures to enhance the research activities of the University.

To make recommendations to the academic council on matters related to promotion of research activities and the realistic need on infrastructure.

C) The composition of the RDC will be as under: -

The RDC shall be headed by a Director, senior professor nominated by Vice Chancellor. There shall be best possible representation from all the faculties / Institutes of MU for RDC as members, numbering around 10. The tenure of the members shall be of three years.

D) The role and function of the RDC will be: -

To train, educate, encourage and coordinate on a regular basis with all the stake holders of the University to achieve the research objectives of university as per section-4 of this policy as well as the guidelines of UGC from time to time.

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Research and Development Cell and its areas of Governance

As per the guidelines of UGC, the RDC will have 5 committees for the following functions.

- Committee 1 – Finance and Infrastructure
- Committee 2 – Research Program & Policy Development
- Committee 3 – Collaboration and Community
- Committee 4 – Product Development, Monitoring and Commercialization
- Committee 5 – IPR, Legal and Ethical Matters

Annexure-1 give the details of the existing structure.

The main responsibilities of the RDC will be:

- a) Short- and long-term research Planning
- b) Monitoring and Reviewing of Research

3. PhD Cell:

As per the Regulation-24 of Medi-Caps University, well-defined norms have been established to govern the PhD program of the University. In order to monitor this a PhD Cell is formed whose constituents include Dean of Research Affairs as its In-Charge, PhD Coordinator and Controller of Examinations as the members.

4.2. Human Resource Development & Management:

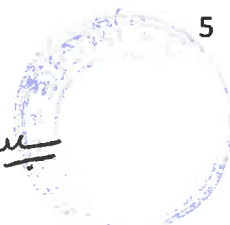
4.2.1 Competency Mapping and Faculty Development: A comprehensive mapping of the core and ancillary competencies of individual faculty members should be undertaken along with other soft skills to identify strengths and weaknesses. This will enable identification of research potential maximizing the output from each individual. It will also facilitate designing of custom-made faculty development programs to improve their skills and help faculty to overcome their weaknesses in order to maximize their contribution to the University.

To keep pace with the fast pace of technology change and research advancement at the national and global level, up-grade and remain competitive, it is essential for all researchers to be continuously updated also to enhance their knowledge and skills. While it is expected that the researchers will generate their funds for undertaking the research activities, Medi-Caps University (MU) may also support the research activities through internal seed funding in terms of PhD student fellowship along with reasonable consumable and contingency grants. The extent of support will be decided based on the potential of research outcome on peer review. It is expected from the researcher to ensure potential benefits to the University.

4.2.2 Chair/Honorary/Adjunct Professors: There are several distinguished scientists, researchers, academicians and other persons of eminence who may be invited to be associated with Medi-Caps in various capacities. Based on the relevant research expertise, a corresponding full-time faculty of Medi-Caps may be identified who may be made

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responsible for maintaining regular interaction. These luminaries may be invited to deliver lectures at Trainings/Workshops/Conferences or as a guest speaker for one time or for a subject course. Such activities are to be expected on a regular basis. These opportunities may be utilized for cross-fertilization of concepts/ideas and development of national/international research collaborations.

4.2.3 Medi-Caps University (MU) Fellowships: To attract brilliant, young minds to pursue research, Medi-Caps University will offer fellowships for undertaking projects for doctoral and post-doctoral studies. **URF (University Research Fellowships) Fellowships** have been instituted towards this in recent times.

4.2.4. Research Projects Undertaken by Faculty and Students: Medi-Caps University faculty are also expected to guide undergraduate, postgraduate & doctoral students where ever applicable in training/ research projects/ dissertations. These projects are termed "**Student Research Projects (SRP)**" and are expected to function shortly.

