Punyashlok Ahilyadevi Holkar Solapur University, Solapur

University Policies

January - 2026

विद्यापीठ गीत

ज्ञानरुप देव धर्म जीवनी असो

करुणेचा अमृतघन या मनी वसो ।

अध्ययनसमृध्द होऊ ध्यास धरोनी

श्रमसंस्कृति वाढवू या यत्न करोनी

ज्ञान कला विज्ञान ध्वजा अंबरी विलसो ।।

धर्म जाति पंथभेद जाऊ विसरुनी

पतितांना कवळू या धीर देऊनी

अश्रूंना हसवू ही आस नित ठसो ।।

सान थोर उच्च नीच ही सरो निशा

ज्ञानसूर्य उगवुनिया उजळू दे दिशा

प्रगतीचा पथ सात्त्विक लोचनी दिसो

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January, 2026

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Chemicals and Hazardous Waste Disposal Policy
January – 2026

Chemicals and Hazardous Waste Disposal Policy

1. Introduction:

The Punyashlok Ahilyadevi Holkar Solapur University, Solapur emphasized the value of sustainable and systematic hazardous chemical waste management in limiting its ecological footprint and delivering a safe and healthy work environment for faculty, staff, students and visitors. The University is obligated to ensure that hazardous chemical waste must be disposed of or managed by government-approved, registered waste contractors. The purpose of this policy is to facilitate the execution of the action plan outlined in the "National Environment Policy 2006" regarding the management of hazardous wastes, including their minimization, environmentally responsible management and active promotion of the transfer and use of cleaner technologies. Hence, a Chemicals Waste Disposal Committee which is properly authorised by the competent authority of the University needs to be constituted. This committee shall conduct meetings once in six months and meetings to be properly minuted. The committee is permitted to take decision/ changes/ suggestions on chemical waste disposal policy related issues.

2. Policy Statement:

PAHSUS Chemical and Hazardous Waste Management and Disposal Policy will adhere to the principles of the 'Best Practicable Environmental Option' involving a two-tier approach to prevention and control of environmental pollution. The Institute will implement a "Waste Hierarchical Approach" that prioritises hazardous waste reduction, reuse, recycling and recovery over chemical waste disposal. The University acknowledges the significance of complying with these legal requirements and managing its hazardous waste responsibly, reducing the amount of chemical waste sent to landfills and maximising reuse and recycling whenever possible.

To ensure compliance with all waste legislations, the University requires all teaching and non-teaching staff, students, guests and anyone using the premise to adhere to this policy and the associated "University Environmental Guidance". Any hazardous waste generated on campus must be managed and disposed of under the criteria and procedure outlines in the Hazardous Wastes (Management and Handling) Rules, 1989, published under the notification of the Ministry of Environment and Forests, Government of India, under the provisions of the Environment (Protection) Act, 1986. Those who produce, store or dispose of any type of hazardous/radioactive/chemical waste are required by law to comply with the applicable national and international environmental protection regulations.

3. Definitions and Scope:

Hazardous material: A material that poses a risk to the physical or mental health of those who are exposed to it. For the purposes of this policy, materials whose only hazard is radioactivity or which are infectious agents are not considered hazardous because they are governed by other policies.

Hazardous Waste: Definition in Rule 3 of Hazardous Waste (Management and Handling) Amendment Rules 2003 coming into force with effect from 20 May 2003 as any waste which by

reason of any of its physical, chemical, reactive. Toxic, flammable, explosive, corrosive characteristics causes danger or is like to cause danger to health or environment, whether alone or when in contact with other wastes or substances and including waste listed in Schedule 1, 2 & 3 of HW (M & H) Rules, 2003.

Material Safety Data Sheet (MSDS): Technical information documents describing the toxicity, physical hazards and methods of safe handling for a chemical product. MSDS sheets are available from the product manufacturer.

Cleaner Production: Defined in UNEP (1990), Cleaner production is the continuous application of an integrated environmental strategy to processes, products and services to increase efficiency and reduce risks to humans and the environment.

Each individual with the authority to procure resources for use by PAHSUS employees and students is responsible for determining the hazards associated with their use before purchase. The individual in charge of these employees or students must then inform them of the potential dangers and proper handling of these substances.

4. Organisation and Management:

The responsibilities and organisational structure for this Hazardous Waste Management Policy are assigned to various personnel within the University. Chairpersons, directors and teachers of departments are required to formulate appropriate departmental policies in consultation with the Chemical Waste Disposal Committee and to make provisions for the training of their personnel under this policy and all applicable Safety Policies and Procedures.

The Chemical Waste Disposal Committee shall oversee the implementation of this policy on the PAHSUS Campus. Hazardous waste disposal is the sole responsibility of the Chemical Waste Disposal Committee. The Chemical Waste Disposal Committee shall conduct inspections to determine adherence to this policy and other pertinent safety policies, procedures and practices. Notification of noncompliance must be referred directly to the Director of concern School or IQAC, Director, as applicable.

All chemicals provided to individuals or departments at PAHSUS as donations, gifts or in exchange for other considerations must adhere to the same procedures and policies as purchased chemicals.

Departments responsible for hazardous waste disposal are accountable for:
  I.   Identifying and labelling all waste containers correctly:
 II.   Schedule periodic waste collection;
III.   Managing their inventory and waste to prevent stockpiling:
 IV.   Properly segregating incompatible wastes; and
  V.   Disposing of hazardous waste legally and safely.

The Research Safety is charged with:
  I.   Conducting periodic audits of hazardous waste container labelling and storage in research laboratories; and

II.   As part of the decommissioning process for laboratories that are closing or being remodelled, work with the responsible departments to ensure that hazardous waste containers are properly identified and labelled to facilitate their proper disposal.

5. Hazardous Material Disposal:
   a. Each individual working with chemicals on the University campus is responsible for knowing how to properly dispose of the residues of those chemicals.
   b. The hazardous waste generator is responsible for proper waste labelling, waste segregation and contacting the Chemical Waste Disposal Committee regarding waste collection.
   c. The Chemical Waste Disposal Committee shall collect and dispose of all hazardous waste produced on the University Campus.
   d. Each waste container submitted for disposal must bear the following labelling information:
      I.   Complete and accurate description of the contents of the container using full chemical names and if known, the proportion of each chemical contributing to the whole;
      II.   Name and/or department of the person generating the waste;
      III. Date the material was discarded; and
      IV.   Commercial mixtures, trademarked products and the like shall be accompanied by an MSDS if the chemical constituents are not readily identifiable from the name of the product or the information on the label.
   e. To avoid the expense of chemical identification procedures, each department shall make every effort to identify unlabelled or poorly labelled containers before submitting them to the Chemical Waste Disposal Committee.

Waste that has not been specifically listed can still be characteristically hazardous if it exhibits any one of the following characteristics:

Ignitability
   ➤ Flammable Liquids Flashpoint <140°F (e.g. alcohols, acetone, ethyl acetate, mineral spirits, gasoline)
   ➤ Oxidizers (e.g. nitrates, perchlorates, bromates, permanganates, peroxides, iodates)
   ➤ Organic Peroxides (e.g. benzoyl peroxide, cumene hydroperoxide, methyl ethyl ketone peroxide)

Corrosivity: Aqueous liquids with a pH < 2 or > 12.5 or other liquids capable of corroding steel at a rate of> 6.35 mm (0.250 inches) per year at a test temperature of 55 °F.
   ➤ Inorganic Acids (e.g., hydrochloric acid, sulfuric acid, nitric acid, perchloric acid, phosphoric acid)
   ➤ Organic Acids- [e.g., formic acid, lactic acid)
   ➤ Bases- (e.g., hydroxide solutions, amines)

Reactivity: Materials which can react violently. or create toxic fumes:

- ➢ Sulfides and cyanides
- ➢ Peroxide formers (e.g. ethers, potassium amide, sodium amide, vinyl acetate, tetrahydrofuran)
- ➢ Water Reactive Materials (e.g. sodium, potassium, lithium, calcium carbide)
- ➢ Multi-nitrated Compounds (e.g. picric acid, nitrosoguanidine, trinitroaniline)
- ➢ Perchlorate crystal formers (e.g. perchloric acids)
- ➢ Compounds that may undergo vigorous polymerization (ee, acrylic acid, viny acetate, methyl acrylate)

Toxicity:

A waste that, when subjected to the toxicity characteristic leaching procedure (TCLP), leaches any number of metallic, organic or pesticide constituents at concentrations above those specified by regulation. These components include arsenic, barium, cadmium, chloroform; chromium, m-cresol, mercury. selenium and silver, among others.

Disposal of hazardous materials into sinks, drains, commodes or other sewage disposal channels is STRICTLY PROHIBITED by PAHSUS. Hazardous waste must be collected, submitted to Chemical Waste Disposal Committee and shipped to permitted treatment storage, of disposal facility- improperly managed hazardous waste can present a safety hazard to the campus, students and employees; create a physical hazard to plumbing and buildings and create an environmental hazard should release occur to the air ground or water.

6. Action Plan:

It will be necessary for the School Director, Department Head and project's principal investigator to report any changes or additions to the production of hazardous waste as well as any actions taken to reduce waste production. According to the regulations on hazardous waste, University may store hazardous waste for up to 90 days and must keep a record. The waste could be recycled or reused, disposed of in on-campus private or public treatment, storage and disposal facilities or burned as suggested.

Central Waste Accumulation Area:

At a central accumulation area, hazardous waste collected from the campus by the Chemical Waste Disposal Committee is stored, consolidated and packaged for disposal. On-site spill kits are available in the event of a spill or accidental release to facilitate a prompt response and clean-up.

Emergency Response Plan:

The Emergency Response Plan is implemented to formalise the School's response to and mitigation of hazardous material incidents. The plan's objective is to reduce risks to human health, the environment and property. The plan must be updated annually and includes detailed emergency information.

Training:

Hazardous waste training is provided by the Chemical Waste Disposal Committee for all PAHSUS faculty, staff and students who may generate waste chemicals. Refresher training is also required annually. Additional training is required for the Chemical Waste Disposal Committee members involved in the packaging and disposal of hazardous wastes.

Waste Minimization `Plan:

As a generator of hazardous waste, University strictly adheres to the Hazardous Waste Minimization Plan and always tries to minimize the amount of waste generated. Two common approaches to minimizing waste include:

1. Waste avoidance or pollution prevention through cleaner production.
2. Recovery, reuse and recycling.

Recordkeeping:

The following records are maintained by the Chemical Waste Disposal Committee: all permits, licenses, inspection logs and training records. These documents are kept on file for a minimum of three years.

Green and Environmental Initiative Policy
January - 2026

Green and Environmental Initiative Policy

1. Preamble

Punyashlok Ahilyadevi Holkar Solapur University (PAHSUS) affirms its commitment to protecting the environment and promoting sustainability through effective waste management and green initiatives. Recognizing its role in shaping environmentally responsible citizens and institutions, the University emphasizes the need to minimize its ecological footprint, ensure healthy surroundings and align with national environmental policies and Sustainable Development Goals (SDGs).

This policy aims to establish a structured framework for reducing, reusing, recycling and recovering campus-generated waste while promoting resource conservation and environmental stewardship among all stakeholders.

2. Policy Statement

PAHSUS commits to integrating environmental consciousness into its core functions by adopting best practices in ecological management. Through this policy, the University shall:

1. Implement an Environment Management System for sustainable development.
2. Adopt a waste hierarchical approach (4 R's - Reduce, Reuse, Recycle, Recover).
3. Promote efficient energy and water usage.
4. Ensure compliance with environmental laws and regulations.
5. Regularly review environmental objectives to improve performance.
6. Communicate the policy to all stakeholders.
7. Encourage all users of the campus to uphold and follow environmental practices.

3. Policy Objectives

- Promote sustainable waste management, resource conservation and green initiatives.
- Ensure compliance with legislative requirements related to waste and environment.
- Encourage the judicious use of natural resources for current and future generations.
- Define roles and responsibilities for implementing green actions.
- Spread environmental awareness among students and staff.

4. Waste Management Policies

4.1 Solid Waste Management

The University will follow a waste hierarchical approach to reduce the volume of waste, encourage reuse and recycling and divert waste from landfills.

Action Plan:

- Promote awareness on waste avoidance and minimization techniques.
- Segregate waste at source into biodegradable and dry waste (plastic, paper, metal, wood).
- Hand over recyclables to authorized waste pickers/recyclers.
- Process biodegradable waste through composting or biogas systems on campus.

4.2 Water and Wastewater Management
Action Plan:
- Install efficient fixtures and promote rainwater harvesting.
- Minimize wastage and leakages.
- Treat domestic wastewater sustainably (preferably via STPs) for reuse in landscaping.

4.3 E-waste, Hazardous Waste & Biomedical Waste Management
Handled as per CPCB and Government Rules (2016).
Action Plan:
- Schools / Departments / Academic Centers shall maintain e-waste inventories.
- Set up a centralized e-waste collection center.
- Partner with authorized vendors for safe disposal.

5. Green Initiatives
5.1 Green Audit
Conduct annual Green Audits covering:
- Water use and recycling
- Waste generation and segregation
- Energy use and losses
- Biodiversity and green cover assessment

5.2 Green Campus Master Plan
Future infrastructure developments shall be compliant with environmental norms (e.g., GRIHA, GEM, IGBC).

6. Special Environmental Focus Areas
6.1 Energy Conservation
- Replace traditional lights with LEDs.
- Install solar panels across campus buildings, internal roads and open spaces.

6.2 Water Management
- Reduce potable water use via monitoring and efficient devices.
- Install rainwater harvesting systems.
- Adopt sustainable horticulture, plantations in the campus area.

6.3 Carbon Footprint Reduction
- Develop and track a carbon footprint baseline.
- Conduct tree plantation drives on and off campus with the help of NCC, NSS and all staffs and students.

6.4 Plastic-Free Campus and maintain ambient air quality
- Ban single-use plastic on campus.
- Encourage carpooling, cycling and use of public transport in the campus and during visit to campus.

6.5 Biodiversity and Landscaping
- Maintain flora and fauna database or register.
- Develop and maintain planned green spaces and flower gardens.

7. Capacity Building and Awareness

The University shall regularly organize:
- Workshops, seminars and expert talks.
- Eco-awareness campaigns, environmental days celebrations for students, staff and community.
- Initiate Environmental stewardship awards for best-performing departments / school or section or initiatives.

8. Green Initiative Committee

Composition:
- **Chairperson:** Vice Chancellor or Nominee
- **Coordinator:** Director, School of Earth Sciences
- **Member Secretary:** Appointed Environmental Faculty
- **Members:** Engineers, IQAC Director, NSS/NCC Director, Department Representatives, Student Leaders

Responsibilities:
- Plan and implement green policies and audits.
- Monitor compliance with environmental norms.
- Liaise with government bodies and NGOs.
- Organize outreach and sensitization programs.
- Submit annual Green Initiative Reports.
- The committee will provide guidance and support for participation in various national and international green awards and ratings for the university.

9. Monitoring and Review

- The Committee shall monitor implementation quarterly and report annually.
- An Annual Green Review Report shall be published on the University website.
- External audits may be invited every three years for evaluation and improvement.

Conclusion

Punyashlok Ahilyadevi Holkar Solapur University Solapur (PAHSUS) is committed to embedding environmental values in its culture and operations. Through collaborative actions and continued awareness, the University shall lead as a green institution, aligning its mission with ecological responsibility and long-term sustainability.

Rainwater Harvesting and Water Conservation Policy
January - 2026

Rainwater Harvesting and Water Conservation Policy

1. Preamble

Punyashlok Ahilyadevi Holkar Solapur University (PAHSUS), located in a semi-arid, drought-prone region of Maharashtra, recognizes the increasing challenges of water scarcity and climate change. With the rise in academic, research and infrastructural activities across its **old and newly developing campuses**, the University is committed to the **sustainable management of water resources**, primarily through the **implementation of rainwater harvesting (RWH)** and **water conservation initiatives**.

This policy outlines a comprehensive and actionable framework to harvest, store and recharge rainwater while minimizing water consumption. It is an essential part of the University's **Green Campus and Environmental Sustainability Vision**, aligning with Sustainable Development Goals (SDG-6: Clean Water and Sanitation) and national regulations such as the **Central Ground Water Authority (CGWA)** guidelines and **National Green Tribunal (NGT)** directives.

2. Objectives of the Policy

The policy aims to:

1. Promote sustainable and efficient use of rainwater across both the **old and new university campuses**.
2. Augment water supply through **groundwater recharge and rainwater storage systems**.
3. Minimize dependency on borewells and municipal water supply.
4. Reduce surface runoff and prevent flooding and erosion through stormwater management.
5. Integrate RWH systems into **all new infrastructure** and **retrofit existing buildings**.
6. Foster a culture of **water conservation and awareness** among faculty, students and staff.
7. Encourage interdisciplinary **research, training and innovation** in water harvesting and reuse.

3. Scope and Applicability

This policy is applicable to:

- All buildings and open spaces in the **existing (old) and developing (new) campus zones** of PAHSUS.
- All future **infrastructure and renovation projects**, academic blocks, hostels, administrative complexes, canteens, residential areas and affiliated institutions.
- University staff, faculty, departments, engineering and maintenance sections and construction contractors.
- Stakeholders involved in project planning, execution and environmental compliance.

4. Policy Statements

1. The University shall **adopt rooftop and surface runoff rainwater harvesting systems** across all feasible sites.
2. All **new buildings** must include mandatory rainwater harvesting provisions during the design phase.
3. Existing buildings will be retrofitted based on technical feasibility and priority (starting with large rooftop areas and water-intensive departments).
4. Rainwater will be used for **non-potable purposes** such as gardening, toilet flushing and cleaning.
5. Groundwater will be recharged using **scientifically designed recharge pits, soak wells and percolation tanks**.
6. Water audits and hydrogeological assessments will guide implementation.
7. RWH systems must follow **IS 15797:2008**, **CPCB** and **CGWA** guidelines.
8. The University will conduct regular **training, awareness and capacity building programs** for sustainable water management.

5. Components of Rainwater Harvesting System

1. **Catchment Areas:** Rooftops of academic buildings, hostels, halls, roads, parking areas, playgrounds.
2. **Conveyance System:** Downpipes, drains, gutters for channelling rainwater.
3. **Filtration Units:** Mesh filters, sand–charcoal–gravel filters, silt traps.
4. **Storage Systems:** Ground-level/underground tanks for collection and non-potable reuse.
5. **Recharge Structures:** Soak pits, percolation trenches, recharge shafts and borewell recharge units.

6. Implementation Strategy

6.1 Technical Measures

- Conduct **water audits** and **hydrogeological studies** for both campuses.
- Map rooftop and open areas to calculate **rainwater harvesting potential**.
- Design recharge and storage structures per technical and topographical suitability.
- Use **IoT-based sensors** where feasible to monitor tank levels and water usage.
- Integrate **overflow connections** to prevent waterlogging and direct excess water to recharge units.

6.2 Institutional Measures

- Include RWH provisions in **all DPRs and architectural plans**.
- Include **environmental clearance checklists** for all civil and electrical works.
- Introduce a **Water Budgeting Plan** for optimal allocation of harvested and municipal water.
- Promote **greywater reuse systems** (e.g., for landscape irrigation) where possible.

7. Operation, Maintenance and Monitoring

- **Pre-monsoon inspection** of all RWH structures and cleaning of catchments, pipes and filters.
- **Periodic desilting** and maintenance of recharge pits and collection tanks.
- Maintain a **campus water logbook** for input-output analysis.
- Monitor **groundwater levels**, pH and turbidity biannually to assess recharge impact.
- Create department-wise **Water Use Reports** for better accountability.

8. Water Harvesting and Water Conservation Committee (WHWCC)
Composition:

1. **Chairperson:** Vice-Chancellor or Nominated Authority
2. **Coordinator:** Director, School of Earth Sciences / Environmental Science
3. **Member Secretary:** University Engineer / Architect
4. **Members:**
   - IQAC Director
   - Faculty Experts in Environmental Science / Civil Engineering
   - NSS/NCC Director
   - Maintenance Staff
   - Student and Research Scholar Representatives
   - One representative from concerned department / school

Responsibilities:

- **Formulate Annual Plans** and timelines for RWH and conservation projects.
- Monitor **policy implementation and compliance**.
- Coordinate **audits**, vendor selection and construction supervision.
- Conduct **training and awareness programs**.
- Submit an **Annual Water Conservation and Harvesting Report**.
- Identify and recommend **awards and incentives** for outstanding green practices.

9. Funding and Resource Mobilization

- The University shall earmark funds for water projects in its **Green Budget and Capital Works Plans**.
- Seek funding through:
  - **Jal Shakti Abhiyan**
  - **Maharashtra Groundwater Mission**
  - **UGC/AICTE Green Campus Initiatives**
  - **CSR projects of local industries and public sector units**
  - **MoEFCC schemes**
- Encourage faculty and research students to submit **research proposals and innovation projects** on water conservation.

10. Education, Training and Research Initiatives
- Integrate rainwater harvesting topics into **Environmental Studies, Earth Science and Civil Engineering syllabi**.
- Organize **hands-on workshops**, **student innovation contests and internships**.
- Promote **research on smart RWH systems, aquifer recharge modelling and greywater reuse**.
- Display **information boards** with data on water collection and savings at each major RWH site.

11. Policy Monitoring and Review
- The **Water Harvesting & Water Conservation Committee** will monitor implementation.
- The **Annual Green Audit Report** will include a section on water usage, RWH structures and outcomes.
- A **third-party audit** will be conducted every **three years**.
- The policy will be **reviewed every three years** or as needed to adapt to technological and regulatory updates.

12. Policy Compliance and Enforcement
- Departments and contractors must submit a **Water Compliance Certificate** for any infrastructure work.
- Projects violating the RWH policy shall face **delay in clearances or penalties**.
- Participation in **national/state competitions or rankings (e.g., NIRF, NAAC, Swachhta Rankings)** will depend partly on RWH compliance.

Conclusion
This Rainwater Harvesting and Water Conservation Policy demonstrate Punyashlok Ahilyadevi Holkar Solapur University's commitment to water sustainability, campus resilience and environmental responsibility. Through effective planning, collective action and community participation, the University will evolve as a model for water-efficient campuses in Maharashtra and beyond.

Resource Mobilization Policy
January - 2026

Resource Mobilization Policy

➤ **Introduction**

The University operates student-centric policies with a focus on skill-based research-driven quality education which should be accessible and affordable to youth of rural and urban areas. The cardinal principle of management in the University is to provide best resources to the students & faculty to meet the above requirements and run the University for realising the vision and mission of the University. This document draws the policies for resource mobilization. A five-year strategic plan will be made by the University to plan broad academic activities, related administrative, logistic and developmental activities. Accordingly, the budget estimates and funds requirements are made. This will be broken into yearly activities and the mobilization of resources planned.

The purpose Resource Mobilization Policy of PAH Solapur University is a tool designed to formulate a transparent and well planned financial management system for mobilization of grants received from various funding sources.

➤ **OBJECTIVES**

a. To ensure accountability and transparency.
b. To develop a system for proper coordination and monitoring of financial resources for their optimum utilization.
c. To recommend measures for audit of the financial resources in strict compliance with the laid down guidelines of the government.
d. To provide check and balance on misuse of financial resources.

