



**CHARUSAT**  
CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

**STUDENT  
INFORMATION  
BOOKLET  
(VOLUME – 1 GENERAL INFORMATION)**

**CHARUSAT UNIVERSITY**  
Off. Nadiad-Petlad Highway, Changa - 388 421  
Anand, Gujarat, India

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## **PREAMBLE**

The Handbook for students published by the CHARUSAT University, Changa contains general information about the university and its constituent institutes.

It contains the list of programmes offered at different institutes. It also contains general Rules and Regulations about academic and personal conduct of the students at the University.

It is the responsibility of all the students to familiarise themselves with the rules and regulations of the University and their corresponding institute.

The students shall abide by these rules and shall, at all times, conduct in a manner so as to bring credit to the University and enhance its prestige in society.

The decision of the University shall be final on all the matters. The students are advised to contact the Students Section of their institute in case of any query/clarification.

The students have to submit the completed Declaration Forms to the respective Students Section as and when intimated without fail.

This handbook is for the purpose of providing general information to the students about the University and its programmes and is not a Regulation book of the University. Hence, no claim can be made based on the information given in this book.

The University reserves the right to amend the rules and regulations mentioned in the Handbook without any prior notice.

## **VISION, MISSION AND QUALITY POLICY**

### **VISION**

To become a dynamic global institution in a knowledge driven world through excellence in teaching, research and social contributions

### **MISSION**

To serve society by striving to transform it through creation, augmentation, dissemination and perpetuation of knowledge

### **QUALITY POLICY**

CHARUSAT is committed to quality in all its endeavors like teaching-learning, research and extension; to foster an intellectual culture; and develop graduates for a life of purpose, service and leadership.

# CHARUSAT LEGENDS AND TERMINOLOGY

## LEGENDS

CHARUSAT legends are the abbreviation and acronym of the terms used at the university. It also includes some important terms used at the academic life of the University to simplify and facilitate rapid communication.

|          |   |
|----------|---|
| CHARUSAT | CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY                     |
| CSPIT    | Chandubhai S Patel Institute of Technology                        |
| DEPSTAR  | Devang Patel Institute of Advance Technology and Research         |
| RPCP     | Ramanbhai Patel College of Pharmacy                               |
| PDPIAS   | P D Patel Institute of Applied Sciences                           |
| CMPICA   | Smt. Chandaben Mohanbhai Patel Institute of Computer Applications |
| IIIM     | Indukaka Ipcowala Institute of Management                         |
| ARIP     | Ashok & Rita Patel Institute of Physiotherapy                     |
| MTIN     | Manikaka Topawala Institute of Nursing                            |
| BDIPS    | Bapubhai Desaibhai Patel Institute of Paramedical Sciences        |
| CSMCRI   | Central Salt and Marine Chemicals Research Institute              |
| CHRF     | Charusat Healthcare & Research Foundation                         |
| CSRTC    | Charusat Space Research and Technology Centre                     |
| HRDC     | Pri. B. I. Patel Human Resource Development Centre                |
| KRADLE   | Dr. K C Patel Research & Development Centre                       |
| CREDP    | Charusat Rural Education Development Program                      |
| UIIC     | University Industry Interaction Cell                              |
| CDPC     | Career Development and Placement Cell                             |
| EDIC     | Entrepreneurship Development & Incubation Cell                    |
| EOC      | Equal Opportunity Cell  |
| IQAC     | Internal Quality Assurance Cell                                   |
| ICC      | Internal Complaint Committee                                      |
| ARC      | Anti-Ragging Committee  |
| ISC      | International Student Cell  |

|         |  |
|---------|--|
| GRC     | Grievance Redressal Cell                 |
| WDC     | Women Development Cell                   |
| WINCELL | Wireless Information and Networking Cell |
| CAA     | Charusat Alumni Association              |
| ICC     | International Center for Cosmology       |
| CCOE    | CHARUSAT Center for Online Education     |

### TERMINOLOGY (Definitions of Key Words)

| SR. NO. | TERMINOLOGY                                  | DEFINITIONS   |
|---------|--|---|
| 1       | <b>Academic Year</b>                         | It means the academic year of the respective Institute of the University. Every University enrolling students for the 1 <sup>st</sup> Degree Course shall ensure that the number of actual teaching days does not go below 180 in an academic year.                             |
| 2       | <b>Semester</b>                              | Each semester shall have minimum 90 days of direct class room teaching, tutorials, counseling, project work and self-learning.  |
| 3       | <b>Programme</b>                             | An educational Programme leading to award of a Degree, Diploma or Certificate.  |
| 4       | <b>Course</b>                                | Course is a subject in a given semester of a particular Programme with given credits and teaching plan leading to an examination.   |
| 5       | <b>Choice Based Credit System (CBCS)</b>     | The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).  |
| 6       | <b>Credit Based Semester System (CBSS)</b>   | Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.  |
| 7       | <b>Credit</b>                                | Credit means a unit by which the coursework is measured. As a general guideline, one credit means one hour of class room teaching or minimum one and half to two hours of practical work per week.  |
| 8       | <b>Grade Point</b>                           | It is a numerical weight allotted to each letter grade on a 10-point scale.   |
| 9       | <b>Credit Point</b>                          | It is the product of grade point and number of credits for a course.  |
| 10      | <b>Letter Grade</b>                          | Is a parameter to indicate the performance of a student in a particular course.   |
| 11      | <b>Percentage</b>                            | The result obtained by multiplying a quantity by a percent. Or proportion or rate per hundred parts. The percent value is computed by multiplying the numeric value of the ratio by 100.  |
| 12      | <b>Semester Grade Point Average (SGPA)</b>   | It refers to the performance of a student in a given semester. SGPA is ratio of the 'sum of all the products of credit points and grade point earned by the student in all courses of the semester' and the 'total number of credits of all subjects offered in that semester'. |
| 13      | <b>Cumulative Grade Point Average (CGPA)</b> | It refers to the performance of the student in all completed semesters and is equal to Cumulative Grade Point Weighted Average.   |
| 14      | <b>Transcript</b>                            | A transcript issued to the student at the time of leaving the university will contain a consolidated record of all the courses taken by him / her, grades obtained and the final CGPA.  |

## **SECTION - 1**

# **GENERAL INFORMATION**

## **1.1 ABOUT THE UNIVERSITY**

The Iron Man of India, Sardar Vallabhbhai Patel believed, “Education without character is futile”. CHARUSAT follows founding High Moral Values like Honesty, Integrity, Transparency, Fairness, Equity, and Accountability. It strives to make Charotar – the Land of Sardar Patel the Global Education Hub through knowledge creation, augmentation, and dissemination. For the purpose, CHARUSAT dedicates its efforts towards developing synergy between industry and academia; and community upliftment through education. It continually strives to focus on the future with an entrepreneurial spirit. As a University, it is emerging with a thrust on socially relevant Research & Development. For the purpose, a Research and Development Centre has been established on the Campus. Uniquely, Space Research and Technology Centre is also established to initiate and foster research in Space Technology. Efforts are also made for education amelioration in rural schools through a Rural Education Development Program. On-Campus and Outreach Activities are organized for School – Students, Teachers, and Management. Human Resource Development Centre hones competencies of Faculty and Staff on Campus.

CHARUSAT offers various programs, viz., UG, PG, Doctoral, Post-Doctoral, PG-Diploma, Value-added and Executive Development Programs under the tutelage of 9 Institutes, 7 Faculties, and various Centers / Cells. An employee strength of more than 400, student strength of more than 10,000 and a Capital Outlay of INR 150 Crores are the scalar dimensions of CHARUSAT. The programs are offered in the allied disciplines of Technology & Engineering, Pharmacy, Computer Applications, Management Studies, Applied Sciences, Nursing, Physiotherapy, and other Paramedical Sciences.

The university is accredited with Grade ‘A+’ by the National Assessment and Accreditation Council (NAAC). NAAC is an autonomous body established by the University Grants Commission (UGC) to assess and accredit higher education institutions in the country. It has also awarded with a 4-star status with an overall CGPA of 3.70 in Gujarat State Institutional Rating Framework (GSIRF) 2021 by the Government of Gujarat has granted the status of a Center of Excellence.

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Email : [info@charusat.ac.in](mailto:info@charusat.ac.in)



## 1.2 ABOUT CONSTITUENT INSTITUTES OF THE UNIVERSITY

The campus of CHARUSAT university sprawls in lush green lawns and trees, conducive to learning in natural surroundings. There are, under its ambit 7 Faculties and 9 constituent Institutes offering varied programmes in the field of Technology, Pharmacy, Medical Science, Management etc. All the constituent institutes of CHARUSAT have modern amenities like state-of-the-art laboratories with safety features, 24x7 Wi-Fi enabled premise, ICT enabled class rooms / interactive theatres, auditoria, seminar halls and computer centers. The Library Resource Utilization Center is the key academic facility which includes a wide range of reference books and text books as well as e-books and a variety of national and international journals accessible in online mode and print mode.

**Chandubhai S Patel Institute of Technology (CSPIT)**, is the first institute established in year 2000 at Education Campus, Changa (now CHARUSAT). The institute is managed through a think tank of academician, scientists, engineers and professionals from all parts of the world. Started with 240 seats with four Bachelor Degree Engineering Programs in the year 2000, the institute now has total intake of 600 seats in 8 programs of Bachelor Degree, 63 seats of Post Graduate Degree and a Doctor of Philosophy (Ph. D.) programme.

**Smt. Chandaben Mohanbhai Patel Institute of Computer Applications (CMPICA)**, established in the year 2002. It is offering a two-year full-time Master of Computer Applications programme, A two-year full-time Master of Science in Information Technology (M.Sc.(IT)) programme, a three-year full-time Bachelor of Computer Applications (BCA) programme, a three-year full-time Bachelor of Science in Information Technology (B.Sc.(IT)) programme and a Doctor of Philosophy (Ph. D.) programme.

**Ramanbhai Patel College of Pharmacy (RPCP)** established in the year 2004 with a view to promote excellence in Pharmacy Education and to prepare young talent to meet the challenges of Industrial Pharmacy and Pharmacy Practice. It has the patronage of Zydus Cadila Health Care Ltd; patronized by Shri Pankaj Patel, CMD, Zydus Cadila Healthcare Ltd to commemorate his father, Late Shri Ramanbhai Patel a visionary entrepreneur and a philanthropist. M.Pharm Programs at RPCP are executed under the auspices of T. P. Patel Centre for PG studies in Pharmacy. The centre is patronized by Shri Jagdishbhai Patel and Shri H. T. Patel and their families to monumentalize their father, Late Shri T. P. Patel.

**Indukaka Ipcowala Institute of Management (IIIM)**, established under patronage from IPCO Industries- a business house of repute and started imparting management education from the academic year 2006-07 through the MBA Programme approved by the All India Council for Technical Education (AICTE) and now offering specialisation in various B.B.A programmes. The Institute has been striving to make the education contemporary and relevant to the current and future global needs.

**P D Patel Institute of Applied Sciences (PDPIAS)** established in the year 2007 to impart education and conduct research in emerging areas of sciences such as, Biosciences, Physical Sciences, Chemical Sciences and Mathematical Sciences. A number of sponsored research projects are currently in progress and few are in the pipeline.

**Ashok & Rita Patel Institute of Physiotherapy (ARIP)** started its first academic session in the year of 2009-10. The evaluation system is based on Cumulative Grade Point Average

(CGPA) system and total credits to earn a Bachelor of Physiotherapy degree has 240 credits and Master of Physiotherapy degree has 100 credits.

**Manikaka Topawala Institute of Nursing** (Formerly known as Charotar Institute of Nursing) established in the year 2009 with the student intake of 40. In the year 2012 student intake was enhanced to 60. In the year 2011 Institute launched New program General Nursing and Midwifery with the student intake of 40. In 2014 PG program was launched in 5 specialties (Medical surgical nursing, Child health nursing, Mental Health nursing, Obstetrics and gynaecology nursing and Community health nursing) with intake of 4 seats in each specialty. To foster the research work Institute established Ph.D. program in 2011. The institute has been set up with the primary aim of meeting the requirement of nurses at various hospitals and institutes of the state, nation and worldwide.

**Bapubhai Desaibhai Patel Institute of Paramedical Sciences (BDIPS)** established in 2016 with the aim of providing excellent/quality education in the field of health care. It aim to create next generation health care professionals through quality education, extensive training and community services. It not only believes to create skilled professional but also to create compassionate human being with empathy towards patients which is very important quality in health care delivery.

**Devang Patel Institute of Advance Technology and Research (DEPSTAR)** established in the year 2017. It is patronized by IPCO Industries, headed by Philanthropist and Industrialist Shri Devang Patel. The institute envisions being a forerunner in teaching and research in advanced technologies. For this, in years to come, it will be an institute with advanced infrastructure, distinguished faculty, networking with global institutes and implementing most modern processes. DEPSTAR has total intake of 300 Seats with Computer Engineering (120 seats), Computer Science & Engineering (120 seats) and Information Technology (60 seats).

## **1.3 CENTRES AT CHARUSAT UNIVERSITY**

### **Charusat Space Research and Technology Center (CSRTC)**

CHARUSAT Space Research and Technology Center (CSRTC, in short form called Space-Tech). The centre was established by CHARUSAT in 2013 with the purpose of pursuing leading technology projects in the area of space science and engineering. Space-Tech has a well-appointed team of qualified, trained and experienced people, laboratories, and software's, alongside an associated living-network of people and organizations to pursue preliminary design and prototyping projects, fully outsourced design and development projects, and consultancy work from Industry and research organizations. With project delivery experience and existence, Space-Tech has successfully developed and delivered projects to ISRO, DRDO, IPR and other Private Industries. Alongside, CSRTC has trained manpower (UG and PG engineering students), through short- term-training-programs in the design and development related to Space Technologies. Training areas include Electronic design, RF design, Signal processing, Optics, Microwave and Antennas for Industry competence and readiness.

