

# Student Welfare Policy

MSRUAS/REG/STW POL/2014-15



  
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Bangalore - 560 054.

  
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***This Policy entitled "Student Welfare"  
is applicable to all students of MSRUAS  
from the Academic Year 2014-15  
(As per the SRAs of the respective Faculty)***

  
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## A. Student Welfare

### A.1 Preamble:

Higher Education Institutions (HEIs) are not only centers of academic learning but also communities where students spend a significant portion of their formative years. HEIs have a pivotal concern in recognizing the importance of holistic development and wellbeing students and aim to impart guidance to individual development of the students in the social context within and beyond the academic ambience and its purview.

MSRUAS has the understanding and knowledge of the rapid changes being witnessed in both global and local contexts from the societal, social, economic, and educational perspectives. With this in view, MSRUAS has taken steps to initiate and institute policies and practices through which utmost care and importance is devoted to the welfare of all the students.

#### A.1.1 Scope of the Policy

The student welfare policy is envisaged to ensure a range of student welfare measures/services encompassing developmental, preventive, and remedial measures. The same is shown pictorially in Figure -1. These measures are in turn associated with the curricula, activities, and student support system in meeting the social and personal needs of students.

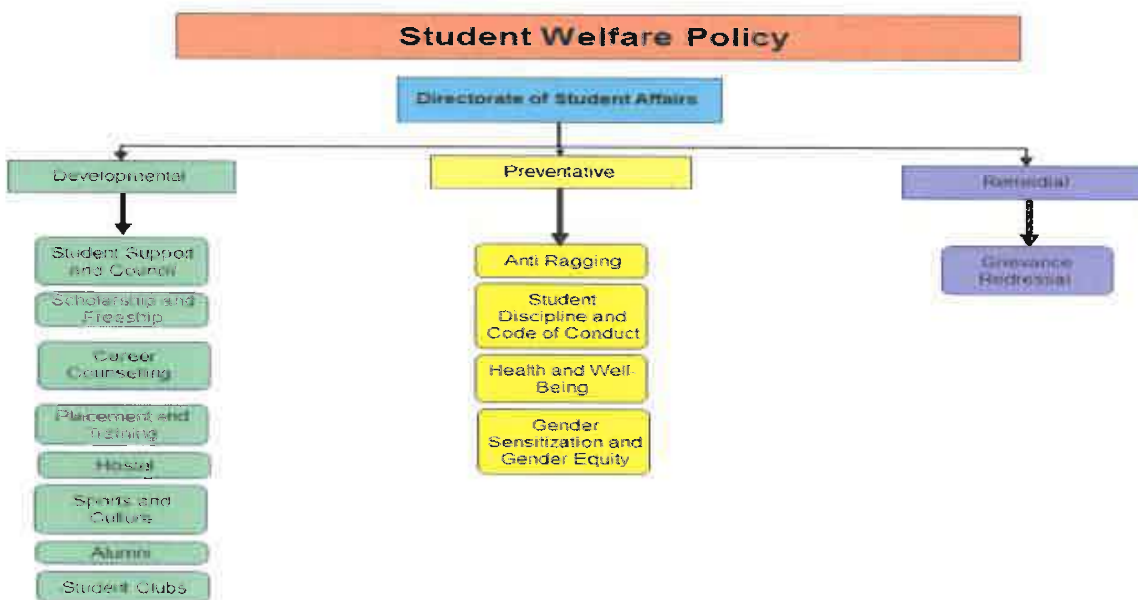


Figure 1: Organization of Student Welfare Policy

In the context of this policy statement, 'Student Welfare' includes everything that MSRUAS will strive to do in meeting the personal and social needs of students, thereby enhancing their well-being. Summarizing, 'Student Welfare Policy' is the overall depiction of all of the policies, structures and activities which are proposed, planned and practiced by the MSRUAS for the promotion of Students' holistic welfare by recognizing, valuing and developing each student as an unique person possessing some personal traits and admirable attributes.

### **A.1.2 Purpose of the Policy**

This policy aims at the formulation of a framework within whose purview, the individual and collective needs of students can be met through the provision of an ambience in which student fraternity can learn, live and work in an environment of harmony, goodwill, responsible and responsive. MSRUAS endeavors to instill in its students a sense civility and purpose in life, so that they emerge as citizens of impeccable integrity, professionalism and honesty by encouraging them to adhere and adore the stipulated norms, conventions, rules and regulations. While encouraging and motivating the students by highlighting its ever-unwavering willingness towards students' interest and welfare, the policy also promptly indicates the University's nonnegotiable discipline to which the students should always and every time should respect, follow, and heed to. The policy also clearly spells out the utmost reverence attached towards non-discriminatory approach imbibed and adopted in the University's philosophy of work culture towards the student fraternity irrespective of diverse backgrounds pertaining to Caste, Creed, Colour, Gender, Religion, Language, faith, domicile and Nationality.

Through this envisaged policy, MSRUAS aspires to provide them a conducive environment through which the students enjoy:

- Joyous journey of peaceful and harmonious learning environment
- Conducive academic ambience to express and enrich their intellectual abilities.
- Responsive atmosphere where their due rights are duly respected and their justifiable and wanton needs are met with an admirable sense of reciprocation.

### **A.1.3 Policy Objectives:**

The specific objectives of the “Student Welfare Policy” are:

1. To promote and foster an environment of a fair, transparent, and high-quality education through the students can envision to transform and perform to the best of their strength and attributes.
2. To heed to the reasonable and justifiable needs, requirements, and expectations of the students.
3. To promote a culture of wholehearted acceptance to adherence to the highest standards of behavior and dignity expected by MSRUAS.
4. To discourage all forms of “indiscipline”, “misconduct” and indulgence to unlawful activities irrespective of the circumstances and contexts.
5. To imbibe in students the importance of sense of care, respect, courtesy, goodwill and humane gesture towards treating their friends, classmates and staff members of the University.
6. To establish a streamlined, transparent, objective, non-discriminatory unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
7. To formulate a well-structured pragmatic policy on eligibility requirements and criteria for the award of concession to the students.
8. To highlight and enrich the contextual knowledge of the students to admire and assess the issues of societal, health, safety, legal and cultural issues, which will enable them to become honest, humane and law abiding citizens with enviable ethics and integrity

### **A.2 Directorate of Student Placement, Welfare & Career Advice**

The Director (Student Placement, Welfare & Career Advice) shall be appointed by the Vice Chancellor in the manner provided under **Section 10.1** of **Statute 2.2**. The terms and conditions of employment of the Director (Student Placement, Welfare & Career Advice)/Director-SPWCA shall be those contained in his/her contract of employment. The position of Director-SPWCA is a University-level position. The Director-SPWCA is the head of the **Directorate of Student Placement, Welfare & Career Advice** and is



responsible for the effective functioning of this Directorate. The Director-SPWCA shall be assisted in his/her responsibilities by officers responsible for Student Placement and Welfare at each Faculty of the University. The Director -SPWCA shall exercise such powers as may be prescribed by these Statutes or as may, subject to these statutes, be assigned to him/her by the Vice Chancellor and/or the Board of Management.

#### **A.2.1 Duties and Responsibilities of Director - SPWCA**

The Office of Director-SPWCA is a measure of affirming the commitment MSRUAS to the overall wellbeing of its students with its mandate spanning the activities both inside as well as outside the classroom. Director-SPWCA plays a pivotal role in the formulation as well as implementation of all the initiatives directed towards the welfare of the Students Fraternity.

The operational and administrative roles and responsibilities of Director-SPWCA can be summarised as follows.

1. Developing strategies for student internships and placements.
2. Developing a network of contacts with industry in India and abroad and with Universities overseas for student internship opportunities.
3. Developing a network with industry, business, and other organizations for student placements.
4. Organizing specialist training programmes for students to improve the prospects of their employability.
5. Organizing campus interviews for students.
6. Coordinating with members of the faculty for career advice.
7. Organizing career advice sessions from specialist invitees.
8. List various student welfare measures and create a plan of action for implementation of the same.
9. Act as a guardian when a student is sick, has an accident or is involved with a law-and-order

issue.

10. Acts as Chief Warden of the Hostels.
11. Responsible for Sports activities of the University.
12. Organizing Social Service Programmes.
13. Redress student grievances through a committee.
14. Conduct Student Experiences Committee Meetings and initiate action through appropriate channels within the University.
15. Update membership of Alumni Council and organize the Annual Alumni Day activities.
16. Nominate a Faculty Coordinator in consultation with Deans to coordinate Student Competitions and Exhibitions held within and outside the University.
17. Nominate a Faculty Coordinator in consultation with Deans to coordinate various Cultural Activities of the University.
18. Generate periodic Performance Reports and forward this to the University Performance Review Committee.
19. Plan the annual budget for the operation of the Directorate.
20. Any other activity related to Student Placement, Welfare & Career Advice.