➤ **Resources**

The University needs three types of resources i.e. Human Resources, Equipment/Material Resources and Infrastructural Resources.

Human Resources

The University will ensure that qualified manpower needed to run the educational courses as per the laid down norms of concerned regulatory authority is available. For Officers of the University and other supporting staff the procedure laid down by statutes ordinances and govt policies will be followed

Mobilization of Students against Intake

The important part of cash inflow in budget outlay is the student admission and resulting fees received from them. In order to ensure that maximum seats are filled against approved intake following mobilization plan is implemented-

- **Quality Education & Infrastructure:** The University is to ensure that best teachers and world class infrastructure is available so the satisfied students' work as ambassadors to mobilize new admissions.
- **Advertisements & Publicity:** The University should spend certain amount decided in the budget annually on this head to mobilize admissions effectively and create a brand value.
- **Infrastructure & Facilities:** This attracts quality intake and enhances mobility to attract maximum admission. Efforts therefore be made for ensuring world class facilities.
- **Counselling and Guidance:** The Counselling Cell mobilizes admission with quality intake by effective action plan counselling Cell will be therefore provided with matching resources to meet the action plan.

The Resource Mobilization Policy encompasses the following:
a. **Planning Infrastructural requirements:**

In order to operate the approved academic programmes effectively and provide administrative support, the building and basic infrastructural requirements are worked out by the Building and Works Committee of the University and approved by the Management Council. The Registrar will provide these inputs in budgetary preparation. Programme-wise budgets for equipment, instruments, consumables, are prepared by the Coordinators.

Directors / Statutory Officers and submitted to the Finance and Accounts Officers.
b. **Funds Mobilisation:**

On the basis of student intake, faculty requirements, Laboratory /library/material need and infrastructural need, the details of funds requirement are examined and a Resource Mobilization Plan is prepared based on the following broad outlines:
1. Estimated fee receipts.
2. Estimated receipts from Government and Non Government sources, Alumni Funding, Sponsorship / grants, interest, etc.
3. Cash outflow based on already running programmes, new acquisitions, enhancement in expenditures, maintenance, administrative expenditure and depreciation,
4. Deficit due to difference between cash inflow and outflow.

The procedure followed to ensure proper implementation of the Resource mobilisation plan is:
1) Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centres.
2) The budget for student activities, remuneration of visiting faculty and honorarium of Guest for Expert Lecture, Seminars, Workshops and Conferences at the campus Schools is prepared and approved by the Senate.
3) Fees and grants are used for infrastructure and academic activities
4) Government funds are optimally used and spent as per the Pattern of Assistance.

5) The deficit in budget under self-financed programmes is met by PAH Solapur University through its reserve fund/corpus or out of savings.

6) Transparency and accountability are ensured by conducting an annual audit of the statements.

In order to ensure and monitor effective utilization of financial resources PAH Solapur University has appointed a Finance and Accounts Officer, who checks all expenditures. Furthermore, as per the provisions in the university act the Vice Chancellor appoints different Committees such as Finance Committee, Purchase Committee, Planning Committee, etc. which plans and approves all purchases.

The expenditure out of the RUSA / PM USHA and other funding grants was planned and implemented by the respective Project Monitoring Committees.

c. Monitoring Utilisation of funds:

All accounts are audited internally by internal auditors as well as externally by Local Fund Audit (LFA) and also by the State government. All the bills/invoices / vouchers and purchase orders of expenses against sanctioned budget for particular head are scrutinized by the concerned head and Finance and Accounts Officer and the Internal Audit Wing of the university.

The PAH Solapur University is followed Accounts code in all kinds of fund mobilization of the university.

Financial Audit of Grant: Grants and funds sanctioned by Government/UGC:

The university adopts the following mechanism for conducting financial audit.

1. Institute has established a mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance. The Internal audit is conducted as and when required on the recommendation of the Finance and Accounts Officer. The internal audit report is submitted to the Vice Chancellor by the Finance and Accounts Officer.

2. The External Audit is conducted every year at the end of the Financial Year by the Local fund Audit (LFA) personnel approved by the University. Once the Audit Report is finalised by the LFA, the same is placed before the Senate for approval.

3. The Audit Report is submitted to the Department of Higher Education and also uploaded in the university website for information of everyone and necessary compliance by the concerned.

University Campus Solar Energy Policy
January - 2026

UNIVERSITY CAMPUS SOLAR ENERGY POLICY

1. Vision & Objectives

Vision

To transform the university into a greener, energy-independent campus by integrating solar energy into operations, reducing carbon emissions and utility costs and creating a living laboratory for student learning and cutting-edge research.

Objectives

1. **Increase Solar Energy Production**
   - Install solar panels on rooftops and open grounds to supply 25–40% of the campus's electricity, aiming for energy neutrality in key buildings.
2. **Ensure Long-Term Sustainability**
   - Build solar infrastructure using CAPEX (campus-funded) and RESCO/PPA (third-party) models
3. **Drive Operational Efficiency**
   - Adopt energy-saving technologies like LEDs, energy-efficient appliances and smart controls.
4. **Integrate Solar into Education & Research**
   - Embed solar topics in curricula and enable hands-on projects. For example, LITU launched workshops with Green Life Solutions on industrial solar applications.
5. **Engage and Empower Campus Community**
   - Conduct awareness campaigns, celebrate Green Days and involve students in sustainability activities. Universities frequently host clean energy events and student-led forums to inspire community-wide engagement.
6. **Governance, Measurement & Reporting**
   - Create a Sustainability Committee with faculty, students and staff to oversee implementation and annual reviews. Track solar output, cost savings, carbon reductions and publish the outcomes in sustainability reports to ensure transparency and accountability.

7. **Forge Partnerships & Access Funding**
    o Collaborate with government schemes such as the PM Surya Ghar Muft Bijli Yojana (launched Feb 29, 2024), which offers up to ₹60,000 – ₹78,000 in subsidies for rooftop solar systems under 3 kW.
    o Partner with organizations such as Solar Energy Corporation of India (SECI) and third-party RESCO developers to finance and operate systems with minimal upfront cost—approaches used by DU and JNU campuses.

2. Solar Infrastructure Development

Rooftop Solar Installations:

Rooftop solar installations on academic buildings such as hostels, classrooms and administrative blocks offer campuses an efficient way to harness underutilized flat, durable rooftop space to generate clean energy, significantly reduce electricity costs by up to 60–70% and minimize carbon emissions potentially covering 75% of their power needs while cutting their carbon footprint by around 28% These systems not only provide financial savings that can be reinvested into campus infrastructure or educational programs but also boost energy flexibility, enabling uninterrupted power during grid outages. Moreover, they serve as a hands-on educational resource, allowing students to monitor performance data, conduct STEM projects and directly work with renewable energy, supporting environmental care and improving learning. Lastly, through net-metering or RESCO/PPA models, Campuses can even earn money by selling extra solar power to the grid or reduce costs through third-party funding, making rooftop solar a practical, sustainable and useful learning tool for educational institutions.

Ground-Mounted Solar Farms:

 Ground-mounted solar farms use open campus land to install larger, better-oriented panels, generating more energy at a lower cost than rooftop systems. Trackers can boost output by 15–35% and easy access keeps maintenance inexpensive. Agrivoltaics allows crops, grazing animals or pollinator plants under the panels, improving land use and sometimes increasing yields. These systems are easy to expand and often qualify for financial incentives. Overall, they turn unused land into a powerful, low-cost clean-energy source with environmental and economic benefits.

Solar Water Heating Systems:

Installing solar water heaters in hostels and cafeterias is a clean, cost-saving alternative to electric geysers. Solar collectors preheat water and reduce heating costs by 50–80%. These systems are low-maintenance, work even during power cuts and usually pay for themselves within 2–5 years thanks to energy savings and 30–60% government subsidies. With a lifespan of 15–30 years, they lower CO_2 emissions and ensure reliable hot water while reducing campus operating costs.

Solar Street Lighting:

Solar streetlights can illuminate campus pathways, parking areas and common spaces using PV panels, batteries and LED lamps. They cut energy use by up to 80% compared to traditional

lights and usually pay for themselves in 3–5 years with savings and incentives. Because they are off-grid, they keep working during power cuts, improving nighttime safety and security.

LED solar lights give bright, uniform lighting and can use sensors to adjust brightness, reducing energy use and light pollution. With no need for trenching or wiring, installation is easy and maintenance is minimal. Overall, they create a safer, well-lit campus while lowering costs and supporting sustainable infrastructure.

3. Energy Efficiency Measures

LED Lighting:

Replacing all incandescent and fluorescent bulbs with LED lighting greatly cuts energy use and costs. LEDs use 75–80% less power, convert most of their electricity into light and last up to 50,000 hours—25 to 50 times longer than traditional bulbs. They contain no mercury, produce less heat and offer better, more controllable lighting. This reduces maintenance, lowers cooling loads and supports a safer, more sustainable campus. Overall, LED lighting is a quick, cost-effective upgrade that fits perfectly with smart and green campus goals.

Energy-Efficient Appliances:

Buying high-efficiency appliances like refrigerators, washing machines, ACs and dishwashers with high star ratings or Energy Star labels helps reduce energy and water use. New refrigerators can save about 40% energy compared to old ones and modern washers and smart thermostats further cut consumption through optimized cycles. Although these appliances cost more upfront, rebates and lower utility bills provide quick payback. Features like low-standby power and automatic adjustments also prevent energy waste, helping the campus meet its efficiency and emission-reduction goals.

Building Design:

Using passive design features such as natural ventilation, good insulation, reflective roofs, shaded windows, courtyards and well-placed openings keeps buildings cool and reduces the need for air conditioning and artificial lighting. Bringing in natural daylight through skylights, halls and light shelves further cuts lighting energy use and improves comfort and well-being. Together, these strategies lower energy demand, reduce operating costs and create healthier, more productive learning spaces that meet green-building standards.

4. Financial Models & Partnerships

Capital Expenditure (CAPEX) Model:

In the CAPEX model, the university pays for and owns the solar system. Although it needs high upfront investment, it gives the most savings over time because all the solar power directly reduces electricity bills. With government subsidies, the payback is usually 5–7 years. After that, all energy produced is pure savings. The university also controls the operation and maintenance and can earn money by selling extra power through net-metering or internal billing systems.

Renewable Energy Service Company (RESCO) Model:

In the RESCO model, a third-party company pays for, installs and maintains the solar system, while the university buys only the electricity through a long-term PPA. This zero-investment option gives campuses immediate access to clean energy with low risk. The university gets power at a fixed rate often cheaper than grid electricity while the vendor handles all repairs and performance issues. This model is becoming popular in India, such as Delhi's PM Surya Ghar rollout, which provides free solar infrastructure and affordable power through RESCO.

Government Schemes:

Universities can benefit from national schemes like the Pradhan Mantri Surya Ghar Yojana (2024), which offers large subsidies 60% for systems up to 2 kW and 40% up to 3 kW (capped at ₹78,000). Low-interest loans and up to 300 free electricity units per month make solar very affordable. The scheme supports both small hostel installations and large campus projects and works well with CAPEX or RESCO models by lowering costs and speeding up financial returns.

5. Operations & Maintenance

Regular Maintenance:

Regular cleaning and inspection of solar panels are important for maintaining high energy output. Dust and debris can reduce efficiency by 15–25% if not removed. A quarterly or seasonal maintenance schedule including panel cleaning, inverter checks and wiring inspections helps prevent performance loss and extends the system's lifespan.

Monitoring Systems:

Real-time monitoring tools let campuses track solar energy production, spot faults quickly and understand usage patterns. Cloud dashboards and mobile apps show system performance and CO_2 savings, making it easy to optimize output, verify energy savings and report ROI.

Training Programs:

Training staff and students to operate and maintain solar systems builds local skills and a sense of ownership. Workshops or certification programs help facility teams handle basic troubleshooting and preventive maintenance. Involving students also strengthens academic learning and prepares them for future green-energy careers.

6. Policy Governance

Sustainability Committee:

A cross-functional sustainability committee with faculty, students, administrators and technical staff helps guide and monitor the university's solar policy. It coordinates efforts, solves challenges and ensures that technical work aligns with academic goals and student involvement.

Periodic Reviews:

Reviewing the policy each year helps measure progress in energy savings, carbon reduction and system growth. Annual updates also allow for new technology, financial adjustments and feedback, keeping the policy flexible and aligned with changing campus needs.

Reporting:

Publishing an annual sustainability or energy report highlights the university's commitment to the environment. It should include data on solar power generation, energy use, cost savings, carbon reductions and future plans. Sharing it publicly increases transparency, accountability and support from funders and government agencies.

7. Community Engagement & Education

Awareness Campaigns:

Schools and colleges can encourage sustainable behaviour by hosting workshops, exhibitions, film screenings and talks on renewable energy and climate change. These events can involve students, faculty and the community, especially during days like Earth Day or Energy Conservation Week.

Student Involvement:

Getting students involved in solar projects through internships, research or clubs builds innovation and ownership. Activities like energy audits, solar mapping or smart-energy design competitions can turn the campus into a hands-on sustainability lab.

Collaborations:

Partnering with other universities, NGOs and industry helps share knowledge, resources and best practices. Such collaborations can create joint research, shared training and better access to funding and expertise, strengthening and expanding campus solar projects over time.

Summary

This solar policy provides a strong, balanced plan for increasing clean energy, reducing costs, supporting practical learning and building a sustainable campus culture. With clear management, strong partnerships and active campus involvement, universities can lead the move toward a greener future.

Teaching and Learning Policy
January - 2026

Teaching and Learning Policy

We have a separate teaching learning policy to expedite learning through facilitating the interactive learning.

1) Teachers introduce and employ a variety of teaching and learning methods and resources, both inside and outside the classroom, to enthuse, motivate, challenge and involve students, including:
   - Experiential learning
   - Intelligent Questioning Techniques
   - Practical activities
   - Interactive seminar- and tutorial-style sessions
   - Use of other interactive methods/resources
   - Teacher-led lessons
   - Field trips and visits
   - Invited speakers/experts

2) Teachers support each student's spiritual, moral, social, cultural, intellectual and physical development, in conjunction with their welfare Under FDP new learning methodologies are discussed to create the environment of the classroom from teacher to facilitator.

3) Extensive use of technology will be made for teaching and learning of different languages and to popularize language learning.

4) University has a Learning Management System to incorporate better learning experience and digital window for one-to-one interaction of teachers with students.

Objectives of the Policy:

1) To create student friendly atmosphere in the class room.

2) Teaching and learning will be conducted in a more interactive manner; questions will be encouraged and classroom sessions will regularly contain more fun, creative, collaborative and exploratory activities for students for deeper and more experiential learning. A student needs participate share, listen, observe, etc. during the entire classroom teaching.

3) NEP-2020 encourages interdisciplinary approach to have overall development of the students.

4) The vocabulary understanding, confidence building, expressions etc. has to enhance to become quality learner and future development.

Consultancy Policy
January - 2026

Consultancy Policy

RULES REGARDING CONSULTANCY SERVICES OFFERED BY DEPARTMENTS / SCHOOLS OF THE UNIVERSITY AND PAYMENT OF HONORARIUM FOR CONSULTANCY SERVICES

1) All applications seeking permission for using consultancy services in the University shall be addressed to the concern expert/ team of experts in the respective department / School of the PAH Solapur University

2) All consultancy work will be undertaken without disturbing the academic & administrative schedule. However, outstation consultancy may be carried out by granting duty leave as per university norms.

3) The concerned expert/ team of experts in the department will prepare a plan and finalize the consultancy charges. The consultancy work should begin only on production of the receipt of minimum 50 % amount paid in advance. For Government, Semi Government or otherwise specified cases this rule may be relaxed and the expert should communicate to the Registrar of the Solapur University.

4) After the completion of the work, the expert should submit the final report to the concern party and copy of the same be kept with the expert and the department office. All the remittances be made in Cash/ DD in the name of Finance & Accounts Officer, Solapur University, Solapur or concern expert in the Department who in turn should deposit it as consultancy charges in the Finance Department of the University in the "Consultancy Services" Budget Head.

5) The consultancy services be divided into three types
   a) Services where institutional consumable and non-consumable facilities are required to be used.
   b) Services where institutional non-consumable facilities only are to be used.
   c) Advisory consultancy in which the University facilities are not to be used.

6) The Share distribution of the Consultancy amount generated will be as shown below:

Sr. No	Type of Consultancy	Ratio or Shares of consultancy charges to be distributed to			Remarks
		Expert / Experts	University @	Department *	
1.	A] Services to be where used in good amounts consumable and non consumable facilities are				
	A1] With Single Expert	50%	20%	30%	-
	A2] With Multiple Experts	50%	20%	30%	Multiple experts will get / share Proportionate or as per pre decided by the concerned team of experts
2.	B] Services where institutional non-consumable facilities are only to be team used.				
	B1] With single Expert	55%	15%	30%	-
	B2] With Multiple Experts	55%	15%	30%	Multiple Experts will get / share Proportionate or as per pre decided by the concerned team of experts
3.	C] Advisory consultancy in which the University facilities are not be used				
	C1] With single Experts	80 %	10 %	10 %	-
	C2] With Multiple Experts	80 %	10 %	10 %	Multiple experts will get / share Proportionate or as per pre decided by the concerned team of experts

NOTE * Department the likes or Share to enhance: The departmental the facilities of share the department shall be used for consultancy purchase of services equipments / organizing team of Seminars experts, @ University Share: The university share shall be used for development the infrastructure.

7) The money will be credited to the departments and paid to the expert and other workers at the completion of each consultancy but not later than one month after the receipt of Consultancy charges. The Departmental allocation collected in a year if left unused in the Same year should be carried forward to the next year.

8) University or University Staff (Consultant) shall not be responsible to any mishap or damage caused to men, , material and life stock while applying the results of the consultancy project by the client.

9) The Consultancy norms shall come in force with immediate effect in modification of the previous norms and shall prevail till further changes are made as per the advice of the departmental advisory committee from time to time and on approval of Hon'ble Vice chancellor. It will also be applicable to all Consultancies performances for which payment is to be released.

10) If the expert fails to undertake the project the entire amount received as advance be refunded to the concern party. In case the expert leaves the services of the University or on his/ her demise and in case the same work cannot be undertaken by any other person in the department, the money received as an advance be refund to the party after making administrative deductions.

11) If any faculty member contributes an innovation or new concept to the existing technology, it is to be recorded in the service book of the faculty member as an achievement and the rights of the innovation shall be with the expert/ experts concerned.

12) The publication rights and patent rights will be vested with the expert/ experts working in the team.

13) If any new equipment design is developed by an expert, for production by CFC or any outside party 25 % of the cost of the equipment be paid to the university account and remaining 75 % be credited to the expert account as his consultancy charge on as many units as may be fabricated subsequently.

E-Museum Policy
January - 2026

E-Museum Policy

A museum is an institution dedicated to the collection, preservation and exhibition of artifacts, objects and exhibits that have historical, cultural, scientific or artistic significance. Museums aim to educate, research and engage the public by providing a platform for understanding and appreciating the past, present and future.

Types of museums include:

1. Art museums
2. History museums
3. Science museums
4. Natural history museums
5. Children's museums
6. War museums
7. Maritime museums
8. Ethnographic museums
9. Archaeological museums
10. Virtual museums

Museums perform various functions, such as:

1. Conservation and preservation
2. Research and scholarship
3. Education and public programs
4. Exhibitions and displays
5. Community engagement and outreach
6. Collection and acquisition
7. Documentation and cataloging
8. Collaboration and partnership

Museums play a vital role in:

1. Preserving cultural heritage
2. Promoting cultural understanding
3. Supporting education and research
4. Fostering community engagement
5. Encouraging critical thinking and creativity
6. Providing a platform for storytelling
7. Showcasing innovation and technology
8. Facilitating cultural exchange

In summary, museums are dynamic institutions that serve as custodians of our collective past, present and future, making them an essential part of our cultural and intellectual landscape.

An e-museum, also known as a virtual museum or online museum, is a digital platform that provides access to museum collections, exhibits and educational resources through the internet. It offers a virtual experience, allowing users to explore and engage with museum content remotely.

Key features of an E-Museum:

1. Digital collections: High-quality images, videos and 3D models of artifacts and exhibits.

2. Virtual exhibitions: Online versions of physical exhibitions, often with interactive elements.

3. Educational resources: Digital learning materials, such as videos, podcasts and interactive modules.

4. Online events: Webinars, workshops and lectures streamed live or recorded for on-demand access.

5. Social media integration: Sharing and discussion of museum content on social media platforms.

6. Virtual tours: Guided or self-guided tours of museums and exhibitions using virtual reality (VR) or augmented reality (AR) technologies.

7. Online collections management: Digital cataloging and management of museum collections.

8. Community engagement: Online forums, discussions and crowdsourcing initiatives.

E-museums offer numerous benefits, including:

1. Global accessibility

2. Increased engagement

3. Reduced costs

4. Enhanced learning experiences

5. Greater community involvement

6. Improved collections management

7. New revenue streams

By leveraging digital technologies, e-museums can expand the reach and impact of traditional museums, making cultural and educational content more accessible and inclusive for diverse audiences worldwide.

The need and importance of E-Museums are:

1. Global Accessibility: E-museums make cultural and educational content accessible to a global audience, transcending geographical boundaries.

2. Increased Engagement: Interactive digital exhibits and online resources enhance visitor engagement and participation.

3. Preservation and Conservation: Digital preservation ensures the long-term conservation of cultural heritage and artifacts.

4. Education and Research: E-museums provide valuable resources for students, researchers, scholars, facilitating learning and research.

5. Inclusivity and Diversity: E-museums cater to diverse audiences, including people with disabilities, remote communities and underserved populations.

6. Cost-Effective: Reduced costs compared to physical museums, making cultural content more accessible and sustainable.

7. Community Building: Online platforms foster community engagement, discussion and collaboration among museum enthusiasts.

8. Digital Legacy: E-museums ensure a lasting digital legacy for cultural heritage, protecting it for future generations.

9. Real-time Updates: E-museums enable real-time updates, allowing for timely and relevant content additions.

10. Environmental Sustainability: Reduced carbon footprint compared to physical museums, contributing to environmental sustainability.

E-museums play a vital role in democratizing access to cultural and educational content, promoting inclusivity and preserving our collective cultural heritage for the digital age.

The infrastructure needed for an e-museum includes:

1. Digital Collections Management System: For cataloging, storing and managing digital assets.
2. Content Management System (CMS): For creating, editing and managing online content.
3. Learning Management System (LMS): For online educational resources and courses.
4. Virtual Exhibition Platform: For creating interactive online exhibitions.
5. Digital Asset Management (DAM) System: For storing, organizing and retrieving digital assets.
6. High-Performance Servers: For hosting and managing large digital collections.
7. Secure Storage: For protecting sensitive data and ensuring digital preservation.
8. Network Infrastructure: For reliable and fast data transfer and communication.
9. Cybersecurity Measures: For protecting against cyber threats and data breaches.
10. User-Friendly Interface: For easy navigation and access to online content.
11. Search Engine Optimization (SEO): For improved search engine visibility.
12. Analytics and Reporting Tools: For tracking visitor engagement and evaluating online content effectiveness.
13. Digital Preservation Strategies: For long-term conservation of digital assets.
14. Cloud Services: For scalable and flexible infrastructure needs.
15. Technical Support Team: For maintenance, updates and technical assistance.