### **Dr. K C Patel Research and Development Center (KRADLE)**

Dr. K.C. Patel Research and Development Centre (KRADLE), is patronised after late Dr. K. C. Patel, a renowned Professor in Nuclear Chemistry from Germany, a core visionary educationist of Gujarat and the founder President of Education Campus, Changa. The centre is established in January 2007 to impart the quality research in the emerging areas of science and technology to the youths for the societal benefits. KRADLE faculties are working in the areas of energy, environment, material science and technology, paleogeology and biomedical field and established national/international research collaborations with various well-known and prestigious scientific institutions, universities and industries. The centre has undertaken Research Projects worth more than 5 crores from various Government funding agencies and developed cutting edge research facilities. Centre offers hands-on training to budding PG, Ph.D, and PDF students on various instruments, dissertations and certificate based programmes. Centre encourages the young, talented researchers to pursue their dreams and leaving a hallmark in their carrier.

### **International Center for Cosmology (ICC)**

In Gujarat, ICC has been established in the year of 2018 under guidance of honorable provost Dr. Pankaj Joshi, who was a senior professor in the Department of Astronomy and Astrophysics at the Tata Institute of Fundamental Research (TIFR), Mumbai.

### **CHARUSAT IPR Facilitation**

CHARUSAT IPR Facilitation provides services to all the innovators to protect intellectual property. It offers this facility to innovators, researchers, faculties, students and grassroots innovators within and outside CHARUSAT.

### **CHARUSAT Startup and Innovation Centre (CSIC)**

The main objective of the CSIC is to encourage young entrepreneurs with initial funding requirements to establish / register their own business. CSIC aims to make the students Job Creators and not Job Seekers. Under the Student Start-up and Innovation Policy initiated by Gujarat Knowledge Society, Commissionerate of Technical Education, Govt. of Gujarat, innovative projects of students got funding to prepare their PoCs.

### **University Industry Interaction Cell (UIIC)**

In-order to facilitate synchronized efforts of Industry and the University, CHARUSAT has established a dedicated unit called UNIVERSITY INDUSTRY INTERACTION CELL (UIIC). CHARUSAT-UIIC strives to systematize and catalyse various joint activities between Industry and the University. By interfacing with the Industry for Guest Lectures, Leadership Talks, Competitions, Scholarships and Business conclaves, UIIC serves as the channel between Institutes and the corporate. UIIC collaborates

with Industries, Educational Institutes and R&D organizations. UIIC has a vision to excel as the best interaction cell in the university system by promoting collaboration between university and industry for imparting quality education and employability skills and industry problem solving.

### **Career Development and Placement Cell (CDPC)**

The Motive of CHARUSAT is to help society to develop towards a better future. We believe in providing value based education to the students so that they can be better employable candidates and more importantly an individual contributing to the organization and the society as a whole. For the same purpose, a dedicated centralized Career Development and Placement Cell (CDPC) has been constituted on the campus. The Cell coordinates all the Training and Placement activities of different institutes of the University and enhances Industry Institute Interaction. Exposure to good work culture at the beginning of the students' professional life guarantees success in all their endeavours. We at Training and Placement Cell, provide our students with the best avenues to utilize their skills by helping them find gainful employment with the best firms. The university has provided complete infrastructure for effective functioning of the cell. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programmes. The cell keeps on inviting various industries and reputed firms for campus recruitment. The cell is sensitized to function all through the year towards generating placement and training opportunities for the students.

### **Pri. B I Patel Human Resource Development Center (HRDC)**

In pursuance of the vision of CHARUSAT to emerge as a World Class University, Pri. B I Patel Human Resource Development Center (HRDC) has been established on April 14, 2011. As a tribute to veteran educationist Late Shri B I Patel who was also Vice President of Kelavani Mandal, the Centre carries his name. The Centre, primarily, takes care of employee training and development at CHARUSAT through enriching knowledge, sharpening skills, and fostering attitude. In future, it also plans to organize training and development programs for the employees of other organizations.

### **CHARUSAT Rural Education Development Programme (CREDP)**

Introducing the Charusat Rural Education Development Program (CREDP), a visionary initiative aimed at enhancing the quality of rural education in the Charotar region. This initiative places a strong emphasis on elevating the educational landscape by bolstering school education. We achieve this through a multifaceted approach, including laboratory development, library enhancement, and the implementation of cutting-edge technology and innovative pedagogical tools. Our mission is to provide a holistic and enriched learning environment for students, ensuring they have access to the best resources and educational opportunities available. Stay tuned for more updates on our progress as we work towards transforming education in the Charotar region and beyond.

### **Wireless Information and Networking Cell (WIN Cell)**

In year 2003, WINCell was conceptualized with the motto to manage IT infrastructure across the campus by implementing the state of the art technology introduced in IT arena time to time. Starting from LAN of 200 computers having two IBM servers with 512Kbps internet bandwidth, the Cell has reached today to a giant campus LAN of about 2700 desktops and a fully developed cloud ready environment with about 50 Virtual servers. Today the campus is connected to the outside world with 1550 Mbps dedicated leased line of internet bandwidth. Virtual servers are developed with cluster of seven HP make hi-tech Blade with 41TB HP storage. Previously utilized IBM servers are made supportive to low level server applications.

### **Research and Development Cell**

CHARUSAT has established Research and Development Cell with the basic goal to inspire, nurture and coordinate the research activities. It looks after Ph.D. Programmes and works for it's Smooth execution, Monitoring, and Quality Benchmarks.

It carries research Activities like Project Collaborations & MoUs of Research, Research & Consulting Projects Grants, Student Research Projects, Fellowship to full-time research scholars, International travel support to faculty members for participating in international event etc.

Encouragement and intellectual support are provided to faculty members to submit a research proposal to external funding agencies. Eminent professors/scientists are invited to promote quality research culture. The University encourages all its faculty members, whether pursuing or completed their Ph.Ds.', to avail of research funding of up to INR 5 lakhs. University has Formed Research Council for Initiation, Conduction and execution of research related matters.

## **E-Governance**

Almost all the processes of CHARUSAT are computerized and connected through customized Entrepreneurs Resource Planning(ERP) Software called e-Governance. Using e-Governance system, The students shall be able to access the Course Registration, Teaching and Examination Scheme, Schedule of lectures and labs, attendance, examination hall ticket, Fees and other receipts reports, Exam Results, Register for Convocation, give feedback of teachers, Opt for Student Career, Apply for know your answer sheet, apply for medical and event participation leave. Each department has an e-Governance Representative. Students may contact the department e-Governance representative for further detail.

## **International Student Cell (ISC)**

CHARUSAT takes great pride in its diverse student populations. Currently students of about 20+ Nationalities are undergoing studies in different programs. Giving due importance to foreign students joining the university, in 2017 a dedicated cell was established to manage International students' affairs of their admissions to conferring degrees. It offers various services required to comply with national / international directives.

## **CHARUSAT Alumni Association (CAA)**

An Alumni Association is an important organ helping a University to realize its mission and goals. An Alumni Association is a development partner for the University, its students, and the community. Alumni relationships with the Alma Mater are lifelong relationships nurturing mutual support and growth. In last more than a decade, constituent institutes of CHARUSAT have produced technocrats, leaders, entrepreneurs, social entrepreneurs, managers who collectively have a wealth of knowledge and experience. The CHARUSAT Alumni Association (CAA) endeavours to bring all these outstanding individuals together on a single platform.

## **Academic Bank of Credits Cell**

'Academic Bank of Credits' is an academic service mechanism which is a digital / virtual / online entity established by the University Grants Commission. The purpose of the credits is to facilitate students to become its academic accounts holder, thereby paving the way for seamless students' mobility between or within degree granting HEIs through a formal systems of credit recognition, credit accumulation, credit transfer and credit redemption. This helps in distributed and flexible learning.

The ABC platform is a virtual repository or credit database built along the lines of the National Academic Depository, created and maintained by the Ministry of Electronics and Information Technology, that would "store" the credit scores obtained by students in an online platform. Students will have their own accounts, each with their own ABC ID, as well as a dashboard where they can track their credit accumulation, transfer requests, and credit history. Students can also perform credit transfer initiation requests and a follow-up view request status effectively, just like in a traditional bank. In a nutshell, the ABC will make it easier to recognise, transfer, and redeem credits.

## **CHARUSAT Center for Online Education (CCOE)**

The CHARUSAT Center for Online Education (CCOE) is a prominent initiative by Charotar University of Science and Technology (CHARUSAT) to provide high-quality, flexible online learning opportunities. Established to cater to the growing demand for remote education, CCOE offers a diverse range of undergraduate programs (BBA, BCA) and postgraduate programs (MBA, MCA) designed to meet the needs of students and professionals seeking to enhance their skills and knowledge. The center leverages advanced digital tools and platforms to deliver an engaging and interactive learning experience, ensuring that students can access quality education anywhere in the world.

CCOE emphasizes a learner-centric approach to ensure students achieve their academic and professional goals. The courses are designed by experienced faculty members and industry experts, ensuring the curriculum is relevant and current with industry standards. Additionally, CCOE provides ample opportunities for students to collaborate and interact with peers and instructors, fostering a vibrant online learning community. With its commitment to innovation and excellence in education, the CHARUSAT Center for Online Education is a significant contributor to the advancement of remote learning. For further information on Online Programs, please visit (<https://charusat.online>)

## **1.4 PROGRAMMES OFFERED**

### **UNDER GRADUATE PROGRAMMES**

#### **FACULTY OF TECHNOLOGY & ENGINEERING**

- B.Tech in Computer Science and Engineering
- B.Tech in Artificial Intelligence and Machine Learning
- B.Tech in Electronics & Communication Engineering
- B.Tech in Electrical Engineering
- B.Tech in Information Technology
- B.Tech in Mechanical Engineering
- B.Tech in Civil Engineering
- B.Tech in Computer Engineering
- B.Tech with Honors and Minor Degree options
  1. Electric Vehicle Systems
  2. Artificial Intelligence and Machine Learning
  3. Robotics & Internet of Things
  4. Data Science
  5. GIS and Remote Sensing
  6. Green Technology and Sustainability Engineering
  7. 3D Printing
  8. Environmental Geotechnology
  9. Smart Cities

#### **FACULTY OF PHARMACY**

- Bachelor of Pharmacy

#### **FACULTY OF COMPUTER SCIENCE & APPLICATIONS**

- Bachelor of Computer Applications
- Bachelor of Computer Applications (Honours)
- B.Sc. in Information Technology
- B.Sc. in Information Technology (Honours)

#### **FACULTY OF MANAGEMENT STUDIES**

- Bachelor of Business Administration - General

- Bachelor of Business Administration – Entrepreneurship & Venture Management
- Bachelor of Business Administration – Business Analytics

#### FACULTY OF SCIENCE

- Bachelor of Science in Microbiology
- Bachelor of Science in Biochemistry
- Bachelor of Science in Biotechnology

#### FACULTY OF MEDICAL SCIENCES

- Bachelor of Science (Nursing)
- Bachelor of Science (Medical Imaging Technology)
- Bachelor of Science (Medical Laboratory Technology)
- Bachelor of Science (Operation Theatre & Anesthesia Technology)
- Bachelor of Optometry
- Bachelor of Physiotherapy

### **POST GRADUATE PROGRAMMES**

#### FACULTY OF TECHNOLOGY & ENGINEERING

- M.Tech in Advanced Manufacturing Technology
- M.Tech in Computer Engineering
- M.Tech in Structural Engineering
- M.Tech in Thermal Engineering

#### FACULTY OF PHARMACY

- M.Pharm in Pharmaceutical Technology
- M.Pharm in Pharmacology
- M.Pharm in Pharmaceutical Quality Assurance
- M.Pharm in Pharmacy Practice
- M.Pharm in Regulatory Affairs
- M.Pharm in Pharmaceutical Chemistry

#### FACULTY OF COMPUTER SCIENCE & APPLICATIONS

- Master of Computer Applications
- M.Sc. in Information Technology



## FACULTY OF MANAGEMENT STUDIES

- Master of Business Administration

## FACULTY OF SCIENCES

- Master of Science in Microbiology
- Master of Science in Biochemistry
- Master of Science in Biotechnology
- Master of Science in Advanced Organic Chemistry
- Master of Science in Physics
- Master of Science in Mathematics

## FACULTY OF MEDICAL SCIENCE

- Master of Physiotherapy
- Master of Science (Nursing)
- Master of Science (Medical Imaging Technology)
- Master of Science (Medial Laboratory Technology)
- Master of Physiotherapy (Musculoskeletal Science)
- Master of Physiotherapy (Neurological Science)
- Master of Physiotherapy (Cardiopulmonary Science)
- Master of Physiotherapy (Pediatrics)
- Master of Physiotherapy (Rehabilitation)
- Master of Science Nursing (Community Health)
- Master of Science Nursing (Mental Health)
- Master of Science Nursing (Obstetrics & Gynecology)
- Master of Science Nursing (Child Health)
- Master of Science Nursing (Medical Surgical)
- Master of Science Nursing (Pediatrics)
- Master of Science (Operation Theatre & Anesthesia Technology)

## **DOCTORAL PROGRAMMES**

- Technology
- Pharmacy
- Management

- Science
- Medical Science
- Computer Applications
- Humanities

### **OTHER PROGRAMMES**

- Post Graduate Diploma in Environmental Auditing, Monitoring and Technology (PGDEAMT)
- Post Graduate Diploma in Cyber Security (PGDCS)
- Post Graduate Diploma in Medical Laboratory Technology (PGDMLT)
- General Nursing Midwifery (GNM)
- Post Basic B.Sc. Nursing Programme
- Post Graduate Diploma in Clinical Hypnosis (PGDCH)
- Online Programme in Bachelor of Business Administration
- Online Programme in Bachelor of Computer Applications
- Online Programme in Master of Business Administration
- Online Programme in Master of Computer Applications

[Note : Decision of offering/closure of admission to any of the above programme(s) will be on sole discretion of the CHARUSAT university]

## **1.5 STUDENTS SERVICES**

CHARUSAT campus is beautifully designed. All classrooms, laboratories and other areas of the campus are equipped with various amenities and academic instruments. Students are required to use amenities and academic instruments with maximum integrity. Any misuse of it or misconduct through it will lead to punishment or penalty.