The important mandate of the Director- SPWCA shall be to serve as a Symbol of Assurance to the students in their acute need of assistance or support and to act as a Figure of motivation to instill the feeling of doing well and aspiration in times of joy and success.

**A.2.2 Student Council****A.2.2.1 Introduction**

An active and vibrant Student Council is an important student centric body of any University offering higher education. MSRUAS aspires to have one such student council as a platform for students' participation in the development of the institution through academic/ administrative activities as well as co-curricular and extra-curricular activities. The nomination of students to the council from each Faculty is based on their academic excellence and their inclination towards sports and cultural activities. The Student Council has representation in various committees (like Placement Committee; Cultural Committee; Sports Committee; Hostel & Mess Committee; Alumni Committee etc.) functioning both at UG and PG level at the University. It helps in developing leadership skills, team skills, decision making ability and self-discipline among the students. It helps the institute to generate creative ideas which instils vigour in the University's environment.

The Student Council representatives shall

- Be part of Anti-Ragging Committee and participate actively in creating awareness amongst batch mates about anti- ragging, reporting incidents of ragging to the concerned authorities and mentoring the junior students.
- Coordinate the various Student Clubs and to assist in conducting co-curricular and extracurricular so that every student at RUAS gets an opportunity to discover his/her inner potential.
- Coordinate cultural and sports activities.
- Coordinate Service to Society activities.
- Interact with Alumni to share their expertise with the current students.
- Be the voice of the student community.

## **B. Fee Concessions and Scholarships**

### **B.1 Introduction**

MSRUAS acknowledges that the Scholarships are an integral part of its commitment to providing access to higher education and supporting academic excellence. Various concessions and scholarships are proposed to be awarded to deserving students by the Government of India and Government of Karnataka. However, to motivate and encourage deserving students and high performance, M.S. Ramaiah University of Applied Sciences has developed its own Scholarship schemes in terms of Fee Concessions. The policy aims to ensure transparency, equity, and accountability in the scholarship program.

### **B.2 Scope of the Policy**

The scope of the policy is to provide awareness about the various scholarships and concessions with the associated eligibility for availing the same. All the students registered under the various programmes may use the provisions subject to meeting the eligibility requirements.

### **B.3 List of Scholarship**

#### **B.3.1 Government Scholarship**

Students shall be provided with awareness and assistance to apply for scholarships offered by various Departments of the State/Central Government as part of their welfare measures.

#### **B.3.2 MSRUAS Scholarship**

MSRUAS shall frame and introduce scholarship schemes, including as mentioned below, providing the required financial budgetary support based on various parameters.

- i. Merit-Based Scholarships: Awarded to students based on academic achievements and exceptional talents.
- ii. Need-Based Scholarships: Provided to students with demonstrated financial need.
- iii. Diversity Scholarships: Awarded to individuals from underrepresented backgrounds to promote diversity and inclusivity.
- iv. Athletic Scholarships: Given to outstanding athletes.

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- v. Scholarship to Physically handicapped students.
- vi. Scholarship to the children of defence personnel.
- vii. Scholarship to a student being brought up by a single mother etc

MSRUAS shall strive to put in place scholarships funded by the alumni of the university in due course of time.

**B.4 Scholarship Administration:**

1. The Directorate of Student Affairs is responsible for the administration and disbursement of scholarships.
2. The university shall ensure that scholarships are awarded and distributed in a timely manner.
3. Recipients and applicants shall be informed of scholarship opportunities and updates through the university's website and other communication channels.
4. The university shall regularly review and assess the scholarship program's effectiveness and make improvements as needed.
5. All scholarship related administration shall be treated with utmost confidentiality.
6. Scholarship policy guidelines shall be amended as and when deemed necessary and be communicated to all stakeholders.

**B.5 Eligibility Criteria and Selection for Scholarships**

The schemes of scholarship in the University shall:

1. Define the eligibility criteria for each scholarship type and shall be clearly communicated in the scholarship descriptions. For award and retaining of scholarships, the criteria shall include:
  - a. Academic performance and progression
  - b. Code of Conduct
2. Shall reassess and set guidelines for scholarship administration from time to time.

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3. The terms and conditions for maintaining the scholarships shall be clearly specified.
4. Outline the application and selection process as under:
  - a. Applicants must submit a scholarship application by the specified deadline, including all required documentation.
  - b. The applications shall be reviewed and selected by a scholarship committee as constituted by the Vice Chancellor from time to time.
  - c. The selection shall be based on the criteria specified for each scholarship.
  - d. Decisions for consideration and award of scholarship shall be beyond racial, religious, gender, sexual orientation, and differently abled, or any other protected characteristics.
  - e. All applicants shall be notified of their scholarship status.
5. Recipients shall participate in activities that promote the University and its mission.

## **C. Rules for Students on Campus**

### **C.1 Preamble**

Students from various backgrounds, experiences, and perspectives join Higher Education Institutions (HEIs) or pursue learning, critical thinking, and a free exchange of ideas, which are the pillars of higher education. HEIs need to frame rules to instill a sense of responsibility, discipline, and ethical conduct among the students. By adhering to these rules, students are encouraged to explore their potential, engage in meaningful interactions, and contribute positively to society.

MSRUAS recognizes the fundamental rights of every student to receive quality education and to express their thoughts and opinions. However, with an emphasis on mutual respect, tolerance, and understanding among students, faculty members and staff, MSRUAS has framed rules with an aim to create a nurturing and stimulating environment where intellectual curiosity thrives, and lifelong friendships and professional networks are forged through a collective commitment to the ideals of knowledge, integrity, and community. MSRUAS believes that by embracing the rules and guidelines, it would be able to foster an atmosphere of excellence, equitability and harmony within the University.

### **C.2 Scope of the Policy:**

The scope of the policy covers various aspects and establishes clear guidelines related to student life including academic integrity, campus safety, respectful behavior, use of facilities, etc., within the campus of MSRUAS.

### **C.3 Rules**

The following rules apply for students admitted to MSRUAS:

#### **C.3.1 Civic Rules:**

Some of the significant Civic rules to be followed by the students at MSRUAS are:

1. Students are liable to disciplinary action (even dismissal) if found smoking on the campus or are in possession of/under the influence of tobacco products, forbidden drugs, or alcoholic beverages.
2. The campus must always be kept clean. Littering, defacing the walls or desks and damaging college property are offences and will be dealt with seriously.

3. Every student is required to always wear his/her identity card on the college campus. The card should be shown to the staff when asked, especially during an examination, formal program, in the administrative office and library.

### **C.3.2 Two-Wheeler Rules:**

The recommended and mandated rules of Two Wheelers are:

1. Wearing a helmet is compulsory.
2. Speeding is strictly prohibited.
3. No triple riding.
4. Entering 'No Entry' Lanes is strictly prohibited.
5. Excessive sound or noise pollution by vehicles due to removal of silencer and repeated use of vehicle horn is not allowed.

### **C.3.3 Dress Code for Students:**

Students shall observe proper dress code and pay special attention to personal hygiene on the campus. Irrespective of the purpose of the visit to the campus, students are expected to follow the dress code on all working days. Any student violating the dress code will not be allowed to enter the college campus. Any member of the teaching or non-teaching faculty may report a student for violation of the dress code, and appropriate action will be taken.

#### **C.3.3.1 Dress Code for Boys**

Formal trousers and collared shirt; shoes and socks.

#### **C.3.3.2 Restricted Dresses**

- i. Shorts, capris, torn trousers, jeans with holes, splits or frayed areas
- ii. Indecent or disrespectful clothing with a printed message

#### **C.3.3.3 Dress Code for Girls**

Formal dresses like salwar kameez or churidar; kurta, trousers, shirts, tops and formal foot wear



**C.3.3.4 Restricted Dresses**

- i. Shorts, capris, torn trousers, jeans with holes,
- ii. Splits or frayed areas, revealing deep tops, spaghetti tops.
- iii. Indecent or disrespectful clothing with a printed message

**C.4 Library Rules**

Students accessing the library shall refer to and follow the details provided in the Library Policy.