Having a robust infrastructure in place ensures a seamless and engaging online experience for visitors and supports the long-term preservation and accessibility of cultural and educational content.

The actual structure and galleries setup of an e-museum can vary, but here's a general outline:

Main Sections:
1. Homepage: Introduction to the e-museum, featuring highlights and latest additions.
2. Collections: Digital exhibits showcasing various artifacts, artworks or historical objects.
3.Exhibitions: Virtual exhibitions with interactive elements, videos and immersive experiences.
4. Galleries: Themed or chronological displays of artworks or artifacts.
5. Library: Digital archives of books, documents and research papers.
6. Education: Online resources, workshops and courses for visitors.
7. Community: Forums, social media and interactive features for visitor engagement.

Galleries Setup:
1. Artifact/Artwork Pages: Detailed views of individual artifacts or artworks, with descriptions, images and multimedia.
2. Gallery Tours: Virtual tours of exhibitions or collections, using 360-degree views or video.
3. Interactive Exhibits: Engaging experiences, such as games, quizzes or interactive simulations.
4. Timeline Displays: Chronological presentations of historical events or artistic movements.
5. Thematic Displays: Exhibits organized by theme, style or medium.
6. Artist/Creator Profiles: Biographies and showcases of artists, creators or collectors.
7. Search and Filter: Tools for visitors to search and filter collections by various criteria.

Additional Features:
1. Virtual Reality (VR) Experiences: Immersive experiences using VR technology.
2. Augmented Reality (AR) Integration: Interactive overlays and enhancements using AR.
3. Multimedia Content: Videos, podcasts and audio guides.
4. Social Sharing: Shareable content and social media integration.
5. Accessibility Features: Options for visitors with disabilities, such as text-to-speech and high contrast modes.

The structure and galleries setup of an e-museum can be customized to suit the specific needs and goals of the institution, ensuring an engaging and informative experience for visitors.
The outcomes of an e-museum can be:
1. Increased accessibility: Global access to cultural and educational content.
2. Enhanced engagement: Interactive exhibits and immersive experiences.
3. Improved learning: Online resources and educational tools.
4. Increased audience reach: Expanded audience beyond physical location.
5. Cost-effective: Reduced costs compared to physical museums.
6. Preservation and conservation: Digital preservation of cultural heritage.
7. Community building: Online forums and social media engagement.
8. Collaboration and partnerships: International collaborations and partnerships.
9. Digital legacy: Long-term digital preservation of cultural content.
10. Data analysis and insights: Visitor behaviour and engagement analytics.

11. New revenue streams: Online fundraising, sponsorships and grants.
12. Enhanced reputation: International recognition and reputation.
13. Accessibility for underserved audiences: Inclusive access for diverse audiences.
14. Real-time updates: Timely updates and additions to content.
15. Environmental sustainability: Reduced carbon footprint.

The outcomes of an e-museum demonstrate its potential to enhance cultural and educational experiences, increase accessibility and promote preservation and community engagement, while also providing valuable insights and opportunities for growth.

The National Education Policy (NEP) 2020 emphasizes the importance of museums in India, recognizing their potential to:
1. Preserve cultural heritage and promote cultural awareness.
2. Support learning and education through interactive exhibits and programs.
3. Foster critical thinking, creativity and innovation.
4. Develop historical and cultural consciousness.
5. Provide a platform for community engagement and social cohesion.

To achieve these goals, the NEP 2020 recommends:
1. Establishing a national museum network.
2. Developing virtual museums and digital exhibitions.
3. Enhancing museum infrastructure and facilities.
4. Promoting community participation and outreach programs.
5. Integrating museums with education institutions and curriculum.

By leveraging museums as vibrant cultural and educational hubs, India can:
1. Preserve its rich cultural heritage for future generations.
2. Foster a more informed and engaged citizenry.
3. Support inclusive and equitable education.
4. Encourage creativity, innovation and critical thinking.
5. Strengthen community bonds and social cohesion.

By implementing these recommendations, India can unlock the full potential of its museums, promoting a more informed, creative and culturally aware society.

E-Waste Policy
January - 2026

E-Waste Policy

INTRODUCTION:

With technological advances the demand for electronic gadgets and usage is increasing in a significant manner. This has led to increase in manufacturing of Electrical and Electronic Equipment (EEE), high-tech software and hardware. These electronic goods impact our society in terms of providing comfort in our daily life. However, they have become a major health and environment hazard. With the presence of deadly chemicals and toxic substances in the electronic gadgets, disposal of E-waste is becoming an environmental and health nightmare. Therefore, an appropriate approach is required for E-waste management and disposal.

The P. A. H. Solapur University makes use of a wide range of electronic and electrical equipment's owing to the different faculties in the campuses resulting in the generation of huge amount of E-waste. All the campuses have well established computer laboratories with hundreds of computer systems and allied peripherals. Moreover, entire university faculty and staff in administration, technical and finance use computers for carrying out their day-to-day functioning. The obsolescence rate of these equipments is 3-5 years and therefore must be discarded or replaced by new devices. Thus there is need of an E-waste management in the university, which would ensure the disposal of these obsolete equipments as per the approved guidelines by the Govt. of India. Establishment of an E-waste management infrastructure, awareness and education and human resource development resource mobilization are some of the key strategies encompassed by this policy document.

SCOPE OF THE POLICY

E-waste broadly covers various electronic products such as, computers, mobile phones, digital music recorders/players, refrigerators, washing machines, televisions (TVs), etc. Some of them containing toxic substances/chemical like lead, zinc, barium, cadmium, mercury and phosphor compounds that release in the atmosphere can have an adverse impact on human health and the environment if not handled properly. Serious consequence may arise for those in proximity to places where E-waste is recycled or burnt due to improper recycling and disposal procedure. The policy is formed to be applicable in the University campuses and covers all electronic equipment and devices and E-waste management operations on E-waste resulting from activities of staff and students within the University.

OBJECTIVES OF THE POLICY

The following listed items are considered as E-waste that is collected from various sections of the University:

- Centralized data processing instruments, Mainframes, Minicomputers, Central Processing Units (CPUs), Input and output devices, Laptop, Desktop.
- Printers, Printer cartridges, Copying Equipment.
- Telephones, Cordless telephones, Cellular telephones.
- Television sets based on Liquid Crystal Display (LCD) and Light Emitting Diode (LED) technology.
- Air-conditioners

- Fluorescent lamps, lamps which contain mercury and other Consumer electrical and electronic items.

The disposal of such items is treated on priority basis and necessary action is taken by the University accordingly. In developing the E-waste policy, the University seeks to meet the following objectives:

1. To minimize generation of E-waste at source and facilitate repair, reuse and recycling wherever possible, over the disposal of wastes in a cost-effective manner.
2. To mobilize and sensitize stakeholders on the proper management and handling of E-waste on a sustainable basis.
3. To ensure the safe handling and storage of wastes in university campuses.
4. To encourage use of environmentally sound E-waste recycling methods.
5. To provide guidance on the standards of electronic equipment that is implemented in the University.
6. To provide appropriate training for teacher, resident, staff, students and other stakeholders on waste management issues.

E-WASTE POLICY GUIDELINES

Considering the negative impacts of the improper disposal of E-waste, it is necessary to implement an effective E-waste management system in the University. There are only two E-waste disposal methods at hand with the University, namely.

1) Store at the warehouse and
2) Hand over to E-waste collectors as identified by the Government.

The University endeavors to ensure environmentally sound management of E-waste. Environmentally sound recycling refers to recycling without leading to adverse impact on environment and health. The use of environmentally sound technologies needs to be encouraged to increase efficiency in processes, sensitize recovery materials and conserve energy, thus reducing waste generation. The policy shall enable access to such technologies and make the informal stakeholders accountable.

Environmentally sound E-waste management shall be achieved through the following measures:

1) E-waste sound recycling in campuses of the University.
2) Ensure use of environmentally sound technologies to maximize recovery and minimize waste generation.
3) Appropriate technologies for recycling to be sourced /developed.
4) Training and skills development to be encouraged for using environmentally safe operations in handling E-waste.
5) The need of dispose E-waste in manner that is safe and sound with respect to its staff, students and institutional operations. The need to establish clear guidelines on E-waste management.

Waste Disposal Committee:

The university shall constitute an E-waste disposal committee which shall be responsible for:

1) Ensure that E-waste is collected every quarter and kept in an appropriate storage, pending the recommendations/approval of recommendations of Disposal Committee.

2) Profile all E-waste generated at least once every quarter and prepare including recommendations of disposal.

3) Execute the recommendations of Disposal Committee and prepare a yearly report for the University Management.

The E-waste Disposal Committee shall be constituted as following:

Register	Chairman
Finance and Accounts Officer	Member
Dean, Science and Technology Faculty	Member
Director, Board of Examination and Evaluations	Member
Director, Knowledge Resource Centre	Member
Director of all schools	Member
IT Co-ordinator	Member Secretary

Minimizing waste generation at source:

University will explore the possibilities the minimization of waste generation.

1) Encourage the paper less work

2) Look for products likely to have a much longer lifespan

3) Reuse as often as possible

4) Look for an environmentally friendly label. For example, see if the products you buy are labelled Energy Star.

5) Look for devices that have multiple functions.

6) Reuse, recovery and recycling of non-hazardous waste.

As per the hazardous waste regulations, university can store hazardous waste for a period not exceeding 90 days and shall maintain a record of sale, transfer, storage, recycling and reprocessing of such wastes unless the concerned Central/State Pollution Control Board has extended the stipulated period. The waste could either be recycled/reused or disposed off in captive or common treatment, storage and disposed facilities available in the campus or destroyed as proposed in the waste hierarchy list (Reduc E-Reus E-Recycl E-Proper Disposal).

R-R-R (Reuse, Recovery and Recycling) of non-hazardous waste:

University will explore options/opportunities of reusing, recovery and recycling of non hazardous waste in an environmentally sustainable manner. Paper waste will be recycled to make packing material. The toxic inks and dyes of the paper of the paper will be treated with enzyme technology, which is environmentally caring.

Setting up of disposal facility:

For the waste which cannot be recycled / reused, safe and environmentally sound disposal will be adopted depending upon waste category.

1) All university electronic and electrical devices which have become obsolete shall be reported to E-waste disposal committee as constituted by the committee. E-waste disposal committee team shall pick up E-waste items from all departments or sections. They shall categorize items for recycling purpose depending upon status of the equipment. Items which have become obsolete and are of no use can be treated as scrap and can be handed over to government approved E-waste recycles to generate some amount of revenue for the University.

2) The E-waste disposal committee shall be responsible for record keeping and certification of the disposal for all E-waste as the recommendations.

Review Policy:

The policy shall be reviewed after every five years or earlier, as need arises to check the effectiveness of the proposed E-waste policy management system in the university.

Infrastructure and Maintenance Policy
January - 2026

Infrastructure and Maintenance Policy

CHAPTER 1

Building maintenance is work undertaken to keep, restore or improve every facility i.e. every part of a building, its services including Horticulture operations to a currently acceptable standard and to sustain the utility and value of the facility.

The objective of maintenance is: -

- To preserve machinery, building and services, in good operating condition.
- To restore it back to its original standards
- To improve the facilities depending upon the development that is taking place in the building engineering.

In spite of recent improvements in building technology all the buildings deteriorate from the time they are completed. The rate of deterioration depends upon a number of factors. Not all the factors are under the control of the occupants. During the design and construction stages, the following become essential:

- Right choice of material.
- Suitable construction techniques.
- Adequate specifications for construction and installation work.
- Effective supervision throughout construction rectification of and defects prior to final certification.
- Provision of adequate space for landscaping with proper design.

In fact the Punyashlok Ahilyadevi Holkar Solapur University. Solapur provide for obligatory maintenance by the original contractor in the initial stages for a period of six or three months, depending upon the nature of the work, immediately following the date of completion as there are bound to be teething troubles in any new construction. If these are attended to, the maintenance pressure will be reduced. Where there are inherent defects both in design and construction the maintenance cost raises disproportionately to a higher level and the anticipated life of building is reduced.

Maintenance aims at effective and economic means of keeping the building and services fully utilizable. It involves numerous skills as

To maintain the aestheties of buildings and services as well as to preserve their life, some works like white washing, distempering, painting, cleaning of lines, tanks etc. are carried out periodically.

- **Special Repairs**

Such works are undertaken to replace the existing parts of buildings and services which get deteriorated on ageing of buildings. It is necessary to prevent the structure & services from deterioration and restore it back to its original conditions to the extent possible.

- **Additions and Alterations**

The works of additions/alterations are carried out in buildings to suit the special requirements of occupants for functional efficiency. The facilities are updated by carrying out such works.

- **Preventive Maintenance**

Preventive maintenance is carried out to avoid breakdown of machinery and occurrence of maintenance problems in buildings and services. Works of preventive maintenance are carried out on the basis of regular inspection/survey.

- **Maintenance of Bungalows (Hon'ble vice chancellor)**

Punyashlok Ahilyadevi Holkar Solapur University. Solapur is maintaining campus these includes Hon'ble vice chancellor residences etc. Special Care has been taken for maintenance of above residences.

- **Means of effecting maintenance**
- **Repairs timates**

Annul repairs and maintenance estimates for building and Services are prepared as per requirement in the beginning of the year. The estimates cater to day-to-day repairs and annual (periodical) repairs and should include the whole expenditure on cost of labour (regular work-charged staff and on muster roll), cost of materials required for day to day works, cost of work being carried out through work orders and contracts, municipal and other taxes, if any, payable by the Government/party, anticipated to be incurred the maintenance of

influenced by occupancy and the performance level expected of a building. Programming of works to be carried out to keep the building in a good condition calls for high skills. Feedback from maintenance should also be a continuous process to improve upon the design and construction stages. In the Manual wherever the maintenance of building is referred, it will include the associate services also.

- **Maintenance Services:**

These include primarily operations undertaken for maintaining proper condition of buildings, its services and works in ordinary use. The use for which buildings are designed is a prime factor in determining the requisite standard of care.

Excessive maintenance should be avoided. At the same time. maintenance should ensure safety to the occupant or the public at large and should comply with the statutory requirements. The need also depends upon intensity of usage.

The repair works are classified in under mentioned categories:

Day to day
repairs/service
facilities Annual
repairs
Special repairs

In addition to above the following works are also executed by the maintenance wing of Punyashlok Ahilyadevi Holkar Solapur University. Solapur as per guideline prescribed by Government of Maharashtra.

- **Day to Day Repairs**
  Day to day repairs are carried out by engineering section in all the buildings under its maintenance on the basis of day to day complaints received
- **Annual Repairs**
  The rounding off should be done at the level of Sub-division and a fraction of less than half ignored and half or more than half treated as one.
- **Through contracts**
  The annual repair work such as white washing, painting, petty works such as replacement of glass panes, repairs to plaster, changing roof tiles etc. are generally carried out through contract. The special repair works such as regarding, laying of water proofing treatment, repair of water supply pump sets, equipment's and accessories of A/C plants. Audio/Video conference systems, sub station equipment's.
  DG sets lifts are of good magnitude in financial terms, hence these are generally carried out through contracts.
- **Register of Buildings**
  Engineering section should maintain a Register of buildings up to date. The Engineer should certify to that effect at the end of every financial year after ensuring that necessary additions in the cost and in structures are made up to date. This certificate should be furnished by him to the Registrar every year in the month of July.
- **Safety of Buildings**
  - All Buildings/structures are required to be inspected once a year by the Junior Engineer in-charge to ensure that the building/structure is not unsafe for use. In case of electrical and other installations, the Engineer should inspect the same and record a certificate to that effect. The Engineers are also required to inspect such structures/installations twice a year and record certificates to that effect.
  - In case of any deficiency found in the structure/installation necessary report should be made to higher authorities and immediate steps taken to get the same inspected by the University Engineer and further action taken to remedy the defects. The officers will also inspect important buildings/Gardens once a year. He shall bring to the notice of his Building and works committee cases where he has reasons to doubt the buildings in question. The total estimated cost of maintenance of buildings /structures during the year should be within the prescribed limits as approved by the body concerned from time to time both for annual repairs and special repairs.
- **Engineering Section/Substation**
  Punyashlok Ahilyadevi Holkar Solapur University. Solapur has been assigned for receipt and disposal of maintenance complaints which are made by the occupants. Usually Junior Engineer is in-charge of the above sections.
- **Modalities of maintenance**
  The maintenance works are undertaken through one of the following:-
  - Directly employed staff
  - Through Contracts

Whether the work should be carried out through contract or own work force is decided on the nature of the following:

- Type of work
- Amount of work
- Expediency or urgency.

- **Through directly employed labour: -**

Directly employed labour is the most appropriate for routine day to day maintenance. This comes under the following two categories: -

Departmental labour: The cost of establishment due to workers such as their pay, allowances etc. are directly charged to the maintenance work.

In future there would beno further recruitment to the categories of Blacksmith and Upholster. The existing incumbents of these two categories will however continue to hold their respective posts, till vacated on account of promotion, resignation, termination of service. retirement and death or otherwise.

CHAPTER 2
Engineering Section

Complaint Register

Complaint Register is an important document maintained at engineering section. All complaints received at engineering section are entered in the Complaint Register (Annexure-1) and these are closely watched to ensure that the complaints are attended to as expeditiously as possible. There may be different registers for different disciplines for the convenience of concerned Junior Engineer/Garden superintendent.

For maintaining the Complaint Register

- Every complaint shall be assigned a serial number. Time of lodging of complaint shall be invariably recorded by the Receptionist. The complainant shall be intimated the complaint number and the likely time frame for attending the complaint for his reference.
- All complaints shall be entered in the register. Civil. Electrical complaints shall be entered in different registers.
- First entry in the complaint register on any day shall start on a new page.
- As far as possible, the occupants shall be asked to indicate the nature of complaints to the attendant at Service Centre, so that the right person is deputed for the job and he carries with him necessary tools and materials. In many cases, the complaints are vague and the workmen have to make more than one trip to the house, to find out the nature of work and the tools and materials required. This wastage of man power should be avoided.
- Occupants shall be advised to register their complaints invariably with the Engineering Section. The Occupants may be advised to approach the senior officers in the Department only in cases where the complaints are not attended to within a reasonable time or the work

has not been done satisfactorily. They shall be asked to quote the complaint number and date, so that the complaint could be investigated.

- **Disposal of Dismantled Material**

structural soundness of any building/structure/installations and the latter will take such action, as he considers necessary.

- In case it is decided to demolish such unsafe building, it should be disposed of without land by auction under the powers vested in competent authorities.

- **Cleanliness in the Campus**

Cleanliness will be maintained in the Campus. Malba accrued from the execution of repairs in residences/buildings will not be allowed to stay at the place of work. Suitable points will be identified in the localities where malba generated from the day-to-day work will be stored by the departmental workers or the workers of contractors. It will be ensured that after work, malba is collected from the work place and deposited at the identified spot. Suitable provision will be made in the agreement for lifting of malba periodically from this identified spot. Safeguard will be taken that occupants do not throw garbage on this malba otherwise it would create unhygienic conditions for the residents.

Any leakage from the water supply line, sewers or unfiltered water supply line noticed in the campus will be repaired immediately. Water will not be allowed to stagnate on the roofs, courtyards, road side to act as breeding place for mosquitoes.

All precautions should be taken to keep the colonies neat and clean. In case unhygienic/health hazardous conditions are noticed in the portion of areas/service maintained by local bodies, the same will be reported to them and pursued for action. Overhead tanks will be provided with lockable covers and Mosquito proof couplings. The occupants will be advised against storage of water in coolers not in use and apply Mosquito repellants in the Cooler's pads etc. to check spread of Malaria.

- **Monitoring of maintenance**

For effective maintenance and achieving client satisfaction; it is necessary to monitor the maintenance complaints at various levels.

Maintenance is a continuous process and lot of dismantled material is generated in this process. Dismantled material should not be allowed to be accumulated in large quantity and for more periods.

It occupies lot of valuable space in the engineering section, which otherwise could be put to use for storing serviceable material. Dismantled material when stored for longer duration gets deteriorated and loses its worth. Thus, in addition to blockage of space it causes revenue loss to the University by way of less realization of sale proceeds of the dismantled material,

Also it gives unsightly look as the dismantled material is seen scattered in the compound of Engineering Section. Most of the dismantled material can be survey reported by the University Engineer. It is the responsibility of Junior Engineer that Survey Reports of the dismantled material are sent to the University Engineer periodically in time and ensure that valuable space at the Engineering Section is not occupied.

CHAPTER 3
Day-Day and Annual Repairs

Day to day repairs

Day- Day repairs are carried out by Punyashlok Ahilyadevi Holkar Solapur University, Solapur in all the buildings under its maintenance. The works which are to be attended on day to day basis such as removing chokage of drainage pipes, man holes, restoration of water supply, replacement of blown fuses, repairs to faulty switches, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc. Are attended under day to day service facilities. The purpose of this facility is to ensure satisfactory continuous functioning of various services in the buildings. These services are provided after receipt of complaint from the users at the respective engineering section Complaints of periodical nature like white washing, painting etc. Which are usually got attended through contractors and cannot be attended on daily basis is transferred to register of periodical repairs.

Annual Repairs

The works of periodical nature like white washing, color washing. distempering, painting etc. are called annual repair works and these are generally undertaken through system of contracts.

The periodicity of applying white washing and color washing for a building has been laid down by the Government. The periodicity is two years for white washing and color washing and three years for painting. In addition, works such as patch repair to plaster, minor repairs to various items of work, replacement of glass panes. replacement of wiring damaged due to accident, replacement of switches, sockets tiles, gap filling of hedges/perennial beds. Replacement/Replanting of trees, shrubs, transferred to this register. From this register/records of the particular premises appropriate information shall be passed on to the complainant about the admissibility of the request and the likely time it shall require for the compliance (Annexure-5)

CHAPTER 4
Special Repairs

As the building ages, there is deterioration to the various parts of the building and services. Major repairs and replacement of elements become inevitable. It becomes necessary to prevent the structure from deterioration and under we are and tear as well as to restore it back to its original conditions to the extent possible.

The following types of works in general are undertaken under special repairs

- White Washing, Colour washing, distempers etc. after completely serapping the existing finish and preparing the surface afresh.
- Painting after removing the existing old paint from various members.
- Provision of water proofing treatment to the roof. All the existing treatments known are supposed to last satisfactorily only for a period about ten years. of
- Repairs of internal roads and pavements.
- Repairs/replacement of flooring, skirting, dado and plaster.
- Replacement of doors, window frames and shutters. Replacement of door and window fittings.