CHARUSAT strongly believes that a student's life at the campus should be comfortable and hassle-free, and for that the university has carefully designed various services for the students. You are requested to avail the services as and when required.

### ***“LIBRARY”***

- ❖ The Knowledge Resource center (Central Library) - a proud partner in the institute's march towards its vision, plays a vital role in acquisition, organization and dissemination of knowledge. You shall need this for almost all your academic assignments!
- ❖ It has an excellent collection of both print and electronic books, journals, technical reports, back volumes and other reading material. It has adequate infrastructure to meet its requirements, has computerized all its operation using software developed in-house, and provide access to the collection through Online Public Access Catalogue (OPAC).
- ❖ Along with the Central Library, there are Institute Level Libraries in each Institute Building. The Libraries are enriched with more than 50,000 books and 15,000 journals (including e-journals).
- ❖ The Knowledge Resource Centre maintains a e-resource access center containing 25 computer terminals for the students in which they can access national and international e-resources namely IEEE, ASME, AIP, IOP, IPS, CSPIT library database containing CD's, e-books, journals, Project Reports, Syllabus, University Exam papers through Intranet (ftp://172.16.1.14). Moreover, separate computer terminals provide to students with CD writer and USB port for their presentation of seminar, project work and day to day work. The E-resources can be accessed through other computer terminals anywhere in campus. Try learning more on this!!

### ***“RESIDENCES”***

- ❖ The residences for girls are available at CHARUSAT Campus and residences for boys are available adjacent to campus.
- ❖ The life in hostels enables students to spend ample time at the university utilizing library and other facilities to ensure they develop academically and acquire the necessary skills that can be obtained only through experience.

### ***“TRANSPORT SERVICE”***

- ❖ CHARUSAT has outsourced bus services for providing the transportation facilities to the students.
- ❖ A fleet of buses are there for transporting students and staff from different locations in Ahmedabad, Vadodara, Anand and Nadiad and nearby villages every day. A VITCOS bus service has been initiated for students from Anand at a very minimal rate.
- ❖ Students are supposed to pay directly to the travel company either monthly or six-monthly or yearly installments.

### ***“HEALTH CARE”***

CHARUSAT Hospital is established to provide primary health care services for emergency and daily health cases. It organizes periodical health screening programs and health awareness activities and campaigns.

### ***“WIN CELL”***

The Wireless Information and Networking Cell, is the Cell looking after IT Infrastructure of CHARUSAT. CHARUSAT is a Wi-Fi zone with 100mbps connectivity. Internet is available on each computer terminals. For all your queries like Internet Access, Printing or other such issues, contact Wincell Department.

### ***“E-GOVERNANCE”***

Almost all the process of CHARUSAT are computerized and connected through customized Entrepreneurs Resource Planning Software. This whole system is called E-Governance. The students shall be needing to access these systems for registration, syllabus, time-table, attendance, student I-card, Fees and other receipts, exam results, convocation form, interaction platforms with teachers like blogs, etc.

Each department has an E-Governance Representative. You may contact Principal of your Institute for further details.

### ***“REPROGRAPHY & STATIONARY”***

There are facilities for reprography (photocopy) and buying stationeries on campus. It is located on the first floor near central library.

### ***“BANK AND ATM”***

There are facilities of banking ATM service centre in the campus. It is located in the main entrance of the university.

### ***“SPORTS & GYMNASIUM”***

CHARUSAT campus offers wide range of team sports, exercises, fitness and other related activities. Selected activities include various indoor and outdoor games like badminton, table tennis, cricket, volleyball and football, gymnasium, etc.

The gym is open from 9am to 5pm. Please remember to bring your student ID card every time you visit the gym and you also have to bring sport shoes. Non-sport shoes will not be allowed in the gym.

| <b>Sr. No.</b> | <b>Activities</b>  | <b>Timings</b>  |
|----------------|--|---|
| 1              | University Fitness Center<br>Ground Floor, ARIP Building                   | Morning 6:00 a.m. to 8:00 a.m. For Girls and Female Faculty |
|                |  | Evening 4:30 p.m. to 7:30 p.m. For Boys and Male Faculty    |
| 2              | University Gymnasium<br>1 <sup>st</sup> Floor, Hari Om Food Plaza Building | Morning 6:00 a.m. to 8:00 a.m. for Boys and Male Faculty    |
|                |  | Evening 4:30 p.m. to 7:00 p.m. For Girls and Female Faculty |
| 3              | Indoor Sports for Boys and Girls   | Evening 4:30 p.m. to 7:00 p.m.                              |

### ***“FOOD”***

The campus cafeteria and other food outlets are open every class day, serving breakfast, lunch and snacks. You can bring your own snack/lunch also. The Campus Cafeteria is situated at Lake Side serving multiple cuisine food. The other Fast Food Outlets like Nescafe and Iceberg are also available at the campus.

**SECTION - 2**

**RULES AND REGULATIONS**

## 2.1 CODE OF CONDUCT

1. Students should set their academic goals high. Good manners, proper conduct and gentleness from the individual as well as from group of students is anticipated.
2. All should respect the dignity of CHARUSAT; we should value the framework and Implement the same in our actions.
3. There is a tradition of prayer recitation at the campus premises through Audio System at 8:55 a.m. All are requested to maintain the dignity of the prayer time.
4. It is mandatory for the students to attend the classes on all working days from the start to the end of the term / semester. Absence due to illness or unavoidable circumstances shall be considered only if application is supported with medical certificates and / or leave application from the parents, subject to maximum 15% attendance.
5. Students are expected to be polite individually or in groups and show respect to the Faculty (teachers) as well as to the staff of the Institute. Instructions in connection with academic or other matters as may be given by the teachers from time to time must be followed scrupulously by the students. Students must not participate in activities that may cause harm to the academic environment or which harms the teacher-student relations.
6. Students are required to maintain dignified appearance. You may dress up with formal or semiformal cloths and accessories.
7. Every student has to wear the identity card issued by the institute as also produce as and when asked by the authorized officer of the institute.
8. Students must understand the importance of Rules & Regulations for different services at University Examination Section, Accounts Section, Resources Integrity and so on.
9. Students can speak to their teachers/counselors regarding academic issues or personal struggles, if any. They may guide to help you out to fully trigger the situation and learn on campus.
10. The student has to maintain sense of proportion in the extra-curricular activities and do not make hindrance in the academic activities. A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.
11. No student shall carry intoxicating or narcotic drugs/items with him and shall not consume it. Those who breach the orders shall be liable for cancellation of admission / rustication from the college.
12. Ragging is strictly prohibited inside and outside the university campus if anyone found guilty of ragging and/or abetting ragging is liable to be punished.
13. Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is forbidden. In case of such damage the same will be recovered from the students, the parents or the guardians.
14. No student shall indulge in any activity in the college campus that might be illegal or may lead to disorderliness.
15. Social Medias such as Facebook, Twitter, WhatsApp etc. are part of our daily

life but it is recommended that all students maintain dignity in the content of posting/ commenting about University and staff.

### ***Other Provisions Related to Code of Conducts***

#### **Do's**

- ❖ Set your academic goal high
- ❖ Attend classes regularly
- ❖ Participate in all activities & events
- ❖ Take class notes regularly and refer to them when required
- ❖ Speak to your teachers and counselor about your any academic or personal issues
- ❖ Speak to administration for any issues or problems related to student services
- ❖ Participate in, or create a study group
- ❖ Keep the campus clean
- ❖ Socialize with your peers and develop strong professional relationships
- ❖ Maintain regular contact with your parents to report both good news and bad news
- ❖ Maintain codes of conducts in any kind of communication - oral or written
- ❖ Complete your assignments, projects or any other academic work on time
- ❖ Inspect properly the place before renting resident outside the campus
- ❖ Ask what you can do to help others
- ❖ Consult CHARUSAT website and notice boards regularly for any updates and announcements

#### **Don'ts**

- ❖ Wander around the unknown peripheral areas of the campus
- ❖ Share personal information to unknown
- ❖ Damage any property of the campus
- ❖ Leave your personal belongings unattended
- ❖ Participate in or initiate gossips or rumors
- ❖ Make loud noise or create confusion in the class room, auditorium or elsewhere in the building
- ❖ Use abusive language
- ❖ Assume your first and second semester marks don't count. CGPA's of your whole program are looked at during applications for further studies and career
- ❖ Use cell-phones or any other communication devices in the classroom or any other part of the building where academic activities are going on

## **2.2 ATTENDANCE CRITERIA**

In several academic studies, a strong correlation between attendance in classes and the performance of the students has been found. Therefore, students are expected to maintain full attendance in all courses. Following the New Education Policy (NEP) – 2020 guidelines, the minimum criteria required for all Under Graduate (U.G) and Post Graduate (P.G) students from academic year 2024-25 to appear in the university examination is mentioned as under; [*refer circular no. CHA/EXAM/24/03/ 0467 dated 06.03.2024*]

1. Should have at least 75% of attendance in the courses put together
2. Should have at least 70% of attendance in each course / subject
3. Should not have any disciplinary proceedings pending against him / her
4. Should have no pending fees or other dues



## 2.3 ACADEMIC DISHONESTY AND PUNISHMENT (EXAMINATION)

University has adopted disciplinary measures for dealing with unfair means cases which is being observed during the examination and have defined the guidelines on handling and disposing off such cases. The instances so observed have defined punished which is mentioned as under ;

| Sr. No. | Instance(s) of unfair means Adopted   | Sr. No. | Punishment handed down   |
|---------|---|---------|--|
| 1.A     | An examinee is found in possession of any sort of examination-related literature (pad or written/printed material or on Chit Slips or on compass box or handkerchief or clothes/dress or any part of the body or with foot scales or calculators, cell phone or any electronic devices or stored in electronic – gadgets or electronic watch or snatches away of notes, chits, answerbook, device or part there of any other examinee etc.) in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the examination timing and, he/she has copied from the said literature. Or any literature found near or just beneath his seat but he/she not copied from the said material. | 1       | The examinee's result will stand cancelled/failed in all courses of that semester examination. |
| 1.B     | An examinee who is found trying to copy from the answer sheet or device of a fellow examinee around him/her or making examination-related enquiries through gestures/talks. (If the other person is found cooperating then he/she will also invite the disciplinary action) or communicate with another examinee or try to pass on information even after a word of caution from supervisor/examiner or any competent authority.  |         |  |
| 1.C     | An examinee has mentioned his/her seat number at any other place in the answer sheet or has put any identification/irrelevant symbols, sketches etc. mark which can reveal his/her identity overtly. Or any sort of writing on the question paper. Or use of indecent or abusing words in examination hall or the answer book. Or indulges in writing the matter relevant to subject  |         |  |

|     |  |   |   |
|-----|--|---|---|
|     | before commencement of or Attempts to bribe the examiner by mentioning address, contact detail, mobile number etc. or to contact the examiner directly or through any representative for his/her favor.        |   |   |
| 1.D | An examinee adopting improper practices and getting it found out by university observer through close circuit camera   |   |   |
| 1.E | Attempts to remove encrypted code or any sticker on the answer book  |   |   |
| 1.F | Indulge in exchange of answer book, supplementary with other examinee  |   |   |
| 1.G | Copied from another examinee or deliberately allows other examinee to copy from his own answerbook or devices or pass on the exam relevant material or literature in any form to another examinee in exam hall |   |   |
| 1.H | Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act   |   |   |
| 1.I | Examinee is found to throw away his answer book, device supplementary, question paper, practical job or part thereof   |   |   |
| 1.J | if the examiner reports about missing pages or additional pages in the answer book of examinee   |   |   |
| 1.K | If the examinee obstruct the process of conducting the examination in any way  |   |   |
| 1.L | if examinee try to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination   |   |   |
| 1.M | If examinee attempt to bribe by way of Keeping currency notes in his/her answer book   |   |   |
| 1.N | If the examination committee is satisfied from the report of the examiner that the candidate have copied from one another or from any other sources or involving in mass copying during the examination        |   |   |
| 2.A | An examinee has been reported copying more than once in the same examination or the same course.   | 2 | The examinee's result will be cancelled/failed for the examination in which he/she is |

|     |  |    |   |
|-----|--|----|---|
| 2.B | An examinee is found to be non-co-operative in case of any unfair means adopted or if he/she misbehaves with the Junior or Senior Supervisor or Observer or in examination hall or examination center or doesn't follow the instruction given by the Junior or Senior Supervisor or observer or any competent authority or if examinee obstructs/threatens or orally assault the block supervisor or any   |    | found guilty. However, He/she will be allowed to reappear in the similar exam when it is organized in the next academic year. For an instance: Student found guilty in II semester of year 2011-2012 will have his/her results of II semester (2011-2012) cancelled. However, he/she will be allowed to reappear in Semester- II (2012-2013) examination to clear those backlogs. |
| 2.C | All Such cases indicating explicit copying found out during assessment as reported by examiners.   |    |   |
| 3.A | An examinee found getting answers written in the answer sheets(s) from outside the examination center and/or taking answer sheets(s)/device(s) out of the examination center or indulges in unfair practice outside the examination hall by any means or If the examinee carries away an answer book / device, supplementary or practical job or part thereof outside the exam hall or . Leaves the examination hall without submitting his answer book or tries to destroy it   | 3. | The candidate will be rusticated from the University.   |
| 3.B | An examinee if found is involved in Impersonation i.e. Person other than true examinee is taking exam. Or If examinee not appearing in that particular examination but who is a candidate of other examination of the university behaves in disciplinary manner during particular examination or helps other examinee in using unfair means or If examinee not appearing in that particular examination but who is a candidate of other examination of the university impersonates as a examinee of particular examination |    |   |
| 4.  | Irrespective of the above instances; all cases of any kind of malpractice or use of unfair means, indiscipline, misbehavior, or antisocial behavior in examination and other cases of examination-related malpractices   | 4. | The UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned   |
| 5.  | An Examiner tries to exhibit physical power.   | 5. | Cancellation of result of all the subjects of the current semester examination and debarred to appear from next five  |

|   |  |   |   |
|---|--|---|---|
|   |  |   | summer/winter all examinations conducted by the University.   |
| 6 | If an examinee for degree of ME/M.Pharm/MBA/ MCA PhD is found guilty of plagiarism of a thesis/dissertation/ project work during the period of assessment.   | 6 | <p>UFM Committee shall impose penalty considering the severity of the Plagiarism.</p> <p><b>i.</b> Level 0: Similarities up to 10% - Minor Similarities, no penalty.</p> <p><b>ii.</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 6 months.</p> <p><b>iii.</b> Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.</p> <p><b>iv.</b> Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.</p> <p><b>Note 1:</b> 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.</p> <p><b>Note 2:</b> Penalties as per Regulations have been notified in the official gazette of India, dated 31 July, 2018.</p> |
| 7 | If a Candidate who is awarded PhD from the University, is found guilty of plagiarism by the University. (Similarities found above 40%)   | 7 | The degree awarded shall be withdrawn by the University.  |
| 8 | If an examinee for ME/M.Pharm/ MBA/ MCA/PhD is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce of resorting to any malpractice   | 8 | The UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the concerned examinee.   |
| 9 | if during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1 to 8 as above and which has been bearing on the examination or result of the examinee and/or any other examinee | 9 | The UFM committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned.  |

The above disciplinary actions shall be taken after fair hearing is given to the student to present his/her side of event.