4.2.5. Seed Money Projects: Medi-Caps University faculty are expected to guide PhD students and, in that process, good R&D facilities are expected to be established. In order to start such activities, the university is extending its possible assistance by way of this Seed Money Proposals. This is highly useful to those who enter the university afresh and young or new to the university to start the R&D. These funds are nominal but act as a seed to further the research and to test novel ideas before one venture for externally funded projects. **These are in line with the Regulation-55 of the Research Promotion Grant.**

4.2.6. Collaborative Research Schemes (CRS-Projects): Medi-Caps University encourages its faculty and students especially the PhD scholars to understand collaborative efforts with national and international institutes and universities, institutes of national importance, institutes of eminence. CSIR, UGC, DAE, CRS, DST, AICTE, ISRO, DRDO, IITs, IISERs, IISc, Inter University Centres, State and Central Universities, private universities of repute are a few to mention. This aims in furthering their research capabilities including outreach activities and soft skills for personal as well as professional developments. Faculty are encouraged to submit research proposals in collaboration with like-minded interested groups while submitting projects of mutual interest under this for possible funding and exchange of resources and talent manpower.

Recent efforts on the wake of awakened CSR (Corporate Social Responsibility), there exists a finite possibility of mutual fund sponsors among like-minded universities. CRS proposals are initiated by keeping in view of these recent developments.

4.3 Generation and Utilization of Funding Resources for Research

Faculty members are expected to seek funding from external sources to support research activities, where appropriate. In exceptional cases, University may provide financial support/ seed money for testing feasibility of new ideas/concepts and/or potential conversion of research ideas into reality. "**University Funding for Research**" is being planned and is in the

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process of implementation. **The URF Projects, Seed Money Projects and CRS Projects come under this category** and more are expected.

4.3.1 Collation and Dissemination of Information regarding External Funding Opportunities:

- Aim is to keep Medi-Caps researchers updated with information regarding schemes for funding opportunities announced by different national or international government/ semi-government/ private agencies from time-to-time.
- Even though the concerned Directorate/ Cell for Research and Innovation may collect and collate all such information, and disseminate the same to the probable and interested researchers, faculty are requested to be proactive in obtaining such useful information by using their respective good offices.
- The Directorate/ Cell may support interested or a team of self affined researchers to apply for funding opportunities;
- The Directorate/ Cell may support scientific collaborations with reputed Institutions/ University/Organizations from India and abroad as well to improvise research grants.

4.3.2 Workshops:

- Following category of workshops may be conducted by MU to create awareness and interest in the field of research
- 'Awareness workshops' for identifying potential areas of current research interest.
- 'Thematic workshops' could be organized after identifying a specific area to dwell in to detail and augment the proposal in that particular field.
- 'Training workshops' to improve the quality of research proposals from young researchers and to sensitize them on the art of writing good and prospective research proposals.
- All these workshops will be organized on a regular basis involving experts from both within and outside the University.

4.3.3 Pre-submission Assessment of Research Proposals:

Prior to submission to the funding agency, research proposals are expected to have a possible pre-review by peers of respective fields. Peers could be identified by PI and his team preferably in consultation with Research Cell. They may be drawn internally, with in Indore or even outside Indore, must be persons of repute. Aim for two pre-reviews. Since this process is a time consuming, research proposals are expected to be made on a regular basis upon identifying a prospective funding agency. After writing a draft, discussion with Research Cell may be made to send them for pre-review. Based upon the inputs the draft can be modified and submitted to funding agency.

To cope us with time lines, the pre-reviewed proposals are expected at least two (2) weeks before the proposal submission deadline. The research proposal shall be submitted through the Medi-Caps University (Competent Authority / Registrar).



4.3.4 Research Project Management: It is the responsibility of the Principal Investigator (PI)/ Project Coordinator to ensure smooth management of research project and implementation as per the procedures laid down by the relevant funding agency and within the frame work of Medi-Caps University (MU). It may include, but not limited to:

- a) Hiring of manpower
- b) Purchase of equipment and consumables as laid down in the proposal and consequently approved by the funding agency
- c) Utilization of Contingency and Overhead Expenses
- d) Timely submission of technical and financial reports (Include Statement of Expenditure and Utilization Certificate – SE & UC – as per the format of funding agency.
- e) Statement of Progress Report highlighting the outcome in the light of proposed objectives.
- f) Submission of Project Completion Report at the end of successful completion to the funding agency with a copy to the Research Cell as well as office of MU for records. This should contain the SE&UC spanning the entire period of the projects, with copies of sanction and release orders, Scientifics / Technical reports, List of publications in journals of repute and in conferences, a small write up on societal relevance and proof for return of un-utilized funds if any back to the funding agency. This means the project should be closed technical and financial wise as well.
- g) Ensure the completion of PhD for the participating student if any and publishing the outcome in journals of international and national repute including those with SCI. This should be done with due acknowledgement for the funding agency as per the requirement and to the Medi-Caps University as well.