## **D. Anti-Ragging**

### **D.1 Preamble:**

Diversity measured and practiced through the amalgamation of students from varied social background, ethnicity, religion, demography, culture spanning different parts of the state, country and world and many other considerations renders the University its Uniqueness and distinction. 'Ragging', a social menace and a criminal offence has no place in the academic institution. It mutilates the serenity and sanctity of the calm and peaceful ambience of the institution. Supreme Court of India has expressed its concerns in no uncertain terms over the incidents of ragging prevalent in HEIs and the need to weed out this menace altogether. Govt. of India has also taken a serious note of this indignant and social menace, which has no place in civilized community and it is governed by the Anti-Ragging Code of the University Grants Commission (UGC). As a deterrent measure, it has insisted that stern action should be initiated against those indulged or involved in this criminal offence, so that occurrence and recurrence can be avoided. Ragging in any shape, form and time is a stigma to both the moral and intellectual standards of HEI.

The 'anti ragging policy' should have attributes of developmental, preventative, and remedial measures to signal the unacceptability of ragging and it is deplored at every instance. Hence there is a need for a balanced 'anti- ragging policy' instilling the confidence in the student fraternity to dispel the apprehensions about the likelihood of ragging in the HEIs.

MSRUAS is firm in ensuring that the UGC framed regulations on prohibition, prevention and elimination of ragging are strictly followed on campus. It is punishable under Sec. 116 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995). MSRUAS has initiated a mechanism under the drive for Anti-Ragging to curb the evil practice of ragging and to ensure the prevalence of a ragging free culture and ambience in its campus.

### **D.2 Objectives of the Anti-Ragging Policy**

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.

### **D.3 Anti-Ragging Cell**

Anti-Ragging Cell is an important and mandated unit in an academic institution. According to the guidelines of UGC under Act of 1956, every educational institute/University should compulsorily establish

an Anti-Ragging Cell (ARC). ARC functions and discharges its mandated role through supervisory and advisory role. M.S. Ramaiah University of Applied Sciences (MSRUAS) has zero tolerance for ragging. Ragging is strictly banned on campus and can attract serious repercussions from the University administration.

The main objectives of this cell are:

1. To create awareness among the students of the inherent effect of dehumanizing associated with ragging.
2. To prevent the occurrence and recurrence of ragging through a tight vigil and continuous monitoring of ragging.
3. To initiate and enforce prompt as well as stringent action to sternly deal with the incidents of ragging reported and brought to the notice of the committee.
4. To ensure an ambience and environment of strict enforcement of discipline through a stern message in no uncertain terms about non tolerance to ragging of any shape or form.
5. To amply demonstrate that every act of ragging not only gets noticed but also gets punished.

#### **D.3.1 Composition of Anti-Ragging Cell:**

MSRUAS shall form an anti-ragging cell in accordance with the anti-ragging code of the University Grants Commission.

#### **D.4 Defining Acts and Facts of Ragging:**

MSRUAS shall clearly define what constitutes ragging and sensitize the same through various means all over its campus. The following constitute ragging on campus:

1. Conduct by any student resulting in treating rudely or teasing any other student either through oral or verbal abuse.
2. Creating a sense of fear Psychosis or apprehension in the minds of students either freshers or otherwise by inflicting annoyance, abuse, hardship, unruly behavior or indignation activities.

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3. Forcing a student into an action, which under normal circumstances would be well beyond the routine nature, resulting in a sheer sense of shame, indignation, torment or embarrassment and or leading to an adverse effect on Physical or mental frame of mind.
4. Causing disruption or disturbance to the routine/regular academic activity of any student through an act that is tantamount to harassment, abuse, or willful act of exploitation.
5. Exploiting the junior or fresher to work on academics exclusively meant for Seniors.
6. Indulging and forcing willful additional financial burden on a fresher, leading to a sense of financial extortion.
7. All the variants of any act of physical abuse and uncivilized gestures to express intimidation towards students, thereby forcing them to a scenario like that of sexual abuse/assault, body harm or any other category of danger.
8. Any action either intentional or otherwise adversely affecting the mental health, frame of mind and self-confidence of a student or students to exhibit the sense of authority/superiority or to derive the sadistic indisposition.
9. Causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates their dignity.
10. Exposing the student to ridicule
11. Compelling the individual to forbear from doing any lawful act by: Intimidating, wrongful restraint, wrongful confinement, or injuring the individual by using criminal force

**D.5 Measures to ensure a ragging-free campus:**

MSRUAS shall ensure counter measures are in place to counter the menace of Ragging. The measures could be:

**D.5.1 Basic measures**

MSRUAS shall take measures, as mentioned below, to ensure ragging-free campus:

1. Constitution of Anti-Ragging Committee, Anti-Ragging Squad, setting up of Anti-Ragging Cell and

provide adequate publicity for these measures through various media are undertaken.

2. Mention of anti-ragging warning in the student information handbook.
3. E- brochure on guidance in case of ragging to admitted students.
4. Updating the MSRUAS website with the contact details of committee members.
5. Submission of undertaking by each student and every parent in every academic year in compliance with the UGC Regulations
6. Installing CCTV cameras at vital points.

#### **D.5.2 Counseling and monitoring measures**

1. Regular interaction and counselling of students to detect early signs of ragging and identification of trouble-triggers.
2. Surprise inspection at hostels, students' accommodation, canteens, rest-cum-recreation rooms, toilets, and common areas.

#### **D.5.3 Creative Dissemination of the idea of Ragging-Free campus**

1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
2. Safety and security apps without affecting the privacy of individuals to be deployed.

#### **D.5.4 Other initiated measures**

Students in distress due to ragging related incidents can contact the -

1. Dean / designated official of the respective faculty/ school/college.

#### **D.6 Punishment / Penalties for 'ragging'**

In pursuant of the report of enquiry submitted by the ARC and based on its recommendations the competent authority shall pronounce any of the punishment/(s) listed below or any other kind of punishment, deemed appropriate.

1. Withholding of student welfare measures such as scholarships or any other benefits

2. Suspension or Expulsion from the University
3. Debarring from the participation or representation in events.
4. Debarring from examination/s
5. Withholding results of Exams/Tests/Assignments/Quizzes
6. Debarring from examination/s
7. Imposition of Fine
8. Imposition of Fine with unconditional Apology
9. Lodging complaint and filing of FIR
10. Initiating proceedings against the Criminal offence
11. Summary cancellation of admission

#### **D.7 Appeal**

1. MSRUAS shall provide an opportunity for students to submit an “Appeal” against the punishment/penalty imposed or impending against the accused.
2. The Appeal shall lie with the Vice-Chancellor.
3. The student shall file an appeal within a stipulated period, clearly arguing against the grounds for imposed punishment possibly with convincing reasoning and rationale.
4. Based on the information provided in the appeal, the circumstances with evidence and any other matter deemed fit from the wholistic consideration, the Vice Chancellor may commute or revoke the imposed punishment or reaffirm the already pronounced penalty/punishment.

#### **D.8 Mechanism for Disciplinary Action on Ragging Incidents**

MSRUAS shall lay out a detailed and transparent mechanism for handling ragging incidents on campus.

1. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the

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Vice Chancellor, the Warden of the Hostels, and the Dean of the Faculty

2. The Vice Chancellor shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
3. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Vice Chancellor shall immediately determine if a case under the penal laws is made out.
4. If the incident of ragging is deemed to have happened, the Vice Chancellor, in person or through a member of the anti-ragging cell authorized by the Vice Chancellor, shall proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
5. The Vice Chancellor shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.
6. Further the University shall also continue with its own enquiry initiated and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.
7. The University, at the end of each academic year, to promote the objectives of anti-ragging cell, shall constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year.
8. The University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate to achieve the objectives of the anti-ragging cell, and the Monitoring Cell shall review reports from the Anti-ragging committee, and it shall also keep itself abreast of the decisions of the District Level Anti-Ragging Committee headed by the District Magistrate. The Monitoring Cell shall also review the efforts made by University to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinance.

## **E. Health of Well-Being**

### **E.1 Preamble**

In the pursuit of academic excellence and personal growth of students, HEIs shall give paramount consideration and importance to their health and well-being. HEIs need to acknowledge that Health and Wellness initiatives stand as a testimony to the devout holistic development of the student body. HEIs need to encourage healthy habits and provide resources for mental and emotional support, that creates an environment where every member feels supported, valued, and capable of achieving their full potential.

MSRUAS realizes the importance of the saying “Life Hinges on Hope and Hope Hinges on Health”. To facilitate a very conducive ambience and environment for learning, research, and employment, MSRUAS accords utmost importance and priority for the overall health, safety and well-being of both the Student and Staff fraternity. MSRUAS acknowledges that a sound mind resides in a healthy body and is committed to fostering an environment that nurtures not only intellectual brilliance but also physical vitality, emotional well-being, and social harmony. These are integrated with comprehensive insurance coverage at no cost to the students and staff. Students are eligible for an annual free health checkup and are also covered in a Group Health Insurance Policy for hospitalization. MSRUAS recognizes the interleaving connection between personal well-being and academic and professional success. Towards this end, MSRUAS expresses its unwavering concern and exhibits readiness for the same. Notwithstanding this, MSRUAS is aware and conscious of the fact that all its stakeholders should also have to reciprocate their commitment to know and accept their individual and collective roles and responsibilities towards the health and safety perspectives.