## 2.4 ASSESSMENT / EVALUATION PATTERN

### EVALUATION PATTERN

(as per NEP 2020 Chapter no. 7 Evaluation Reform)

| Program                          | Program Type   | Theory  |   | Practical   |   |
|----------------------------------|----------------|---|---|---|---|
|                                  |                | Continuous and Comprehensive Evaluation (CCE) - Formative | Semester End Evaluation (SEE) - Summative | Continuous and Comprehensive Evaluation (CCE) - Formative | Semester End Evaluation (SEE) - Summative |
| *B.Pharm.<br>*M.Pharm.           | UG/ PG         | 25%   | 75%                                       | 30%   | 70%                                       |
| *B.Sc. Nursing<br>*M.Sc. Nursing | UG/ PG         | 25%   | 75%                                       | 50%   | 50%                                       |
| B.Tech<br>M.Tech                 | UG/ PG         | 50%   | 50%                                       | 50%   | 50%                                       |
| All other programs               | UG/ PG/<br>PGD | 50%   | 50%                                       | 50%   | 50%                                       |

*\*Note: We will continue to follow the existing evaluation system for Pharmacy and Nursing programs as no guidelines/ instruction are received from respective councils.*

#### New evaluation consists of the following two components :

1. Continuous and Comprehensive Evaluation (CCE) – **Formative**
2. Semester End Evaluation (SEE) – **Summative**

CCE carries 50% of the total marks allotted to a course and the other 50% being assigned to the SEE. SEE shall be of 2 hours for 4 credit course and 1 hour in case of 2 credit courses.

In each course, every credit carries 25 marks, of which 50% marks is assigned for CCE and rest 50% marks of SEE. The 50% marks assigned to the CCE is distributed between the continuous classroom evaluation and mid-term evaluation which shall be of 1 hour.

*(Note: the above criteria was proposed and approved in the 28th meeting of Academic Council held on 25<sup>th</sup> April, 2024)*

## 2.5 GRADING SCHEME AND PASSING CRITERIA

Student needs to meet minimum passing requirements of a Course in a Programme under various faculties to be promoted to next higher semester which is mentioned below.

### GRADING SCHEME

| For all CHARUSAT UG/PG degree/diploma programs, except Pharmacy programmes |             |  |   | For all Pharmacy programmes |             |                                |
|--|-------------|--|---|-----------------------------|-------------|--------------------------------|
| Letter Grade   | Grade Point | Grading Scheme for Mark (In %)   |   | Letter Grade                | Grade Point | Grading Scheme for Mark (In %) |
|  |             | For all CHARUSAT UG/PG degree/diploma programs, except Pharmacy and Nursing programmes | B.Sc. Nursing, P.B. B.Sc. Nursing and M.Sc. Nursing |                             |             | B. Pharm, & M. Pharm.          |
| <b>O</b><br>(Outstanding)  | 10          | 96.0-100   | 85.0 – 100  | <b>AA</b><br>(Outstanding)  | 10          | 90.0 – 100                     |
| <b>A+</b><br>(Excellent)   | 9           | 86.0-95.9  | 80.0 – 84.9   | <b>AB</b><br>(Excellent)    | 9           | 80.0 – 89.9                    |
| <b>A</b><br>(Very Good)  | 8           | 76.0-85.9  | 75.0 – 79.9   | <b>BB</b><br>(Very Good)    | 8           | 70.0 – 79.9                    |
| <b>B+</b><br>(Good)  | 7           | 66.0-75.9  | 65.0 – 74.9   | <b>BC</b><br>(Good)         | 7           | 60.0 – 69.9                    |
| <b>B</b><br>(Above Average)  | 6           | 56.0- 65.9   | 60.0 – 64.9   | <b>CC</b><br>(Average)      | 6           | 50.0 – 59.9                    |
| <b>C</b><br>(Average)  | 5           | 46.0 – 55.9  | 50.0 – 59.9   | <b>FF</b><br>(Fail)         | 0           | 40.0 – 49.9                    |
| <b>P</b><br>(Pass)   | 4           | 36.0 – 45.9  | -   | <b>Ab</b><br>(Absent)       | 0           | Absent                         |
| <b>F</b><br>(Fail)   | 0           | Below 36.0   | 40.0 – 49.9   | -                           | -           | -                              |
| <b>Ab</b><br>(Absent)  | 0           | Absent   | Absent  | -                           | -           | -                              |

### PASSING CRITERIA AS PER NEP – 2020

- 1) The minimum passing marks for each pattern of evaluation are 36%, except for Pharmacy and Nursing programs.
- 2) For Pharmacy and Nursing programs, we will continue to follow existing passing criteria.

(Note: the above criteria was proposed and approved in the 28<sup>th</sup> meeting of Academic Council held on 25<sup>th</sup> April, 2024)

## **2.6 PROCEDURE FOR APPLICATION OF KNOW YOUR ANSWER BOOKS (KYA), REASSESSMENT & RE-CHECKING**

### **A) For Know Your Answer Books (KYA)**

In case a candidate who has appeared for the University Examination is not satisfied with the assessment of his/her answer book of a course, provision for reviewing the assessment through means of Know Your Answer Books, Reassessment or Rechecking are available.

1. In case, if a candidate is not satisfied with his / her result in course(s) of the University Level Theory Examination, he/she may apply for Personal Study of his /her answer book(s) under given rules and procedure framed under the Know Your Answer Books (KYA)
2. The scheme for Personal Study of answer book(s) (KYA) is concerning the results of the University Level Theory Examinations only and not for other examination(s) or test(s) like internal, practical, viva voce, thesis, dissertation, term work, field work or project work, assignments, and Quiz or the like.
3. The revaluation of answer book / personal study of answer book shall not be permitted in respect of marks awarded for practical examination / term- work (including theory part) / sessional work /project work/dissertation/ internal assessment and in viva- voce / oral / practical examinations

Following Guidelines and procedure are to be followed for knowing the answer books:

1. The candidate shall apply for Personal Study of his / her answer book(s) in the prescribed form available in the Examination Section of the University.
2. The candidate is required to pay a non-refundable fee of ` . 500/- (Rupees Five Hundred Only) per course either by Cash, DD, Cheque or in the manner prescribed by the University from time to time.
3. The application shall be submitted on- line/ hard copy in the prescribed format.
4. Incomplete application, application received after due date, application without forwarding from the concerned Faculty or Institute or application submitted without appropriate fees will not be entertained.
5. (a) On receipt of the applications for courses of a particular program, the Examination Section of the University will communicate the schedule (Day, Date, and Time) and the Place of Personal Study of answer books to the students through Circular/Email/SMS/ Phone Call.  
(b) The candidate will be required to remain present as per schedule at the given place of Personal Study of answer books. Additionally, the student can bring his/ her, one parent. No other person from the student side shall be allowed to remain present at the time of Personal Study of answer books  
(c) The candidate shall carry with him his/ her Identity Card issued by the Institute/ University.  
(d) The candidate will not be allowed to carry with him/her any

Electronic/Mechanical gadgets / instruments and other items such as Pen, Purse, Wallet, Money, Mobile Phone or any other documents.

(e) The candidate will also be required to sign the attendance register / sheet towards the evidence of his / her Personal Study of answer book(s).

6. During the Personal Study of answer book (s), following discrepancies shall be rectified on the spot / immediately (if brought to the notice by the candidate) in consultation with the Convener of the Course, Dean of the concerned Faculty and Nominee of the Provost
  - a) Incorrect totaling of sub- questions of any question.
  - b) Mismatch in the carrying forward of mark(s) for question(s) on the main front page of the answer book and inside the answer book where the question is answered.
  - c) Incorrect totaling on the main front page of the answer book by the examiner.
7. In case of the discrepancy / discrepancies other than those in 6 hereinabove; in case if the candidate is not satisfied with the marks are given for the particular answer(s) to the question(s) or in case if the candidate has queries regarding the correct answers, he/she will be required to opt for Reassessment and apply separately within next four working days (from the day of Personal Study of Answer book).
8. In the cases (as given in 7) wherein the candidate applies for Reassessment, the rules, regulations, guidelines and procedures of the Reassessment shall be binding.
9. In case, all the queries of the candidate are resolved only through guidance/ discussion and there is no change in the marks /grades, he/she will be required to give in writing in the prescribed format that he/she has personally studied his/her answer book and has found the assessment satisfactory.

## **B) For Reassessment and Re-Checking**

- A candidate may apply for reassessment or rechecking of his/her answer book in the prescribed application form to Registrar. He/She may also apply online for which, he/she has to visit [www.charusat.ac.in](http://www.charusat.ac.in) link in University Website -
- For reassessment or rechecking, student has to apply within eight working days after the notification of the result
- The University shall not entertain any application for re-assessment or recheck of Mark/Grades obtained at the Internal Test/Practical's, Viva-Voce, Thesis, Dissertation, T.W. etc.
- The complete application form must be submitted to Examination the section with fees of ` 400/- per course for reassessment and ` 200/- for rechecking. (Students opting for an online option may pay the fees through online payment mode.)
- In the case of more than one courses, separate fees shall be paid for each course. However, only one application shall be made for the purpose.
- The application will not be accepted for more than two courses for reassessment and recheck.
- Application received after the due date or if it is incomplete and/or not submitted with the prescribed fees shall not be entertained



## **2.7 POLICY FOR PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM**

CHARUSAT strongly recommends honesty and integrity in all academic work. Academic Integrity is an ethical practice that means students are achieving academic success fairly. It suggests that all results that are achieved are earned honestly. Your education is an investment; not maintaining academic integrity may devalue your education, which affects the worth of your degree. Academic Integrity is essential for any society, as people citizens need to trust that who are in positions of authority have earned their credentials rightfully. Students are expected to exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

- ***Cheating in any form is not tolerated (Cheating Includes)***
  - ❖ Assignment, such as requesting or accepting answers on a quiz or test from another student who has already taken it,
  - ❖ Discussing test information to any extent with other students, transmitting quizzes or tests or answers to quizzes or tests electronically to other students via cellphone, email, etc.
  - ❖ Including turning in someone's work as one's own (another student's, a purchased paper from an online source, etc.)
  
- ***Plagiarism is another form of cheating and academic dishonesty. Intentional or unintentional plagiarism is an offense. (Plagiarism includes)***
  - ❖ Use to any degree of the ideas or words of one's source material without proper acknowledgement. Plagiarism typically takes two forms.
  - ❖ Failure to acknowledge the use of an author's ideas or organization by footnote or identification of the source in the text of the paper.
  - ❖ Incomplete paraphrase (mere rearrangement of syntax and substitution of synonyms for the author's words) is plagiarism.
  - ❖ Failure to acknowledge the use of an author's words by quotation marks, as well as by footnote or identification in the text.
  - ❖ You may consult your teacher or counselor to know more on how to avoid cheating, plagiarism and maintain academic integrity.

## 2.8 MECHANISM FOR PREVENTION OF SEXUAL HARASSMENT

The CHARUSAT University emphasis on providing opportunities to all individual to learn & grow and to work in safe environment where people gets dignity and respect they deserve. Time and again substantial steps have been taken to establish safer and more inclusive learning and working environments by the university. Hence, in pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 the Internal Complaints Committee (ICC) of the university is constituted. [*Refer circular no. CHA/ADM/ICC/24/0197 dated 06.02.2024*]

### Objectives

- To create healthy & safe working environment for all, specifically for women employees and students.
- To prevent discrimination and sexual harassment against the women, by providing gender amity among students and employees.
- To lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against the women, by the students and employees.
- Deal with the cases of discrimination and sexual harassment against the women, in a time bound manner aiming at ensuring support services to the victimised and termination of the harassment.
- Recommend appropriate punitive action against the guilty party to the Chair / Provost of the university.