To facilitate researchers in proper execution of research projects, training workshops may be conducted by the Directorate/ Cell (IQAC) on a as and when needed basis, covering various aspects including, but not limited to proper book- keeping, maintenance of records of experiments, etc.

4.3.5 Project Monitoring and Assessment of Project Outcome: The progress of all research projects, funded by external or internal sources, will be monitored by a Committee comprising of 3-5 experts from either within or outside the University so constituted by the Directorate / faculty of studies on a periodic basis. The Committee will evaluate the progress of the project as per the timelines detailed in the project proposal, identify bottlenecks if any, and offer suggestions for better research outcomes.

A Committee nominated by the Directorate/ Cell comprising experts within the University, will also evaluate the Research Outcome(s) of the completed project in consultation with researcher, and suggest future course of action.

4.3.6 Utilization of Project Funds: All funds allocated in the research project will be utilized for the specific purposes for which they have been allocated (for e.g., manpower, equipment, consumables, travel, contingency etc.). Utilization has to be as per the guidelines laid down by the relevant funding agency and under the frame work of MU.



4.3.7 **Research Infrastructure:** It is imperative that state-of-the-art research facilities are developed, maintained and continuously upgraded to enable and facilitate cutting-edge research for generation of new knowledge, products, tools and technologies. Efforts in this direction is being planned.

4.3.8 **Utilization and Dissemination of Research Outcomes:** While it is important to create a research-friendly environment and encourage all forms of research (basic, directed and applied) at all levels (students, faculty and staff) in various domains (social sciences, biomedical sciences, basic sciences, life sciences, engineering and technology, etc.), it is equally important to optimally utilize and disseminate research outcomes to enhance the research profile of the University, both at national and global levels. This may include;

- a) **Protection of Intellectual Property Rights (IPR).** Intellectual Property (IP) generated as an outcome of research, and conversion of the same for commercial benefit and/or societal use are described under the Policy for Intellectual Property Rights (IPR).
- b) **Publication of peer-reviewed Articles:** Faculty and research scholars including students are encourage to publicize the research outcomes and gain recognition among peers for the quality of research being undertaken at the University, well in time. MU encourages publications in peer reviewed journals of national and international repute. Among the UGC, AICTE or GoI approved list, reputed journals of each subject (For ex SCI in sciences or those with IEEE status) to be identified and the results to be published in them.
- c) Publication of popular articles to highlight the research outcomes and their potential benefits and to create awareness among the common public of India and abroad are being planned under the theme of popularization.
- d) Presentations of Research Findings at Symposia/Conferences and similar forums for sharing research outcomes, inviting comments and suggestions from peers in related fields, and forging collaborations with eminent researchers outside the University are encouraged.
- e) Publications of Monographs/Books/Book Chapters for compiling advances in a specific area of research and its dissemination to specific target audiences are encouraged.

4.3.9 **Data availability statement:** Off late the journals of repute need a statement from the corresponding author of a manuscript about the availability of data collected by the research team. As a matter of good practices all the records have to be preserved and dissemination at a later date if any should be with the consent of participating authors and as per IPR policy as well. Normally such data should be available for a long period, viz atleast for next ten years to start with. Now a days many researchers from many institutions participate in a joint publication and hence one needs to follow the policy on all grounds. Hence it is entrusted with the corresponding author that he maintains the data and the collated data on behalf of authors and see that the readers are made available if a proper request is given. Corresponding author ensure the distribution of data to proper personal only and with a mention of safe guarding IPR as well. One can follow general practices of a good journal or reputed institution depending on the arising need. Research cell at MU may assist if needed,

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V. Gau



5. Rules & Regulations

Researchers are advised to carry out their R&D within the framework of Medi-Caps University (MU), request to adhere regulations that will be evolving time to time for the betterment of institution and an individual as well. **The R&D to be carried out with highest ethical standards.** While MU will do its best to communicate the evolving scenarios and regulations through circulars, notices and interaction meetings, it is the duty of a researcher to become aware of such evolutions time to time so that the same is followed in their respective true spirit.