- Replacement of water supply and sanitary installation like water tanks. WC cistern, Wash basins kitchen sinks. pipes etc.
- Re-grassing of lawns/grass plots within 5-10 years.
- Renovation of lawn in 5-6 years.
- Replanting of hedges in 8-10 years.
- Completely uprooting and removing hedges/shrubbery.
- Replanting of
  - Rose beds in 5-6 years.
  - Perennial beds in 5-6 years.
  - Canna beds in 1-2 years.
- Shifting of any garden feature from one site to another within building.

painting of tree guards, planting of annual beds and trimming/pruning of plants etc... which are not emergent works and are considered to be of routine type, can be collected and attended to for a group of houses at a time and particular period of financial year, depending upon the exigency. Such works can be done under day to day repair also.

Following guidelines shall be followed for planning and execution of Annual repair works.

- The total estimated cost of maintenance of a building/ structure during a year shall be within the prescribed limits as approved by the Government from time to time, for Annual repairs. These may be suitably increased by the approved maintenance cost index in the relevant year.
- Programmer for carrying out annual reports shall be drawn up at the commencement of each financial year.
- The annual survey of the buildings shall be such as to highlight defects of structural nature in the buildings which require personal investigation by the University Engineer
- The entire exercise of finishing under annual repair should be carried out in a professional manner. Before sanctioning of estimate/invitation of tenders, it should be ensured that all defects like dampness of walls, damage to RCC, brick work and plaster are removed in advance, so that the building looks renovated and presentable for sufficient time after annual repairs.
- Payment for annual repairs is generally made on the basis of standard measurements and as such, there should not be lack of supervision on the part of the Departmental Officers. The Junior Engineer shall make it a point to physically inspect 100% of the buildings where annual repairs are to be carried out. The University Engineer shall carry out personal inspection to the extent of 50% and 25% respectively. The JE shall maintain a register indicating the number of residences where annual repairs are to be carried out, dates of his inspection and his observations regarding the quality of the works. The results of the inspection of The University Engineer shall also be recorded in the same register.

- **Register of periodical repairs**

Complaints of periodical nature like white washing, painting etc. which are usually got attended through contractors and cannot be attended to on daily basis are

Few pages shall be allotted separately to each of these groups in the register and an index shall be prepared in the beginning of the register. The complaint of special repair nature shall be transferred from the complaint register to the relevant group in this register. All details about the complaint shall be properly filled in the columns of the register.

Authenticity of Special Repairs

Any work of Special Repair to be undertaken in the division has to be certified by the University Engineer. The University Engineer has to verify himself the necessity of undertaking Special Repair to any item of the building. Estimates of Special Repairs of course, will be initiated by Junior Engineer but University Engineer. Before accord of approval at his level or sending it to higher authorities will record in writing in the body of the estimate that the necessity has been verified by him.

There should not be too many estimates for Special Repairs in a subdivision. As far as possible, number of estimates should be restricted to number of identified subheads as indicated in the register of Special Repairs. In that case it may be possible that one Special Repair Estimate is operated by more than one JE in the sub division.

Extra Ordinary Special Repair

When expenditure on Special Repair to a particular building is in excess of the permissible yardstick of Special Repair, the same come under the category of Extra Ordinary Special Repair. Expenditure on Special Repair up to permissible limit can be incurred by the University Engineer beyond the permissible limit however The University Engineer has to have the approval of the higher authorities.

CHAPTER 5
Additions/Alterations

Two types of Additions/Alterations are carried out in non-residential buildings. Addition/Alterations are to be carried out to suit the special requirement of occupying department for functional efficiency. Such works of Addition/ Alterations are carried out at cost of occupying department after

The building services fixtures including internal wiring, water supply distribution system etc. is expected to last for 20-25 years. There afterwards it may be necessary to replace them after detailed inspection.

Electrical special repairs in general are whole sale replacement of the wiring and the electrical installations. Earthling is also to be attended. Life of various Electrical Equipment's/installations etc...

The expected economic life of the building under normal occupancy and maintenance conditions is considered to be as below:

(i)	Monumental buildings	100 years.
(ii)	RCC Framed construction	75 years
(iii)	Load bearing construction	55 years.
(iv)	Semi-permanent structures	30 years
(v)	Purely temporary structures	5 years

The life of the building mentioned above is only indicative and it depends on several factors like location, utilization, specifications, maintenance and upkeep/care taking.

The replacement, renovation and major repairs become inevitable as the life of all the components are not identical.

All the three categories i.e. day-day, annual and special repairs/services are interrelated. Neglect of routine maintenance and preventive measures lead to more extensive periodical maintenance and in the long run major repair or restoration which could have been avoided or postponed.

- **Register of special repairs**

    Complaints of special nature repairs, which cannot be attended on daily basis, shall be transferred to this register. The special repairs to buildings shall be divided in following six groups: (Annexure-4)

    - Concrete work.
    - Masonry works including plaster, flooring and brickwork.
    - Woodwork.
    - Steelwork.
    - Sanitary and Water supply.
    - Water proofing treatment.
    - Electrical wiring and fittings

- Providing some garden structures like pergolas, arches, Gl pipe frames shelters, seats and water body etc.
- Digging of new tree /shrub pits, planting beds within existing garden area or changing the situation of beds, kitchen garden, lawns etc.

    In Horticulture, the works of additions and alterations shall be carried with the approval of competent authorities as per the powers delegated to them and on availability of funds.

    Timely communication and coordination shall be made by the discipline if their work taken up by it is likely to affect other disciplines.

CHAPTER 6
Preventive Maintenance

Preventive maintenance is carried out to avoid the breakdown in case of machinery or occurrence of maintenance problems in buildings and services. In case of buildings preventive maintenance against seepage for example, is necessarily to be carried out. Preventive maintenance however depends largely on routine inspection/survey of the buildings.

- **Accessibility for Maintenance**

    It is necessary that the place to be maintained is capable of being reached for maintenance to be carried out. Access varies from day to day needs to access for a trained and experienced man to attend to a maintenance problem.

    In some of the structures regular shafts have been provided for water supply and sanitary installations. The shafts are too tight and there is no working space for workman. The problem is

compounded by inadequate light in the shafts. Not only the elbow space has not been provided but there is no working platform for workman. The workmen refuse to attend to leakages and repair pipe lines in such circumstances. It is necessary to provide shafts with access/working platform for the work men to attend to repairs.

Replacement of glass panes in the windows have become another problem. In general, the windows open outside and putty is also placed ascertaining the technical feasibility. Some Addition/Alterations are carried out by Punyashlok Ahilyadevi Holkar Solapur University, Solapur themselves as a general requirement for better functioning of offices located in the office complex. In case of residential buildings, some Addition/ Alterations are carried out by Punyashlok Ahilyadevi Holkar Solapur University, Solapur keeping in view the safety of buildings, approach to buildings, augmentation of services etc. Which are beneficial to all residents in general works of addition/alterations are also carried out in residences at the request of occupants for providing facilities in the residences which otherwise are within the yardstick of facilities for those type of quarters but were not provided at the time of original construction. Such Addition/Alterations are carried out on payment of certain percentage of estimated cost of providing the
facility. (Annexure-6)

No additions/alterations once carried out to any Govt. residence except temporary prefab works purely related to special security aspects shall, however, be removed upon the vacation of these houses by the "allot tee concerned." Under mentioned points shall be observed while carrying out addition/alterations in government buildings:

- No addition/alteration shall be carried out to permanent public buildings without the concurrence of the Chief Architect/Senior Architect in writing except for the amenities like provision of wash basin or sink etc.
- The allot tee shall be asked to fill up a form as at Annexure-11. Counterfoil of the form shall be returned to the allot tee duly signed by the acknowledgement of the receipt of the application.
- The work of addition/alteration shall not be taken up as a matter of rule but as exception since the availability of resources is limited. (v) 'No non-usability certificate in respect of houses where works of addition/alterations have been taken up at request of allot tee shall be issued except when such works render the house really unusable.

Works of additions/alterations on Horticulture side can be carried out at the request of occupants depending upon the requirements. Such works are:-

- Changes in length and design of hedges, shrubbery, planting beds and rockeries ete. Making some Changes in basic design of gardens/lawns by providing Mounds, undulations, rockeries etc.

It is necessary to know when the building should be inspected, what should be inspected, at what level of deterioration a component should be replaced or repaired and whether any preventive maintenance is called for.

As per Punyashlok Ahilyadevi Holkar Solapur University, Solapur Citizens' charter and guidelines issued by Government, programmer for maintenance work for the ensuing year is to be finalized by 30th April of the year. To achieve this it is necessary that all buildings should be inspected by the JE in March

and April. In general, the Overseer should inspect each and every building under his charge once every six months, the Junior Engineer once a year and the University Engineer should inspect all buildings where serious defects have been brought to his notice. In case there are doubts about structural soundness of a building, the same should be brought to the notice of Building Works Committee on a priority basis so as to take prompt remedial action. In fact, safety of the building is given a primary place and for this purpose, structural soundness is the most important requirement of the building.

There is necessity to ensure and maintain uniformity for objective inspection of the buildings as it is difficult for every member of staff to know what should be inspected.

These reports help in the following

- Preparation of a need-based estimates for annual, special and extraordinary repairs of buildings.
- Preparation of programmers for undertaking major repairs according to an established programmer bringing minimum inconvenience to the residents/occupants.
- A regular inspection prevent/for stalls an unexpected break-down of a building this becomes necessary as we have to maintain building even beyond their normal life period.
- Inspection should also cover outside areas such as the drive ways, paths, lawns, gardens, hedges, trees, boundary walls, functioning of treatment plants provided if any in the form of septic tanks etc.

It is necessary to inspect all storm water drainage works before and during monsoon periods. accordingly. In addition, for residential buildings, grill work is provided for safety of residents. The windows have generally a full-sized glass sheet as a result it has become difficult to replace and even clean these glass panes. The problem is acute in buildings beyond three stories. It is necessary to provide proper accessibility to these windows through a regular arrangement in such a manner as to ensure fixing of glass and their cleaning from inside of the building, maintenance and upkeep of desert cooler & WTAC units installed at the windows.

Overhead tanks have been provided over the buildings. With a view to keep the roof inaccessible for the residents, no terrace staircase has been provided to reach the terrace. In the day to day maintenance, however the maintenance staff are called upon to go to the terrace to check the over flow and the like for which regular access IS necessary. Ladders should be provided as a means of access. preferably on a permanent basis.

Buildings of monumental nature are finished with special treatment on roof, false ceiling, wall panelling and carpeting on wall which may require to be attended. It is necessary to have permanent arrangements for reaching such heights as a part of maintenance tools. It can be a dismountable tubular scaffolding system provided with rollers as a standby for reaching the false ceiling.

- **Inspection of buildings and services**
- **Periodical inspections**
- **Buildings and services**

The starting point of maintenance to building is the regular inspection of buildings. It should be carried out periodically with a view to keep down the restoration cost to the minimum and to attend to essential repairs at the opportune moment. The symptoms of malfunctioning varies from building to building and the resulting deterioration varies with reference to the climatic conditions, pollution, fungi,

the insect attack, subsidence, flooding, intensity of usage, careless usage and the like. cause floods, roof leakage into buildings, blow water through broken window panels, blow off thatched

Roofs, hutments and bus shelters, cause disruptions in power supply, water supply and sewerage systems resulting in untold sufferings to people besides causing huge financial, losses to the ex chequer and endangering lives. To minimize such losses and avoid danger to life it is necessary to undertake some specific pre-monsoon preventive measures which are briefly discussed below:

- **Attending to services before Monsoon Rains/Cyclones.**

Buildings and Services are to be thoroughly checked for safety and functioning before monsoon. In coastal areas the same are checked before cyclones. Precautionary measures are to be taken for various items of the buildings/services, some of which are mentioned below:

- **Temporary Roofing**

Many buildings are provided with temporary roofing like AC Sheet roofing. Before the onset of the monsoon, the Engineer-in-charge of Maintenance should see that the L/J hooks, bitumen washers, Limpet washers are in position. Precautionary measures against blowing off the roof should be taken by lightly loading the roof temporarily or providing MS flats/rods fixed by bolts and nuts to purlins for rows of AC Sheets.

- **Door/Window glazing:**

All broken glazing should be replaced and sufficient number of glass window panes and iron monger fittings should be kept in stock for emergency repairs. The tower holts, hooks and eyes and other wind appliances should be made in working condition. Occupants should be advised to keep the doors and windows closed during cyclonic weather especially at nights.

- **Checking buildings against seepage**

Terraces of all the buildings may be inspected well ahead of the monsoon rains in June and December and necessary repairs carried out. The roofs should be cleaned and debris removed from the roof to avoid blockages in roof gutters and rain water pipes. Rainwater inlets should be checked and ensured that there are no damages around these. Vertical rain water pipes

Any item pertaining to Civil/Electrical in garden area such as broken man-holes. Drains, water pipe lines. Cable etc. which needs repair should be reported to concerned Dy. Registrar (Civil)

- **Electrical Installations**

The Punyashlok Ahilyadevi Holkar Solapur University. Solapur maintains the installations and services at the office and residences of VIP/VVIP including all arrangements made during functions held on their behalf at university campus. These inspections/instructions do not supersede the normal/periodical/routine checks which are required to be carried out on the equipment's and installations like insulation tests, Earth tests, Oil tests. Replacement of component schedule, oil replacement, other tests to be carried out as per manufacturer's recommendations, but are in addition to the same.

- **Inspections for taking over of buildings**

Buildings along with their services are designed and constructed to meet specific user requirement. So as to ensure full user satisfaction, it is necessary that the buildings and services on their

completion should be subjected to intensive review by the team of construction and maintenance Engineers.

During the course of construction, certain tests and checks are carried out by the engineer-in-charge of the construction.

Also, whenever any works are entrusted to contracting agencies, these are tested and taken over by the Engineer-in-charge. Certain guarantee e certificates from the suppliers/manufacturers are also received by Engineer-in-charge before accepting materials and equipment's. Maintenance in charge should ensure that these are handed over to him at the time of handing over of facility.

- **Preventive maintenance**

As mentioned above, for carrying out preventive maintenance, inspection of building has to be carried out. The building is to be inspected during the months of March-April and September-October. Monsoon winds bring rainfall to Maharashtra.

i) South West Monsoon (June-October)

Experience has taught that monsoon rains, winds and cyclone considerable damage to buildings, tall structures, uproot trees and lamp posts.

engineers from all disciplines concerned with the maintenance and work should be planned to put the services in order immediately.

Overhead cables, uprooted light poles, restoration of power supply, disinfecting of water supply lines/installations, ensuring normal water supply.

restoration of sewage pumping operations, flood relief works, repair to breaches to embankments of roads and bunds are some of the important areas which are to be attended immediately after monsoon/cyclone. Detailed inspection of the buildings should be carried out to ensure that broken false ceiling, broken glass panes, blown off A.C. sheet roof, claddings, doors and rolling shutters etc. are attended immediately.

Where breakdown would result in serious damage to the equipment and costly repairs. Preventive maintenance is necessary. Whereas Preventive maintenance is also justified where it improves performance and the cost is less, compared to cost of repair after a failure.

The works of preventive maintenance in case of buildings are to be carried out latest by 15th June and 31st October. In case of periodic inspection machinery equipment is carried out to avoid the conditions leading to breakdown or harmful depreciation. It is also carried out for proper up-keep of Plant through servicing and repairs while they are still minor. However, in case of machinery and equipment's, frequency of inspections should be decided and the system should be designed for improved maintenance techniques, low-cost maintenance and avoiding the over maintenance on the basis of statistical data available for maintenance and manufacturers recommendations.

Annexure-1

should be properly clamped to the walls. Seepage through cracks developed over Chajja is very common. It should be ensured that required repairs are carried out to the junction of Chajja with the walls.

- **Checking of external areas**

Open areas and lawns should be inspected and measures taken to ensure that rain-water does not accumulate therein. Wherever storm water drains are under the maintenance of Punyashlok Ahilyadevi Holkar Solapur University. Solapur the same should be delisted and paved surfaces or bunds repaired. Precaution should be taken against erosion of land and embankments.

- **Checking of sewers and sewage installations**

    All inspection chambers, manholes and sewer lines should be cleaned and flushed to establish free flow of sewage. Sewage sumps should be cleaned of accumulated grit, sand and sludge. Bunds of oxidation ponds should be strengthened wherever necessary.

- **Checking of electrical installations**

    Because of rise in ground water table at places, it may be necessary to remove electric pumping sets installed in wells and sump, below ground water level and raise them temporarily to safe levels. Care should be taken to ensure availability of stand by power supply arrangement to take care of breakdown in power supply in monsoon or at the time of cyclones. The Diesel Generating sets should be checked and kept in working condition and wiring should be checked for loose connections.

- **Checking of Air-conditioning installations**

    Wherever Central AC plants or package units are provided, the dehumidification system consisting of strip heaters, humidistat etc. should be checked for their functioning.

- **Post monsoon/cyclone measures**

    Inspire of pre-monsoon measures taken by various buildings/services. very often these are affected during the monsoon and cyclones. In coastal or cyclone prone areas, the services are affected more. Immediately after monsoon, all important structures/services should be inspected by a team of inspected by a team of engineers from all disciplines concerned with the maintenance and work should be planned to put the services in order immediately.

    Overhead cables, uprooted light poles, restoration of power supply, disinfecting of water supply lines/installations, ensuring normal water supply, restoration of sewage pumping operations, flood relief works, repair to breaches to embankments of roads and bunds are some of the important areas which are to be attended immediately after monsoon/cyclone. Detailed inspection of the buildings should be carried out to ensure that broken false ceiling. broken glass panes, blown off A.C. sheet roof, claddings, doors and rolling shutters etc. are attended immediately.

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Annexure-1

COMPLAINT REGISTRATION FORM

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर
अभियांत्रिकी विभाग

स्थापत्य/तारतंत्री/सुतारकाम/नळकारागीर/संगणक/टेलिफोन कामासंबंधित तक्रार/मागणी पत्रक

संदर्भ क्रमांक व दिनांक:	
संकुलाचे/प्रशासकीय विभागाचे नाव	
अधिकारी/कर्मचा-याचे नाव, पदनाम व संपर्क क्रमांक	
कामाचे स्वरुप (उदा. तारतंत्री काम, नळकारागीर काम अथवा सुतार)	

अनु. क्र.	रुम/कक्ष क्रमाक (काम करावयाची निश्चिता जागा)	करावयाच्या कामाची सविस्तर माहिती

                                                    संचालक विभागप्रमुखाची सही

काम पूर्ण झाल्याचा अहवाल

(काम पूर्ण झाल्यानंतर संबंधित संचालक विभाग प्रमुखानी काम पूर्ण करुन दिलेल्या तांत्रिक कर्मच्या-याला भरुन दयावयाची माहिती)

अनु.क्र.	वरील कामाकरिता संबंधित तांत्रिक कर्मचारी विभागास भेट दिलेला दिनांक व वेळ (सदर कामाकरिता लागलेला वेळ तसेच तांत्रिक कर्मचारी किती वेळा विभागास भेट काम पूर्ण झालेला वेळ व दिनांक दिला याची माहिती स्पष्ट नमूद करावी)	
1)		
2)		

                                                    संचालक विभागप्रमुखाची सही

(अभियांत्रिकी विभागाने भरावयाची माहिती (कार्यालयीन कामाकरिता)

तक्रार प्राप्त झालेला दिनांक व जावक क्रमांक	
विद्यापीठ अभियंता/कनिष्ठ अभियंता यांचा शेरा व सही	
वरील काम संबंधित तांत्रिक कर्मचा-याला देणेकामी कनिष्ठ अभियंता यांचा शेरा व सही	
काम पूर्ण झाल्यास अहवाल किंवा काम अपूर्ण राहिल्यास काम करणा-या संबंधित तांत्रिक कर्मचा-याचा शेरा (कारणे) व सही	
वरील काम पूर्ण झाल्यानंतर विद्यापीठ अभियंता /कनिष्ठ अभियंता यांचा शेरा व सही	

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर

अतिथीगृह मागणी प्रपत्र

दि. __ / __ /२०

१. अतिर्थींचे नाव व पत्ता	
२. मोबाईल व ई-मेल आयडी	
३. पद/हुद्दा (लागू असल्यास)	
४. विद्यापीठतोल कामाचे स्वरुप (बैठक/कार्यशाळा/विद्यापीठातील -कार्यक्रम/संघटना/खाजगी इ.)	
५. आवश्यक असणा-या रुमची संख्या	
६. विद्यापीठातील कोणत्या ठिकाणी रुम हवी आहे. (विद्यापीठ परिसर/ विद्यापीठ रंगभवन ग्रंथालय संलग्न सुविधा केंद्र):	
७. रुमचा प्रकार (VIP/A.C.)	
८. अतिथिगृहाची शुल्क भरण्याची जबाबदारी (संकुलाची/विभागाची/अतिर्थींची) टिप : संकुलाने प्रशासकीय विभागाने मागणी पत्रात शुल्क भरण्याची जबाबदारी अतिथीवर निश्चित केली असल्यास संबंधित विभागाने नियमाप्रमाणे होणारे शुल्क अतिथीकडून घेऊन ते वित्त विभागाकडे भरणा करून पावतीची प्रत अभियांत्रिकी विभाकडे सादर करावी.)	
९. अतिथीगृह्या आगमनाची तारीख व वेळ	
१०. अतिथीगृह सोडण्याची तारीख व वेळ	
११. ओळखपत्र जोडले आहे का? (होय/नाही)	

स्वाक्षरी व शिक्का

विभागप्रमुख/संचालक, शै. संकुल/ अतिथि

अभियांत्रिकी विभागासाठी प्रशासकीय मान्यता

अ) _____यांनी मागणी केल्याप्रमाणे अतिथीगृहाकडील VIP/A.C. रुम मंजूर करण्यात यावी

ब) अतिथीगृहाकडील सद्यस्थिती पाहता कोणतीही रुम उपलब्ध नसल्यामुळे त्यांची मागणी अमान्य करण्यात येत आहे.

क. लिपीक   कक्ष अधिकारी   मा. विद्यापीठ अभियंता

आतिथीगृहाच्या कार्यालयीन कामासाठी

श्री/श्रीमती._____हे दि. _____ते दि _____पर्यंत एकूण _____ दिवस

रुम नं-_____येथे वास्तव्यास होते त्यांनी अतिथीगृहाचे भाडे रक्कम रु. _____ (पावती क्र.दि.   / /   नुसार भरणा केले आहे.)

कार्यालयीन कर्मचा-यांचे सही व नाव

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर

अभियांत्रिकी वाहनविभाग वाहन दुरुस्ती प्रपत्र

दि. __/__/2025

प्रती

मा. विद्यापीठ अभियंता,

पुण्यश्लोक अहिल्यादेवी होळकर सोलापूर विद्यापीठ, सोलापूर

विषय: कार्यालयीन वाहन दुरुस्ती करणे बाबत,

महोदय,

विद्यापीठ वाहन क्रमांक _____ ची खालील प्रमाणे दुरुस्ती / सर्व्हिसिंग कामे / इतर वस्तु खरेदी करून घेणे आवश्यक आहे.

अ.क्र	दुरुस्ती कामाचा वस्तु खरेदीचा तपशील
1	
2	
3	
4	
5	

वरील दुरुस्ती कामे खरेदी अधिकृत सर्व्हिसिंग मे. _____चे कडून करून घेण्यास अंदाजे खर्च रु. _____ इतका अपेक्षित असून प्रत्यक्षात बाहनदाखवून अंदाजे खर्चाचे अंदाजपत्रक घेण्यास परवानगी मिळावी..