### Important Definition

Sexual Harassment includes such unwelcome sexually determined behaviour by any person individually or in association with other person or by any person in authority, either directly or by implications such as ;

- i) Any unwanted conduct with sexual undertones if it occurs or which is persistent and which demands, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;
  - any unwelcome physical, verbal or non-verbal conduct of sexual nature
  - demand or request for sexual favours
  - making sexually coloured remarks
  - trying to have physical contact and advances
  - eve teasing, jokes causing or likely to cause awkwardness or embarrassment
  - showing pornography
  - Innuendos and taunts
  - Gender based insults or sexist remarks
- ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:
  - promise of preferential treatments as quid pro quo for sexual favours
  - threat of detrimental treatment in the conduct of work
  - threat about the present or future status of the person concerned
  - creating an intimidating offensive or hostile learning environment
  - humiliating treatment which is likely to affect the health, safety and dignity or physical integrity of the person concerned
- iii) Physical confinement against one's will and any other act likely to violate one's privacy.
- iv) Any act of gender discrimination such as denial of employment to women due to women's reproductive role or rigidity in attitude, which hinders the reproductive role to women (for example, non-flexible working hours and timings, non-availability of day care services, lack of maternity leave etc.)

Aggrieved Women means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected by any act of sexual harassment by the respondent.

Campus means any location or the land on which CHARUSAT university and its constituent institutional facilities like libraries, laboratories, lecture halls, residences, halls, auditoriums, toilets, students centres, hostels, dining halls, parking areas, other amenities like health centre, canteen, bank counters etc. are situated and also includes extended campus and covers within its scope places visited as a student of the institute including transportations provided for the purpose of commuting to and from the institutions, the locations outside the institution on field trips, internships, study tours, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of concern institute or university.

Employee means a person employed by the CHARUSAT university or its institutes (regular/term/contract basis) and also includes for this regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistant whether employed or not including those involved in field studies, projects, short-visits, camps etc.

Student means a person duly admitted and pursuing a programme study including short-term training programmes in the university. Provided that a student who is in the process of taking admission in any of the institutes under the university, although not yet admitted, shall be treated, for the purposes of these regulations as a student.

Provided that a student who is a participant in any of the activities in Higher Education Institutions other than the HEI where such student is enrolled shall be treated for the purpose of these regulations as a student of that HEI where any incident of sexual harassment takes place against such student.

Third party harassment refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the university but a visitor to the university in some other capacity or for some other purpose or reason.

### **Process for Making Complaint**

An aggrieved person is required to submit written complaint to ICC within three months from the date of incident and in case of series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Chairperson or any member of the ICC shall render all responsible assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months if it is satisfied that the circumstances were such which prevented the person from filling a complaint within the said period. Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

### **Constitution of Internal Complaint Committee (ICC)**

| <b>Sr. No.</b> | <b>Name</b>                 | <b>Designation</b> |
|----------------|-----------------------------|--------------------|
| 1              | Prof. (Dr.) Mrunali R Patel | Chairperson        |
| 2              | Ms. Dolly Sharma            | Member             |
| 3              | Dr. Hardik Jayswal          | Member             |
| 4              | Dr. Pramod Patel            | Member             |
| 5              | Ms. Nisha Dave              | Member Secretary   |
| 6              | Prof. (Dr.) Darshana Dave   | External Member    |
| 7              | Nisarg Chaudhari (22DCE011) | Member             |
| 8              | Prachi Patel (23PGCE006)    | Member             |
| 9              | Dhatri Raval (19DRMCA010)   | Member             |

## 2.9 MECHANISM FOR PREVENTION / PROHIBITION OF RAGGING

A UGC regulation on curbing the menace of ragging in Higher Educational Institutions is published in the Gazette of India dated 4<sup>th</sup> July, 2009 and is available on UGC website [www.ugc.ac.in](http://www.ugc.ac.in). Accordingly, ragging is strictly prohibited inside and outside the University campus. The Anti-Ragging Committee is constituted for the purpose by the university to take an immediate action against any untoward incident and counsel the fresher. All the students admitted in an institute are required to observe and abide by the disciplines and rules prescribed by the University/Institute. Detail information is available on university website <https://www.charusat.ac.in/anti-ragging>

### Objectives

- ❖ To prohibit, prevent and eliminate the scourge of ragging.
- ❖ To eliminate ragging in all its forms from university by prohibiting it under these regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.

### Measures/Activities

- ❖ Students and parents have to provide undertaking regarding non-involvement in ragging act while joining the Institute.
- ❖ Anti-ragging Banners, Posters/Slogans are put up in and around the institute area like notice board, departments, corridors, canteen, library and hostels etc. to generate awareness amongst students. Also, CCTV cameras are present at all vital points of the institute. Adequate publicity of anti-ragging posters/slogans is done to the students through institutional TV interaction board.
- ❖ To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the university organizes Commencement Celebration in the first week of each new academic calendar. Awareness of Anti-Ragging committee & its activities are provided to the newly joined students during their orientation or commencement program. Committee members provides following information.
  1. Constituent of Anti Ragging committee, UGC regulations, helpline, videos regarding ragging etc. as provided on CHARUSAT website.
  2. What constitutes ragging?
  3. Administrative action in the event of ragging.
- ❖ Guidelines for submission of On-Line Anti-Ragging Affidavits by the students & parents at [www.amammovement.org](http://www.amammovement.org) or [www.antiragging.in](http://www.antiragging.in) are provided.
- ❖ Students were also made to submit their online undertaking signed by the students and their parents. A record of anti-ragging affidavits has been maintained in the institute.
- ❖ Events like Anti-ragging workshops, seminars and other creative avenues to spread the idea of ragging-free campus is conducted.
- ❖ Regular meetings are held by the Anti-ragging committee to appraise the situations and to discuss the measures being taken to prevent ragging in our Institution/Campus.

{UGC Anti-Ragging Helpline 1800-180-5522 (24x7 toll free) or send e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)}

## **2.10 MECHANISM FOR PREVENTION / PROHIBITION OF DRUG MENACE**

The CHARUSAT University is concerned to promote and protect the health and wellbeing of the students in order to ensure that students can maximise the benefits accruing to them from the knowledge acquired through this learning and research. An emerging threat to the success of students is the harm experienced by use of illicit drugs and alcohol.

Hence, in pursuance of the law of the land against the use & possession of Narcotics-Drugs & Alcohol, the University intend to take various measures to prevent the use of drugs & alcohol in and around the campus. It is for the information of all concerned that while on the campus; the students, faculty, staff and visitors should not;

- possess, use, deliver, sell, or distribute any illegal substances
- possess or consume alcoholic beverages
- be under the influence of alcohol or illegal substances

Non adherence of the above instructions will invite suitable disciplinary action against the possessor. Keeping in view to monitor and curb the menace in and around the campus, the university has defined following mechanism to prevent use of drug and alcohol in and around the campus.

1. The Anti-Drug squad is to be formed at the Institute level in line with Anti-Ragging squad and the security personnel also be included in this squad.
2. The respective Head of the institute will constitute the Anti-Drug Squad at the institute level and will submit the monthly report to the Registrar and Provost of the university.
3. The major functions of the Anti-Drug squads will be
  - a. to carry out surprise check / visit to the hostel and monitor the activities of the students
  - b. to organize awareness programmes in the institute and hostels atleast twice in a semester
  - c. to educate students about ill effect of drugs and alcohol
  - d. to motivate students to refrain from consumption of drugs and alcohol
  - e. to encourage students for reporting any noticed use of drug / alcohol by anyone on the campus / at hostel
  - f. to educate students regarding laws and rules about the use / possession of such narcotic drugs and the punishment thereof
4. The Anti-Drug squad should watch various locations on the university campus frequently including the hostels as well as day scholars.
5. The students should be encouraged to be a part of entire campaign to have drug free campus.
6. Similar to the undertaking with regard to Anti-Ragging, an undertaking for prevailing drug / alcohol menace be taken from the students and parents at the time of admission.
7. Posters depicting the ill-effects of drug menace in large size should be developed and displayed on the prominent locations at all the institutes.
8. At the time of orientation programme being arranged for newly admitted students, the awareness about the law with regard to above should also be rigorously done.
9. Any untoward incidence may immediately be conveyed to the office of Registrar.

## **2.11 MECHANISM FOR REDRESSAL OF STUDENT’S GRIEVANCES**

### **1. PREAMBLE**

The CHARUSAT University believes in transparency in all the activities at different stages for its stakeholders. Continuing with this spirit, it endeavours to make all efforts to promote and develop responsive and accountable attitude among students in order to maintain a harmonious educational atmosphere. Students growth and development is the priority of the university. In view of that, the university facilitates the students to represent and resolve their grievances in a non-discriminatory manner which broadly includes complaints of the aggrieved students be it academic, non-academic, related to assessment, victimisation, attendance, conduction of examinations etc.

To resolve the grievances of the students and in pursuance to the notifications(s) issued by the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 the university has outlined mechanism for redressal of grievances of students.

### **2. OBJECTIVES**

- To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.
- The Grievance Redressal Committee is constituted for the redressal of the problems reported by the Students.
- To provide responsive, accountable and ease mechanism for settlement of grievances and to take measures to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

### **3. DEFINITIONS**

(1) In these regulations, unless the context otherwise requires-

- a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- b) “aggrieved student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these regulations.
- c) “college” means any institution, so defined in clause (b) of sub-section (1) of section 12A of the Act.
- d) “Commission” means the University Grants Commission established under section 4 of the UGC Act, 1956.
- e) “declared admission policy” means such policy, including the process there under, for admission to a course or program of study as may be offered by the institution by publication in the prospectus of the institution.
- f) “grievance” means, and includes, complaint(s) made by an aggrieved student in respect of the following, namely:
  - admission contrary to merit determined in accordance with the declared admission policy of the institution;

- irregularity in the process under the declared admission policy of the institution;
- refusal to admit in accordance with the declared admission policy of the institution;
- non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
- publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students;
- non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- non-transparent or unfair practices adopted by the institution for the evaluation of students;
- delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
- complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities or persons with disabilities categories;
- denial of quality education as promised at the time of admission or required to be provided;
- harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
- any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
- any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

- g) “Institution” means a university as defined in sub-section (f) of Section 2 of the UGC Act, an institution declared as institution deemed to be university under Section 3 of the Act, and a college as defined under section 12A (1) (b) of the University Grants Commission Act, 1956.
- h) “Ombudsperson” means the Ombudsperson appointed under these regulations;
- i) “Prospectus” means and includes any publication, whether in print or otherwise, issued for providing fair and transparent information, relating to an institution, to the general public (including to those seeking admission in such institution) by such institution or any authority or person authorized by such institution to do so;
- j) “Student” means a person enrolled, or seeking admission to be enrolled, in any institution, to which these regulations apply, through any mode i.e., Formal / Open and Distance Learning (ODL) / Online;
- k) “Students’ Grievance Redressal Committee (SGRC)” means a committee constituted under these regulations, at the level of an institution; and
- l) “University” means a University so defined in clause (f) of section 2 of the Act or, where the context may be, an institution deemed to be University declared as such under Section 3 thereof.

(2) Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the same meanings as respectively assigned to them in the Act.

#### **4. CONSTITUTION OF STUDENT GRIEVANCE REDRESSAL CELL**

A complaint from an aggrieved students relating to the institution shall be addressed to the Chairperson, SGRC. Hence, all the institute needs to constitute such number of SGRC as may be required with the following composition.

|   | <b>Particulars of nomination</b>   | <b>Designation</b> |
|---|--|--------------------|
| 1 | A Professor of the Institute   | Chairperson        |
| 2 | Four Professors / Senior Faculty members of the institute  | Member             |
| 3 | A representative from among students to be nominated by the Dean (based on the academic merit / excellence in sports /performance in co-curricular activities) | Special Invitee    |

[Note : Atleast one member or the chairperson should be women / from SC/ST/OBC category]

- The term of Chairperson and members shall be for a period of two years.
- The term of Special Invitee shall be for one year.
- The quorum for the meeting including the Chairperson, but excluding the special invitee shall be three.
- In considering the grievance put before the SGRC shall follow the principal of natural justice.
- The SGRC shall submit its report with recommendations if any, to the Dean of the institute



and a copy to the aggrieved student preferably within a period of 15 working days from the date of receipt of the complaint.

- Any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer appeal to the Ombudsperson, within a period of 15 days of receipt of such decision. *[refer circular dated 21.12.2023 for the appointment of Dr. Ashwin D Patel as Ombudsperson of the university]*

## **5. PROCESS OF MAKING COMPLAINT**

Students are required to fill out the Student Grievance Complaint on the university website <https://www.charusat.ac.in/GRC> and should submit the same via email or as a handwritten letter to the Chairperson of the Student Grievance Redressal Committee (SGRC) of their institute.

*[The descriptive detail of consideration of grievance / definition of grievance is mentioned in the 1(f) of the important definitions.]*

## **6. PROCESS OF CONDUCTING INQUIRY**

- a) On receipt of an online complaint, the institution shall refer the complaint to the Institute level Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
- b) The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.
- c) An aggrieved student may appear either in person or authorize a representative to present the case.
- d) Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these regulations may be referred to the Ombudsperson by the university.
- e) Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.

## **7. APPOINTMENT AND FUNCTIONS OF OMBUDSPERSON**

Observing the prescribed norms and to align with the UGC's stipulations, safeguarding students' rights and fostering a conducive academic environment, the university has appointed Dr. Ashwin D. Patel, Retired Professor & Principal, CSPIT as the Ombudsperson w.e.f 01.10.2023 to 31.09.2026. *[refer circular dated 21.12.2023 for the appointment of Dr. Ashwin D Patel as Ombudsperson of the university]*

The functions of the Ombudsperson will be as under;

1. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations.
2. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for

reevaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.

3. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
4. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

## **8. COMMUNICATING DECISION / PROCEDURE FOR REDRESSAL OF GRIEVANCE BY THE OMBUDSPERSON**

- a) In case the grievance is resolved by the SGRC of the institute, the decision will be conveyed through email by the Chairperson with a copy to Provost of the university.
- b) Any student aggrieved by the decision of the SGRC may prefer appeal to the Ombudsperson, within a period of 15 days of receipt of such decision.
- c) The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided by SGRC.
- d) While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for reevaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- e) The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- f) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).
- g) The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- h) The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- i) The institution shall comply with the recommendations of the Ombudsperson.
- j) The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

*[Note: The above guideline is prepared on the basis of notification issued by the University Grant Commission (UGC) dated 11<sup>th</sup> April, 2023 in supersession of UGC (Redress of Grievances of Students) Regulations, 2019 and is subject to modification as per the directives of UGC from time to time]*

**SECTION - 3**

**IMPORTANT INFORMATION**

### **3.1 STUDENTS WELFARE ACTIVITIES**

The Students Welfare Activities are aimed to promote the social-psychological and cultural growth of the students through a host of activities conducted all through the year. Various activities such as intra and inter-college/university cultural and sports events are organised for students. It also picks up different social causes prevailing in the society and organises awareness programmes for the students. All the constituent institutes of the university have a dedicated coordinator that operates and manages tasks at the institute level.

- ❖ Getting involved in campus life is the quickest way to become a part of the University community, and to create one's own CHARUSAT experience. Campus life activities are built around the concepts of encouraging each community member to express his or her talents and to respect all members of our pluralistic community.
- ❖ The students can exhibit their special talents by the multiple college and inter-college competitions within and outside the campus. CHARUSAT organizes a four-day gala event of University level Cultural Competition named SPOURAL. In addition, CSPIT organizes COGNIZANCE - TECH FEST, a state level technical event annually.
- ❖ The University also encourages the students and staff to celebrate all the varied festivals at the campus like Uttrayan, Holi, Navratri, Ganesh Chaturthi, etc.

### **CULTURAL EVENTS & SPORTS ACTIVITIES**

The University promotes the overall development of a student and in addition to academics, it emphasises participating in different extracurricular activities. The campus is well equipped with the necessary state-of-the-art infrastructure to facilitate all types of cultural and sports activities to showcase their talent.

The university encourages students to participate in sports and other physical exercises regularly as it stimulates the mind, body and the spirit. Individual sports teach to motivate oneself whereas team sports imbibe accountability, leadership, teamwork and other skills. The University also encourages the participation of the students in the events organised by other colleges, institutes and universities. It prepares a team that represents the University in the Association of Indian Universities (AIU) sports and cultural events, and various state and national level competitions organised by government and private institutions.

### **CELEBRATION OF NATIONAL AND INTERNATIONAL DAYS**

Every year on Independence Day and Republic Day, a flag hoisting ceremony is organised on the campus. Renowned dignitaries from various walks of life are invited as the chief guest. Besides this, as part of the World Yoga Day celebration on June 21, all the university officials gather at the campus and perform yoga under the supervision of a yoga expert, every year.

### **NATIONAL SERVICE SCHEME (NSS)**

Aimed at developing the students' personality through community service, the National Service Scheme (NSS) a voluntary association of students in higher secondary schools, colleges, and at universities working for strengthening the campus-community linkage. NSS is an Indian government-sponsored public service programme conducted by the Ministry of Youth Affairs and Sports since 1969.

University has a vibrant NSS programme wherein the students from all the institutes participate and contribute to the well-being of the neighbouring community. Regular activities are held from time to time, and annual seven-day special camps known as special camps are held in a rural village or a city suburb.

### **NATIONAL CADET CORPS (NCC)**

National Cadet Corps is a voluntary organisation that recruits cadets from high schools, colleges and universities all over India. It is a tri-services organisation, comprising the Army, the Navy and the Air Force, engaged in grooming the youth of the country into disciplined and patriotic citizens. The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure, and ideals of selfless service amongst young citizens.

## 3.2 WELFARE SCHEME / FINANCIAL ASSISTANCE FOR STUDENTS

### Insurance

CHARUSAT believes in the safety of the students. Hence, it has insured each and every student of the campus with the Group Personal Accident Insurance Policy.

### Financial Assistance

CHARUSAT provides its students with a number of financial support opportunities. These opportunities are exclusively focused on providing support for students whose financial conditions may prevent them from continuing their education.

| Name of Scholarship  | Beneficiaries   |
|--|---|
| GATE/GPAT Scholarship (By AICTE)   | As per Government norms.  |
| Government Scholarship   | All students of SC, ST and SEBC category, Free ship card for SC & ST students, Chief Minister Scholarship Scheme, Mukhyamantri Yuva Swavalamban Yojna (MYSY ( <a href="http://mysy.guj.nic.in">http://mysy.guj.nic.in</a> )). |
| MOMA Scholarship   | Students belonging to minority communities.   |
| Scholarship on National Scholarship Portal (NSP)   | Eligible student can apply from the Portal  |
| Late Maniben Shankarbhai Patel Scholarship   | 1st Rank of 2nd, 3rd & 4th year student of B.Sc Nursing Program of MTIN.  |
| Late Shankarbhai Chhaganbhai Patel Scholarship   | 1st Rank of 2nd, 3rd & 4th year student of B.Pharm Program of RPCP.   |
| Late Dahiben Ravjibhai Patel & Dineshbhai Ravjibhai Patel Merit Cum Means Scholarship                    | Meritorious & Economically Constrained Students of IT branch of CSPIT   |
| Urmil & Mayuri Desai Family Trust Scholarship  | Meritorious & Economically Constrained Students of Engineering of CSPIT   |
| Umedbhai Dharamdas Patel (Nar) Charitable Trust Scholarship  | Meritorious & Economically Constrained Students of Selected Course  |
| Prof. S G Shah Scholarship   | Meritorious & Economically Constrained Students of CSPIT  |
| Late Kamlaben Ambalal bin Becharbhai, Bakrol and Mrs. Pushpaben Dinesh Patel Merit Cum Means Scholarship | Meritorious & Economically Constrained Students of DEPSTAR  |
| CSPIT - Alumni Association Scholarship   | Meritorious & Economically Constrained Students of CSPIT  |
| Shri R.V. & Jayaben Patel Merit-cum-Means Scholarship Scheme   | Meritorious & Economically Constrained Students of Undergraduate Program of all Institute   |
| Late Shri Chunibhai Hathibhai Patel, Changa Scholarship Scheme   | Meritorious & Economically Constrained Students of BPT Program of ARIP  |
| Kanubhai and Kamlakshi Patel Scholarship   | Meritorious & Economically Constrained Students of CSPIT & RPCP Program (for Charotar Moti Sattavis Patidar Samaj student Only)   |
| Kamlaben and Ambalal Patel (Mahelav) Merit-cum-Means Scholarship   | Meritorious & Economically Constrained Students of DEPSTAR & MTIN Program   |

### **3.3 POLICY FOR CHARUSAT POSTGRADUATE STUDENT FELLOWSHIP (PGSF)**

CHARUSAT offers Post graduate (PG) Programmes in all its Faculties. To enhance the quality research output at CHARUSAT and to become an internationally acclaimed research centre, CHARUSAT has initiated PG fellowship students pursuing PG Programmes at CHARUSAT. The likely outcome of CHARUSAT PG Fellowship will be quality research papers, quality research project and availability of prospective PhD research scholars at CHARUSAT.

#### **Objectives:**

The objectives of this policy are

- 1) To encourage meritorious students at the Under graduate level for pursuing postgraduate studies at CHARUSAT;
- 2) To build up academic excellence at Postgraduate level across CHARUSAT.

#### **Eligibility:**

- This policy shall be applicable to all the students pursuing PG Programmes at CHARUSAT from third semester onwards.
- A student to be eligible to apply for this scheme should have secured minimum 7.5 CGPA (without any backlog or FF grades) at the end of second semester of the PG Programme he/she is enrolled in. • The students for the award of PGSF shall be selected based on merit and subject to a maximum of 5% of the total PG students enrolled in that particular programme (for eg., If M.Tech (EE) Programme has total 36 students enrolled under it, then 2 students will get the PGSF benefit). However, there shall be minimum 1 fellowship available for each PG programme subject to the compliance of the eligibility criteria .

#### **Application Procedure:**

- Within a month of declaration of second semester result, an Institute / Department (Engg.) Committee & Fellow Selection Committee chaired by the Principal / HOD (Engg.) and other members being PG Programme Coordinator and a senior teacher shall recommend the names as per the merit to the University. The Department (Engg.) / Institute shall maintain complete transparency so as the applicants are aware of merit list and procedure in general
- The selected student shall start getting the fellowship from the next month of the beginning of third semester

#### **Fellowship amount & other terms:**

- The fellowship amount shall be INR 7,000/- per month
- The fellowship shall not be available during vacation months
- The fellowship will be terminated immediately and any amount paid in past shall be recovered in case a student desires to leave the programme halfway
- The fellowship will be paid to the PG fellow on monthly basis subject to satisfactory contribution by him/her in academic, research and development activities of the Department (Engg.) / Institute.

- A student shall have to maintain minimum 7.5 SGPA in third semester and be active contributor to department / institute to continue his/her fellowship
- The student's academic performance and contribution to research as well as development / research activities will be reviewed at the end of third semester. It is expected to have good R & D Project(s) / Research Publication(s) as an outcome.
- Any intellectual property generated shall be owned by CHARUSAT. Due recognition will be given to the student intern based on significance of contribution

**General:**

- The Fellow Selection Committee of the Department (Engg.) / Institute shall allocate the PG fellows to the departmental faculty members (mentors) based on their research activity and seniority. However, Principal / HOD (Engg.) shall have the right to change the allocation as per institute / department need. The Principal / HOD (Engg.) may allocate PGSF fellow for themselves also
- The selected PG fellow shall have to contribute to Department (Engg.) / Institute development, academic and research initiatives to the extent of minimum six hours per week. This could include but not limited to tutorials, lab conduction, development and maintenance, assistance in R&D activities, assistance in academic activities like internal exams, presence, etc.
- The PGSF fellowship is an initiative to reward brilliance of the PG students and by no means shall be construed as employment of CHARUSAT. The PG fellows shall be giving undertaking to this effect
- The PGSF fellowship will be terminated immediately if the PG fellow is found to be indulging in unethical practices and/or misconduct like ragging, unruly behaviour, etc.
- Students receiving any other scholarship and Students admitted under Tuition Fees waiver Scheme are not eligible to apply.



### 3.4 POLICY FOR CHARUSAT UNDERGRADUATE STUDENT FELLOWSHIP (UGSF)

CHARUSAT offers Under Graduate (UG) Programmes in all its Faculties i.e Technology & Engineering, Computer Science & Applications, Pharmacy, Management, Sciences and Medical Sciences.

#### Objectives :

- To encourage meritorious students at the Under graduate for academic and administrative initiatives.
- The likely outcome of CHARUSAT fellow will be Learn-n-Earn concept at CHARUSAT.

#### Eligibility :

- This policy shall be applicable to all the students pursuing UG Programmes at CHARUSAT for

|  |                               |
|--|-------------------------------|
| Faculty of Technology and Engineering        | From 5 <sup>th</sup> Semester |
| Faculty of Computer Science and Applications | From 3 <sup>rd</sup> Semester |
| Faculty of Pharmacy                          | From 5 <sup>th</sup> Semester |
| Faculty of Management                        | From 3 <sup>rd</sup> Semester |
| Faculty of Sciences                          | From 3 <sup>rd</sup> Semester |
| Faculty of Medical Sciences                  | From 5 <sup>th</sup> Semester |

- A student to be eligible to apply for this scheme should have secured minimum 7.5 CGPA (without any FF grades in any semester) at the start of semester as mentioned in above points of the UG Programme he/she is enrolled in.
- The students for the award of UGSF shall be selected based on merit and subject to a maximum of 3% of the total UG students enrolled in that particular programme (for eg., If B.Tech (CE) Programme has total 120 students enrolled under it, then 4 students will get the UGSF benefit). However, there shall be minimum 1 fellowship available for each UG programme subject to the compliance of the eligibility criteria. .

#### Application Procedure :

- The circular for UGSF would be announced by the Principal.
- The application form for UGSF is online and available on e- governace portal.
- Interested UGSF students have to submit dully filled application form to Principal office.
- Within a month of start of semester/s as mentioned in UF3 point , an Institute / Department (Engg.) Committee chaired by the Principal / HOD (Engg.) and a senior teacher shall recommend the names as per the merit to the University.
- The Department (Engg.) / Institute shall maintain complete transparency so as the applicants are aware of merit list and procedure in general
- The selected student shall start getting the fellowship from the next month of the beginning of semester/s as mentioned in UF3 point.

**Fellowship amount & other terms :**

- The fellowship amount shall be INR 4800/-(200\*6 hours per week =1200\*4 weeks =4800) per month • The fellowship shall be maximum for 2 years.
- The fellowship shall generally not be available during vacation months.
- The fellowship will be terminated immediately and any amount paid in past shall be recovered in case a student desires to leave the programme halfway
- The fellowship will be paid to the UG fellow on monthly basis subject to satisfactory contribution by him/her in academic, administrative and development activities of the Department / University.
- A student shall have to maintain minimum 7.5 CGPA in following years and be active contributor to department/institute/university to continue his/her fellowship.
- The fellow has to maintain academics & presence as per university norms.

**General :**

- An Institute / Department (Engg.) Committee chaired by the Principal / HOD (Engg.) and a senior teacher shall allocate the UG fellows to the departmental faculty members. However, Principal / HOD (Engg.) shall have the right to change the allocation as per institute / department need. The Principal / HOD (Engg.) may allocate UGSF fellow for themselves also.
- The selected fellow shall have to contribute to university development, academic and administrative initiatives to the extent of minimum six hours per week. This could include but not limited to tutorials, lab conduction, development and maintenance, assistance in R&D activities, assistance in academic activities like internal exams, presence, Work at IQAC Section, UIIC Section, HRDC Section, CDPC Section etc.
- The UGSF fellowship is an initiative to reward brilliance of the UG students and by no means shall be construed as employment of CHARUSAT.
- The UGSF fellowship will be terminated immediately if the UG fellow is found to be indulging in unethical practices and/or misconduct like ragging, unruly behaviour, work/performance found unsatisfactory etc.
- Students receiving any other scholarship and Students admitted under Tuition Fees waiver Scheme are not eligible to apply.

