
Code of Conduct

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INCEPTION

In 2007-08 the availability of world class academic facilities in Saurashtra region were sparse which encouraged Marwadi Group, Rajkot with righteous and competitive endeavors to inaugurate Marwadi Education Foundation's Group of Institutions by offering Technical and Professional UG & PG courses like B.E, MBA and MCA.

The Institute is promoted by Marwadi Shares and Finance Ltd., India's leading brokerage and financial service provider which has consistently ranked amongst the top 10 performers in BSE in the equity segment and Chandarana Intermediaries Brokers Pvt. Ltd., a leading firm dealing in technical and arbitrage trading in Indian stock markets.

Commitment to provide best and industry relevant education received an overwhelming trust from the society and in order to blend Engineering with Science and support them through Management and Law disciplines and have multi disciplinary course offerings in Science, Commerce, Arts, Health, Management and Engineering, Marwadi Education Foundation proposed to establish "Marwadi University" in the Year 2016.

Marwadi University bill was introduced and passed in Gujarat Assembly and the University was established under Gujarat Private University Act No.9 of 2016 vide notification No. GH/SH/18/GPU/2016/47/KH-1 dated: 9th May 2016.

Our Vision

To foster an environment that empowers people, organizations and societies through education, ideas, research and training.

Our Mission

- To provide quality education and thereby bring social transformation
- To create leaders through innovation and entrepreneurship
- To cultivate the culture of research advancements
- To imbibe universal consciousness
- To stimulate growth through industrial and international partnerships

Our Core Values

LEADER

- Lifelong Learning
- Empathy
- Adaptability
- Diversity
- Empowerment
- Respect

OBJECTS OF THE UNIVERSITY

The objects of the University shall be to create, organize, preserve and disseminate knowledge in the fields of science, technology, humanities, social sciences, education, management, commerce, law, pharmacy, healthcare and any other field for the advancement of mankind in particular. The University shall also have following objectives, but shall not be limited to;

1. To collaborate with other recognized universities, research institutions, industries, government and non-government organizations of the country and abroad towards the fulfillment of the university objectives.
2. To pursue any other objective as laid down under relevant guidelines of the central government or state government in that regard, from time to time.
3. To offer joint degree programs jointly with other degree granting institutions; both, Indian or Foreign, provided that such institutions is/are properly accredited in their home country & with the prior approval of the State Government and UGC.

INTRODUCTION – CODE OF CONDUCT

The Code of Conduct is intended to facilitate and defend the University's primary objective of promoting intellectual research and guaranteeing the holistic development of its main components in a safe and secure learning environment. It also ensures the protection of persons, properties, and processes that support the University and its mission. The University is ethically accountable to students and other stakeholders, and it works to improve their experience by allowing them to teach and study on campus without interruption. To succeed in this endeavor, rules, and regulations must be in place to ensure order and discipline while also delineating the limitations of these liberties.

A student must behave in a responsible and appropriate manner after they have been admitted to the courses offered by the University. Academic integrity and honesty are expected from students, as is respect for the rights of fellow students and property of other members of the academic community. The University expects its students not to engage in any conduct that may interfere with the functions of the University or endanger the health, welfare, or safety of other people, whether inside or outside the campus grounds.

Upholding policy describes Marwadi University's standardized processes and policies for all students enrolled in various programs at the university. All students must understand that it is their responsibility to follow this Code of Conduct (hence referred to as “**Code**”) and the rights, obligations, and constraints that it entails. Marwadi University has developed this Code of Conduct (“**Code**”) as a set of standards of student behavior and conduct that help maintain a campus environment where ideas are freely exchanged, University property and processes are respected, and conflicts are peacefully resolved.

SCOPE

The Code is applicable to all the stakeholders i.e. students, teachers, administrators and other staff members.

OBJECTIVE

The aim of education is the intellectual, personal, social, and ethical development of the individual. Educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and respect for the rights of others in the University community are necessary for the fulfillment of such goals.

1. The Code of Conduct is designed to promote this environment at the University.
2. It sets forth the standards of conduct expected from all stakeholders who choose to join the University community.
3. A university may respond to violations of these standards with educational interventions or disciplinary sanctions.

These objectives are further outlined in the Vision, Mission & Core Values of the University. The Code is intended to provide an educational and socially just framework to address allegations of prohibited conduct.