Need to evolve various committees such as, concerned relevance to use of Biological and Chemical entities like Control and Supervision on Experiments on Animals (CPCSEA), an Institutional Biosafety Committee (IBSC) and other mandatory requirements have arisen. They must be evolved in the light of existing guidelines of relevant statutory bodies of GoI and to be followed in toto. References may be drawn on existing guidelines or regulations of Institutes of Eminence or National repute on the subject of relevance and to be adhered time to time as resolved by the RAC / RDC of Medi-Caps University, Indore.

Acknowledgements:

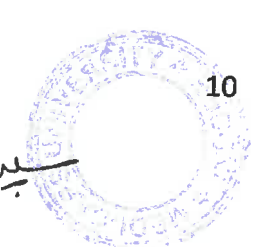
The 'Team R&D @ MU' would like to acknowledge the vision and the consequent conscious support from the management towards realization of quality research. Equally the efforts of predecessors in making the draft ideas who made seminal contribution over two decades that forms the healthy tradition. Acknowledgements are due to various open sources available from the website of many reputed universities of national and international standing. Healthy yet suitable points to our scenario as a beginner that too as a private university were taken carefully after going through these information leaflets or brochures or ordinances and taken in an appropriate and limited manner to the best of our knowledge. References include UGC, GoI, DAVV & UGC-DAE CSR Indore, Amity University, India, LUND and Upsala universities, Sweden etc. Team is grateful to many teachers who have helped us. They include but not limited to those mentioned. Finally, acknowledgements are due to all members of 'Team R&D MU' for their inputs and efforts to draw out a sustainable policy.

Place: Medi-Caps University, Indore
Dated 19th April 2022

Team R&D @ MU

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V. Gaur



Medi-Caps University, Indore
Office Note Dated 19th April 2022
Formation of Research Advisory Committee (RAC) for Medi-Caps University, Indore

Prof. D. K. Patnalk, Vice-Chancellor, Chairman
Prof. D. K. Panda, PVC, Nominee of VC

Internal Senior Members

- Dear Research – Director, RDC
- Dean Science
- Dean Management
- Dean Engineering
- Dean Agriculture
- Dean Pharmacy
- Dean Humanities
- Dean Student welfare

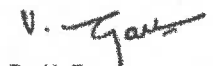
External Nominations – Invitees by VC


1. Prof. Dr S N Kane, School of Physics, DAVV Indore, kane_sn@yahoo.com, 09893377409,
2. Prof. N K Totala, Institute of Management Studies, DAVV Indore, 09826507017
3. Dr. Colonel Raman Iyer, Prestige Institute of Management & Research, Indore, 09429893825
4. Prof. Dr Pragya Jarolia, Dept of Management, SVVV, Indore, 06264052232
5. Prof. Dr J T Andrews, GSITS, Indore, jlandrews@gmail.com, 09425903487
6. Prof. Dr S K Majumder, Head, L&AD, RRCAT Indore, shovan.k.majumder@gmail.com, 09425062344
7. Prof. Dr V R Reddy, UGC-DAE CSR Indore, Email: vreddy@csr.res.in, 09425410641
8. Prof. Dr Palani, Head Mech Engg, IIT Indore, palaniia@iiti.ac.in, 09009356097
9. Prof. Dr. Pankaj Sagdeo, Head, Dept of Physics, IIT Indore, psagdeo@gmail.com, 08964994599
10. Prof. Dr Abhishek Srivastava, Computer Science, IIT Indore, asrivastava@iiti.ac.in, 07898515660

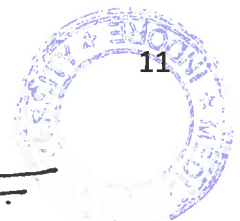
Note:

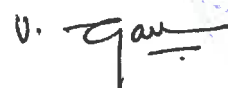
- External Invitees List could be modified by MU depending upon the evolving scenarios and availability of members.
- In all Routine and emergent scenarios, the internal committee is sufficient to handle the duties of RAC in tandem with RDC of MU.
- Couple of participations by external invitees could be sufficient depending upon the subject matter of discussion and of discipline relevance. Signatures by electronic means is allowed from external members or invitees.
- External Invitees Participation is preferable once in a year at-least.
- Participation by external invitees could be in on-line /hybrid mode. Suggestions by email and other electronic means are permitted to be included.