### 3.5 Financial Support to U.G & P.G students for presenting Research Paper in National / International Conference / Symposium

To encourage students for participating to showcase their research activities and to streamline the process, a structured scheme is developed for further promotion of research and innovation amongst the students. This will enable students to attend conference / symposium at National and International level wherein financial support will be provided by the university. The detail of the scheme with various criteria are mentioned as under;

#### ❖ Eligibility Criteria

1. It is applicable to all the students pursuing full time UG/PG courses at the university from third semester onwards.
2. Have cleared all the courses of study at first trial and not having backlog / FF grade.
3. Should fulfil the minimum attendance criteria as prescribed by the university.
4. Student involved in any in-disciplinary activities or any punitive action taken against applicant will not be considered for any benefit under this scheme.
5. Faculty member of any constituent institute of the CHARUSAT university has to be Co-author of the research paper.

#### ❖ Application Procedure & Scrutiny Criteria

- Student should submit written application through Faculty Co-author along with all supportive to the Head / Principal of the institute.
- The application will be reviewed by the Institute Level Advisory Committee (IAC) within seven days of receipt of the application. The IAC will consist following members.
  1. Head / Principal of the Institute - *Chairperson*
  2. One senior faculty member of the concern institute nominated by the Dean – *Member*
  3. One senior faculty member from other institute nominated by the Registrar – *Member*
  4. Dy. Registrar / Asst. Registrar of the concern institute – *Member Secretary*
- If called, the applicant needs to appear before the committee members for required clarifications.
- The recommendation of IAC will be forwarded to the Dean of concern institute for consideration.
- The decision will be intimated to the concern student & faculty co-author within four working days of the IAC meeting.
- In case of any grievance against the decision of the IAC, the decision of Dean of concern faculty will be considered as final and abiding.

#### ❖ Pattern of Financial Assistance

##### 1. For Participating in National Conference (Online / Offline)

- The research paper in Scopus / Web of Science indexed conference will only be considered for financial support.
- The conference / symposium should be organised within India.
- Maximum one physical participation in an academic year will be allowed to any student.
- If the accepted paper is of multidisciplinary area having involvement of different field of students, then participations of one student from each discipline will only be allowed.

- In case of research paper is multi authored from similar discipline then only one author, preferably Principle author will be allowed to attend the conference.
- Application should be submitted atleast prior to 20 days of the event.
- Financial assistance will be provided upto maximum limit of Rs. 15,000/- per student.
- The financial support will be provided for registration fees, travel expenditure (including local conveyance) and lodging & boarding facility only.
- In case of online national conference; only registration fee subject to maximum specified limit or as may approved by the IAC will be reimbursed to the student.
- In case of requirement of advance amount then the same needs to be specifically mention in the application.

## 2. For International Conference (Online / Offline)

- The applicant should have published at least one research paper in journal / conference of repute at national conference. However, in case of prominent opportunity, it can be reviewed by the authority of the university.
- The application should be submitted prior to six weeks of the event along with required supportive documents.
- Under this scheme, the financial support will be provided only once in an academic year to any student.
- In entire academic year; financial assistance of maximum upto Rs. 1,00,000/- OR 50% of the total expenditure whichever is less will be considered.
- The financial assistance will be limited to conference registration fee, visa fees, air-travel expenditure, lodging & boarding facility and local travel only.
- In case of multidisciplinary / multi-authored research paper, criteria as defined in participation in national conference will be applicable.
- In case of online international conference; only registration fee subject to maximum specified limit or as may approved by the IAC will be reimbursed to the student.
- Students should also try to get the financial assistance from the statutory financing bodies like CSIR, DST, INSA, UGC, AICTE etc. to meet the total expenditure.
- The travel expenditure should be for the economic class and preferably for the shortest route. If required student can opt for travel agencies approved by the university to ensure compliance with travel policies.
- In case of requirement of advance amount, the same shall be considered subject to limiting to the registration & visa fees OR maximum upto Rs. 25,000/- whichever is less. However, the same is subject to approval of the IAC and Dean of the concern institute.
- In case of International Conference organised in India, then the pattern of financial assistance will be inline of participation in National Conference (online / offline) i.e upto maximum limit of Rs. 15,000/- per student.

### ❖ **Academic Support and Leave Consideration**

- The student participating in such event will be considered on academic leave for the duration as considered by the IAC.
- Maximum 10 days of academic leave in a semester will be allowed to any student.
- Such student will be given flexibility in submission of assignment, laboratory work etc. or any continuous evaluation examination schedule by the institute. Such relaxation needs to be approved by the Head / Principal of the institute.
- In no case, the Semester End Examination (SEE) or Supplementary Examination (SE) will be rescheduled by the university OR no such application / request will be

entertained by the university. Attending such conference / symposium needs to be judiciously decided by the student keeping in mind the academic requirement.

❖ **Reimbursement of Expenditure**

- All the reimbursement / advance settlement claim with detail summary of the expenditure needs to be submitted to the Faculty Co-author within a week of completion of event / resuming the institute / university.
- The student and faculty co-author needs to submit participation report to the Head / Principal of the institute within 15 days of completion of the event.
- Outside India tour needs to be plan well in advance to take advantage of cost-effective options and to ensure availability.

❖ **Other Clause**

- Benefits under the said scheme is subject to scrutiny for eligibility and approval of competent authority of the university and it can't be claimed as matter of right.
- Only 2% of the total strength of the concern institute will be considered for the financial support i.e National & International level both.
- The concern institute needs to submit the budgetary provision of such expenditure while submitting the annual budget requirement to the university.
- If financial assistance received from any external agency, then the same needs to be intimated to the university. In such case, the financial assistance will be adjusted / approved accordingly.
- In case of not attending the conference / symposium by the applicant then the received advance amount needs to be refunded to the university by the recipient immediately.
- False claim of expenditure, submission of misleading information, not attending the proposed event fully / partially without justified reasons will invite suitable disciplinary action or major / minor penalties against the applicant.
- The university reserves the right to amend / alter/ change or modify the policy from time to time.
- The student & faculty co-author needs to acknowledge the financial support provided by the university in their publication or wherever feasible.

Apart from all above, the outstanding researcher should be encouraged by felicitating them in the annual day of the institute, highlighting the achievement of students on website, university newsletter or any suitable recognition by the institute / university.

### 3.6 WOMEN DEVELOPMENT CELL

Women Development Cell (WDC) at CHARUSAT has been constituted to develop a congenial environment to contribute in inclusive growth of all, particularly women in and around the ambit of the University. The cell aims to empower women through knowledge sharing, training and aptitude building exercises and programmes. This shall include; improving women's sense of self-worth, making women aware of their right to have and to determine choices, their right to have access to opportunities and resources, their right to have the power to control their own lives, both within and outside the home and their ability to influence the direction of social change to create a more just social and economic order, nationally and internationally. WDC shall create opportunities and environs to facilitate women to reach to the peak of their naturally endowed potential, and thereby enriching organizational and social life.

**Applicability** This policy shall extend and apply to all the students, employees of the campus and women in general.

**Objectives** In pursuance of the directions issued by University Grant Commission (UGC) and Ministry of Human Resource Development (MHRD), the CHARUSAT University has set up the WDC with the following objectives:

- To provide and foster a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can realize their potential to the fullest.
- To make women aware of their social and legal rights and thus empower them to stand against any discrimination.
- To develop personality and incubate leadership quality in women leading to a fulfilling lives.
- To organize activities and programme to achieve the above said objectives.
- To cooperate and collaborate with organizations with similar goals and activities.
- To act as a forum for information sharing and exchange of ideas.

#### Definitions

- a) "Cell" means Women Development Cell constituted under the provisions of these guidelines.
- b) "Campus" means campus of Charotar University of Science and Technology, (CHARUSAT) Changa.
- c) "Employee" means every person in the employment of the CHARUSAT to which these guidelines are applicable, including any teaching/non-teaching staff or officers, temporary, part-time, honorary and visiting persons, visiting faculty members engaged in any duties by whatever designation called and also employees employed on a short vacancy, casual or project basis.
- d) "Management" means and includes the Governing Body or the Board of Management of Charotar University of Science and Technology.
- e) "University" means Charotar University of Science and Technology (CHARUSAT) under Gujarat State Act No. 8 of 2009.
- f) "Student" includes any person who is enrolled for any course with the University to which these guidelines are applicable and includes –
  - (i) An Under-graduate/Post-graduate student, a Research Scholar and a Repeater;
  - (ii) Any person, student or ex-student who has been permitted the use of any of the facilities of the University such as library, laboratory, reading room, computer labs, gym etc. on the payment of a fee or otherwise.

**Composition of WDC :** The composition of WDC shall be as under ;

[It is notified for the information of all concerned that the followings members are nominated for reconstituted of Women Development Cell (WDC) of CHARUSAT with effect from 1<sup>st</sup> September 2021 to 31<sup>st</sup> August 2024 vide Notification No. CHA/ADM/21/08/1084 dated 24<sup>th</sup> August, 2021]

| <i>Sr. No.</i>   | <i>Designation</i>                              | <i>Members Profile</i>   | <i>Name of members</i>   |   |
|--|---|--|--|---|
| 1  | Chairperson                                     | A female faculty member of the cadre Associate Professor and above. To be nominated by the Provost | Dr. Gayatri Dave, Associate Professor, PDPIAS                                    |   |
| 2  | Member  | Girl's hostel organizing member or warden  | Mrs. Rashilaben Vala (Warden)  |   |
| 3  | Member  | An eminent woman academician from outside the University nominated by the Provost.                 | <i>Vacant</i>  |   |
| 4  | Member  | A woman representative of an NGO nominated by the Provost.   | Ms. Jyoti Macwan<br>(General Secretary, Self Employed Women's Association, SEWA) |   |
| 5  | Member  | A woman member from CPSH approved by the Provost.  | Please refer Sr. No. 1   |   |
| <b><i>One female faculty member from each Institute to promote and conduct the WDC activities.</i></b> |   |  |  |   |
| 6  | Members from Institute/ Department Coordinators | Chandubhai S Patel Institute of Technology (CSPIT)   | Pinal C Patel, Assistant Professor Civil Dept., CSPIT                            |   |
|  |   |  | Vibha Parmar, Assistant Professor EE Dept., CSPIT                                |   |
|  |   |  | Ms. Arpita P Patel, Associate Professor, EC Dept., CSPIT                         |   |
|  |   |  | Ms. Poorvi Prajapati, Assistant Professor, IT Dept., CSPIT                       |   |
|  |   |  | Ms. Nikita Bhatt, Assistant Professor CE Dept., CSPIT                            |   |
|  |   |  | Ms. Denisha N Patel, Research Scholar, ME Dept., CSPIT                           |   |
|  |   |  | Devang Patel Institute of Advance Technology and Research (DEPSTAR)              | Ms. Bansari Patel, Teaching cum Research Assistants |
|  |   |  | Smt. Chandaben Mohanbhai Patel Institute of Computer Applications (CMPICA)       | Dr. Sanskruti Patel, Associate Professor            |
|  |   |  | Ramanbhai Patel College of Pharmacy (RPCP)                                       | Dr. Jalpa Suthar, Associate Professor               |
|  |   |  | Indukaka Ipcowala Institute of Management (I2IM)                                 | Dr. Lipi Acharya, Assistant Professor               |
| P D Patel Institute of Applied Sciences (PDPIAS)   | Dr. Janki Patel, Assistant Professor            |  |  |   |
| Ashok and Rita Patel Institute of Physiotherapy (ARIP)   | Ms. Surbaladevi, Assistant Professor            |  |  |   |
| Manikaka Topawala Institute of Nursing (MTIN)  | Ms. Rameshwari Zala, Assistant Professor        |  |  |   |
| Bapubhai Desai bhai Patel Institute of Paramedical Science (BDPIPS)                                    | Dr. Suchitra Barjem, Assistant Professor        |  |  |   |
| 7  | Member Secretary                                | A member from Governance of CHARUSAT, to be nominated by Provost.                                  | <i>Vacant</i>  |   |

### 3.7 EQUAL OPPORTUNITY CELL

CHARUSAT has been established in rural location with objective of providing growth opportunities to rural community -one as the major disadvantaged compared to urban sections. CHARUSAT believes in inclusive growth and makes continuous efforts to provide opportunities to all disadvantaged sections of the University. With this aim, it is proposed to establish an Equal Opportunity Cell (EOC) for creative interaction and promotion of equality among all the stakeholders of the University; mainly the students and employees of University. It is an effort to ensure that all the stakeholders have a fair chance to avail opportunities being created by University. These opportunities can be of pursuing education and research, seeking employment and business opportunities and participation in University activities.

The University aims to provide employee and students with an educational and employment environment that provides equal opportunity and is free from unlawful discrimination, discriminatory harassment, sexual harassment, bullying and victimization.

**Scope :** EOC works for affirmative action for all the employees and students of the CHARUSAT.

**Objectives :** The EOC oversees the effective implementation of the principle of equal opportunities to all. The main objectives of the cell are mentioned below:

1. To ensure equity and equal opportunity to the community at large in the University and bring about social inclusion.
2. To recommend and oversee the implementation of policies and programmes for the disadvantaged groups.
3. To recommend measures to enhance the diversity among the students and employees and at the same time foster the principle of equal opportunity.
4. To create congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
5. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
6. To look into the grievances of the discrimination of any kind and suggest amicable solutions.
7. To disseminate the information related to schemes and programmes, notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time for the welfare of the socially weaker section.
8. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
9. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
10. To coordinate and work with other statutory bodies of the University for the benefit of disadvantaged groups.
11. To bring awareness about problems faced by disadvantaged groups and methods of empowerment.