आत्ताचे चालू कि. मी

मागील दुरुस्तीचं सव्हीसींग कि.मी

श्री. _____

वाहनचालक

Research Promotion Policy
January - 2026

Research Promotion Policy

Preamble:
Punyashlok Ahilyadevi Holkar Solapur University, Solapur is an academic and research state university and the major component of the academic programs of Punyashlok Ahilyadevi Holkar Solapur University, Solapur is research based. Punyashlok Ahilyadevi Holkar Solapur University, Solapur also has several programs oriented towards promoting skill and enhancing competence in specialized areas. Punyashlok Ahilyadevi Holkar Solapur University aims at achieving the objectives pertaining to research initiatives, innovations and research productivity. Therefore research policy of the university look forward to exploring new ideas, invention in Science and Technology, Humanities, Social Sciences and Interdisciplinary areas and ensure to undertake quality research within the legal framework. The guidelines and provisions of the Research policy shall demonstrate a continuous commitment for maintenance of academic standard and quality of research.

Application and Scope: This research policy shall be applicable to those engaged in research including students, faculty of Punyashlok Ahilyadevi Holkar Solapur University, Solapur and its affiliated colleges and recognized Institutions. This policy shall come into force from the date of approval of appropriate University authorities.

Removal of Difficulty/Limitation: Any matter not covered in this policy may be dealt with proper interpretation and application of the existing policy, principles, regulations and legal norms in letter and spirit.

Aims of Research Policy: Research in Punyashlok Ahilyadevi Holkar Solapur University is undertaken for pursuit of excellence and accuracy of end results. Therefore research policy provides guidelines on good and ethical practices in the conduct of research to achieve highest standards.

The research policy look ahead to creation of conducive research environment by creating focused research groups at par with international standards. This policy also focuses on utilizing the outcome of the research for benefit of society.

Punyashlok Ahilyadevi Holkar Solapur University aims at promotion of research culture in accordance with the academic standards, legal framework, good governance and ethical practices. This policy looks upon to support research work with high standards and provide a strategy on how to achieve research goals.

Research Strategy:
The research strategy identifies the research goals and defines the action plan required to achieve these goals. The goals for research are mentioned below:
- Enhance the quality of research and the university research profile.
- Enhance external and internal funding for research profile.
- Promote scholarship/fellowship schemes for researchers.

- Support national, regional and industry-specific research and development policies.
- Encourage research under MoUs and linkages.

Objectives of Research Policy:
- To affirm research on prime agenda.
- To provide a framework of regulation and mandates for the governance of research and development.
- To encourage and promote good research practices.
- To ensure and create research culture with regard to ethical considerations.
- To introduce legal provisions of ethical practices in research, intellectual property right, patent norms, cyber laws, anti-plagiarism policy and tools for conduct of fair research.
- To provide required support for meeting all legislative, regulatory requirements for undertaking research.
- To frame guidelines with reference to financial support available for research.
- To integrate research facilities for facilitating academic community and to best utilize available resources for research.
- To facilitate MoUs and linkages for encouraging research and a encourage research in interdisciplinary areas.
- To ensure the fair treatment to all researchers, faculty, students and staff.
- To ensure effective communication (internally and externally) for conduct of research.
- To establish fair, rational, transparent decision-making processes and policies for allocation of research fund and other kind of support for research.
- To balance the needs of researchers in view of capacity development and encourage Post doctoral fellows, Young Scientists, Women Scientists, INSPIRE fellows, Ramanujan fellows etc. to join the University.
- To attract researchers from across the globe to join research in university campus.
- To clarify roles and functions of various committees, Head/ Director/ Coordinator of Department/ School/ Center, Research Guide in order to facilitate researcher to understand the university research system undertake research.

Review of Research Promotion Policy: Punyashlok Ahilyadevi Holkar Solapur University, Solapur will periodically obtain structured feedback from its students, faculty and management regarding the research opportunities, adequacy of research. The feedback will be analysed and actions necessary to continuously improve and enrich the courses, research programs, facilities and processes will be taken through structured deliberations in various for a such as Academics Council and approval of the Management Council of Punyashlok Ahilyadevi Holkar Solapur University, Solapur

Institutional Scholarship policy
January - 2026

Institutional Scholarship policy

1. Purpose

The purpose of this scholarship policy is to provide financial assistance to deserving students enrolled in undergraduate, postgraduate and PhD programs at PAH Solapur University. The scholarships aim to promote academic excellence, support students in need and encourage diversity within the students.

2. Eligibility Criteria

2.1 Undergraduate (UG) Students
- Must be enrolled in a full-time UG program at PAH Solapur University.
- Minimum academic performance of 60% in the previous academic year.
- Demonstrated financial need through submission of relevant documents.
- Active participation in extracurricular activities or community service is desirable.

2.2 Postgraduate (PG) Students
- Must be enrolled in a full-time PG program at PAH Solapur University.
- Minimum academic performance of 55% in the previous academic year.
- Financial need must be demonstrated.
- Research projects in line with university goals & mission are encouraged.

2.3 Ph.D. Students
- Must be enrolled in a Ph.D. program at PAH Solapur University.
- Minimum academic performance of 55% in the Master's degree or equivalent.
- Submission of a research proposal and demonstrated financial need is required.
- Involvement in teaching or research assistantships will be considered a plus.

3. Types of Scholarships
- Merit-Based Scholarships: Awarded based on academic performance and achievements.
- Need-Based Scholarships: Awarded based on financial need as assessed through submitted documents.
- Special Scholarships: Designed for specific groups (e.g., underrepresented communities, female students, etc.).

4. Application Process
- Interested students must complete the scholarship application form available on the university website.
- Applications should include:
- Copy of academic records
- Financial documents (e.g., income certificate, family details)
- Recommendation letters (where applicable)

- Personal statement outlining educational goals and reasons for applying

5. Selection Process
- A scholarship committee comprising faculty members and administrative staff will review applications.
- Selection will be based on the criteria outlined above.
- Interviews may be conducted for shortlisted candidates.

6. Disbursement of Funds
- Scholarships will be disbursed directly to the student's university account.
- Recipients will receive notification regarding the amount and terms of the scholarship.
- Funds must be used for tuition, academic materials and related educational expenses.

7. Renewal and Continuation
- Scholarships may be renewed annually, subject to maintaining the required academic performance and continued demonstration of financial need.
- Recipients must submit progress reports and updated financial documents each year.

8. Obligations of Recipients
- Scholarship recipients are expected to maintain satisfactory academic performance.
- Engagement in university activities, such as volunteering or mentoring, is encouraged.
- Recipients may be required to participate in scholarship events or provide testimonials.

9. Review and Appeal Process
- Students may appeal decisions made by the scholarship committee in writing to the university administration within 30 days of notification.
- The university reserves the right to review and amend this policy as necessary.

10. Contact Information
For more information, students can contact the Internal Quality Assurance Cell (IQAC), PAH Solapur University.

IT Policies
January - 2026

IT Policies and Guidelines

1. Preamble

The Punyashlok Ahilyadevi Holkar Solapur University was established in 1st August 2004 as independent Maharashtra state University. Since its establishment the University steadily found its growth in all sectors including the IT infrastructure and services sector. The University makes best use of IT, including hardware, software and services, for its routine activities.

Since establishment the University realized that the IT infrastructure and internet are very vital for the growth. The IT products such as Computers, Printers, networking equipments, LCD devices, etc. were procured based on the needs arising for academic and office activities. The University became member of National Knowledge Network (NKN) sponsored by the Ministry of Human Resource Development, Government of India, which provided the internet connectivity of 1 GBPS speed through its backboneacross the country. This facility not only provides high speed internet connectivity to the students, research scholars and staff members of the University, but also provides abundant information resource needed for the students and research scholars.

The PAH Solapur University has various schools, with interrelated departments within each school. Every school has the computing centre with internet connectivity. Each school is connected to the centralized network. The administrative departments are also connected to this network.

University procured its own domain name and hosted the own website www.sus.ac.in. Under the Google Apps for Education all the students including students of affiliated colleges and staff members got institutional email IDs. This was a part of University's policy for speedy delivery of information to the students of the institution.

(i) With the increase in the number of users, the complexity also got increased. The vital resources like internet were being used in an uncontrolled manner. This may have the direct impact on the performance of internet because of the following reasons:

(ii) With no control on internet usage the prioritization of tasks does not happen. For example thetasks such as downloading of large files by a student and uploading of very important examination data will get same priority. This will hamper the high priority activities of the institution.

(iii) Certain user(s) can misuse the resource affecting the critical users and applications.

(iv) Since all the systems are interconnected, without any proper control and unauthorized users may creep into the privacy of other users and access the information from the computers of otherusers.

(v) Due to the inter connectivity virus can spread from one system to other system.

(vi) The computer, IT hardware and software purchased may not be competent enough to tackle exigencies due to lack of proper analysis and study carried out before procurement.

The other constraints that may affect the users across the institution, in particular the students and staffare:

(i) Limited capacity of internet bandwidth.
(ii) Limited and absolute resources such as computers, printers, IT laboratories and other IThardware and software.
(iii) Limited financial resources allocated to the, IT hardware, software and services.
(iv) Limited availability of experts in specific software and IT services.

Realizing the above drawbacks the University took a decision to come out with a comprehensive IT policy, which could take into account all the above listed problems and constraints and would provide a viable solution to its users. The IT policy will provide broad guidelines for procurement and usage of university's IT infrastructure and computing facilities including computer hardware, peripherals, software, institutional email Ids, information resources, intranet and internet accessibility, which are collectively called "Information Technology (IT)". In view of these observations this document attempts to provide the IT policies and guidelines which would be relevant to this university.

Further, due to frequent changed and updated occurring in the Information Technology and information security sector, the policy governing information technology and information security should also need frequent changes and updated in its content, so as to fulfill the current requirements. Hence, the IT policy need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community and operating procedures.

This IT policy document will provide information regarding IT related activities and act as a guide to conduct acceptable actions and prohibits the violation of any defined activities. These guidelines are supposed to be used by all the stakeholders namely, students, research scholars, teaching faculty, non- teaching staff and any such person who is part or PAH Solapur University. The IT policy covers the hardware, software, campus network, internet maintenance and usage, database management, website, email ID creation and usage.

The University IT policy is applicable to all the entities and stake holders namely, centralized or individual administration of the IT technology, to all those administrative offices and departments which provide information services, the individuals who are the part of this University, provided by the university administration, schools and departments, the authorized resident or non-resident visitors who use or connect to the University network using their own hardware. This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the university recognized Associations / Unions or hostels and guest houses or residences wherever the network facility was provided by the university,

Further, the faculty, students, staff, departments, authorized visitors / visiting faculty and others who have permission to use the University's information technology infrastructure, must comply with the Guidelines. Any violations of IT policy defined in the IT policy document by any university member may result in disciplinary action. If the matter involves unlawful activity, then it may attract the legal action.

2. IT Policy for hardware

The IT policy for hardware covers all those devices which are categorized as hardware. They are computer CPU, monitor, keyboard, mouse, server, network devices, network cables, scanner, web camera, printer, external hard drives, external CD/DVD drives, laptop, LCD projectors and screens, overhead projectors, digital board, smart board, Xerox machine, CCTV camera and storage devices, etc.

Hardware procurement

The hardware procurement policy will describe the procedure for procurement of any hardware device for usage. The University should always prefer in purchasing high quality equipments and peripherals. The person who is responsible for purchase of such devices must make extensive survey of such devices from widely available internet surveys. The survey should be made keeping in mind the parameters such as quality of devices, durability, service terms (availability of local service centers may also be taken into account), turnaround time, warranty terms and conditions, post warranty maintenance conditions, customer satisfaction survey, pricing, etc. The top 5-10 such companies or brands may be chosen for purchasing the hardware. A clear configuration of minimum hardware must be specified, which should be available in almost all such selected hardware brands. A technical report based on above mentioned parameters must be submitted for further procurement of any hardware device. The user who wishes to acquire any hardware device should properly justify the requirement of such a device The Schools Departments/ sections can avoid the obstruction in regular functioning of work by procuring and storing the necessary peripherals which may be needed due to failure of such devices. Again such devices mustbe of standard quality from well known brands. Every department/School/section must maintain stock register with complete hardware configuration details. Any major device supplied by the vendors must be tested and certified by the appropriate technical committee framed by the University authority.

Hardware installation

Any major hardware device must be installed by technical person(s). The technician must provide appropriate initial training and instructions about proper usage of the installed device to all users of that equipment. The technical person must provide the phone numbers, email, IT Policy, PAH Solapur University addresses, website addresses, toll free numbers etc. to the users to contact in case of any problem in operating with the device. The user must go through all

the instructions provided in instruction manual for proper use of the device. The hardware must be installed in appropriate location with proper ventilation and enough space for comfortably operating with the device.

Hardware usage

The user(s) of any hardware equipments is/are solely responsible for proper use of devices. Users must follow the instructions provides by the technician and instructions provided in instruction manuals supplied along with the hardware device. The hardware device installed at certain location should not be removed or displaced without proper permission from higher authority. The user must be aware of who to contact in case of any problem faced during usage of device. The user also must have the knowledge of expiry of warranty period, in case the warranty needs to be extended. The hardware devices should be serviced only by authorized technical persons.

Hardware disposal

No device within warranty period should be disposed off. When a device, which is not covered tinder warranty and found not working and not repairable, obsolete in technology, no more usable, may be disposed off. A proper disposable policy framed by the University must be followed.

3. IT policy for software

IT policy for Software covers all kind of software including operating system, system software, application software, diagnosis tools, antivirus, tools used for research and development, compilers, debuggers, network software, internet applications, web based applications, applications to operate specialized laboratory equipments. The software may have been developed in-house, may have been purchased from the vendors, may have been supplied along with the scientific equipments or may he used based on contracts or under agreements.

Software procurement

The software procurement policy will describe the procedure for procurement of any software for usage. As much as possible stress must be given to procure and use open license software when such options are available and they are competent enough as compared to the commercially available software equivalent to it. In case of non-availability of such software or non-availability of specific features required by the user in open source software or finding difficulty in using the software as per the user needs, the user can recommend for purchase of commercial software with appropriate report explaining the above points. The person who is responsible for purchase of such software must make extensive survey of software from widely

available internet surveys. The survey should be made keeping in mind the parameters such as quality of software, validity, current version, service terms, warranty terms and conditions, post warranty up gradation or maintenance conditions, customer satisfaction survey, pricing, etc. The user must also check whether the software is compatible with the hardware configuration (such as processor speed, memory space, storage space) on which the software would be installed. A technical report based on above mentioned parameters must be submitted for further procurement of such software. The user who wishes to acquire any software should properly justify the requirement of such software. Any software supplied by the vendors must be tested and certified by the appropriate technical committee framed by the University authority.

Software installation

Before installing any software the user of the computer on which the software has to be installed, has to carefully check the licensing policy. The user must ensure that no software is loaded in the computers which won't carry proper license. Proper instruction must be given to hardware vendors for avoiding installation of unauthorized software on the computers during its supply and installation. The user (Department head/head of the School in case of shared systems) of the system will be solely responsible for any unauthorized software or software without proper license, present on the computer used by him/her. When installing any new software a proper approval from higher authority must be taken. A register or record must he maintained specifying the details of software purchased such as license serial number, quantity of licenses warranty period, update policy from the supplier, price, supplier details, etc. The terms and conditions for open source software must also be properly read by the user to check whether it is free to use by the user for his/her intended usage. The users should also avoid the installation of software which is not used directly or indirectly for doing their routine work.

Software usage

The user of software has to check that the software used is not chocking the resources such as memory, CPU and storage devices, particularly when being used in network environment. The user must also be aware that the software will not harm the other software such as operating system, tools and other applications loaded in the computer. Whenever required, the user must update the latest versions, if available and authorized to get the updates.

Antivirus and updates

Every computer systems should have antivirus software installed and updated regularly. Every user should do regular scanning of computer using installed Antivirus. Pen drives should be scanned before use. Outsiders should not use pen drive without permission. Use of pen drives without scanning will be treated as data tampering activity.

4. IT policy for campus network

The IT policy for campus network is designed to protect the campus network and to be optimally used by the users of this network. This policy defines the standards for connecting computers, servers or other devices to the University's network. It also defines the standards in the design to minimize the potential exposure to University network and users from damages (including financial, loss of work and loss of data). The campus network should be protected by strong firewall system, which avoids unsecured computer on the network and denies service attacks, viruses, Trojans and other compromises to enter the university's campus network. Such attacks may damage the setups such as the loss of sensitive and confidential data, interruption of network services and damage to critical University internal systems. Such an attack may cause the damage to the public image of this institution. Therefore, individuals who connect computers, servers and other devices to the University network must follow specific standards and take specific actions.

Network connectivity

The users of the network may connect their devices to the campus network at appropriate connectivity points including voice/data jacks and through approved wireless network access point, via a VPN or SSH tunnel or through remote access mechanisms such as DSL, cable modems and traditional modems over phone lines. The users much properly look into compatibility of ports before establishing the connections. Modifications or extensions to the network can cause undesired effects, including loss of connectivity. As a result, extending or modifying the University network must be done by following appropriate guidelines to carry out such extensions.

Network registration

Users of the university network must undergo secure authentication when connecting their computer to the campus network. To do such secure authentication users must have gateway software, which allowed the users to connect to the network. Such gateway software located at server will audit the network usage of every user. The campus network database will be maintaining the database of unique machine identification, network address and owner for the purposes of contacting the owner of a computer when it is necessary. Every computer and network device connected to the network, including a desktop computer has an associated owner or caretaker. For the sake of this policy, owners and caretakers are both referred to as owners. Such owners will be responsible for ensuring that their machines meet the relevant security standards and for managing the security of the equipment and the services that run on it. In schools and departments the responsibility of computer security and maintenance may be assigned to the University / Departmental Computing Coordinator or the University /

Departmental Systems Administrator. In such situation it is possible that one owner would manage multiple departmental machines including his or her own personal computer. Every owner should be aware of who is responsible for maintaining his or her machine(s).

Network security

The network security policy will be applicable to all devices that get connected to the University network through standard university ports or through wireless services or through home and off campus connections. Users of University network must ensure that the software installed on their machines in no way breach or attack the security protection system of campus network servers and systems. They must also ensure that their computers won't have virus or malwares which can possibly attack and break the campus network firewall. The users of computers having sensitive or restricted Information should take additional measures for extra protections. Such users must seek appropriate expert consultation for providing additional security measures to protect such sensitive information. The University would possible have centralized secure network service for the entire University campus. Any individual user or Department should not run any service which may potentially cause the disruption in the smooth functioning of entire campus network. The list of such services includes email, DNS, DHCP and domain registration etc.

The following procedures are adopted by the University IT authority to protect the campus network:

- Monitoring for external intruders - All network traffic which passes inside and goes outside the network is monitored by an intrusion detection system for any possibilities of compromises on network security.
- Scanning hosts on the network for suspicious anomalies University proposes a system which routinely scans the entire network, looking for any vulnerabilities. If any such possible vulnerability is found then extensive tests would be conducted and appropriate measures are taken to fix it.
- **Blocking harmful traffic** — If any security exposures or improper network traffic are found then University will take appropriate measures to avoid such possibilities. Such behaviour may be noticed by devices, which may exhibit the following activities:

  - ➢ exceptional Load imposed on a campus network service.
  - ➢ indications of pattern of network traffic that disrupts centrally provided services.
  - ➢ visibility of malicious network traffic with intention of scanning or attacking others.
  - ➢ exhibiting behaviour that may compromise host.

5. IT policy for internet and Intranet maintenance and usage

The IT infrastructure setup and maintenance unit (IT Department) of the University will be

responsible for the internet and Intranet setup, control and maintenance of entire University campus. These network communications may be through wired network or through wireless network.

IP address allocation

The IP address allocation for any computer or any device in the network will happen through the IT department. The authorities in the IT department will systematically allocate balanced number of IP addresses to every department/School depending on the number of users in that Department/School. Any user is not authorized to change or re-allocate any IP addresses on their own without the permission from IT department. The IT department will keep record of the IP addresses by individual without permission is strictly prohibited. Everyone is bound by the IP allocation maintenance policy adopted by the ID department of the University. Similarly creating proxy servers, masking IP addresses, mapping of IP addresses etc. without appropriate permissions are restricted. IP addresses are one of the scarce resources. Hence IP addresses must be optimally used by the user. When the user no longer uses any network device with IP address assigned to it, such IP address must be surrendered to the IT department. Transferring IP addresses to some other device without knowledge and permission of IT department is not permitted.

Policy on usage of infra networks and network servers

The Individual users or users in departments/schools willing to use the campus network to run server software, such as, HTTP/Web server, SMTP server, FTP server, may do so with prior permission fromthe IT department. They have to make sure that such software will not cause disturbance or damage toany other network and software setup of campus.

Any user is responsible for any content found installed/stored on that user's machine. Access to remote networks using a University's network connection must be in compliance with all policies and rules of those networks. Any act of impersonation of an authorized user while connecting to the campus networkis treated to be an illegal activity of such user.

Policy on individual usage of campus Internet

The University Internet facility is intended to use for organization's legitimate business requirements. Occasional and reasonable use of the Internet for personal purposes is regarded as acceptable subjected to the conditions that:

- Systems are not used for personal work during office working period
- Systems are not used for any private business or for any kind of commercial purposes
- Use of the system should not hamper the regular performance of the office duties

- This personal usage of the systems should not cost additional burden on the university
- User should not breach the prohibitions identified in this policy document. It can he noted that the University connects to the Internet through a dedicated leased Line at fixed costs. Hence the costs to the University remain the same irrespective of the amount of use. But the performance levels may decline as the line reaches optimal usage capacity.

Policy on prohibition of Internet usage

The University prohibits use of its Internet network for the transmitting, retrieving or storing of any communications or images which are:

- Harassment — It is unwanted conduct (including insults and jokes') which relates to gender, sexual orientation, race, religion, disability or other similar issues
- Defamatory - Defamation is the publication, of any content which directly or indirectly affects the reputation of a person or an organization
- Copyright - The owner of any copyright material will have exclusive right to decide on how that material might be copied and used. There will not be any permission to transmit copyright material without written permission from its owner
- Pornographic - Any material of a sexual nature is treated as pornographic. Visiting pornographic sites, downloading its content or transmitting any pornographic content over campus network is prohibited.

Other than the above activities, the following conducts are also prohibited:

- Use of the University Internet facilities to deliberately propagate computer viruses, worms, Trojan horses or trap door programs is prohibited.
- Use of the University Internet facilities for the purpose of disabling or overloading any computer system or network or to attempting to disable, defeat or circumvent any system, which is established to protect the privacy or security of another user is prohibited.
- Any additional Internet or e-mail related software should not be installed, configuration of existing software should not be changed by users without permission of IT department.
- Use of the campus Internet facilities to download, upload or distribute pirated software is prohibited.
- Use of the campus Internet facilities to download entertainment software of games or to play games over the Internet is prohibited.