### **E.1 Scope**

This policy aims to establish a setting in the institution where the well-being and safety of the students of MSRUAS are interconnected, cultivating a culture of support, security, and overall health within the institution. It aims at students' physical, psychological, and emotional well-being, by providing support centers and career counsellors.



## **E.2 Intent and Objectives**

The health and safety intent of MSRUAS will be to:

1. Ensure that reasonable care shall be provided for the safety, health and well-being of its members of staff, students, researchers and others who could be affected by the conduct of the activities and the usage of the prevalent facilities of MSRUAS
2. Assure reasonable and pragmatic proportion of resources and mechanisms to mitigate minimize health and safety risks
3. Ensure that necessary systems and mechanisms secure effective dissemination and communication
4. Responsibilities of personnel are widely published and accepted by the stakeholders of the University

The objectives of MSRUAS in executing the above intents will include:

1. To provide a healthy and safe environment to all stakeholders
2. To fulfil the minimum necessary statutory and regulatory requirements
3. To provide necessary information, and training to follow safety instructions.
4. To establish a culture of acceptance and commitment to health and safety in all activities of the University
5. To ensure that necessary health and safety risk management practices are in place.

## **E.3 Responsibilities towards Health and Safety**

### **E.3.1 Responsibility of Teaching and Support Staff**

All members of the staff shall:

1. Assist and work with the University in fulfilling the statutory requirements related to health and safety
2. Take reasonably good care of their health, safety, and well-being and that of the others

### Student Welfare Policy

3. Report any situation that is likely to cause safety risks or accidents to their safety and others
4. Follow safety instructions and use equipment and facilities as per norms

The teaching and support staff, whether permanent or part-time, shall exhibit responsibility in ensuring the health, safety, and well-being of students while interacting with them. These responsibilities of the teaching and support staff shall include:

1. Being aware of the risks arising out of the usage of equipment/ facilities while performing their normal duties
2. Ensuring that the students are fully aware of the risks associated during the usage of the above
3. Being competent enough to handle the type of activity and the associated risks while accompanying students for field visits and third party premises

#### **E.3.2 Responsibility of Students**

All students, research scholars and visitors shall

1. Take reasonably good care of their health, safety, and well-being and that of the others
2. Cooperate with the University in matters related to health and safety and assist in fulfilling the related statutory requirements
3. Never intentionally misuse or carelessly interfere in issues related to interests of health, safety, and wellbeing
4. Submit an undertaking duly countersigned by the parents before committing to involving in any fieldwork or visits to third-party premises for projects, internships, and other activities

## **F. Hostel**

### **F.1 Preamble**

Higher Educational Institutions need to recognize the critical role of the hostels in shaping the holistic educational experience of students. Hostels need to provide a nurturing, safe, and inclusive residential environment for the diverse student community, who enroll into the institution from various backgrounds and culture and preference of food, and seek to uphold the principles of equality, security, and mutual respect.

MSRUAS is committed to nurturing an environment where, every boarder/resident of the hostel feels respected, and supported, and facilitates in creating not just graduates but responsible, empathetic, and well-rounded individuals who will contribute positively to the society. MSRUAS believes in fostering an atmosphere where students imbibe values of discipline, responsibility, and company.

MSRUAS realizes that hostels should create a conducive environment for learning and personal growth. At MSRUAS, in addition to accommodation, basic and additional amenities, security, and an environment favoring conducive living and inclusivity, are provided in the hostels. Hostels at MSRUAS have established clear guidelines and a robust grievance redressal mechanism that supports student well-being and growth. MSRUAS has four hostels across two campuses catering to both girls' and boys' students.

### **F.2 Scope of Hostel Policy:**

The Hostel Policy covers all the residents of the hostels located on both the campuses. The policy outlines a framework for ensuring a secure, inclusive, and conducive residential environment, fostering personal growth and cultural understanding among students from diverse backgrounds, promoting, a sense of responsibility and well-being, enriching the overall educational experience within the institution.

### **F.3 Management of Hostels**

Hostels shall be under the control of the Hostel Committee, that works under the supervision and leadership of The Director -SPWCA (Director Student Affairs).

The council shall comprise of the following members:

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Table 1; Hostel Committee

Sl.No.	Designation	Position in Hostel Committee
1.	Vice Chancellor	
2.	Director- Student Affairs	
3.	Warden	
4.	Resident Warden (Men)	
5.	Resident Warden (Women)	
6.	Student Representatives	
7.	Hostel Manager	

**F.4 Admission to Hostels:**

1. The University hostels shall be made available to any student of MSRUAS who is registered for a Programme with a minimum duration of six months. However, students belonging to courses of a shorter duration may also be considered on a case-by-case basis.
2. Students shall be allotted rooms based on availability and on a first-come first-serve basis.
3. Students and Parent/Guardian shall independently submit Anti-Ragging affidavits in the required format during admission to the hostel.
4. The required documentation to be completed for seeking admission to the hostels shall be clearly and explicitly mentioned to the aspirants. The details of required documents shall be clearly mentioned on the University website.
5. The Directorate of SPWCA shall clearly specify the fee to be remitted by the aspirant for admission to the hostel along with the various components of service covered in the fees.

**F.4.1 Facilities at the Hostel**

The hostel shall be equipped with adequate facilities and services for the residents. The hostel should clearly mention the provision of such facilities/services and additional cost, if any, for the usage of the same. The facilities shall include the following:

- i. Mess
- ii. Common Rooms

- iii. Computer and Wi-Fi Connection
- iv. CCTV cameras
- v. Washing Machines
- vi. Lawns
- vii. Drinking Water
- viii. Fire and Safety
- ix. Disable Friendly

#### **F.4.2 Rules and Regulations:**

1. The hostel shall have clear and transparent processes for admission to and withdrawal from the hostel.
2. Clear, explicit, and transparent processes shall be developed for addressing issues such as non-remittal of fee in a timely manner, boarder leaving the hostel without intimation, claiming refund of caution deposit, and clearing the belongings while vacating the hostel.
  - i. A boarder shall pay the hostel fee in full during admission to the hostel.
  - ii. Hostel fee shall not be refunded if the boarder has been expelled from the hostel.
  - iii. If a boarder fails to remit the hostel rental within 30 days of admission to the hostel, the caution deposit shall be forfeited and the room allocation shall be cancelled without any notice.
  - iv. In such cases when the boarder withdraws from the Programme/Hostel at the beginning of the Programme, the hostel fee shall be refunded within two weeks of submitting the application.
  - v. Boarders failing to remit rentals, leaving hostel without intimation, not reporting to the hostel withing 30 days, shall be issued a seven days' notice. The management shall also reserves the

right to cancel the allotment or cease any further intimation to the boarder.

- vi. Not claiming the refund of caution deposit within 45 days of vacating the hotel, the caution deposit shall be forfeited.

#### **F.5 Permissions and Approvals**

The boarder shall seek permission from the Hostel Manager for the following:

1. Absence from the hostel.
2. Change of room clearly stating the reasons for the same.
3. Guests visiting the boarder and intending to stay for a short duration at additional cost..
4. Boarders shall seek permission to host an event.
5. Hosting an event in the hostel.
6. Usage of electrical and electronic gadgets other than personal laptop and cell phone in the hostel room

#### **F.6 Eviction from Hostel**

Boarders shall be evicted from the hostel under the following conditions:

1. Not following the stated hostel rules
2. Fail to pay accommodation charges on time
3. Continue to stay after the check-out date.

## G. Sports and Culture at MSRUAS

### G.1 Preamble

Education goes beyond textbooks and classrooms; it encompasses nurturing talents, celebrating diversity, and cultivating a spirit of camaraderie among students. HEIs need to recognize the realms of textbooks and classrooms. Sports and cultural events amalgamate talent, sportsmanship, and creativity. The Sports and Cultural Events serve as a platform where these talents find expression, where enthusiasm meets competition, and where creativity knows no bounds.

MSRUAS stands as a beacon of learning, where students are not just encouraged to excel academically, but also to explore their passions, be it in the arena of sports or the world of arts and culture. Through the various sporting disciplines, MSRUAS strongly believes that cultural events showcase the rich diversity and artistic flair that the student body possesses. MSRUAS aims to instill the values of discipline, dedication, and sportsmanship, fostering a sense of pride among participants and spectators alike. The cultural events bring forth the artistic brilliance of the students, nurturing creativity and providing a platform for self-expression. Through these events, MSRUAS promotes cultural understanding and appreciation, fostering an inclusive environment where different cultures are celebrated and respected.