**Implementation or Operational aspects :** The University will take reasonable and proportionate measures to eliminate discrimination, sexual harassment, bullying or victimization as far as possible. Employee and students bound by this policy must comply with all rules and regulations envisaged in the policy. In particular, employee and students must not engage in behaviour that constitutes bullying/victimisation/discrimination towards other employee or students, including



physical, visual, verbal and non-verbal behaviour. Failure to do so may lead to the individual being held legally responsible and serious penalties apply to those who breach the policy.

**Advisory Committee** : The advisory committee reviews the effective implementation of the principle of equal opportunities to all irrespective of gender, ability, socio-economic background, caste, religion or language. Advisory Committee consists of following members:

1. Provost as Chairperson
2. Registrar
3. Coordinator/Convener
4. Estate officer
5. Librarian
6. Legal expert

**Working Committee** : Working Committee consists of following members:

1. Coordinator/Convener
2. Representative (SC)
3. Representative (ST)
4. Representative (OBC)
5. Representative (Religious and language minorities)
6. Representative (General)
7. Representative (Person with Disability)

**Reporting** : Any administrator, faculty member, or other person in a position of authority who receives a complaint of discrimination or harassment must fully report the information or complaint to the EOC promptly. A complaint or report of discrimination or harassment made to any administrator, faculty member or other person in a position of authority generally obligates the University to investigate the incident and take appropriate steps to address the situation. The responsibility to investigate rests with the EOC and not with the employee who receives the complaint or report. Failure to promptly report may constitute a violation of the EOC Policy.

**Interim Protective Measures** : The Provost or his/her designee or EOC coordinator may impose interim protective measures before the final outcome of an investigation if failure to take the interim measures would constitute a threat to the safety and well-being of the complainant or other employees or students of the University. Imposing interim protective measures does not indicate that a violation of this Policy has occurred. These interim measures may include but are not limited to:

- Issuance of a “no contact” directive;
- Restrictions or bars to entering certain University property;
- Changes to academic or employment arrangements, schedules or supervision;
- Interim suspension; and
- Other measures designed to promote the safety and well-being of the parties.
- In imposing interim measures, the EOC coordinator will attempt to minimize the burden on both the alleged victim and respondent.

Any party may appeal interim measures in writing to the Provost within two working days of the party’s receipt of the notification of the restriction. All interim protective measures will remain in effect during the appeal and thereafter unless modified by the EOC coordinator or Provost or overturned by the Provost.

**Resolution :** The amount of time needed to conduct an investigation will depend in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the scope of the allegations, the time period and number of events implicated by or relevant to the complaint, the number or availability of witnesses involved and the volume of documents). Within 60 working days of receipt of the complaint, the EOC coordinator or his/her designee will provide notice of the outcome of the investigation or will advise the parties of the additional estimated amount of time needed for the investigation. Upon conclusion, EOC coordinator or his/her designee will notify the complainant and respondent, in writing, of the results of the investigation. The written decision will be disclosed only to the complainant, respondent, and University officials as appropriate to determine and enforce any remedial actions, discipline or sanctions, and to prepare for any appeals. The EOC coordinator will follow up as appropriate to ensure that remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct that were found to violate this Policy, as well as to report any retaliation for the complaint or related investigation. Remedial and preventative measures may be imposed by the EOC coordinator even in the absence of a violation of this Policy if conduct is found to occur that may, if not addressed, rise to the level of a violation. Any unprofessional conduct or inappropriate behavior found during the course of the investigation that is not covered by the Policy will be addressed with the respective department or Human Resources department.

**Remedies :** Where discrimination or harassment in violation of this Policy is determined to have occurred, the University will take timely action to remedy the effects. Potential remedies for the complainant or victim include, but are not limited to:

- Extensions of time to re-do or complete academic work without an academic or financial penalty;
- Changes to academic or employment arrangements, schedules or supervision that minimize burden on the complainant or victim;
- Referral to medical, counseling, and academic support services;
- Training/re-training on this Policy and other relevant topics for individuals or groups implicated in the discrimination or harassment; and
- Other measures designed to repair negative impact of discrimination or harassment.

**Sanctions :** If a violation of this Policy is found, the level of disciplinary action and type or scope of sanctions will depend on the severity and nature of the discrimination or harassment, the weight of the evidence, and the need to maintain a safe and respectful environment. Available sanctions include, but are not limited to:

- Mandatory training or counseling;
- “No Contact” directive;
- Restriction or bar to entering certain University property or attending University events;
- Written warning;
- Transcript notation;
- Probation;
- Suspension; and
- Expulsion or termination

**Right to Appeal :** All parties shall have the right to appeal the outcome of the formal process and decision to the University Provost pursuant to this Policy. The Provost must receive a written appeal within ten (10) working days after the receipt of the written notification of the decision being appealed. The Provost or his/her designee may receive additional information if he/she believes such information would aid in the appeal.

The Provost may overturn or modify a finding or sanction if, in his or her reasonable discretion, he or she finds any of the following factors had a material impact on the finding or sanction:

- Material failure to comply with applicable procedures in EOC Policy or to conduct a reasonably thorough investigation;
- Partiality, bias, or conflict of interest by the EOC Coordinator or his/her designee;
- Findings, if not overturned or modified, would result in a substantial injustice to a party or parties, including a substantially inadequate or excessive sanction; or
- New evidence that was not reasonably available to be presented by the parties during the course of the investigation.

A decision by the Provost or his/her designee will be made within a reasonable time and the EOC Coordinator, the complainant, and the respondent will be notified in writing of the decision on the appeal. During the time of appeal and review, disciplinary action or sanction or remedial/preventative measures, if any, taken as a result of the original complaint may be implemented and enforced. Upon the request of the appealing party, the Provost may, in his or her discretion, temporarily suspend the imposition of the disciplinary action, sanction, or remedial/preventative measures while the appeal is pending. If an appeal is not filed within the appeal period, the findings become final and are not subject to any review.

### 3.8 CHARUSAT ALUMNI FORUM

An Alumni Association is an important organ helping a University to realize its mission and goals. An Alumni Association is a development partner for the University, its students, and the community. Alumni relationships with the Alma Mater are lifelong relationships nurturing mutual support and growth. In last more than a decade, constituent institutes of CHARUSAT have produced technocrats, leaders, entrepreneurs, social entrepreneurs, managers who collectively have a wealth of knowledge and experience. The CHARUSAT Alumni Association (CAA) endeavours to bring all these outstanding individuals together on a single platform.

**Mission:** To inspire lifelong alliance of Alumni with University by providing opportunities for interaction and networking for mutual benefits.

**Objectives:**

1. To provide an active platform that promotes mutually beneficial interaction and networking of Charusat with Alumni and also amongst the alumni.
2. To play an active role as a facilitator between CHARUSAT and industries.
3. To encourage the spirit of service and philanthropy among the members of the association.
4. To promote and support Chapters of Association and co-ordinate interaction among the chapters.
5. To raise and deal with funds and money of the Association.
6. To undertake all activities for furtherance of objectives of Association.

**Chapters :** The Association shall be an umbrella organisation taking under its ambit all its chapters. The chapters shall be of two types:

1. Constituent Unit Chapters (CUC)
2. Geographical Area Chapters (GAC)

**Membership :** The Association shall have the following categories of members:

- a. Regular Members (hereafter referred to as members) and
- b. Honorary Members

**Organization of the Association:**

1. General Body
2. General Executive Committee (GEC)
3. Constituent Unit Chapter Executive Committee (CUC-EC)
4. Geographical Area Executive Committee
5. Office Bearers

**Office Bearers of CAA**

1. Patron:
  - a. The patron shall be providing visionary guidance for development of CAA.
  - b. He / She shall have right to attend all types of meeting of CAA and its chapters.
  - c. In the eventuality the patron attends any meeting; he/ she shall chair the meeting.
2. President:
  - a. The President of the Association shall be the person leading the Association and upholding the objectives of the Association.
  - b. The President shall Chair all the General Executive Committee and General Body meetings.

3. Vice-President:
  - a. The Vice-President shall complement the President in carrying out activities of the Association.
  - b. In absence of President, the Vice-President shall function as President.
4. General Secretary:
  - a. The General Secretary shall convene meetings of Executive Committee, AGM and SGM and keep the minutes of the same.
  - b. He/she shall keep and preserve the record of the Association including the minutes of all the meetings of the Association.
  - c. He/she shall execute all the decisions taken by Executive Committee and General Body.
5. Treasurer:
  - a. He/she shall maintain Accounts of the Association and its Constituent Unit Chapters.
  - b. The treasurer shall play an important role in fund raising initiatives of the Association.
6. Joint Secretary:
  - a. The Joint Secretary shall complement the General Secretary in carrying out activities of the Association.
  - b. In absence of General Secretary, the Joint Secretary shall function as General Secretary.

**Office Bearers of CUC:**

1. Chairman:

- a. The Chairman shall be the person leading the Chapter delineating its activities and actions.
- b. He/she shall be the person ensuring that all the Chapter activities are in consonance with the objectives of the Association
- c. The Chairman shall Chair all the Executive Committee

2. Secretary:

- a. The Secretary shall convene meetings of Executive Committee and keep the minutes of the same.
- b. He/she shall keep and preserve the relevant records of the Chapter
- c. He/she shall execute all the decisions taken by Executive Committee.
- d. He/she shall execute all the decisions taken by GEC and/or Governing Body as applicable to the Chapter.
- e. He/she shall be co-ordinating with the Treasurer of Association for maintaining accounts of the Chapter.

3. Joint-Secretary:

- a. The Joint Secretary shall complement the Secretary in carrying out activities of the Association.
- b. In absence of Secretary, the Joint Secretary shall function as General Secretary

**Miscellaneous / Amendment :** The Constitution may be amended by not less than 3/4th majority of the members present at the General Meeting after such amendments have been approved by Executive Committee.

### 3.9 IMPORTANT CONTACTS

+91-02697-265011 (Last 4 digits: Extension number)

#### ❖ Dean(s)

| Name and Designation   | Extension number & Email-id          |
|--|--------------------------------------|
| Dr. Atul Patel<br>Dean - Academics                                       | dean.academic@charusat.ac.in         |
| Dr. Vijay Chaudhary<br>Dean - Faculty of Technology & Engineering        | 5221<br>hod.me@charusat.ac.in        |
| Dr. Bhaskar Pandya<br>Dean - Faculty of Humanities                       | 5184<br>dean.foh@charusat.ac.in      |
| Dr. Gayatri Dave<br>Dean - Faculty of Science                            | 5192<br>dean.fas@charusat.ac.in      |
| Dr. Dhara Patel<br>Dean - Faculty of Medical Science                     | 5273<br>dean.fmd@charusat.ac.in      |
| Dr. Samir Patel<br>Dean - Faculty of Pharmacy                            | 5161<br>dean.fph@charusat.ac.in      |
| Dr. Sanskruti Patel<br>Dean - Faculty of Computer Science & Applications | 5243<br>dean.fca@charusat.ac.in      |
| Dr. Shailesh Khant<br>Dean – Research                                    | 5189<br>dean.research@charusat.ac.in |

#### ❖ Principal(s)

| Name and Designation  | Extension number & Email-id              |
|---|--|
| Dr. Trushit Upadhyay<br>Chandubhai S Patel Institute of Technology (CSPIT)                    | 5111<br>principal.cspit@charusat.ac.in   |
| Dr. Bankim Patel<br>Devang Patel Institute of Advanced Technology & Research (DEPSTAR)        | 5121<br>principal.depstar@charusat.ac.in |
| Dr. Manan Raval<br>Ramanbhai Patel College of Pharmacy (RPCP)                                 | 5141<br>principal.rpcp@charusat.ac.in    |
| Dr. Dharmendra Patel<br>Chandaben Mohanbhai Patel Institute of Computer Applications (CMPICA) | 5241<br>principal.cmpica@charusat.ac.in  |
| Dr. Binit Patel<br>Indukaka Ipcowala Institute of Management (I <sup>2</sup> IM)              | 5171<br>principal.iiim@charusat.ac.in    |
| Dr. Abhishek Dadhania<br>P.D.Patel Institute of Applied Science (PDPIAS)                      | 5191<br>principal.pdpias@charusat.ac.in  |
| Dr. Anil Sharma<br>Manikaka Topawala Institute of Nursing (MTIN)                              | 5201<br>principal.mtin@charusat.ac.in    |
| Dr. Dhruv Dave<br>Ashok & Rita Patel Institute of Physiotherapy (ARIP)                        | 5261<br>principal.arip@charusat.ac.in    |
| Dr. Hemant Kumar<br>Bapubhai Desai bhai Patel Institute of Paramedical Sciences (BDIPS)       | 5199<br>hemantkumar.cips@charusat.ac.in  |

#### ❖ Dy. Register of the Institute(s)

| Name   | Extension number & Email-id             |
|--|---|
| Shri Rakesh Dave<br>(Faculty of Medical Science, Faculty of Science and Faculty of Pharmacy)             | 5622<br>rakeshdave.bt@charusat.ac.in    |
| Shri Kautil Pandya<br>(Faculty of Tech. & Engg., Faculty of Comp. Appl. & Faculty of Management Studies) | 5112<br>kautilpandya.adm@charusat.ac.in |

❖ **University Office(s) / Central Department(s) for Student Services**

| <b>Name and Designation</b>   | <b>Extension number &amp; Email-id</b>                          |
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| Shri Mukesh Yadav<br>Dy. Registrar, Academic Section  | 5029<br>mukeshyadav.adm@charusat.ac.in                          |
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| Shri Shah Nawaj Pathan<br>Assistant Registrar, Research Cell  | 5034<br>shahnawaj.adm@charusat.ac.in                            |
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| Dr. Swati Joshi<br>Senior Executive Officer (SEO)<br>CHARUSAT Innovative Ventures Foundation (CIVF) | ----<br>seo@civf.co.in  |
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