6. IT policy for Database Management

This Policy relates to the management of databases generated   by the different applications used for regular activities of the University, which include administrative, finance, examination, academic etc. Data is one of the important resources which are generated out of the computerization of regular University activities/transactions. Providing security and maintaining its integrity is very vital for the University. The data may be generated from the applications which are purchased from the third party or developed internally. Such data may exist in any advanced RDBMS or may be in spreadsheets. University has exclusive ownership of the all such data or database which is being generated by the users of applications hosted for or by the PAH Solapur University. Such data may also be generated by third party applications on which the University may not claim ownership, but the University administration have right to collect information from other users for any specific purpose. The data may be generated by different departments depending on the kind of their requirements. In such case the person. who would be an authority of University having permission to collect such information, will be the custodian of that data. Any such custodian will use the data exclusively for the purpose of University and neither have authority to use it for any personal reasons not authorized to deliver it to third party with or without the intention of personal benefit. In the centralized database system the database administrator will be the custodian of the data. Any data generated in electronic form or in hard copy cannot be decimated to any external agency by individuals without proper permission. When such information has to be sent to Government or any other finding or statutory body, it has to be channelled through appropriate authority. This condition may not be applicable to sharing of research data in case of collaborative or joint research projects. But such research projects must be in the knowledge of University authority. Any kind of tampering of data by any individual is strictly prohibited. Any of the following activity may be treated as tampering of data, but it may not be limited to these activities only.

- Unauthorized insertion, modification or deletion of data causing errors in the data either through use of software or by directly accessing database.
- Dropping, renaming or causing damage to any component or element of any database by anyindividual with malicious intention.
- Causing any damage to the storage device such as hard disc, CD/DVD, pen drive, memory cardetc having the data.
- Damaging data in cloud, denying access to the Users of data available in the cloud, redirecting the access of data to different database in cloud.
- Breaking the security system of data files, databases, database servers or database managementsystems I software.

7. Backup of data

The primary causes of data loss are computer failure or crash, virus infection, software failure, theft, accidental deletion etc. Backup copies help to restore data. Therefore every user should keep regular backups of their vital data. Also backups are essential before formatting any computer due to genuine reason. Backups can be kept securely on other storage devices such as pen drives, CDs, external harddrives etc.

8. IT policy for website

University is actively using IT resources like websites, email services, social sites, short messaging services and other electronic communication systems for communicating and interacting with the users of the system. These types of communication has potentially reduced the cost incurred by institution and speeded the communication. Since most of the users would be dependent in the information provided through these communications, effectively maintaining and updating the information on websites would be one of the duties of the University.

Policy for web content users

Following are some of the policy guidelines and notice for the users of PAH Solapur University official website.

- All the content of website, data available in the website, images and files available in the website domain are exclusive property of PAH Solapur University.
- PAH Solapur University will always make efforts to maintain reliable, accurate, correct and up- to-date information over its website. If any erroneous information is found, same may be brought to the notice of University authority.
- The University website may contain links to the external sites, not owned by the University. University will not be responsible for error in opening such websites, relevant information missing over there, unexpected content found there.
- The content of University website such as images of persons, videos of events, logos, University related exclusive information, University policies are either property of PAH Solapur University or being used by University with appropriate permission. Use of the above content without permission for any commercial purpose may attract copyright violation and such user may be prosecuted under copyright act.
- Users may view or download the information or content of the website. Whenever the information is sought from the user through appropriate data entry applications, users may provide information correct to their knowledge. Entering false, misleading and unnecessary information, hacking the website, directly accessing the databases bypassing the website forms and applications are treated as unlawful activity.

- University will not be responsible for the any type of losses to the users due to breakdown or unavailability of website, because of any unavoidable circumstances, such as failure of web server, failure of internet, frequent disconnection to website. These events are beyond the control of University.

Policy for web content contributors

The website contributors are those categories of users who have authority to upload, update, insert ordelete the content of the website. Apart from the following guidelines, they are also bound by the rulesand guidelines listed for the website users.

- The official University website www.sus.ac.in has been developed with a very systematic approach, where the content is clearly categorized based on their type and as much as possible not content will overlap in any multiple sections. An easy way of methodology is provided for updating the content of the website. The website content maintenance and updating can be done through decentralized access.
- Since the content of entire website would be generated through decentralized updating and deleting mechanism, maintenance of correct, accurate, appropriate information would be the responsibility of individual(s) who is/are authorized for that particular content. Before updating any content onto the website appropriate approval must be obtained from their higher authority.
- The contributors of the web content must fix the validity period for any content uploaded by them. After the expiry of validity period the content should no longer be available on the website. If still such content appears on the website, then the contributor should remove it. The contributor must also ensure that no hyperlinks exist in their content domain which will direct to nonexistent websites or redirect to wrong websites.
- The web content contributors should not upload any offensive content, content against the policies of University, content contradicting the official stand of the University, personal opinion over any official stand etc.
- The respective department head/Director of the school / Section head will be responsible for any content uploaded by any official of respect I've department / School /section.

Policy for website and content developers

Web developers are the one who have the skill of website development and involved in the developmentof University website. They will be responsible for design of the overall website, creating the web content structure, organization of its content, adding graphics and images during its design, writing codes for its background functionalities, providing rich features to the website etc. The web content developers may be external agencies hired by the University for One Time Development. University may get extended their services whenever there is need for revision or modification in the website design. The primary aim of the web developers must be

to provide a stable website as per the requirements of users. They are supposed to use the standard scripting languages and database such as Hyper Text Markup Language (HTML), Ajax, Java Script and PHP (Hypertext Pre-processing), Cascading Style Sheets (CSS) and MySQL during the development of website. The orientation must he for using open source scripting tools and databases. The hosting of website over the servers should not attract additional cot on the University such as cost involved in purchasing website development tool or database tool. The designers should not use unsecure database files such as Excel sheets or flat files for storage and retrieval of data. The scripts not related to the website such as batch scripts, other processes, any other applications not related to website and not used by the PAH Solapur University should not exist on the web server. The database applications required by departments/schools may be uploaded with permission from the higher authority.

Policy for website administrators

Website administrator is employee of PAH Solapur University whose role will be to manage of entire website. Website administrator manages the operational component of website, The web operations are providing access to website, verifying the content of the website to check for up-to-date content in it and any such related operations. In emergency situations hacking, breakdown or attack on website, the website administrator must be able to effectively and rapidly replace the website with the message stating non-availability of website for temporary reasons or redirect them to some other website. The website administrator must also be able to change, disable, activate, deactivate, delete add any website content as and when any such request comes from the higher authority. Website administrator should follow proper naming convention for the files, images and other web contents which would be uploaded into the website. He/she should also be able to give proper identification code or login details for every website contributor with proper authentication procedure. Website administrators should monitor website content to ensure appropriate use and compliance with IT policy and ensure that Web developers and content contributors at all levels follow all policies in described in the previous sections.

Other policy guidelines related to website

web media is the content such as audio, video, multimedia files and other file types excluding the web pages. Web media files are usually very large in the size and require more storage space and higher bandwidth for uploading and downloading. Because its large usage of internet resource some guidelines are described in this section to manage web media content in website. The department/School/section heads, in consultation with their subordinates must plan for maintaining rich multimedia content in their gallery. Such media content may be photographs, short videos, audios, etc. Before uploading such content proper approval must be obtained from the higher authority. Since the web media require large storage space the IT department will fix the space quota for each department/school/section depending on their needs. On

requirement the department/school/section may demand additional space by quoting appropriate reason for such type of need. Such needs may arise whenever they plan for broadcasting the video lectures, special events and programmes, Live presentations, which may be of temporary in nature. Streaming and delivery of any Web media on the University network will be monitored and fine tuned to ensure reliable content delivery based on the capabilities of the existing network infrastructure. Needs for system specifications, network and bandwidth information can he communicated in advance to the IT department so as to make appropriate arrangement for smooth streaming of event.

9. IT policy for email ID creation and usage

The purpose of IT policy for email ID creation and usage is to facilitate the users to identify themselves with PAH Solapur University while communicating with external entities, to provide unique identification for communication and to help in utilization of internal resources.

Policy for email ID creation

The PAH Solapur University has partnered with Google for the implementation of Google Apps for Education. The prime product of this is institutional ids email. PAH Solapur University has adopted a systematic procedure for provisioning email addresses for all its stake holders including employees, teachers, students in campus and students of affiliated institution under the domain sus.ac.in. A proper segmentation has been provided for all users like Administrative staff, teaching faculty, temporary teaching faculty, non-teaching faculty, students in campus, students of affiliated colleges etc. In future it intends to provide its institutional email IDs to all the students to be admitted to the PG departments and affiliated colleges. For all employees in of the University campus the naming convention followed for their email id is <first_name_initial><middle_name_initial><sername>gsus.ac.in and for the students of campus and affiliated colleges the ID must contain above information along with their course and/or year of admission and/or college abbreviation. When new email addresses are created the administrator must follow the convention of their categorization. As soon as new employee joined or new students join the University the administrator shall initiate the process of obtaining approval for provisioning the institutional email addresses for new entrants. On approval same may be provided and issues to respective user.

Policy for email ID usage

The University institutional email ID is the property of PAH Solapur University and it shall not to be used for the creation or distribution of any disruptive and/or offensive messages, including offensive comments about race, disabilities, gender, hair color, age, pornography, sexual orientation, political beliefs, religious beliefs and practice or national origin. Anyone who receives any emails with this content from any PAH Solapur University institutional email ID

should report the matter to University authority.

Use of reasonable amount of University details, such as University name, Department / School / Section name, address, phone numbers, etc. for the personal emails are permitted. Employees must save official emails separately from the personal emails when saved on the storage device. Sending joke emails from a institutional email account is prohibited. Virus or other malware warnings and mass mailings from institutional email account shall be approved by higher authority before using it.

The PAH Solapur University encourages its institutional email address users to adapt the ethics for appropriate use of email and to avoid any misconduct. Users should follow following guidelines.

➢ Keep passwords undisclosed and secure.
➢ Every email may he electronically scanned for obscene, indecent and illegal remarks. Henceshould not use such content in emails.
➢ Should not express themselves in a way that could be defamatory.
➢ Users should not transmit attachments of larger size, especially graphic and multimedia files. Ifreally necessary same may be brought to notice of authority before transmitting.
➢ User should not give out their email address to any external sources, who found to beuntrustworthy.
➢ Institutional users should not send confidential information over e-mail to unauthorizedrecipients.

10. Responsibilities of IT Department

The IT department of University will consist of a senior IT head having overall expertise of hardware, software, network and internet. He/she will be assisted by one or two IT assistants who could implement the plans and instructions given by the IT head. The IT department will have all tools and machines required for extension works, troubleshooting and maintenance of campus IT products such as hardware devices, peripherals, software tools, local area network and internet.

- Management of Campus Network Backbone: The campus network once established, will interconnect all the departments/schools with the centralized resources such as servers, databases etc. IT department will be responsible for smooth functioning of this network backbone.
- Logical and physical separation of departments: For the purpose of optimal utilization of network resources such as OFC networks, bandwidth, routers etc the IT department has responsibility to logically and physically divide these resources optimally among

different departments/Schools depending on the number of users. The IT department will have to provide justice to everyone in making provision for internet resources. They have to see to it that everyone get fair bandwidth and wherever there is need for excessive bandwidth, proper arrangements need to be made byfairly looking into the requirements. The IT department will also be responsible for the planning and executing the extended cabling in campus and within the buildings.

- IP address allocation: IP addresses are one of the scarce resources which need more attention in allocation. Where ever genuine request comes for static IP addresses, same may be allocated by obtaining approval from the higher authority. NAT addressing can be used for providing enoughIP addresses to the departments/schools. While allocating IP addresses the future requirements of the Departments/Schools has to be considered and accordingly the provisions should be made.

- Activity monitoring: IT department will be responsible to keep watch on the activities happening across entire campus network using appropriate firewall software. The monitoring can be made on activities like checking unauthorized users, sending span mails by users, downloading and uploading unusually large size files, visiting the harmful and adult websites, skewed usage of internet bandwidth, unauthorized access to University database, hackers of University website, etc. If any of the above activity found then necessary action must be taken to prevent further activity and details of activity must he reported to higher authority for further disciplinary action. The IT department will not have authority to open any users' email addresses or access any users' emails without users' permission.

- Management of institutional email ID: University employees and students extensively use the institutional email IDs for their regular communication. They are unequally identified globally by the institutional email IDs. Whenever a new user (employee or student) is added to the institution the IT department must make provision for his/her email ID. Convention for creating email IDs must strictly be followed. Once email ID is created, its authorized user must be intimated and user must be forced to change the login password. Whenever an employee leaves the organization or retires from service or dies, the email ID of such employee must be withdrawn. IT department should also see to it that no one misuse the institutional email ID for their personal gain or with the intention to bring bad name to the institution.

- Installation and management of wireless network: In the current era of wireless communication usage of wireless devices such as smart phones, laptops and tablets are increasing day-by-day. On establishment of campus internet network, wireless internet facility must be made available to users who opt to use internet using their wireless devices. The usage must start with appropriate login process. At any instance any authorized user should not be able to login in more than one instance.

- Renewal of licenses: IT department will be responsible for the renewal of any licenses, lease periods, warranty period of IT resources such as data servers and routers, domain

name and domain space, etc related to the entire University campus. The renewal must happen before the expiry period. Before proceeding for any renewal permission must be obtained from the higher authority.

11. Responsibilities of University Departments/Schools

University Departments/Sections/Schools comprise the major users of the University IT resources. They play important role in the usage of IT resources. Following are the few guidelines for optimal utilization of IT resources by the users from these sectors:

- IT resource management: Every user/employee and head of respective department/School shall be responsible for maintenance of IT resources. If any device is found to be faulty same must be reported to the IT department to get it serviced. Proper stock register must be maintained for all the IT hardware devices and software tools. When any device is found to be unusable, same may be written off with approval from the higher authority. If any of the e-waste has to be disposedoff, appropriate disposal methodology has to be followed to avoid the hazard in the environment.
- Updating web content: www.sus.ac.in Website is logically divided based on the Departments/Schools/Sections. Every authorized user could login and update the information related to respective sections. The responsibilities of maintaining up-to-date information over the website will be with individuals concerned to respective Departments / Schools / Sections. The head of related Department must cheek the content before providing approval. Since the approval issue system is digital, care must be taken regarding the content of the matter to be uploaded into website. They are also responsible for removing the old and absolute information from the official website.
- Email ID usage: Every user is provided with the institutional email IDs. Everyone has will be responsible for positive use of these institutional email [Ds. The TDs created for officers of the institution should be used for official purposes only. When there is no need of any official email ID same may he surrendered to the IT department. It will be the responsibility of the Departments/Schools head to get email ID from the IT department for the newly joined employees and students and delete the email IDs of employees who quit the organization. Users should not disclose password of their institutional email ID to anyone else in any circumstances.
- Internet resource usage: The Department/School head shall have a broader monitoring system to check proper usage of internet, even though the IT department will be responsible for detailed monitoring of internet usage. Students and users must be instructed to avoid downloading oflarger files, particularly the files not related tc academic, research or their work. Users must also be instructed to avoid visiting the social network websites, chatting sites, news forums, entertainment, adult sites, etc. If anyone is found violating the instructions, appropriate action must be taken to suspend/withdraw the user login from such user.

- IT infrastructure expansions: Any Department/School willing to expand the IT infrastructure such as network, computer lab infrastructure must bring same to the notice of IT department regarding proposed expansion activity. Such expansion should not affect the normal activities of other Departments/Schools and should not overburden the existing campus network/internet bandwidth. Unnecessary expansions must not be taken up by any Department/School.
- Use of legal software/hardware: The Department/School heads must be strictly instruct the users not to use illegal/unlicensed software and hardware devices. Use, of any software for hacking websites, hacking email IDs, steeling classified information from any website, steeling personal information of any individual, destroying the software set and operating system of the PCs, spreading viruses, sending spam emails, attacking the University servers, intentionally or

Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

IT Department

Request for Allocation of IP Address

1. Name of Department/School/Section   :

2. Name and Designation of Head   :

3. Host name   :

(for which IP address to be allocated)

4. IP type (Static/Dynamic/Any)   :

5. Host Details (Brand / Configuration)   :

6. MAC/Physical/Adapter address   :

7. Operating System(s)   :

8. Network/Internet Apps in system   :

9. Other applications in system   :

10. Name of Antivirus & expiry   :

11. Is system a serve?? If yes give details   :

12. Is system connected to campus net?   :

13. Who use the system?   :

14. IP allocation purpose   :

15. Required temporarily i permanently?   :

Date: Sign. of user (if any)   Sign. Of Head/Director

For Official Use only

IP address allocated/not allocated

If static IP allocated then IP address:
Remarks:
Sign. of technical person   Sign. of IT Dept.
Head

Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

IT Department

Request for Allocation of Institutional Email Address

1. Name of Department/School/Section   :

2. Name and Designation of Head   :

3. Email ID requested   :

(if multiple Ids requested then list may be attached. Email ID format to be followed)

4. Details of the ID User   :

    i.   First Name   :
   ii.   Middle Name   :
  iii.   Last Name   :
   iv.   Class/Designation   :
    v.   Date of birth   :
   vi.   Date of joining   :
  vii.   User type (student/teacher/staff) :

5. Alternate email ID of the user   :

6. User phone number   :

7. Validity period, if any   :

8. Does user already have institutional email ID? :

if Yes

    i.   Details of other email ID(s)   :
   ii.   Why additional Ill requested   :
  iii.

Date: Sign. of user (if any)   Sign. of Head/Director

For Official Use only

Email address allocated I not allocated
Email ID:
Remarks:

              Sign. of technical person   Sign. of IT Dept. Head

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IT Department

Request for Allocation of Internet Access ID

1. Name of Department/School/Section   :

2. Name and Designation of Head   :

3. User ID (Institutional email ID)   :

4. Details of the ID User   :

    i.   First Name   :
    ii.   Middle Name   :
    iii.   Last Name   :
    iv.   Class/Designation   :
    v.   Date of birth   :
    vi.   Date of joining   :
    vii. User type (student/teacher/stall) :

5. Alternate email ID of the user   :

6. User phone number   :

7. Validity period, if any   :

Date: Sign. of user (if any)   Sign. of Head/Director

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for Official Use only

Internet access approved/not approved
Email ID:
Validity period (if any) from: to:

Data access limitation (quota, if any, per day/week/month/year) :

Accessing time (if any) between   Hrs. to   Hrs.
Remarks:

      Sign. of Technical Person   Sign. of IT Dept. Head

Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

IT Department

Request for Wi-Fi access account

I. Name of Department/School/Section   :

2, Name and Designation of l-lead   :

3. User ID requested   :

4. Details of the ID User   :

    i.   First Name   :
    ii.   Middle Name   :
    iii.   Last Name   :
    iv.   Class/Designation   :
    v.   Date of birth   :
    vi.   Date of joining   :
    vii. User type (student/teacher/stall')   :

5. Alternate email ID of the user   :

6. User phone number   :

7. Validity period, if any   :

Date: Sign. of user (if any)   Sign. of
Head/Director

For Official

Use onlyWi-Fi Internet access approved/not approved
 Email ID:

Validity period (if any) from: to:

Data access limitation (quota, if any, per day/week/month/year)

Accessing time (if any) between   Hrs. to   Hrs.Remarks. :

Sign. of technical person   Sign. of IT Dept. Head

Code of Conduct
January - 2026

Code of Conduct for Alumni

Punyashlok Ahilyadevi Holkar Solapur University Solapur has a huge alumni base. Following is the code of conduct for the alumni of the university.

1. The alumni are the responsible student of the university and is expected the university at all fronts.

2. The alumni should undertake the responsibility of guiding the students of the university in every respect and stand as a mentor for the students.

3. The alumni should keep him updated with the latest developments taking place in the university.

4. The alumni should act with honesty and adhere to the highest standards of moral and ethical values and principles through their personal and professional behaviour.

5. They are expected to safeguard academic freedom, open inquiry and debate in the best interests of education, enrichment and our personal and professional development.

6. The alumni should work to strengthen the powerful attributes of loyalty, pride and tradition that we see in our alumni, students and friends who contribute to the excellence of the university.

7. The alumni should avoid the use vulgar or inappropriate language while representing the university. Post inappropriate pictures and/or comments on group or university web sites, emails or online social networks.

8. Make every effort for all actions of self and fellow students to be within the guidelines and policy frame work of the university.

9. The alumni should work for the upliftment of the university by offering financial and non financial aid.

10. The alumni should promote and encourage for innovation, collaborations, start-ups with various organization.

Code of Conduct - Teacher

A teacher is constantly under the analysis of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his percepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and sociable in character.

I. TEACHERS AND THEIR RESPONSIBILITIES:

Teachers should:

1. Teacher should keep in mind the responsible pattern of conduct and behaviour expected of them by the community.

2. Seck to make professional growth continuous through study and research.

3. Express free and frank opinion by participation at professional meetings, seminars. conferences etc, towards the contribution of knowledge.

4. Maintain active membership of professional organizations and strive to improve education and profession through them.

5. Perform their duties in the form of teaching, tutorial, practical, seminar and research work continuously and with dedication.

6. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation

7. Participate in extension co-curricular and extra-curricular activities including Community service.

II TEACHERS AND STUDENTS

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;

2. Recognize the difference in aptitude and capabilities among students and try hard to meet their individual needs.

3. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

4. Encourage among students scientific outlook and respect for physical labour and morals of democracy, patriotism and peace.

5. Support students to develop an understanding of our national heritage and national goals.

III. TEACHERS AND COLLEAGUES

Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated.

2. Speak respectfully of other teachers and give assistance for professional betterment.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

2. Refrain from undertaking any other employment and commitment including private coaching classes which are likely to interfere with their professional responsibilities.

3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

5. Give and expect due notice before a change of position is made.

V. TEACHERS AND NON-TEACHING STAFF:

➢ Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.

➢ Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

Teachers should:

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

VII. TEACHERS AND SOCIETY

Teachers should:

1. Recognize that education is a public service and make every effort to keep the publie informed of the educational programmes which are being provided.

2. Work to improve education in the community and strengthen the community's moral and intellectual life.

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2. Work to improve education in the community and strengthen the community's moral and intellectual life.
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

4. Perform the duties of citizenship, participate in community activities and take on responsibilities of public offices.

Code of Conduct for Non-Teaching Staff

1. All statutory officers and administrative staff shall strictly adhere to office timings except on second and fourth Saturday.

2. The employees who are appointed for the posts where uniform is applicable and mandatory shall wear clean and neat uniform every day.

3. According to Resolution No. 9 of the meeting of the Management Council held on 29th April 2011 and as per Circular Estt./2011-12/2098 of the Establishment Department dated 14th June 2011, the class1,2,3 and 4 officers and employees of the University shall perform their duties and responsibilities of the designated post as per the general rules.

4. All administrative officers and employees shall follow strict discipline. They shall attend office regularly, shall complete their assigned work meticulously and fairly during office working hours.

5. All administrative officers and employees shall extend courteous behaviour and cooperation towards all stakeholder who are directly or indirectly associated with the university

6. All administrative Officers and employees shall maintain friendly, co-operative and courteous relations with all their colleagues irrespective of the rank they held in the university

7. All administrative Officers and employees shall and handle any situation causing displeasure and annoyance calmly efficiently.