### G.2 Scope of the Policy

The aim of the policy is to create a platform for self-expression, fostering the creativity of every student by facilitating adequate infrastructure and other resources for practice and organizing sports and cultural events that showcase their skills and talents.

### G.3 Formation of the Cultural Committee

M.S. Ramaiah University of Applied Sciences shall constitute the Cultural Committee with the following members:

*Table 2: MSRUAS Cultural Committee*

Sl. No.	Position	Role
1	Director-SPWCA	Chairperson
2	Head-SPWCA, GG campus	Secretary
3	Head-SPWCA, Peenya campus	Member
4	Faculty Cultural Coordinators nominated from each faculty	Member
5	Student Cultural Coordinators nominated from each faculty	Member

**G.3.1 Objectives of Cultural Committee:**

The significant objectives of the cultural committee are:

1. To facilitate the students a planned relaxation and periodic rejuvenation through participation in planned cultural events amidst rigorous academic
2. To provide a platform for the students to exhibit their creative and hidden talents well beyond the academics
3. To develop organizational skills of students by encouraging them to organize various extra curricular cultural events
4. To imbibe in student fraternity the team spirit, national pride and sense of respect and appreciation for diversity of culture
5. To constantly encourage students for active participation in intra and inter institutional competitions
6. To form different sub committees, if needed, to meet the requirements of nature, scale/reach of events, Budget and Range of Activities requiring coordination
7. To ensure fair and transparent participation of stakeholders meeting the envisaged objectives and approaches

**G.3.2 Schedule of the Meetings of the Cultural Committee:**

1. The committee to meet well before the commencement of the academic year to develop strategy, plan and the schedule the various cultural activities including the strategy and budgetary provisions
2. To list the scheduled cultural events and competitions in the academic calendar
3. To review the plan as well as to assign the roles and responsibilities of individuals and sub committees before the start of the individual events



4. To review the overall progress and performance of the cultural activities at the end of the academic year to suggest the measures for further improvements

### **G.3.3 Functioning of the Cultural Committee:**

1. Strategic Perspectives and annual plan for the cultural events along with the Budget prior to the commencement of academic year
2. Onus of responsibility for the organization of all intra institutional events
3. Collaborate and associate with other committees for planning and organization of inter institutional events/programmes
4. Committee is mandated with the overall responsibility of organizing any and all the cultural events approved by the University
5. Planned and periodic meetings to review the plan and organize the strategies for the upcoming events
6. Prepare and get the approval for the annual budget and allocation of budgetary provisions for individual events
7. Overall guidelines for the conduct of cultural events:
  - Prior approval of the University for the conduct of individual cultural events
  - Formulate the date, time and the overall theme of the events
  - Scheduling and incorporation of the individual events in the University's academic calendar
  - Arrangements for the advance announcements, Display, Brochures, Publicity Material
  - Detailed planning for the events including the sessions, resource personnel, Arrangement of Chief Guest, Guests of Honour
  - Arrangement of Logistics, Hospitality for the Guests and participants

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- Arrangements for the Mementos, Gifts, Trophies, certificates for the participants
- Spotting and encouraging the talents and aptitudes among the students and young faculty members to train them to take leadership roles in the organization and conducting the events
- Coordinate and collaborate with other departments for the effective execution of planned cultural activities

#### **G.3.4 Preparation and Maintenance of Documents of the Cultural Committee:**

1. Annual Plan of events with Strategies, Budgetary approvals, Schedule date of events
2. Brochures, Publicity Material, Invitation Cards
3. Circulars, Inter Departmental Notes, IQAC Information
4. Detailed Report of Individual cultural events with Supporting documents of Attendance
5. Photos, Press Release for Media Coverage
6. Certificate of Appreciation and Participation issued
7. Detailed statement of expenditure incurred in individual cultural activities/events

#### **G.4 Constitution of the Sports Committee**

M.S. Ramaiah University of Applied Sciences shall constitute the Sports Committee with the following members:

*Table 3: MSRUAS Sports Committee*

Sl. No.	Position	Role
1	Director-SPWCA	Chairperson
2	Manager-Sports, GG campus	Secretary
3	Manager-Sports, Peenya campus	Member
4	Faculty Sports Coordinators nominated from each faculty	Member
5	Student Sports Coordinators nominated from each faculty	Member

**G.4.1 Objectives of the Sports Committee**

The significant objectives of the Sports committee are:

1. To facilitate the students a planned relaxation and periodic rejuvenation through participation in planned sports events amidst rigorous academic
2. To provide a platform for the students to exhibit their creative talents in sports well beyond the academics
3. To develop organizational skills of students by encouraging them to organize various sports events
4. To imbibe in student fraternity the team spirit, national pride and sense of respect and appreciation for diversity of interest in various sports
5. To consistently and constantly encourage students for active participation in intra and inter institutional sports competitions
6. To form different sub committees, if needed, to meet the requirements of nature, scale/reach of sports events, Budget and Range of Activities requiring coordination
7. To ensure fair and transparent participation of stakeholders meeting the envisaged objectives and approaches in planned sports activities and initiatives

**G.4.2 Schedule of the Meetings of the Sports Committee:**

The committee for Sports Activities to meet well before the commencement of the

1. academic year to develop strategy, plan and the schedule the various annual sports activities including the strategy and budgetary provisions
2. To list the scheduled Sports events and competitions in the academic calendar
3. To review the plan as well as to assign the roles and responsibilities of individuals and sub committees before the start of the individual sports events/competition
4. To review the overall progress and performance of the sports activities at the end of the academic

year to suggest the measures for further improvements

#### **G.4.3 Functioning of the Sports Committee:**

1. Strategic Perspectives and annual plan for the sports activities/competition/ events along with the Budget prior to the commencement of academic year
2. Onus of responsibility for the of all intra institutional sports competition/ events
3. Collaborate and associate with other committees for planning and conduction of inter institutional sports events/programmes
4. Sports Committee is mandated with the overall responsibility of conducting all the sports events approved by the University
5. Planning of periodic meetings to review the plan and the strategies for the upcoming sports events
6. Prepare and get the approval for the annual budget and allocation of budgetary provisions for individual sports events
7. Overall guidelines for the conduct of sports events:
  - Prior approval of the University for the conduct of individual sports competitions/ events
  - Arrive at the date, time and duration of the sports events
  - Scheduling and incorporation of the individual sports events/competition in the University's academic calendar
  - Arrangements for the advance announcements, Display, Brochures, Publicity Material
  - Detailed planning for the sports events including the resource personnel, Judges, Arrangement of Chief Guest, Guests of Honour
  - Arrangement of Logistics, Hospitality for the Guests and participants
  - Arrangements for the Mementos, Gifts, Trophies, certificates for the participants

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- Spotting and encouraging the talents and aptitudes among the students and young faculty members to train them to take leadership roles in the organization and conducting the sports events
- Coordinate and collaborate with other departments for the effective execution of planned sports activities/events/competitions

**G.4.4 Preparation and Maintenance of Documents of the Sports Committee:**

1. Annual Plan of events with Budgetary approvals, Schedule date of events
2. Brochures, Publicity Material, Invitation Cards
3. Circulars, Inter Departmental Notes, IQAC Information
4. Detailed Report of Individual Sports events/competition with Supporting documents of Attendance
5. Photos, Press Release for Media Coverage
6. Certificate of Appreciation and Participation issued
7. Detailed statement of expenditure incurred in individual sports events

**G.4.5 Selection of Sports Team**

1. Students interested in any sports activity shall mandatorily register for the selection with the respective sports manager of MSRUAS
2. Registered students shall mandatorily participate in the selection trials conducted by MSRUAS
3. Selections shall be based on performance, skills exhibited, fitness level, knowledge of specific sport, team skills, and team spirit exhibited during the trials
4. Previous achievements of the students can also be considered for selections to specific sports
5. Discipline, regular practice, and performance in the practice sessions shall be taken into consideration for selection into the team.

**G.4.6 Rules for Participation in Inter Faculty Tournaments and Competitions**

1. Number of teams that can participate per Faculty shall be clearly specified
2. Registration for participation should be in the required format
3. Participation of minimum number of teams for conducting any tournament shall be specified in advance
4. Conducting any tournament shall be as per the rules of MSRUAS and Association of Indian Universities (AIU)
5. Certificates, medals, and trophies shall be awarded to the winners.