APPLICATION & JURISDICTION: GENERAL MISCONDUCT - STUDENTS

1. The University shall have authority over the conduct of students connected with/enrolled with the University and shall take notice of all acts of misbehavior, including incidences of ragging or otherwise, occurring on campus or in connection with related activities and functions.
2. The University may additionally exercise jurisdiction over off-campus conduct that violates the ideal student conduct and discipline as outlined in this Code as well as other regulations as if the conduct had happened on campus, which shall entail:
 - a. Any violation of any sort pertaining to the Indian Penal Code.
 - b. Physical assault, Verbal Violence, Threats of violence, Threats of Physical Violence or conduct endangering the health or safety of any individual, including the other University students.
 - c. Carrying or use of weaponry, explosives, or destructive devices
 - d. Production, sale, or distribution of forbidden products, narcotics, alcohol, and so forth.
 - e. Any infringement of the University's Sexual Harassment Policy against other University students.
 - f. Any conduct that has a negative impact on or is a disturbance to individuals of the off-campus community.
 - g. Ragging in any form is prohibited on the premises of Marwadi University Campus.
 - h. Violation of Marwadi University policies causing threat to academic integrity.
 - i. Unauthorized forgery, alteration, destruction, abuse, or possession of Marwadi University documents, including but not limited to Institute identity cards or records. Forgery of applications for financial assistance, admission, course modifications or course credit, copying, use or alteration of parking permits, alteration or abuse of transcripts, student identity cards, and so on are all examples of violations.
 - j. Attempted or actual theft or possession of private or Institute property.
 - k. Unauthorized use of private or institute facilities including, but not limited to telephone, internet, computing equipment and accessories, and any mode of communication.
 - l. Possession, duplication, or use of keys to any Marwadi University premises without authorization; entry or use of Institute premises without permission.
 - m. Violation and/or sabotage of safety systems, including but not limited to, the below-listed behaviors as well as any other behavior prohibited by the Institute authority.
 - Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment could result in death, injury, or substantial property damage.
 - Intentional setting off of false firealarms.
 - Bombthreatsorsimilarthreatsinvolvingdangerousdevicesorsubstances.
 - Behaviour that constitutes a significant fire hazard.
 - Unauthorized possession or use of any material or substance that constitutes a significant health hazard.
3. Organization or participation in activities that are in violation of Marwadi University policy related to demonstrations and/or assemblies.

4. Discriminations against any member of the Marwadi University community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age, or sexual orientation.
5. Harboring or bringing a pet on Marwadi University premises in violation of Institute policy.
6. Gambling for money or other items of value on Marwadi University premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.

The University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community, and/or whether the off-campus conduct is part of a series of actions that occurred both on and off-campus when determining whether or not to exercise such off-campus jurisdiction in the situations enumerated above.

MAINTENANCE OF DISCIPLINE AMONG THE STUDENTS OF THE UNIVERSITY OR CONSTITUENT INSTITUTES / COLLEGES

For all issues relating to student's discipline, conduct and behavior; the Dean of the Faculty shall be reported. The Dean of the Faculty, upon receiving any information about misconduct or improper behavior or violation of the discipline by any student, shall immediately take appropriate action and do necessary damage control at earliest to curb any such incidence and its reoccurrence. The Dean of the Faculty shall also ensure that proper students welfare initiatives are undertaken so as to the instances of misconduct or improper behavior or violation of the discipline are restricted to least. The Dean shall also ensure that proper anti-ragging guidelines are in place and are implemented at all levels and safety of women at the university is also ascertained. If thought to be necessary, Dean may constitute a committee constituting Provost, Registrar and Head of the Department of university for specific instance of misconduct or improper behaviour or violation of the discipline at the university with the consultation of president and take further appropriate action. This committee can impose penalty up to cancellation of admission for student improper behavior or violation of the discipline.

CREATION OF COMMITTEE FOR IMPROVING THE ACADEMIC LIFE OF THE UNIVERSITY

For any issue in relating to the overall efficient functioning of the University, relevant issue based committees shall be constituted by the President or the Provost as the case may be from time to time. The committee shall not take any decision bypassing the statutory provisions issued by the competent authority like UGC, AICTE, etc.

GUIDELINES OF CONDUCT – FACULTY & STAFF MEMBERS

I. National Interest.

The University is committed in all its action to promote quality education and shall neither engage in any kind of activities that would not adversely affect objective, nor shall undertake any project which will harm national interest.

II. Use of MU Brand.

The use of Institute's brand, logo and trademark shall be governed by manuals, codes and agreements as issued by the Management of University. No employee or joint venture shall use the MU brand for any purpose without specific authorization.