Submitted for Approval


Dr. V. Ganesan
Dean Research
Dated 19th April 2022


19.4.22





Research Advisory Council (RAC)
Chaired by Vice - Chancellor
Or his Nominee (PVC)

Research & Development Cell (RDC)
(Director: Dean of Research Affairs)
To be nominated by VC & Convenor)

Committee 1
Finance and Infrastructure
All Deans plus
Registrar & CFAO

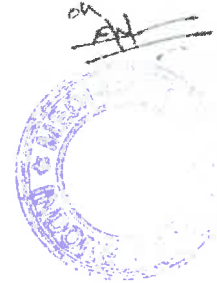
Committee 2
Research Program &
Policy Development
All HoDs + All Deans + PI/co-PIs

Committee 3
Collaboration & Community
Prof I/C (Collaboration), All Deans +
PI if any

Committee 4
Product Development, Monitoring and Commercialization
All Deans + Prof. I/C (MIIC) + Prof I/C (IPR Cell)

Committee 5
IPR, Legal and Ethical Matters
All Deans, Prof I/C (IPR Cell), Registrar & CFAO

OSD, Registrar, CFAO and IQAC Rep (Invitees in all committees) ,
MIIC- Medi-Caps Innovation and Incubation Cell, IQAC Rep – IQAC Director or Its Coordinators only
RAC and RDC Formation Date: 19th April 2022



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Medi-Caps University, Indore
Name of the officials as on 19th April 2022
Research Advisory Committee (RAC) and Research & Development Cell
(RDC)

Please refer the above structure for details

Prof. D. K. Patnaik, Vice-Chancellor, Chairman
Prof. D. K. Panda, PVC, Nominee of VC
Shri Palash Garg, OSD (Officer on Special Duty)

Internal Senior Members

- Dr V Ganesan, Dean of Research Affairs– Director, RDC
- Dr Ankur Saxena, Registrar
- Dr A A Koser, Dean Science
- Dr A A Koser, Dean Management
- Dr P S Nair, Dean Engineering
- Dr S D Upadhyay, Dean Agriculture
- Dr Sanjay Jain, Dean Pharmacy
- Dr A A Koser, Dean Humanities
- Dr Shilpa Tripathi, Dean of Student Affairs
- Shri Sanjay Dhare, CFAO, MU
- Dr S D Upadhyay, Prof. I/C Collaborations
- Dr Sarita Kansal, Prof. I/C MIIC
- Dr Ravindra Pathak, Head, International Affairs,

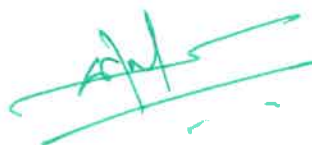
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3. Dr. Colonel Raman Iyer, Prestige Institute of Management & Research, Indore
4. Prof. Dr Pragya Jarolia, Dept of Management, SVVV, Indore
5. Prof. Dr J T Andrews, GSITS, Indore
6. Prof. Dr S K Majumder, Head, LBAD, RRCAT Indore
7. Prof. Dr V R Reddy, UGC-DAE CSR Indore
8. Prof. Dr Palani, Head Mech Engg, IIT Indore
9. Prof. Dr. Pankaj Sagdeo, Head, Dept of Physics, IIT Indore
10. Prof. Dr Abhishek Srivastava, Computer Science, IIT Indore

V. 

Dr. V. Ganesan
Dean of Research Affairs
Dated 19th April 2022





V. 

INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY

Medi-Caps University
Indore



2021

1. PREAMBLE

Intellectual Property (IP) refers to creation from the mind of any person (inventor) such as inventions, innovations, literary work, artistic works, designs, symbols, names, logos, images. IP plays an important role in providing a competitive edge to any organization. The tangible assets like inventions, designs, software, brand name and other creative and innovative ideas are more valuable than physical assets. It is necessary to protect these creations in order to enable organisations to earn recognition or financial benefits. In this scenario, Governments of various countries protect the innovative ideas of the inventors through Intellectual Property Rights (IPR). Recently, IPR has become a central issue in the developed and developing countries.

The aim of the IPR cell is to propagate awareness on intellectual property among the researcher(s) of the university by organizing workshop, seminars, and training programs. This policy document has been framed with the aim to encourage ethical environment to conduct creative research and to recognize the importance of innovations, assisting innovators so that the innovations are translated into products, processes and services as well as to prevent violation of intellectual property rights of the third parties.

2. INTRODUCTION

Introduction to IPR

The importance of IPR was first recognized in Paris Convention for the Protection of Industrial Property (1883) and the Berne Convention for Protection of Literary and Artistic Work (1886).

IPR Regime of India

In India, the patent system is administered by the office of the Controller General of Patents, Designs and Trademarks (CGPDTM) under the Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce and Industry. The jurisdiction of Indian patent system is divided geographically into four regions i.e. Northern Region (Patent Office, Delhi), Western Region (Patent Office, Mumbai), Southern Region (Patent Office, Chennai) and Eastern Region (Patent Office, Kolkata).

Purpose

The Union Cabinet has approved the National Intellectual Property Rights (IPR) Policy on 12th May, 2016 that shall lay the future roadmap for IPRs in India. The Policy recognizes the abundance of



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creative and innovative energies that flow in India, and the need to tap into and channelize these energies towards a better and brighter future for all.

The National IPR Policy is a vision document that encompasses and brings to a single platform all IPRs. It views IPRs holistically, considering all inter-linkages and thus aims to create and exploit synergies between all forms of intellectual property (IP), concerned statutes and agencies. It sets in place an institutional mechanism for implementation, monitoring and review. It aims to incorporate and adapt global best practices to the Indian scenario.

However, the University recognizes that patentable inventions sometimes arise in the course of research conducted by its faculties and students using University facilities. The authority of the University has determined that patenting and licensing of Inventions resulting from the work of University personnel, including students, is consistent with the purposes and mission of the University.

3. OBJECTIVES

The major objectives of the IP policy are:

- i. To provide a superior environment to the faculty, students and research scholars of the University for creation, protection, and commercialization of intellectual property and to stimulate innovation.
- ii. To encourage research, scholarship, and a spirit of inquiry, there by generating new knowledge.
- iii. To facilitate the transfer of knowledge and technology to intending users to promote utilization of such resources for benefit of the society.
- iv. To provide an administrative system to determine the commercial significance of discoveries and developments and to assist in bringing these into public use.
- v. To provide for an equitable distribution of economic gains resulting from new intellectual property among the developer, author, or inventor, the University, and, where applicable, the sponsor.
- vi. To provide incentives to originators in the form of personal development, professional recognition, and financial compensation.
- vii. To safeguard, review and manage the intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.
- viii. To encourage students at all levels to develop patentable technologies and to provide financial assistance from the University to the extent possible.

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- ix. To create awareness on IPR through conducting seminars, conferences, in- vited talks and lectures, and training programs among the academic community.
- x. To create respect for other people's intellectual property among members of the University community.