**G.4.7 Rules for participation in Inter-University Sports Activities**

1. The number of games in which a student can represent MSRUAS can be restricted to accommodate wider participation of deserving students
2. Age limit for participation in the games will be notified from time to time
3. Only Bonafide and full-time students will be allowed to represent the University.
4. The extent of expenses borne by the University towards fee and consumable for students' participation in tournaments shall be clearly specified
5. The norms for bearing TA & DA charges for students' participation in tournaments within and outside Bangalore shall be clearly specified
6. University shall provide sports attire and uniform to students participating in sports activities
7. Students shall obtain prior permission from the respective Head of the Department and Dean for representing the university in sports activities
8. Condonation for attendance shall be applicable as per the academic regulations

## **H. Students Grievance Redressal**

### **H.1 Preamble:**

Differences, preferences, conflicts, complaints, and grievances are not uncommon in Student life and carrier. The disappointments, dejections, and dissatisfaction of the Students with respect to the academics and other entities of education journey are reflection of the gaps between the perceived and promised versus provided, in educational institutes. Understanding the necessity for a harmonious and transparent relationship between the students and the higher education institutions they are part of, it is imperative to create a platform where students can express their grievances, voice their concerns, and seek resolution in a just and timely manner.

Students Grievance Redressal Committee (SGRC) is a need in HEI to infuse the sense of confidence and caring in the minds of students, so that they can develop a feeling of being heard with an approach of structured simplicity. This will enable the HEI to assure and gradually build an ambience of harmony and good will. This is possible when the policy and initiatives of HEIs exhibit a responsive and accountable attitude, while dealing with the students' wants, desires and expectations. The Grievance committee should also investigate matters of harassment. also empowered to investigate matters of harassment. The affirmative perspective of Grievances Redressal committee is that students tend to feel with vanished or diminished frustration. This paves way for better relationships, inspired commitment, joyous working environment, and improved performance eventually culminating in a more fulfilled sense of satisfaction.

MSRUAS with a testament of commitment to fairness, justice, holistic development of every learner, and to foster an environment conducive to learning, growth and personal development. MSRUAS provides a platform, namely, Staff Students Consultative Meeting (SSCM), for students to offer feedback on academic and Non-academic issues. The functioning of SSCM shall be as per the details provided in the academic regulations document.

### **H.2 Scope of the Policy**

The policy encompasses a range of responsibilities that aims to address the concerns of all students of MSRUAS and foster a positive academic atmosphere.

The Grievances may broadly be categorized as:

- **Academic**– related to admission, tuition fees, examination, results, discrimination of students, clinical posting, attendance, stipend, clinical work, etc.
- **Non-Academic**– related to harassment by a colleague or the faculty/non- teaching staff, hostel issues, issues related to sports and cultural activities or any other personal problems.

### **H.3 Objectives of the SGRC**

The primary theme of SGRC shall be to imbibe a culture of ease of access and approach as well as a sense of reciprocating response among the stakeholders to sustain and maintain a spirit of spontaneous harmony and mutual trust.

The specific objectives of this committee are:

1. To foster a stress-free working environment in the University through the principles of Good Faith, Mutual Trust and Sense of Belonging and care the University through student to student and student to teacher relationship.
2. To provide a platform to enable and encourage the students to air their grievances and express their problems without fear or threat of victimization.
3. To promote a culture of professionalism and civic sense at every instance to uphold the righteousness and dignity of every individual.
4. To encourage the students to always practice the virtues of patience and due restraint while expressing grievances and enlisting the conflicts involving fellow students or staff members of the University.
5. To counsel and advise the Students to restrain from the provoking statements or sentiments against fellow students and staff members of the University.
6. Participate in Staff Student Consultative Meetings (SSCM) where they discuss the Student Academic issues like curriculum, Course Delivery, Examination & Assessment / teaching and learning support like Library, ICT facilities, Laboratories & Workshops / Student Amenities like Hostel & Cafeteria, Sports & Recreation etc. he details of SSCM shall be as per the details provided in the academic regulations document.



## **I. Student Career Counselling**

### **I.1 Preamble**

The terms career counselling and career guidance are often used in an interchangeable fashion. Career guidance involves assisting or enabling the individuals to achieve their desired/envisaged career goals through guidanship and or course of action. Career counselling is a process which helps individuals to know and understand themselves through career assessment tests or psychometric tests. In the career counselling process, an individual's interests, personalities, abilities, and aptitudes are evaluated through a psychometric test. Based on the report generated, the individual is guided towards a particular direction or career path. While career counselling for students is mostly recommended during the student life cycle, individuals can go for guidance at any point in life to discuss their future goals and aspirations or to understand the prospects of the career they are currently pursuing.

Career Counselling Services are intended to assist students to make choices pertaining to education, training and occupation, thus enabling them to manage their careers. The two significant components include:

1. Career information: It encompasses detailed information on courses, occupations and career paths including the industry and market trends.
2. Career Counselling: Its focus is to hold sessions either in a small group or even on an individual basis (One to one). The sessions will be directed towards distinctive or specific career issues.

Career guidance deals with helping individuals to choose from the rather full range of available opportunities, with a reasonable degree of awareness about their distinctive abilities, interests and value. Good career guidance or counselling shall consider responsiveness to learner preferences, because of the considerations outlined below.

1. Consideration of Students' preferences leads to higher productivity.
2. Self-awareness and Knowledge about what one enjoys doing, will lead to better sense of feeling.
3. Avoidance of misconceived career choices, thus preventing the change in nature of professional career path

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Career Counseling is an initiative to facilitate the students the awareness and exposure to range of avenues/opportunities for the choice of their career path. This initiative is beyond the academic curriculum of a degree-oriented programme and hence involves considerations of both the academic as well as professional career. In a sense, it is a hybrid combination involving the assessment/analysis of various attributes in qualitative as well as quantitative terms. Some of the attributes involved in the referred assessment include the preference, orientation, knowledge, aptitude, attitude, and skills.

M.S. Ramaiah University of Applied Sciences has endeavored to be a place of Learning to harness its potential for societal needs and aspirations. MSRUAS is committed to mold and shape the career and future of students imbibe a culture which is a conglomerate combination/mix of knowledge, proficiency, knowledge-based skill and skill-based knowledge to empower its students to succeed in the career option of their choice. In the process, there is an enhanced possibility for their effective contributions to both local and global needs/economy. Towards the attainment of this goal, the academic community and the student-centric entities of the University shall impart knowledge, awareness, advice, guidance and exposure to student fraternity as an integral part of the Student Life Cycle comprising pre-admission, programme study duration and graduating phase provision.

### **1.2 Scope**

The scope of this policy is to provide tailored support and resources, empowering all students of MSRUAS to make informed career choices. Through this policy, MSRUAS aims to enhance students' employability, skills, and prepare them for successful careers in their chosen fields.

### **1.3 Objectives**

The objectives of Student Career Guidance/Counselling shall be:

- To arrange periodic interaction with the students to spread awareness amongst the student fraternity about the student centric roles and responsibilities of Student Career Advice/Counselling/Guidance aimed at the prospects, career plan and growth.
- To facilitate the students the self-awareness by they themselves ascertaining their strengths, preferences, and orientation about their future career
- To encourage the students about their future career by providing a spectrum of "Opportunity Awareness" to the students highlighting the associated requirements of skills, aptitude and attitude

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- To initiate periodic and situation driven initiative to ascertain the needs and suggestions of the students regarding their career-related activities.
- To enhance the employability potential of students through structured and systematic professional Career Guidance and Counselling.
- To arrive at and coordinate generic and customized career enriching schemes/initiatives to meet the needs/aspirations of multitude academic perspectives and diverse background of students.
- To instill the spirit of “a must need” to continually garner the skills and proficiency to emerge successfully in the competitive world.
- To offer the students the exposure on the value chain of higher education at National and International institutions.
- To arrange interactive or interaction between the Students and other Academic Institutions of International repute to encourage the students to pursue study abroad.
- To encourage the various Faculties/Departments of the University to initiate measures to help the students in preparing for their competitive exams.

#### **I.4 Initiatives at MSRUAS**

MSRUAS shall exhibit commitment to enhance the career prospects and potential employability of graduates. To attain the above objectives:

- Academic departments at MSRUAS shall
  - Take a proactive and leading role in imparting or equipping the students with professional knowledge, skill, proficiency, and practical competence to meet the desired needs of employers or to promote their careers as entrepreneurs through workshops and seminars.
  - Urge the students to exhibit a sense of their responsibility to fully avail, utilize and harness the avenues, support, initiative, and the opportunity offered, to the best of their ability/advantage.
  - Conduct lecture series from reputed professionals and resource personnel (from industry and academia) to appraise the student about the following so that they can take informed decisions about their career choice:

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- Available Opportunities and Prospects
- Requisite Skills set for each career
- Required competencies
- Setting Career Goals (Higher Education; Employment; and Entrepreneurship)

## **J. Placement Policy**

### **J.1 Preamble**

Placements in Higher Educational Institutions are about preparing students to thrive in the professional world, contribute meaningfully to society, and continue their journey of lifelong learning and growth. Placement is a post learning activity that bridges the gap between academia and industry by facilitating the seamless integration of theoretical knowledge and practical application, empowering students with real-world skills and competencies.