8. All administrative Officers and employees shall perform their duties honestly and with integrity

9. All administrative Officers and employees shall cultivate high ethical values.

10. All administrative Officers and employees shall not circulate any information to the press or to authorities outside the office or to private bodies unless authorized to do so

11. All administrative Officers and employees shall maintain complete secrecy at work place.

12. All administrative Officers and employees shall not affiliate themselves with any political parties or engage themselves in political movements

13. All administrative Officers and employees shall comply with the provisions mentioned in the General Conditions of Conduct of Maharashtra Civil Services Service (1981)

14. The Maharashtra Civil Service Code of Conduct (1979) has been framed and is binding on government officers and employees.

15. All administrative Officers and employees shall maintain strict integrity at all times, be honest in their work performance and shall not engage in anything that would be inappropriate

16. All administrative Officers and employees-

- Will be loyal to the supremacy of the Constitution and the value of democracy
- Will protect and promote Sovereignty and integrity of India State Security Universal order civilization and moral values
- Shall follow High moral standards and integrity
- Shall remain politically neutral
- Shall pay heed to the people especially the weaker section of the society
- Be liberal and transparent
- Be courteous towards the people
- Shall take decisions only in public interest and use public resources effectively and efficiently
- He shall not engage himself in any financial obligation to any person or organization which may affect the performance of his office duties
- Shall be impartial and shall not discriminate the weaker section of the society
- Shall follow strict discipline and adhere to the instructions given Shall perform his duties with dedication

Code of Conduct for Student

❖ **Maintenance of discipline and good conduct by students:**

Every student, during term course, shall be under discipline jurisdiction of competent authority which shall take appropriate action in case of indiscipline. misconduct on the part of the student.

1. Definition: In these ordinance unless the context otherwise requires, 'Student' means and includes the person who is enrolled as such by university. Affiliated College or Recognized institution and or for qualifying for any degree of diploma or certificate the university.
   Note: This includes external students also.
   Institution' means and include university/Affiliated college/Recognised institution as the case may be inclusive of the campus, Hostel, playground, Laboratory, Libraries, gymnasium thereof.
   Competent authority for the purpose of these ordinance means include Director/Head of the teaching department of the university principal affiliated college, Head of recognized institution for concerned student as such other person, vested with the authority by vice chancellor for external student

Provided in respect of misconduct regarding university examination, Execute Council shall only be competent Authority.

1. It is mandatory for every student to attend at least 75% of total lectures held in each term in the campus Schools/Departments, as per Ordinance of the Punyashlok Ahilyadevi Holkar Solapur University
2. Strict Disciplinary Action will be taken against students indulging in any kind of Ragging activity (as defined by The Maharashtra Prohibition of Ragging Act 1999) inside or outside the campus.
3. Obligation of student Every student, shall all time,
   Conduct himself properly.
   Maintain proper behaviour.
   Observe strict discipline, both within campus of the institution Hostel and also outside, in buses, Railway-Trains or at public places or education trip arranged by institution or at play Grounds
   Ensure that no act of this consciously or unconsciously brings the institution or any establishment or authority connected with it disrespect
4. Any act of a student which is contrary to the previous of clause constitute misconduct and/or indiscipline, which term shall mean and include, among others, any one more of the acts jointly or severally mentioned hereinafter, name.
   - Any act that directly or indirectly cause or attempt to cause disturbance in the lawful functioning of the institution

- Habitual un-punctuality in attending lectures, tutorials, practical and other course as may be prescribed.
- Repeated absence from lectures, tutorials, practical and other course as may be prescribed.
- Occupation of any building such as, hostel room and residential quarter such other accommodation in the premises owned or hired by the institution, without prior permission from the competent Authority.
- Permitting or conniving with any person not authorized to occupy any hostel-room, residential quarter or any accommodation or any part thereof of the institution.
- Securing admission in the institution, to any under graduate/post graduate programme or any other course by manipulation and suppression of facts or information.
- Obstruction to any student or group of students in his or there legitimate activity as such, whether in classroom, Laboratories, fields, playground, hostel, gymnasium or places of social and cultural activity within the campus of the institution.
- Suppressing material information or supply of false information to the institution, for seeking any privilege.
- Possessing or using any fire arms, lethal weapons, explosive or dangerous or corrosive substance on the premises of the institution.
- Possessing or consuming any poison or stupefying drugs or intoxicant in any form of institution.
- Ragging, bullying, harassing any student in institution or outside thereof.
- Indulging in any act as would cause annoyance, embarrassment to any other student or member of the authority of the institution to staff member or any member of family of the staff.
- Indulging in any act of violence, assault, intimidation or threatening in the institution or hostel or outside thereof.
- Destroying or attempting to destroy or temper with any official record or document of institution.
- Conduct unbecoming of the student, at any meeting or special function or sports and cultural activity arranged by the institutional or at any other public place.
- Stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student Instigating violence or participating in any violent demonstration or agitation or violent streak in the institution.
- Instigating or participating in any gherao of any official or any staff member of the Institution.
- Violation of any of the rules and regulation of the Institution or orders of the competent authority.
- Gambling in any form in the Institution.

- Disorderly behaviour in any form or any act specifically forbidden by the competent authority
- Refusal to appear to give evidence before Enquiry officer appointed by the competent authority with respect to a charge against him.
- Any act violating any provision of the University acts, Statutes, Ordinance Rules made there under.
- Conviction, in the court of Law for criminal offence, involving moral turpitude.
- Any other act not specifically mentioned hereto before which. whether by commission or omission as would in the circumstances of the case be considered by the competent authority as in act of misconduct and/or indiscipline

5 The Competent authority may impose any one or more of the following punishment/s on the students found guilty of misconduct, indiscipline, in intend there of:
    - Warning/Censure/Reprimand.
    - Fine not exceeding Rs. 1000/-
    - Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.
    - Expulsion from the concerned institution.
    - Debarring from admission to a course or courses of study in the concern institution
    - Debarring from appearing for examination or examinations ducted by the institution concerned, for a specific period, not exceed five years, Cancellation of the result of the student concerned in the examination the concerned institution, in which he has appeared.
    - Rustication from the institution for the period not exceeding years

6. If the competent authority is satisfied that there is a prima facie case inflicting penalty, mentioned in Clauses, it may itself or through other person, persons, authorized by it, for this purpose, shall make enquiry, in following manner.
    - Due notice in writing shall be given to the student concerned above alleged act of misconduct/ indiscipline
    - Student charged shall be required within 15 days of the notice to his written representation about such charge/s.
    - If the student fails to submit his written representation within specific time limit, the enquiry may be ex parte.
    - If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charges shall be given an opportunity to examine the witness concerns.
    - If the student charged, desire to see the relevant document, such document, as are being taken into consideration or are to be relied. for purposes of proving the charge or charges, may at the discretion the enquiry authority.
    - The student charged shall be required to produce documents, if any support of his defence. The Enquiry Authority may admit relevant

evidence, documentary or otherwise at any stage before the final are passed.

- Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority Enquiry Authority shall record finding on each implication of misconduct or indiscipline and the reasons for such finding and submit the along with proceeding to the competent authority

- The Competent authority on the basis of finding, shall pass such as it deems fit.

7. Provided procedure prescribed above need not be followed and all or any of provision may be waived in the following circumstance-

- When the student charged admits the charges in writing

- When the order of punishment is to be based on facts which have led to the conviction of the students charged, for the offence involving moral turpitude.

- When the student charged has absconded or for any other reasons is impracticable to communicate with him.

- If in the opinion of the competent authority, a punishment or fine not exceeding Rs. 500/ or reprimand Censure, warning is sufficient

8. if the punishment of rustication is imposed on a student by Directors of the Schools/Head of the teaching department of such other person whom the authority is vested by the Vice-Chancellor for external student, such student shall be entitled to prefer an appeal to the executive council of the university within thirty days of the receipt of the notice of punishment

9. In respect of such student, Head of the Institution shall maintain record of the punishment.

10. The Institution shall, on each occasion of any punishment being imposed any student, intimate by letter, to be sent under a Certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available the department records.

11. A copy of these rules shall be supplied to each student at the time of his/her admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of the student admission

12. If any foreign student is admitted for any course, concerned Institution shall send a copy of the rules to concerned foreign, embassy and department of external affairs

13. Post Graduate courses taught in the University are traditional and Professional Courses therefore Students must dress appropriately for the same. Shorts, short tops, short skirts and Bermudas are not allowed Teacher's instructions in this respect shall be followed.

14. Students must wear Identity cards at all times while in campus

❖ **Campus Undertakings for students**

1. I hereby undertake, if admitted, to attend lectures (Minimum 75%) and all internal assessment programs in the campus Schools. If I fail to do so, my term will not be granted.

2. I hereby submit to the disciplinary jurisdiction of the authorities of the university/and the authorities of the campus Schools and shall observe ad abide by the rules made by them.

3. I understand that if admitted, my admission will be confirmed only on my production of the transference certificate/migration certificate from my previous college/institute or educational institution and the final eligibility certificate of the University.

4. I undertake to take an identity card immediately and carry it with me while in the campus premises and to produce it when demanded by campus staff

5. I understand that the curriculum and the fee structure and admission rules and criteria for this year, post graduate/certificate course over the years is likely to be revised from time to time by the University or the state government or the campus Schools and that fees might increase and I undertake to pay the increased fees whenever demanded by the University and to comply with the rules from time to time.

6. I am aware the mobile phones or similar electronic instruments have to be switched off in classrooms, library and during any activity in the campus. It such instruments ring or are used during classes, in the library or during activities, the instruments are liable to be confiscated by the authorities or fine may be imposed by the University.

7. I am aware that smoking cigarettes or taking any addictive substance in campus premises including the canteen, hostel, mess etc. is prohibited and if found doing these, I will be liable for disciplinary action.

8. I am also aware that it is my responsibility to keep University campus premises clean.

9. I promise not to indulge in any ragging activity (as defined by the Maharashtra prohibition of ragging act, 1999) inside or outside the campus.

10. I promise not to indulge in cyber-crime or post any derogatory comment about the University, teachers or fellow students in social media

❖ **Ordinance for Students**

1. For keeping a term in any class in a University Department, a student shall attend at least 75% of lectures delivered per term, in case of a Course/courses where under keeping separate terms is prescribed whereas in case of a Course where the terms have to be kept consecutively, 75% attendance at the lectures shall be calculated for both the terms at the end of the second term Besides, the requirements for session work, performance threat and attendance there in and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms.

2. Since applications for University Examinations are required to be submitted to the University before the closing of the academic year, all such applications shall be deemed to have been provisionally accepted by the University for the purpose of including the applicants names in the list of candidates appearing at the University Examinations, provided, however that admission of applicants to the examinations concerned is liable to be cancelled or withdrawn if the Directors of Schools/University Departments concerned report to the University stating reasons, at least 15 days before the commencement of the respective examinations that the concerned applicants have not satisfactorily kept their terms for their course

3. The Executive Council may on account of bona fide illness or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the Directors/Discipline Committees in case of the post graduate courses.

4. In case a student is permitted to participate in the N.S.S. camps or to undergo training or military duties/Inter University/Inter Collegiate competitions/Sports and games by the University authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance to the student.

5. The Directors and Heads of institutions shall keep a register of the daily attendance of duly admitted students.

6. (a) To keep a term at a Schools or departments, a student must complete to the satisfaction of the Director or the Head of the Institution, the course of studies at the schools prescribed for such terms for the class to which the student belongs (b] N.S.S. participation will be willingly for the Post Graduate student of that campus Schools. The participation certificate shall be issued by the Director, NSS Section in consultation with the University authorities.

❖ **Maharashtra Public University Act, 2016**

❖ **Disciplinary Powers and Discipline amongst Students**

❖ **Sec. 127.**

1. All powers relating to discipline and disciplinary action in relation to the students of the university departments and institutions and colleges maintained by the university, shall vest in the Vice-Chancellor.

2. The Vice-Chancellor may, by an order, delegate all or any of his powers under sub section (1), as he deems fit, to such other officer as he may nominate in that behalf.

3. The Vice-Chancellor may, in the exercise of his powers, by an order, direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course or courses of study in conducted college, institution or department of the university for a specified period or be punished with fine, as prescribed by the university or be debarred from taking an examination or evaluation conducted by the department, conducted college or institution maintained by the university for a specified period not exceeding five years or that the result of the student or students concerned in the examination or evaluation in which he or they have appeared, be cancelled: Provided that, the Vice Chancellor shall give reasonable opportunity of being heard to the student concerned, if expulsion is for a period exceeding one year.

4. Without prejudice to the powers of the Vice Chancellor, the principals of conducted colleges, heads of university institutions and the heads of departments of the university shall have authority to exercise all such powers over the student in their respective charge as may be necessary for the maintenance of proper discipline

5. Provisions as regards discipline and proper conduct for students of the university and the action to be taken against them for breach of discipline or misconduct shall be as may be prescribed by the Statutes, which shall apply to the students of all its conducted colleges and university departments or institutions, affiliated colleges and recognized institutions

6. Statutes relating to discipline and proper conduct for students and the action to be taken against them for breach of discipline or misconduct, shall also be published in the prospectus of the university, affiliated college or recognized institution and every student shall be supplied with a copy of the same. The principals of the colleges and heads of the institutions maintained by the university and affiliated colleges, may, prescribe additional norms of discipline and proper conduct, not inconsistent with the

Statutes, as they think necessary and every student shall be supplied with a copy of such norms.

7. At the time of admission, every student shall sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice Chancellor and the other officers and authorities or bodies of the university and the authorities or bodies of the conducted colleges, affiliated colleges and recognized institutions and shall observe and abide by the Statutes made in that behalf and in so far as they may apply, the additional norms made by the principals of conducted colleges and heads of University institutions and affiliated colleges

8. All powers relating to disciplinary action against students of an affiliated college or recognized institution not maintained by the university, shall vest in the principal of the affiliated college or head of the recognized institution and the provisions of the sub-sections (6) and (7) including the Statutes made there under, shall mutatis-mutandis apply to such colleges, institutions and students therein.

❖ The Maharashtra Prohibition of Ragging, Act, 1999

1. Ragging within or outside of any educational institution is prohibited

2. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction be punished with imprisonment for a term which may extend to two years wood shall also be liable to a fine which may extend to ten thousand rupees.

3. Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal

4. (1) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

5. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with very severely.

6. Anti-ragging measures

With reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1950), vide notification F.1-16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime in view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" m SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009. This has come to effectiveness to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student or indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in Force.

In view of the above an anti-rugging squad is active and our campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.

What constitutes Ragging?

-Ragging constitutes one or more of any of the following acts:

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

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

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

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

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

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

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

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

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

j. In case of any such instances either directly been contacted by the senior, being a victim or if the student happen so witness any such incident which can be categorically defined under ragging as above as a campus resident he/she should immediately report to the appropriate authority Warden/Rector/Registrar/Pro Vice-Chancellor/Anti-ragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be.

k. The students who are found indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed earlier. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment

or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

l. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:

I. Suspension from attending classes and academic privileges.

II. Withholding/ withdrawing scholarship/ fellowship and other benefits.

III. Debarring from appearing in any test/ examination or other evaluation process.

IV. Withholding results.

V. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

VI. Suspension/ expulsion from the hostel.

VII. Cancellation of admission.

VIII. Rustication from the institution for period ranging from one to four semesters.

IX. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment

m. An appeal against the order of punishment by the Anti-Ragging Committee shall he,

I. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University,

II. in in case of an order of a University, to its Chancellor.

III. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

<h2 style="text-align:center">❖ Rules and Regulations for Hostel</h2>

Collective Responsibilities and General Rules

1. All residents are required to maintain standards of behaviour expected from students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

2. All residents are required to carry their valid Identity Cards issued to them by the Institute

3. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

4. 5.4 All the girl students are expected to be in the hostel before 9.00 pm. (9.30 p.m. on Saturdays and Sundays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.

5. 5.5 Rooms are allotted to each student on his/her personal responsibility. He/she should see to the upkeep of his/her room, hostel and its environment. Students should bring to the notice of the Estate Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms

6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Administration requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.

7. The students should not screen pirated / unauthorized/unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.

8. The resident of a room is responsible for any damage to the property in the room during his/her occupancy of that room and will be required to make good the damage, if any. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.

9. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified or from all the students of the hostel, as decided by the Warden.

10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which he/she will be charged a penal rent as decided by the Warden.

11. The resident shall not remove any fittings from any other room and get them fitted in his/her room.

12. The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the Hostel Administration.

13. Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises is strictly prohibited.

14. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will he taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute, Students should not smoke inside the hostel/room/common room/dining hall/toilets/corridors/terrace etc.

15. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel

16. Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not he asked to enter the hostel room on any account.

17. Any student who is found to be indulging in undesirable activities such as physical assault, damage to properly, etc., will be liable to the following punishments:
    a. He/she will be expelled from the hostel.
    b. A record of his/her misconduct will be made in the personal file.
    c. The cost of damage will be fully recovered from him/her together with penalty.
    d. He/she will also be fined commensurate with the offence committed.
    e. The privilege of appearing for campus interviews will be denied, when he/she reaches the final year.
    f. No recommendations will be given to him/her for studies abroad.

18. Any student found hosting / harbouring an offender will be also liable to the punishments mentioned in earlier rule.

19. Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

20. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.

21. Residents should not indulge in practices/activities, which may endanger their own personal safety as well as others

22. Residents will be personally responsible for the safety of their belongings.

23. Residents are required to obey all traffic rules inside the campus.

24. Residents are duty bound to report to the Warden/ Rector / Registrar in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.

25. Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors.

26. Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the Campus will be confiscated and huge penal charges will be levied Confiscated vehicles will be released only at the end of the course completion.

27. Students should not arrange any functions or meeting within the hostel outside or within the Institute campus without specific permission of the concerned authorities.

28. Students should not arrange for any picnic outside without specific permission of the Directors/Rector/Warden

29. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.

30. The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc and lock the room even when they are out for a short period.

31. Any case of theft should be reported promptly to the Security Officer.

32. The jurisdiction of hostel authority is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.

33. Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected You end up creating a bad impression of our Institute.

34. Campus authority will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

GUESTS

1. A guest of a resident may be permitted, with the prior approval by the Warden/Rector of Hostels on payment of the necessary charges. The guest can be permitted only if the permission is obtained prior to entertaining the in the room. For this purpose every person other than resident of the hostel will be considered as a guest for definition.

2. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

3. No overnight guests are permitted in a student's room without permission of the Warden/Rector: No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel

VISITORS

1. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

2. The visit of men students to the women's hostel and vice-versa is restricted.

3. Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 5.00 pm to 7.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

USE OF APPLIANCES

1. The use of electrical appliances such as immersion heaters, electric stove/heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

2. The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, video displays is prohibited. The students should not hire objectionable/pirated CDs from outside.

3. **When the students go out of their room they should switch off all the electrical / electronic appliances and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.**

- **Safety & Personal Belongings:** The hostel warden shall provide keys of the allotted room to the respective students. Students shall NOT use other lock and key for locking their rooms. Students are responsible for safety of their all valuables and these should be kept in the cupboard under lock and key Students should not leave mobiles, ornaments and other valuables unguarded. Students will not change lock and key without permission of the Rector/Campus Administrator and are advised to get duplicate keys made with the permission of Rector/ Campus Administrator to guard against loss of keys. Students residing in the hostel will be staying at their own risk, liability and consequences

- **Political or Communal Activity:** Students shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of matter including political or communal matters.

- **Media:** Students shall take prior written permission of the Warden/Rector/Registrar before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

- **Medical:** It is obligatory for all students staying in the Hostel to undergo medical check-up. In case of medical emergency, the student will be shifted/referred to the Hospital. Please inform the hostel authority warden any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered.

- **Silence:** Strict silence shall be observed in hostel from 10.00 pm to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be entertained. Recreational facilities will be turned off at 10.00 pm.

- ➢ **Celebration of Festivals and Birthdays:** Student shall take prior permission of the Registrar for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort to other students. No outside guest or interference of any kind will be allowed.

- ➢ **Cleanliness:** Students shall keep their rooms, veranda and supporting areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Warden has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.

- ➢ **Hostel Staff:** Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind will be given to the staff of the Hostel.

- ➢ **Local Guardian:** Students will register details of local guardian duly authenticated by them parents. Students' copy of hostel rules will be similarly signed by the local guardian. Students not having local guardian will be required to get a fax/e mail from guardian/parent for night outs.

- ➢ **Suggestion Box/Register:** Suggestions and complaints should be either deposited in the Suggestion Box or should be entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

- ➢ **Identity Card:** Students will always carry Identity cards with them when moving out of the Campus, as in an emergency/accident the institute can be contacted and informed. It can also be used for treatment in an empanelled hospital under Medical Insurance Scheme. Security personnel have been asked to check ID cards of students entering the campus. Names of those not carrying them will be reported to Campus Administrator for action.

- ➢ **Room Checking:** The Management/Hostel Wardens along with Security Guards may at their discretion inspect/Check any room or students belongings in the presence of the students living there-in and security guard any time of the day or night.

- ➢ **Notice Period:** A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel

within five days of completion of her/his examination or any such academic requirement, whichever is later Any extra day will be charged as per norms and for such extra days, prior permission from the Rector/Campus Administrator is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Rector/Campus Administrator in presence of a senior official with no responsibility of the Management for the loss, if any

➤ **Expulsion from Hostel:** The Campus Administrator reserves the right to terminate the occupancy of the students for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded. Similarly Students recommended for expulsion from the institutes, will also be expelled from the hostel.

MESS:

- Student shall pay full mess fee for one month in advance If a student is sick, written application by the student endorsed by the Warden/Rector and medical certificate by Medical Officer should be given to Supervisor for serving food in the room.

- Students are requested not to waste food. Outsiders are not allowed in the mess. Students must inform their non-availability or night out to the Mess Supervisor well in advance. Outside food parcels are strictly not permitted in the hostel.

- Guests are allowed in mess only with prior permission of the Warden and on payment of charges applicable.

- **Timings for Mess:**
  o These timings shall be strictly adhered to by all hostellers.
  o Lunch -10.00 am to 2.30 pm
  o Dinner - 7.00 pm to 9.30 pm (up to 10.00 pm on Saturday and Sundays)

Campus authority will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits.

Help us to Help you…!!

DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Date: _____

Name of the Student: _____

Batch: 20___ - 20____

Course: _____

Room No: _____

   Signature of the Student.   Signature of the Hostel Warden

1. I_____, S/o. D/o. Mr. / Mrs. / Ms. _____ Have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and have carefully gone through it.

3. I hereby undertake that

- I will not indulge in any behaviour or act that may come under the definition of ragging.

- I will not participate in or abet or propagate ragging in any form.

- I will not hurt anyone physically or psychologically of cause any others harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and for as per the law of the land.