4. DEFINATIONS

- i. **Commercialization:** means any form of exploitation of Intellectual Property, including assignment, licensing, internal exploitation within the University and commercialization via a spin -off enterprise on India and overseas.
- ii. **Confidential Disclosure:** means an agreement between disclosing and recipient parties, a term in a Research Contract or License Agreement.
- iii. **Copyrightable Materials:** Copyright and Copyrightable materials are as defined in the Indian Copyright Act. These shall include the following in original:(1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;(2) lectures, musical or dramatic compositions, unpublished scripts;(3) films, filmstrips, charts, transparencies, and other visual aids;(4) video and audio tapes or cassettes; (5) live video and audio broadcasts;(6) programmed instructional materials;(7) research notes, research data reports, and research notebooks; and (8) other materials or works other than software which qualify for protection under the Indian Copyright Act, 1957.
- iv. **Copyrighted work:** means literary, scientific and art works including academic publications, scholarly books, articles, plant varieties and includes inventions, technologies, developments, improvements, materials, compounds, processes and all other research results and tangible research properties, including software and other copyrighted works.
- v. **Creator(s):** means the faculty, staff, and other persons employed by the University whether full or part-time; visiting faculty and researchers; and any other persons, including students, who create intellectual property using University resources.
- vi. **Design:** means only the features of shape, configuration, pattern, ornament or composition of lines or colours applied to any article whether in two dimensional or three dimensional or in both forms.
- vii. **Intellectual Property:** means work related to Patents, Trade Marks, design, Copyright, Industrial designs, trade secrets, plant varieties and includes inventions, technologies,



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- developments, improvements, material compounds, processes, and all other research results and tangible research properties, including software and other copyrighted work.
- viii. **Intellectual Property Rights (IP Rights):** means ownership and associated rights relating to intellectual property including patents, designs, trademarks, topography rights, know-how, trade secrets and all other intellectual or industrial property rights as well as copyrights, wither registered or unregistered and including applications or rights to apply for them and together with all extensions and renewals of them, and in each and every case all rights or forms of protection having equivalent or similar effect anywhere in the world.
- ix. **Inventor:** means the researcher who contributed to the creation of the Intellectual Property.
- x. **Invention Disclosure:** means a written description of an invention that is confidentially made by the inventor to the University.
- xi. **New invention:** means any invention or technology which has not been anticipated by publication in any document or used in the country or elsewhere in the world before the date of filing of patent application with complete specification, i.e. the subject matter has not fallen in public domain or that it does not form part of the state of the art.
- xii. **Original:** in relation to a design, means originating from the author of such design and includes the cases which though old in themselves yet are new in their application.
- xiii. **Patent:** means a patent for any invention granted under Patent Act.
- xiv. **Patent and Patentable material:** Patent and Patentable materials are as defined in Indian Patent Act. These include discoveries and inventions of new products and process.
- xv. **Publication:** means a public enabling disclosure of an Invention, and may be verbal or printed. Printed publications include abstracts, student theses and, in certain instances, grant proposals.
- xvi. **Research Agreement:** refers to research Service Agreement, cooperative research and Development Agreement, material Transfer Agreement, Confidentiality Agreement, Project development Agreement, Joint Development Agreement by two or more or multiple Institute, Consultancy agreement and any other type of agreement concerning research pursued by Researchers and intellectual property created.
- xvii. **Researcher:** (a) person employed by the Institute or University, including student employees and technical staff. (b) Students including graduate and postgraduate student of the university and institute. (c) any person including visiting scientist, Professor who uses



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- the resources of university, Institute in India or overseas and who perform research work at University or Institute in any research project.
- xviii. **University Research:** means any research or development activity which is undertaken by the University, or which is related to duties and responsibilities for which a person is compensated by the University, or which is conducted with substantial use of University facilities, or resources.
- xix. **Trademark:** is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises. Trademarks are protected by intellectual property rights.
- xx. **University Resources:** means all tangible resources provided by University to Creators, including office, lab, studio space and equipment; computer hardware, software, support; secretarial service; research, teaching, and lab assistants; supplies; utilities; funding for research and teaching activities, travel; and other funding or reimbursement. "University resources" do not include payment of regular salary, insurance, or retirement plan contributions paid to, or for the benefit of creators.

5. SCOPE OF POLICY

This policy covers all rights arising from intellectual property devised, created, or made by the faculty, staff and students in the course of their employment by the University irrespective of the eligibility of these rights for registration. The IP arising from academic research includes patents, designs, trademarks, service marks, copyright, know-how and undisclosed information.