MSRUAS commitment to nurturing a generation of well-rounded, socially responsible, and professionally competent individuals. MSRUAS firmly believes that experiential learning opportunities, offered through strategic partnerships with industries, businesses, research institutions, and community organizations, are indispensable components of contemporary education. These engagements serve as opportunities for innovation, fostering creativity, problem-solving abilities, and a deep understanding of professional ethics that eventually culminate in the student being academically proficient, industry ready, adaptable to the ever-evolving demands of the global job market.

MSRUAS, infused with the spirit of inclusivity and diversity, shall be committed to ensuring that placement opportunities are accessible to all students, irrespective of their backgrounds, and that they are supported through mentorship and skill enhancement programs to enhance their employability, keeping in view the need for flexibility, interdisciplinary placements and entrepreneurial initiatives that enrich the educational experience and prepare students for diverse career paths.

### **J.2 Scope of the Policy**

This policy outlines the roles and responsibilities of placement cell of MSRUAS, which should work in unison with the academic departments and other student centric entities to serve as an interface between the University and potential employers. It encompasses comprehensive career guidance, fostering industry connections, providing career opportunities, and executing end to end campus drives for all students.

### **J.3 Placement Cell**

MSRUAS shall form a Placement Cell comprising of dedicated professionals and student representatives

focused on facilitating students' transition from academia to the professional world.

The composition, roles and responsibilities of the Placement Cell shall include the following:

1. Director Placement, Placement Officer, faculty coordinators, and student volunteers shall comprise the placement cell.
2. The Placement cell shall be involved in the following activities and functions.
  - i. Provide career counselling about avenues and opportunities.
  - ii. Establish and nurture relationships with various industries.
  - iii. Organize campus recruitment drives, internships, and industry interactions.
  - iv. Obtain feedback from recruiters and students to further strengthen placement opportunities.

#### **J.4 Placement Rules and Regulations**

##### **J.4.1 General Guidelines**

1. The placement coordinators of each faculty shall be responsible for executing the placement process. At the beginning of each academic year, participating faculty, will form a placement committee comprising of representatives from placement office, students and faculty placement coordinator nominated by the Dean.
2. The Directorate of Training & Placement will facilitate the placement of all the eligible and interested students who are validly enrolled in the respective programmes.
3. Students enrolled under each Programme and graduating shall compulsorily register for placements by providing relevant, correct, and complete information.
4. Providing accurate information and meeting the eligibility criteria indicated by the companies offering placement opportunities shall be the **SOLE RESPONSIBILITY** of the student. Data misrepresentation shall lead to debarment from all the placement process. Students should update their latest results (CGPA) using their login credentials in the Placement Portal, whenever it is required.

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5. Students must satisfy the eligibility criteria for appearing in the company's campus hiring process. **THE ELIGIBILITY CRITERIA IS FIXED BY THE COMPANY**, and it is the sole discretion of the company to modify the criteria according to their requirement.
6. Students shall mandatorily participate in the placement process once they are registered.
7. Students who aspire to pursue entrepreneurship or higher education or family business shall opt out by duly signing the declaration.
8. The placement cell shall categorize companies as Core, Generic, Dream, or Super Dream companies based on compensation provided by the company.

**1.4.2 Code of Conduct**

1. Students shall mandatorily register for a particular company within the time and specified date.
2. Once registered, students shall be involved in the complete placement process of the registered company (off-campus, pool-campus or campus drive at companies or other campuses) either and will not be permitted to quit the selection process in between. Quitting the selection process in between shall lead to blocking of the students for future campus hiring process.
3. Students shall be regular in attendance to career training programs offered by the Directorate of Training & Placement, failing which the students are not eligible for any of the campus drive process.
4. It is mandatory for all students to participate in formals for activities starting from Pre-placement talks, online tests, and interviews. The formal dress code implies boys should be clean shaven, rightly dressed and must wear formal shoes.
5. Preparation and interaction are the key during preplacement talk. It requires students to visit the company's web site for detailed information and practice mock tests available on various web sites.
6. Placement department is the single point contact and students are advised not to communicate directly either during campus hiring process or post-offer formalities. All enquiries need to be sent to the Placement department only.

7. Any kind of misbehavior / complaints reported by the company officials will be taken seriously and if proved, the student will be debarred from future campus placements.

#### **J.4.3 Mandatory Documents**

Students appearing for the campus selection should always carry with them, in person, the following documents without fail and shall produce the same whenever required.

- University ID card
- Government issued ID card (Aadhar/DL/Voter ID/Passport)
- Latest passport size photographs
- Updated Resume
- All marks sheets – 1 set photocopy and Original for verification
- All certificates
- Details on hobby projects or mini projects done.
- Required stationery.

#### **J.5 Higher Studies, Entrepreneurship or Family Business**

Students aspiring for higher studies or planning to become an entrepreneur/joining family run business shall refrain from the campus drive process and shall submit a letter of declaration indicating the same to avoid non-joining issues leading to dissatisfaction from the companies.

#### **J.6 Dream Option Policy**

Students already placed in a core company (both IT/non-IT Core) shall be permitted to appear for placement in a Dream company status only under the following situations:

- Large differential package offered by the generic and specific company.
- The visiting company insists on including already placed students in the placement process.



- Highly reputed companies invite for placement but most of the eligible candidates are placed.

#### **J.7 Internships / Pre-Placement Offers:**

- Only such students willing to work full time for a complete week (Monday to Friday) shall be eligible for internship hiring.
- Students shall obtain the approval from the respective Dean and HoD, before registering for internship process.
- Students selected for internships shall complete the same successfully and obtain certificate of completion from the company. Any discontinuation of internship is not permissible and shall warrant penal action as per the discretion of the Dean and placement cell.
- It shall be at the prerogative and discretion of the Dean and HoD to consider the internship as a project.
- Students selected for ONLY internship hiring without full-time job offer shall not be permitted for other internship hiring processes. However, the placement cell shall have the discretion and norms to permit such students for placements in other companies.

#### **J.8 Offer Acceptance:**

- On successful selection by a company, the student shall diligently view the offer before acceptance. A student shall join the company on the given date after having accepted the offer. Declining an offer after formal acceptance shall result in violation of the code of conduct which shall be viewed seriously.
- Students placed in multiple companies shall inform the Placement Department about their final choice well in advance.

## **K. Student Clubs**

### **K.1 Preamble**

MSRUAS recognizes the significance of extracurricular activities in fostering a vibrant and inclusive environment and the holistic development of its students. To promote teamwork, leadership, creativity, and social responsibility among the student body, MSRUAS facilitates the commencement and operation of student clubs within the institution.

The Directorate of Student Affairs (DSA) shall maintain the records of all activities of the various clubs operating in MSRUAS. DSA shall sensitize the students about the rules, responsibilities, and activities of the clubs. In addition, respective Faculty/Departments shall offer to form and operate clubs with prior approval of the senior leadership.

### **K.2 Scope of the Policy**

The policy provides a framework for the establishment and functioning of the various clubs at MSRUAS for fostering a dynamic and inclusive environment and to enhance the overall educational experience of the students.

### **K.3 Objectives**

1. To promote intellectual, cultural, recreational, and social activities
2. To foster a sense of belongingness and teamwork
3. To engage in community service

### **K.4 Formation and Recognition of Clubs**

MSRUAS shall form guidelines for formation and recognition of clubs. These guidelines include the following:

1. A group of students with shared interest may propose the formation of a student club
2. The proposal must outline the purpose, activities, and proposed benefits to the student community
3. The proposal shall be submitted to DSA for review and approval

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4. On approval, guidelines for granting access to and usage of University resources, facilities and support services shall be clearly mentioned by the DSA
5. Students shall judiciously follow the guidelines (as per the academic regulations) related to condonation for practice and participation in various events/activities.