III. Group Social Responsibility.

Social responsibility describes the way we are making a difference to the social and economic well being of our communities through our teaching, research, public events and activities. The Group Social responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and livelihood. The Institute encourages its employees to actively participate in CSR activities.

IV. Marketing practices.

The institute has developed its own strength in Infrastructure, Faculty pool, world class Library and much more valuable things which benefits students in shaping up their career and future. It shall show case its developed strength in the educational market to attract students to join University and undertake studies and research. The educational practices and services shall be marketed on its own merit and shall not make unfair and misleading statements about competitor's practices.

V. Quality Education.

The deliverance of quality education at the delivery end i.e. institutional and at the receiving end i.e. students is at the utmost priority and is the need of the hour. University is committed to deliver quality education with world class infrastructure and methods. It will also strive to match-up and keep up the standards in accordance to National and International levels.

VI. Equal Opportunity.

The Institute will ensure that all employees and potential employees of MU are treated equitably and fairly, regardless of their race, sex or disability. Everyone has equal chance when applying for employment or role elevation, training opportunities and in their working conditions. The following activities shall be conducted in a uniform manner;

- I. Recruitment procedure and selection criteria, for appointment or engagement of a person as an employee.
- II. Promotion of an employee.
- III. Training and staff development of an employee.
- IV. Terms of employment or any other employee related activity.

- V. Accurate and complete accountability.**

The fixed assets and the funds of Institute are for the ease and to be used for developmental activities of employees which in turn should be solely for the benefit of the institute. No false or fictitious entries shall be made in the books, records, accounts for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the institute. Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

VI. Settlement of expense.

Employees shall settle all the incurred financial expenses on account of travel or any other expenses incurred on behalf of the Institute as per the guidelines stipulated in policies.

VII. Protection of Intellectual property.

Intellectual property refers to creations of the mind, inventions, artistic works, symbols, names and images used in commerce. Copyright of all such inventions and the intellectual property rights over the same shall vest with the Institute.

VIII. Confidentiality and Non-disclosure.

During the course of employment at the University, by virtue an employee will be equipped with the confidential data. He / She shall ensure that information available to them are kept strictly confidential and shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service / discharge of her/his duty to the University.

IX. Public Representation.

No employee shall, without the consent of the competent authority, call for press meets, brief the press or speak to the media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the university or future prospects or projections of the university.

X. Political Activity.

No employee shall involve in any political activity directly or indirectly.

XI. Using the Internet, Intranet and E-mail.

- I. Employees shall refrain from using computers for sending, receiving or copying inappropriate material.
- II. Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance to the stated protocols.
- III. Employees will avoid sharing, recording of passwords among colleagues which can be misused.
- IV. The department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them

APPLICABILITY

- I. All the employees of University including the employees on contract.
- II. Employees are the representatives of the University and hence are expected to maintain the secrecy of confidential data and should be shrewd in dealings.
- III. The employees are expected to use sound reasoning and good judgment in handling the situation in the larger interest of the institute and its values.

TOBACCO FREE EDUCATIONAL INSTITUTION

1. Display a signage “Tobacco Free Educational Institution”. Also a board displayed outside the gate highlighting that possessing, selling or consuming tobacco, in campus or upto 200 meters from campus is an offence.
2. Adequate number of signage for all to see and understand the implication of consuming tobacco.
3. Innovation or adapting the display according to the capacity and content should convey the correct intended message. The signage to be in the language of the Institution (English) and in the local language as well.
4. The signage should be displayed at prominent places outside and in the premises such as on the boundry wall, the main entrance, the official notice boards and any such place where the management think that these would communicate the intended message effectively.
5. It is to be noted that Head of the Institution is also authorized to collect fine for violation of section 6(b), sale of tobacco products within 100 yards of an educational institution.
6. MU will also monitor that even tobacco substitutes such as e-cigarettes and the like devices viz. Heat-not-Burn devices, Vape, e-Sheesha, e-Nicotine flavored hookah is not used in the campus.



GUIDELINES ON USAGE OF LIBRARY RESOURCES

Library supports the academic and research needs of any institute. After undergoing various processes of identifying, evaluating, procuring, library makes these learning resources available to the faculty and students for their learning, teaching or research.

Issue / Return process

Issue and Return of library lending materials is the routine operation of any library. Proper assistance through sequence of activities to be followed like:

While Issuing Book

- Books Issuing on Self kiosk through Face detection, Fingerprint scan or Institute provided username (roll no. or employee code) and Password.
- Quickly go through the book and the pages for any damage.
- Return date stamp done by library staff and inform users about the same.
- Library staff confirms the details into Issue confirm screen.