Signed this on Date: _____

Signature of the Student: _____

Name: _____

Address: _____

Intellectual Property Rights (IPR) Policy
January - 2026

Intellectual Property Rights (IPR) Policy

Preamble:

Faculty, staff and students of Punyashlok Ahilyadevi Holkar Solapur University are engaged in Research & Development work of diverse nature. Many of these R & D Programmes lead to evolution of intellectual property (IP) in the form of patents, know-how, copyrights, designs, instruments, devices, processes, specimens, software and other inventions, which can be

commercially exploited either with or without registration under the Patents Act/Copyright Act. Such a commercial exploitation can be of considerable socio-economic benefit to the country. The University, therefore, encourages the protection and licensing of such IP to organisations which can effectively utilise the same for commercial exploitation. This would yield financial returns to the University and partially support the R & D efforts.

Intellectual property could result from research supported by the University or government departments or from research supported by industry or independent research organizations such as BRNS, DSTCSIR, DRDO, etc. Funded research may impose contractual obligations on the University with respect to ownership/licensing of intellectual property, which have to be agreed upon clearly and explicitly at the time the contracts are entered into. This document states the policy of the University with respect to protection, ownership and licensing, of IP that is generated with/without external funding.

Guidelines:

This IPR policy is to be followed in all matters related to IPR at the Punyashlok Ahilyadevi Holkar Solapur University, Solapur. In view of the evolving nature of the IP scenario, this policy may be modified from time to time to suit the emergent needs or on a case-by-case basis. The IPR committee will address such specific cases by using this IPR policy document as the guideline.

IPR Cell is the nodal agency of the University for processing all IPR related matters addressed in this policy, viz. any intellectual property generated out of the intellectual effort of the creator employed temporarily or permanently at University or studying at University.

1. Objective

The objective of this policy document is to lay down the policy to:

a) foster, stimulate and encourage creative activities in the widest sense in the areas of technology, sciences and humanities.

b) protect the legitimate interests of faculty/scholars/students of the University and the society and to avoid as far as possible conflict of opposing interests.

c) lay down a transparent administration system for the ownership control and assignment of intellectual properties and sharing of the revenues generated by the intellectual properties generated and owned by the University.

2. Definitions

The meaning of terms in these rules is as given below, unless the context otherwise requires.

a) **"Copyright"** means the exclusive right granted by law for a certain period of time to an author to reproduce, print, publish and sell copies of his or her creative work.

b) **"Creator"** means any employee of the Punyashlok Ahilyadevi Holkar Solapur University, Solapur and includes those who are on probation, those who are employed on temporary basis either in the University and/or in projects and those who are research workers,

research scholars or students who are responsible for the creation of an Intellectual

Property, using the facilities of the University.

c) "**Director**" means the Vice-Chancellor of the Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

d) **"University"** means the Punyashlok Ahilyadevi Holkar Solapur University, Solapur.

e) **"Intellectual Property"** broadly includes any property generated out of intellectual effort of the creator(s). It includes but not limited to

(i) New and useful scientific and technical advancement in the form of innovations, inventions, products and processes, computer hardware and software, materials, biological varieties etc. which are patentable.

(ii) Industrial and architectural designs, models, drawings, software, creative, artistic

and literary works teaching resource materials generated, records of research etc., which

are copyrightable.

(iii) Trademarks, service marks, logos etc.

"IPR Committee" The committee constituted by the Vice-Chancellor from time to

time to evaluate and make recommendations regarding IP related issues.

g) "Patent" means a patent granted under the provisions of the Indian Patents Act, 1970.

h) "Patentee" means the person for the time being entered on the Register of Patents

kept under the Indian Patents Act, 2002 as the generator or proprietor of the patent.

Revenue" is any payment received as per an agreement by the University usually for legal use of an Intellectual Property through a license.

3. Ownership

a) Inventions, Designs, Integrated Circuit Layouts and other creative works:

(i) University shall be the owner of all intellectual properties (IP) including inventions, software, designs and integrated circuits layouts, specimens, created by creators, unless

specific agreements / contracts are entered into by the University as described below, prior to the creation of the IP, with an agency funding the research leading to the creation of the IP or with a temporary employee or student.

(ii) Specific provisions related to IPR made in contracts governing the collaborative activity shall determine the ownership of IP arising out of sponsored or collaborative research or consultancy assignment. The MoU / contract for such a project may require (a) joint ownership of such IP between Punyashlok Ahilyadevi Holkar Solapur University, Solapur and the sponsor or (b) full ownership of such IP by the sponsor or (c) exclusive licensing of such IP owned by the University to the sponsor or its nominees or (d) a separate agreement / contract to be entered into at a later date consequent to creation of such IP, for exclusive / non-exclusive ownership / licensing of the IP. In all these cases, the contract / agreement / MoU will specify conditions such as right of first refusal to such IP if applicable, the fee/royalty payable for ownership / licensing of such IP as applicable and also specify how the patent filing, registration and maintenance costs will be borne by the sponsor and / or the University. When faculty / staff enter into an agreement for undertaking sponsored research or consultancy, they are required to assist the University to determine which of the above options is applicable to the particular project given the nature of research proposed to be undertaken, the degree to which prior relevant expertise of the researchers and University facilities are leveraged and the amount of funding provided.

(iii)   If an IP is created as a result of a sponsored research project or consultancy assignment/project where the contract / MoU / agreement does not specify the ownership and / or licensing of such IP,, the University and the sponsor shall jointly own the IP. The University may however, if it deems appropriate, enter into a separate agreement / contract with the sponsor for licensing the IP to it, which will specify payment of additional fees /royalty.

(iv)   An employee of the University who is on sabbatical or other forms of long leave or a student who is on leave or is permitted by the University to be employed in an organization while being registered as a student and who is engaged in research in an/the organization with the permission of the University, will be permitted to directly negotiate with the organization, the terms of any IP sharing that is generated, in its entirety and without any use of University resources, during the duration of the engagement in that organization. However, any revenue that is received by the employee/student subsequently while on duty at the University, as royalty / fees for the IP generated as above, shall be subjected to the prevailing IPR revenue sharing norms of the University. IP developed by the said employee or student during this period without involvement of creators who are employees or students of the University will be outside the purview of this policy. However, in case the IP so created by the employee/student, during the leave period as described above, is based in part or full on prior IP developed at the University, the employee/student is required to inform the University and enable the University to enter into a licensing agreement with the organization in which the employee/student is temporarily engaged.

b) Copyrightable Works:

(1) Ownership of copyright of all copyrightable work including books and publications shall rest with the creator of the original work with the following exceptions:

If the work is produced during the course of sponsored and/or collaborative activity, specific provisions related to IPR made in contracts governing such _ activity shall determine the ownership of the copyright.

(ii)University shall be the owner of the copyright of work, including software, created with significant use of University resources.

(iii)   University shall be the owner of the copyright on all teaching material developed as part of any of the academic/distance learning programs' of _ University. However, the creator(s) shall have the right to use the material in her/his professional capacity.

c) Trade Mark(s) / Service Mark(s):

Ownership of trade mark(s), service mark(s) logos created for University shall be with the University.

In cases of all IP produced at the University, the University strongly desires to retain a non-exclusive, free, irrevocable license to copy/use the IP for teaching and research purposes only, consistent with confidentiality agreements entered into by the University, if any. This is to enable the University to benefit from IP created by its staff and students for carrying out its teaching and research functions.

4) Evaluation and Management of IP

The IPR Cell of the University is responsible for evaluating, protecting, marketing, licensing and managing, the IP generated at the University. The creators of the IP shall provide all the necessary information to IPR Cell to enable it to determine whether the University desires to own and manage the IP. An Invention will typically be patented by the University if it has ultimate commercial motivation and viability, even if it is not in the immediate future. If the University decides not to own and manage the IP, it shall permit the creator(s) to file patents and protect the IP on their own. However, share of the University in revenue

resulting to the employee / student from licensing from such IP will be determined as described in Section 9. In the case of patentable IP, it is essential that patent protection is filed before publication or disclosure in any other form in public domain of the patentable IP. The IPR Committee will examine the IP application and will then make specific recommendations regarding Patentability/Registration of the proposal by the University. The committee may seek the assistance of experts for this purpose. In all these endeavors confidentiality of the IP shall be strictly ensured.

In case the contract / agreement / MoU with a sponsor specifies that the sponsor will manage the process of filing of patents and bear the associated costs, the creators will provide information to the IPR Cell / Office of each such filing / application. Details of the invention need not be provided in such cases in the interest of confidentiality, if so desired. Progress of

the application through various stages, such as PCT, national phase, etc will be informed to the IPR Cell by the creators as and when the creators become aware of such progress.

5) Registration of patents /Copyrights:

a) Filing of Applications in India

Creators of the know how/designs/instruments/devices/processes/ specimens and other such IP, who want to get patent(s) for the patentable IPs are required to make an application for the purpose to the Director, Innovation, Incubation and Linkages as per the procedure specified by the University at the time. In case, a sponsor of the research leading to the IP has contractually undertaken the responsibility of filing of applications, the creator may interact with the sponsor for the filing, after informing the Patent Cell / Office of the same. The creator is required to keep the Cell / Office informed of the progress of the application as it goes through various stages. The details of the application such as title, names of inventors, etc. must be provided, although the invention details need not be provided as long as the details are not public knowledge in the patenting process.

Creator(s) are encouraged to file a provisional patent as soon as possible in order to protect their rights to the IP. As part of this process, a search report can also be obtained of existing patents that may relate to the key contributions of the proposed patent, to assist the creator(s) in their decision regarding filing of an application. If the creator(s) can pay for the cost of provisional filing from (a) the funds of the research project resulting in the IP or (b) the PCF(s) of the creator(s) or (c) Development fund of the department(s) of the creator(s) with approval of the concerned department Heads or (d) personal financial resources of the creator(s), the permission for filing of provisional patent will be given automatically before evaluation of the application made by the creator(s) by the IPR

Committee. In such cases, the technical details of the invention need not be provided to the

IPR Cell at this stage in the interest of confidentiality. However, should the University after

due evaluation decides not to manage the IP, the provisional application will lapse, unless

the creator(s) decide to take up the subsequent stages on their own. In such cases, the University will waive its rights to the ownership of the patent rights. If University decides to jointly or fully own and manage the IP, it will bear all costs related to filing and protection after the date on which it decides to do so. In case, the creator(s) paid for the provisional filing from personal financial resources or PCP', these costs will be reimbursed after the University decides to own and manage the IP.

IP-related information will either not be disclosed at all or be provided on a need-to-know basis to certain employees of the University. All University employees associated with any activity of University shall treat all such IP-related information, which they may have access to as part of their official duties, as confidential. Such confidentiality shall be maintained till such time as required by the University or by the relevant contract, if any, between the University and concerned parties, unless such knowledge is in the public domain or is generally available to the public.

b) Filing of Applications in Foreign Countries

The University may consider requests for registration of Patents in foreign countries, based on the merit of the IP. Typically, the process to be followed in such cases is the filing of a provisional application, detailed evaluation of the commercial potential of the IP in the countries proposed for filing, filing of PCT application in case such potential is present, followed by national phase filing in the selected countries. During the time before the process reaches the national phase, the commercial potential will be continually assessed and if at any time it appears that the commercial potential in a foreign country appears to be low, University may decide to not file in the particular country. During this period, the creator (s) are also encouraged to apply for financial support for international filing being provided by several ministries to public institutions. If the University decides not to file such a patent in any foreign country, the University shall assign the rights for the IP in that country to the creator (s) and permit the creator (s) to protect the IP in that country either on their own or in partnership with a sponsor. Any revenue accruing to the creator (s) as a result of exploitation of the rights assigned to the creator (s) in that country will be subject to the rules for sharing of revenue with the University that are applicable to the creator (s)

8. Licensing of IP

University, through its IPR Cell or its agents or the creator(s) may approach external agencies for licensing of IP owned by it. All agreements shall be signed by the Director, Innovation, Incubation & Linkages and the creator(s) of the IP being transferred, on behalf of the University.

In case of IP involving more than one creator, a coordinator from among the creator(s) shall be identified by the creators, for IP protection purposes. At this stage, all members of the group of creators shall sign a revenue sharing agreement for the IP being transferred. This revenue sharing agreement may be modified at any time on mutual consent among the creators and intimated to the Director Innovation, Incubation & Linkages. Any conflict with regard to revenue sharing among the creators will be resolved by the University which is binding on all the creators of the IP.

9. Revenue sharing

a) The revenue shall be divided among the creators as per the prevailing IPR revenue sharing norms of the University at the time of signing of the agreement. In case the patent filing and registration costs for one or more countries are not borne by the Institute, the creator can first deduct the costs incurred by the creator in this regard and in regard to maintenance of such patents from income accruing to the creator from the

commercialization of the patent in those countries. Excess income beyond such recovered costs will be shared with the Institute as per the prevailing norms of the Institute. Any MoU signed by the University with the sponsoring agency based on which the IP is generated, or with any patent filing organization, may supersede provision under this clause. The share of profit from the registered patent, copyright etc. shall be in the tune of 70% of the creator and 30% to the

University. The creator shall obtain the consent/ permission of university before commercializing the registered IPR in any form.

b) The creator(s) can start a new research project with the amount available to them from such revenue, i.e. the entire amount or a partial amount of the creator's share can be put into a new research project for further development on the patent topic or further research in a related area. On request by the creator(s), the University will contribute an equal share, but the maximum share of such contribution by the Institute will be limited to 50% of the revenue accruing to the University.

10. Exception in case of IP unrelated to official work

Creator(s) may apply to the University for permission to patent / license know-how to organizations by themselves, when such IP is not related to the official duties and roles of the creator in the University. Such IP will typically in an area totally unrelated to the

professional expertise of the creator for which the University has employed him/her. IPR Committee will examine the proposal and recommend whether or not the request by the creator(s) can be acceded to. If on the recommendations of the Committee the Vice

Chancellor permits the creator(s) to own/protect/license the IP independently, the creators will be the sole beneficiary of all earnings from such IP and no amount therefrom

will be payable by the creator(s) to the University.

11. Copyright

a) All Ph. D. / M.Phil. theses are to be copyrighted with a copyright note: Punyashlok Ahilyadevi Holkar, Solapur University (year). All rights reserved. The technical reports, review works, may also be copyrighted, if the author wishes to copyright.

b) The author of a report may also request to copyright on behalf of the University, any other material such as M.Sc. project reports.

c) While copyrighting the thesis it is responsibility of the creator to ensure that the contents do not violate any copyright rules. If diagrams, tables and text are reproduced from any other copyrighted work, prior permission is to be obtained by the creators from the owner of the copy right document from where the material is taken.

d) If information form some other sources are included, appropriate acknowledgement has to be given to this source, as per copyright law.

e) Exceptions:

(i) The ownership of the copyrights by the University way deprives the claims of the creators/ authors to publish the contributions in scholarly and intellectual work and their authority to improve, publish and propagate the work. When a journal that accepts a paper submitted by an employee/student requires copyright for the paper to be given to them before publishing the said paper, the employee/ student may do so.

(ii) The University may waive ownership of copyrights it owns in favour of the author(s), contributors(s) on request.

(iii) Students and scholars may be allowed ownership of the copy rights to their works provided.

• They do not result from works for which they had received financial or supervisory support of any form from or through the University.

• The work does not include any material generated entirely or partially with the help of University facility or ongoing research programme or the intellectual input of any employee of the University.

12. Computer Software

a) A Computer software may be patented, copyrighted or trademarked depending upon the IP Content. A computer Software may be distributed by its creator to researchers / teachers / students in other institutions for research and teaching purpose only after obtaining appropriate undertaking from the recipient to the effect it will not be used for commercial purpose nor will it be transferred to any other party without explicit permission of the creator / University. This transfer does not liberate the software from

IPR protection. The creator may decide to put IPR protectable software on public domain in

the spirit of dissemination of scientific knowledge or set standards or obtain scientific feed back from the users to advance the research. However, the creator is encouraged to protect IP of such software as per the usual procedure.

b) The legal and IPR restrictions by the suppliers of the software in the use of all software procured by the creators shall be clearly understood and adhered to.

c) University encourages incorporation of software without license restrictions in the research and development works undertaken by its employee / students since they do not

restrict, constrain and impair the University right to develop and distribute the R & D work.

d) Before copyright and patent for software ownership is sought for by creator(s) the terms and conditions are to be settled with the owners of the copyright to the original software platforms, based on which the new software may have been developed.

13. Publication based on IP

a) Faculty members, scientific staff, research scholars disseminate their creative work through publications for which they generally have unrestricted freedom. Publications constitute only a part of the body of knowledge generated. The University policy is to

encourage transfer and dissemination of knowledge in as complete a form as possible subjected to the following restrictions.

(i) In the case of publications based on externally sponsored work permission from the sponsoring agency may sometimes be contractually required. The University agreement with

the sponsor usually requires that this permission may not be normally denied except so far as to protect any tangible IP which may be of commercial value or of security interest to the sponsor and the sponsor will act within a reasonable time to give the permission to publish.

(ii) All publications based on sponsored project shall also acknowledge the sponsor's

support for the work reported in the publications.

(iii) All the contracted obligations have to be adhered to by the creators in the case of IP generated through sponsored work.

b) In Case of patentable IP, it is desirable to obtain the patent protection at lease in the form of a provisional application before such an IP is either published or exchanged so that both academic and commercial value of the IP is protected.

c) In order to protect the commercial value of an IP without affecting the exchange of information, a special confidentiality agreement may be signed between interacting parties before exchanging the information about any IP.

14. Agreements and Contracts

a) Agreement Categories and authorized signatories

All agreement including but not limited to the following categories, are to be approved by University.

i. Confidentiality Agreement, Classified Information Non-disclosure (Specific) Agreement, only to enable the University to ensure that the Agreement does not render the University liable in any manner for breach of the agreement. Since such agreements often need to be entered into quickly to enable progress in collaboration / interaction, Institute will respond promptly if the Agreement is entirely between the external party and the employee or student and the Institute is not directly or indirectly made liable by the Agreement in any manner.
ii. Revenue Sharing Agreement, Indemnity agreement.
iii. Evaluation Agreement, Consultation Agreement, Research and Development Agreement (R & DA/MOU)
iv. Technology Transfer Agreement, License Agreement, IP assignment agreement.
v. Alternative Dispute Resolution Agreement.

Director, Innovation Incubation & Linkages as designated by the Vice Chancellor, acts as the final signing authority in all the categories of agreements listed above, except confidentiality agreement which may be signed by the creator with the consent of Director, Innovation Incubation & Linkages.

b) Infringements, Damages, Liability and Indemnity Insurance

(i) In any contract with the licensee, Institute shall obtain indemnity from legal proceedings against the Institute including its employees, without limitation, due to reasons including but not limited to manufacturing defects, production problems, design guarantee, up gradation and debugging obligation.

(ii) Generally, University shall obtain, through appropriate agreement, indemnification from the organization to which IP is transferred, against any direct or third-party legal liability arising out of commercial exploitation of IP.

(iii) Any computer software developed and distributed by the University either through public domain or commercially, shall have explicit disclaimer against any liability arising out of the use of software by any user.

(iv) University shall retain the right to engage in any litigation concerning patents and

license infringements.

c) Conflict of Interest

(i) The Creator (s) are required to disclose any conflict of interest or potential conflict of interest. If the Creator(s) and /or their immediate family members have a stake in a licensee or potential licensee company then they are required to disclose the stake they and /or their immediate family have in the company.

(ii) A license or an assignment of rights of any IP to a company in which the inventors have

a stake shall be subject to the approval of the Director, Innovation Incubation & Linkages

consideration this fact.

15. Dispute Resolution

In case of any dispute with regard to IPR policy, the decision of the University shall be deemed final and binding.

16. Jurisdiction

As a policy, all agreements to be signed by the University will have the jurisdiction of the courts in Solapur and shall be governed by appropriate laws in India. Exceptions to this may be allowed in certain cases by the University.

IPR Fee Structure

I) Patent:

Event	Official Fee (in INR)	Professional Fee (in INR)
INDIA (Filling stage)		
Conducting Search and Analysis	NA	3,000
Drafting the Complete Specifications	NA	20,000
Filing fee	Form 1: 1,600 (Containing 10 Claims & 30 sheets) POA: 500	Nil
Request for Early Publication	Form 9: 2,500	Nil
Request for Examination OR Request for expedited Examination	Form 18: 4,000 Form 18 A: 8,000	Nil
INDIAN PROSECUTION		
Reply to FER (First Examination Report)	As applicable if any	12,000
Attending the hearing, if any & filing the post-hearing written submission	As applicable if any	20,000 (If the type of objection is major technical in nature in the Hearing notice) OR 10,000 (If the type of objection is minor/formal in nature in the Hearing notice)

II) Industrial Design:

Event	Official Fee (in INR)	Professional Fee (in INR)
Search, preliminary analysis, filing & processing	Individual/ Individuals: 1000	10,000
Attending the hearing & filling the written submission (Rare case)	As applicable if any	3,000

III) Copyright:

Event	Official Fee (in INR)	Professional Fee (in INR)
Literary work	500	4,500
Cinematographic Work / Video	5,000	6,000
Audio Song	2,000	5,000

- **University will provide support for IPR (patent/Copyright/Design) drafting charges (complete specifications) and Renewal charges to Inventor of the University. It is mandatory that the University name as an applicant.**
- **If One the Inventor is from other Institution/ University/ Industry, 50% drafting charges will be paid by the University.**
- **Other Charges (Filing Charges (Official fee) / FER/Hearing etc.) will have to pay by Inventor.**

T &C:

1) In respect of Patent, if it appears that the invention is NOT complete and you would like to file the provisional application to secure the priority date then INR 10,000/- as professional charge is to be paid with addition to the aforesaid fees in respect of patent matter;
2) If the invention is related to the biological material, then our charge for filling & processing the NBA (National Biodiversity Authority, Chennai) application and other legal formalities is INR 7,000/- with addition to the aforesaid fees in respect of patent matters;
3) In case there is second hearing or the Controller wants some further amendment after the 1st hearing submission, then our charge for such compliance is INR 6,000/- with addition to the aforesaid fees in respect of patent matters
4) The payment shall be paid at stage once such stage will come;
5) The above-mentioned fees are strictly applicable for prosecution (up to grant) only; &
6) The taxation shall be applicable as per the Govt. norms.

राष्ट्रगीत

जन गण मन–अधिनायक जय हे भारत –भाग्यविधाता ।

पंजाब, सिंध, गुजरात, मराठा, द्राविड, उत्कल, वंग

विंध्य, हिमाचल, यमुना, गंगा, उच्छल जलधि, तरंग,

तव शुभ नामे जागे, तव शुभ आशिष मागे,

गाहे तव जय गाथा, जन गण मंगलदायक जय हे,

भारत–भाग्यविधाता ।

जय हे, जय हे, जय हे,

जय जय जय जय हे ।।

- रवींद्रनाथ टागोर

वंदे मातरम्

वंदे मातरम् वंदे मातरम्

सुजलाम् सुफलाम् मलयज शीतलाम्

शस्य श्यामला मातरम् वंदे मातरम्

शुभ्र ज्योत्स्ना पुलकित यामिनी

फुल्य कुसुमित द्रुमदल शोभिनीं

सुहासिनीं सुमधुर भाषिनीं

सुखदां वरदां मातरम्

वंदे मातरम

- बंकिमचंद्र चटर्जी

Internal Quality Assurance Cell (IQAC)

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