**K.4.1 Club Leadership and Membership**

1. Membership to student clubs shall be open to all the students without discrimination
2. Each club shall have a designated faculty advisor
3. Roles and responsibilities of student office bearers for the clubs shall be clearly defined to ensure effective operation of the club

**K.4.2 Conduct of Activities and Events**

1. Students' clubs, in consultation with the faculty advisor, shall plan and propose a diverse range of activities including workshops, seminar, projects, and events along with the budgetary requirements
2. DSA shall review and approve proposals as per the established procedure
3. DSA shall clearly specify the code of conduct and the potential disciplinary actions in case of any violations
4. Club office bearers shall be accountable and responsible for smooth conduct of the events
5. Student clubs shall be accountable for their actions and adherence to the University's code of conduct
6. Student clubs shall periodically submit reports detailing activities, achievements, expenses and budget utilization details
7. DSA shall periodically review the club activities to ensure compliance with the policies and laid out procedures

## **L. Alumni Council**

### **L.1 Preamble**

A University is a seat of Learning. It is also termed as Cradle of Knowledge and Incubator of Intellects. The perennial inflow of aspiring incoming students and steady outflow of graduands is one of the great attributes of a HEI or University. The graduated students bring with them to University, a green, fresh fond memories and experiences of bygone years and decades. Starting with a modest beginning, the students undergo a reformative and transformative phase of acquiring the skill, expertise and proficiency to become the expert professionals in the chosen field of study to pursue their career of choice. Gratefulness is Hallmark of Greatness. It is not Happy People who are Grateful. It is Grateful who are Happy. Thus, the student fraternity over the years while studying and even after graduation, builds a relationship with their Almamater/University, a nurtured and matured loyalty filled with reverence.

For Universities, the affection, reverence, affinity, and commitment of Alumni can be a powerful platform in multitude of avenues spanning Branding, Marketing, Fundraising, Corporate Social Responsibility. In the modern era of information and digital revolution, the initiatives and engagement activities of Alumni can be of larger footprint with wider, penetrative and more impactful. It is imperative and suffice to say that a pro-active and well organized Alumni Association or network can be a great resource and a mechanism to support the diversified activities of a University spanning academic, student centric, co and extracurricular categories. Alumni and its chapters/sections can be of immense significance both from national and international perspectives.

MSRUAS has recognized that connecting with valued Alumni is vital. At MSRUAS, Alumni act as brand ambassadors and are role models. They create opportunities for mentoring current students in their academic and professional journeys, contribute through guest lectures, being judges in competitions, as resource persons during conferences and workshops, by providing opportunities for industry visits, internships and projects that could culminate into job opportunities. At MSRUAS, alumni foster a sense of pride and loyalty among students, strengthening the reputation of the University and encouraging a strong sense of community and lifelong learning among its members.

### **L.2 UGC Mandate for Alumni Engagement**

The UGC Quality Mandate mentions one of the initiatives as the “Student Career Progression and Alumni Network of Higher Education Quality Improvement Programme”. Under this initiative, UGC insists that as

a part of student centric learning, each institute should have a mechanism of monitoring student career progression at every stage. This quality mandate has the following sub criteria namely:

- Dimensions of Alumni Engagement
- Mechanisms for Alumni Engagement
- Role of University Leadership
- Alumni Database
- Priorities for Action

Following were the suggested action points for UGC.

- To consider suggesting data policies covering various aspects of collection, maintenance and use of student and alumni data by universities and their affiliated colleges. Various safeguards may be placed so that the sanctity of the alumni database is maintained by various users. A centralise database platform may be developed for the use by the universities and their affiliated colleges. In the meantime, the universities can develop their databases that can easily be migrated with the central platform later.
- A suitable cell may be established to sensitize the universities and help coordinate their activities. The cell can initially handhold the universities to establish their alumni database, initiate communications with the alumni, conduct programs such as Alumni Day, set up alumni recognition or awards, etc.
- Regional workshops to sensitize Higher Education Institutions and its stakeholders the importance of establishing Alumni Association may be organized.

### **L.3 Scope of the Alumni Policy**

The scope of the Alumni Policy at MSRUAS covers all those who have graduated from the portals of MSRUAS and its constituent colleges. The policy is set to:

1. Create a platform for networking professionally, foster collaboration and mentorship, and job opportunities for current students and alumni.
2. Offer learning resources, participate in workshops and skill development activities, and stay connected with the institution.

3. Encourage contributions, both financially and through knowledge sharing, thereby enhancing the University's academic and research capabilities.

#### **L.4 Functions, Powers and Responsibilities of Alumni Council:**

The Council shall have the following functions, powers, and responsibilities:

1. Facilitate the co-ordination of alumni activities, recognise alumni bodies and further the interests of the University with Alumni.
2. Determine the rules under which the Council will accord recognition to external alumni bodies and to maintain an updated list of all Recognized Alumni Bodies.
3. Participate in developing policies in relation to alumni and their role in the University community.
4. Promote the interest of the University, through the Alumni members, at various forums.
5. Determine the fees payable for membership of the Alumni Council, the types of membership of the Council, the various forms, and other records to be maintained by the Council and other such administrative matters.
6. Develop alumni activities, in conjunction with the University, with specific and measurable goals.
7. Engage the alumni members in various University activities.
8. Promote and enrich the student experience.
9. Facilitate career opportunities for students and alumni through alumni.
10. Encourage alumni to contribute financial and other resources to the University.
11. Offer advice to the Vice Chancellor on alumni related matters.
12. Report to the Board of Management on matters referred to it by the Board of Management;
13. To provide, at least once every year, to the Board of Management a report on its activities comparing its performance against the goals established in consultation with the University;

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14. The Committee may constitute one or more Sub-Committees comprising such members and with such terms and conditions and delegate to it such powers and functions as it may think fit.
15. In the case of any conflict or differences of opinion in the management of the affairs of the Alumni Council the matter(s) shall be referred to the Vice Chancellor, whose decision thereon shall be final.

**L.4.1 Constituting Authority and interpretation:**

1. The Alumni Council (hereinafter the "Council") shall be constituted by the Director – Student Placement, Welfare and Career Advice (hereinafter the "Constituting Authority").
2. The Council shall report to the Constituting Authority on all matters relating to its functioning.

**L.4.2 Composition**

The council shall comprise of the following members:

<u>Sl.</u>	<u>Member</u>	<u>Designation</u>
1.	Director - SPWCA	Chairperson
2.	1 Faculty Member nominated by the Vice Chancellor	Member
3.	1 Faculty Member nominated by the Vice Chancellor	Member & Treasurer
4.	1 Alumni Representative (nominated by the Director Student Placement, Welfare & Career Advice)	Member
5.	1 Alumni Representative (nominated by the Director Student Placement, Welfare & Career Advice)	Member & Secretary

Note:

The Constituting Authority or the Chairperson, in consultation with the Constituting Authority, may induct one or more additional members at its discretion.

**L.4.3 Filling a Temporary Vacancy**

A temporary vacancy, arising in the Council may be filled by the Chairperson, in consultation with the Vice Chancellor, and such member shall hold office for the remaining period of the current term of the Member who has vacated office.

**L.4.4 Terms of Office**

- a. The Council shall be re-constituted **once every year**.
- b. The Constituting Authority may, under extenuating circumstances, and if thought fit reconstitute the Council before the expiry of its term.

**L.4.5 Funds & Accounts:**

The funds of the Alumni Council shall be managed by the Registrar of the University who will maintain a separate account for this purpose.

**L.4.6 Meeting Procedures**

**a. Ordinary Meetings:**

Members of the Council shall meet:

- i. When the Chairperson considers a meeting is necessary for the conduct of its business.

OR

- ii. When requested by the three members of the Council.

**b. Special Meetings:**

A special meeting of the Council may be called by the Chairperson of the Council or the Constituting Authority at any time.

**c. Procedure at meetings:**

Meetings of the Council shall be governed by the procedures stipulated in **Statute 2.3** on all matters not expressly provided for in the constitutive document.

**d. Quorum:**

Three members or one-third of the membership of the Council, whichever is greater, shall form the quorum.



**e. Chairperson of the meeting:**

The Chairperson of the Council shall chair all meetings of the Council. In the absence of the Chairperson the members present shall elect a Chairperson for the meeting.

**f. How matters are decided:**

- i. All decisions shall be taken by a simple majority.
- ii. In the event of any conflict the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

**g. Minutes of meetings:**

- i. The Secretary of the Council shall be responsible to prepare the minutes of the meeting.
- ii. Every resolution passed by the Council should be recorded at the meeting and read out by the Chairperson at the meeting itself.
- iii. Within **Seven** days after the date of the meeting the Secretary of the Council shall send a copy of the minutes, as approved by the Chairperson of the meeting, to the Constituting Authority and to all the Members of the Council.

**h. Record Keeping:**

The Secretary of the Council shall maintain all the minutes and other relevant documents related to the functioning of the council and shall make these available to any authorized officer/authority for inspection.