While receiving the books

- Quickly go through the book and the pages for any damage
- Check Due dates for required action.
- If overdue, User can pay the penalty through online or offline. Payment receipt is provided to users.
- The received library resources are sent to Stack for Shelving

Borrowing privileges for Faculty / Students / Staff

Borrowing privileges of different users are as follows:

Students

Sr. No.	Designation	Items	Duration	Penalty
1	UG Students + Diploma Students	Books	3 Books for 15days	5 Rs. Per Day
		Reference Books	1 Book for Overnight	5 Rs. Per Day If student not returns before 12.00 pm
		Journals Back Volumes	1 Back Volume for three Days.	5 Rs. Per Day
		Audio Video Materials	Student can copy these Materials within the Library Premises.	N.A.
2	PG Students	Books	4 Books for 15days	5 Rs. Per Day

		Reference Books	1 Book for Overnight	5 Rs. Per Day If student not returns before 12.00 pm
		Journals Back Volumes	1 Back Volume for three Days.	5 Rs. Per Day
		Audio Video Materials	Student can copy these Materials within the Library Premises.	N.A.
3	Pharmacy + Physiotherapy + Law + Science Students	Books	2 Books for 15days	5 Rs. Per Day
		Reference Books	1 Book for Overnight	5 Rs. Per Day If student not returns before 12.00 pm
		Journals Back Volumes	1 Back Volume for three Days.	5 Rs. Per Day
		Audio Video Materials	Student can Copy these Materials within the Library Premises.	N.A.

Teaching Staff

Sr. No.	Designation	Items	Duration	Penalty
1	Provost	Books	30 Books for 1 semester	N.A.
		Reference Books	5 Books for 1 Week.	N. A.
		Journals Back Volumes	5 Back Volumes for 1 week.	N.A.
		Audio Video Materials	5 CDs/DVDs for 1 Week.	N.A.
2	DEAN	Books	25 Books for 1 semester	N.A.
		Reference Books	3 Books for 1 Week.	N. A.
		Journals Back Volumes	3 Back Volumes for 1 week.	N.A.
		Audio Video Materials	3 CDs/DVDs for 1 Week.	N.A.
3	Professor and Associate Professor	Books	25 Books for 1 semester	N.A.
		Reference Books	2 Books for 1 Day.	N. A.
		Journals Back Volumes	2 Back Volumes for 3 Days.	N.A.
		Audio Video Materials	2 CDs/DVDs for 1 Week.	N.A.

4	Faculty (Asst. Prof.)	Books	20 Books for 1 semester	N.A.
		Reference Books	1 Book for Overnight.	N. A.
		Journals Back Volumes	2 Back Volumes for 3 Days.	N.A.
		Audio Video Materials	2 CDs/DVDs for 1 Week.	N.A.
5	Proterm Faculty	Books	15 Books for 1 semester	N.A.
		Reference Books	1 Book for Overnight.	N. A.
		Journals Back Volumes	2 Back Volumes for 3 Days.	N.A.
		Audio Video Materials	2 CDs/DVDs for 1 Week.	N.A.
6	Teaching Assistant	Books	10 Books for 90 days i. e. 3 months	N.A.
		Reference Books	1 Book for Overnight.	N. A.
		Journals Back Volumes	2 Back Volumes for 3 Days.	N.A.
		Audio Video Materials	2 CDs/DVDs for 1 Week.	N.A.
7	Visiting Faculty	Books	Not Allowed.	N.A.
		Reference Books	Not Allowed.	N. A.
		Journals Back Volumes	Not Allowed.	N.A.
		Audio Video Materials	Not Allowed.	N.A.
8	Staff	Books	5 Books for 30 days i. e. 3 months	N.A.
		Reference Books	1 Book for Overnight.	N. A.
		Journals Back Volumes	2 Back Volumes for 3 Days.	N.A.
		Audio Video Materials	2 CDs/DVDs for 1 Week.	N.A.

All General collection Issued for 15 days only.

RAISE YOUR CONCERNS – DIRECT TO PROVOST & DIRECT TO PRESIDENT

The principal objective of this **Direct to Provost & Direct to President** policy is to encourage and enable University representatives, without the fear of retaliation, to raise concerns regarding suspected unethical or illegal conduct of practices on a confidential and, if desired, anonymous basis, so that the University can address and correct inappropriate conduct and actions. The University will exercise its authority to take whatever action may be needed to prevent and correct activities that are found to constitute wrongful conduct.