6. PURPOSE OF POLICY

The main purpose of the IP Policy of Medi-Caps is to establish appropriate principles for creation, protection, ownership and management of intellectual property in the University. The endeavor is to provide an intellectual property environment that encourages the development of inventions and other intellectual creations for the best interest of the public, the creator, and the research sponsor, if any, and will permit the timely protection and disclosure of such intellectual property either by development and commercialization after securing available protection, by publication, or both.

This Policy is further intended to protect the respective interests of all participants by



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ensuring that the benefits of such property accrue to the public, to the inventor, to the University and to sponsors of specific research projects in varying degrees of protection, monetary return and recognition, as circumstances justify or require.

i. Administration of the Policy

The powers and responsibilities to amend and implement IPR Policy by various entities are described below:

ii. Powers to amend IPR Policy

Medi-caps University will have the full power to make changes to the IPR policy or bring out a new policy as and when it is felt necessary. This can happen in view of changes in government policies or other national and international developments including treaties and legal judgments. The changes or the new policy shall be applicable to all faculty/students/project/staff/supporting staff/visitors

iii. Responsibility to create/amend procedures and processes for implementation of IPR Policy

University through its Vice Chancellor will have full powers to create and amend administrative mechanism from time to time in view, of the changing needs creating administrative bodies and entrusting role and responsibilities to various individual(s)/existing entities for evolving detailed procedures and to facilitate implementation of the IPR policy.

7. OWNERSHIP OF IP

The University shall be the owner of all intellectual properties including inventions, softwares, designs and integrated circuits, specimens, created by creators as a result of University research or created by substantial use of University facilities.

8. PROVISION OF POLICY

Provisions of policy for Faculty and Students

The key provisions of this Policy regarding Intellectual Property Rights of Staff, Students and Visitors are summarized as:

i. Faculty



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The University shall own all Intellectual Property Rights in works generated by faculty members in the course of their employment with the University

However, the University will normally only enforce such rights under a limited set of circumstances, including where the work was generated using a substantial use of University resources or personnel, where the work is an Institutional Work, or where the work is subject to an agreement signed by the faculty which requires the faculty to assign rights to the University or a third party.

Intellectual Property Rights in works generated by faculty members in the course of an exchange with another institution shall be dealt with by the mutual agreement of the two institutions in accordance with their respective Intellectual Property Rights policies. It is recommended that a formal agreement regarding Intellectual Property Rights is entered into between the two institutions as early as possible.

ii. Students

The University may assert ownership of Intellectual Property Rights for works generated by Students in the course of study. However, the University shall not assert ownership when the work is not an Institutional Work.

9. FINANCIAL SUPPORT/REVENUE SHARING

With regard to the costs involved /revenue sharing in IP protection, the following is recommended:

- i. The expenses involved in obtaining and maintaining IP protection shall be borne by the university.
- ii. In the case of revenue generation from patent, the sharing of revenue will be on the basis of 10:90 ratio, the 10 percent of university and 90% of inventor.

10. PROMOTION OF THE USE OF FREE AND OPEN SOURCE SOTWARES

The use of Free and Open-Source Software (FOSS) can help in furthering the software-related skills of students and researchers. Wide adoption of FOSS would also improve the quality of software and lower the long-term costs of research in the universities. Hence the university shall:



- i. Actively promote the use of FOSS among researchers, along with adoption of open standards;
- ii. Regularly organize training programmes in FOSS for researchers;
- iii. License University owned software under open licenses; and
- iv. As far as possible, use FOSS for all official purposes.

11. LIABILITY OF THE UNIVERSITY FOR INFRINGEMENT OF IPR

The University will not be liable or responsible in any manner for the violation of the IP rights by its faculty and students or collaborator in the event of any claim or criminal or civil action or suits or proceedings initiated by third parties for infringement of their IP rights.

12. APPEAL PROCEDURE

In case of any grievances regarding any of the decisions taken by the university, including, but not limited to, ownership of IP, processing of proposals, procedures adopted for implementation of IPR Policy, any aggrieved person may file an appeal to the Vice-Chancellor of the Medi-Caps University and the decision taken by him shall be final.

Approved -

Shantanu
11/12/2021



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Syambhu

Devi

Shilpa

Shantanu

Praveen Srinivas