SCOPE

The policy shall apply to and cover all faculties, staff, students and other stakeholders of the Institute. Faculty includes permanent, adjunct, visiting and guest faculty members. Staff includes permanent and outsourced workers. Other stakeholders include alumni, parents of the students, official visitors, vendors, consultants and institutional collaborators.

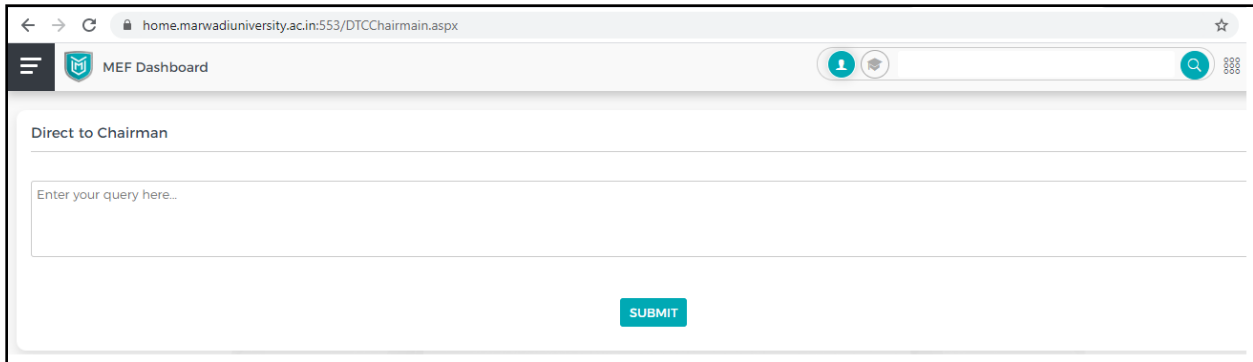
This Policy is specifically meant to govern any disclosure of information which is in the public interest and in the reasonable belief of the person making the disclosure sufficiently indicates any one or more of the following **‘Serious Violation’** in relation to the Institute, including its teaching areas, departments and its activities:

- i. Academic or professional malpractice
- ii. Failure to comply with any laws or legal obligations
- iii. Failure to comply with Regulations or Ordinances or any other applicable rules of the Institute
- iv. Impropriety in official actions or ethical violation
- v. Corruption or bribery and the related seeking/offering special favours
- vi. Endangering health and safety
- vii. Causing damage to environment
- viii. Criminal activity
- ix. Any attempt to commit, conceal, or misrepresent on any of the above.

The information being disclosed, and any allegation being made thereof, must be substantially true and contain verifiable details to the extent feasible so as to enable any further progress in the matter.

Process of Reporting

Any person coming within the scope of this policy is encouraged to, in good faith, promptly disclose information about any “Serious Violation” in relation to the Institute. Such disclosure of information may be done in writing by exercising the option **“Direct to Provost & Direct to President”** available in Employee Login under HR Tab.



The Provost of Marwadi University shall be the **“Designated Person”** to attend the information disclosed. In all instances of disclosure of information relating to any ‘Serious Violation’, the ‘Designated Person’ shall undertake a preliminary review of the matter and decide whether or not it should be referred to the concerned Disciplinary Authority of the Institute for any further necessary action. Upon such a referral, the concerned Disciplinary Authority of the Institute shall proceed to review the facts of the matter, and if found necessary, set up an enquiry committee to investigate the matter and to recommend the action to be taken, if any.

CONFIDENTIALITY & ASSURANCES

The University takes seriously its responsibility to enforce this Policy, therefore the Institute shall treat all disclosures made, and the identity of the Individual raising the Concern, with utmost confidentiality. The Institute shall neither undertake any adverse measure, nor allow any form of victimization of the Individual. Further, Marwadi University shall ensure that the Individual is not victimized, or punished, based merely on the grounds of making this disclosure.

PROCEDURE FOR ARBITRATION IN CASE OF DISPUTES BETWEEN EMPLOYEES OR STUDENTS AND THE MARWADI UNIVERSITY

ACTION AGAINST TEACHERS AND OTHER STAFF

- (1) Where there is an allegation of misconduct against a teacher, the Provost shall constitute an Honour Committee and, if necessary, based on the finding of the Committee, may later constitute an Inquiry Committee for the purpose.
- (2) The conduct of all the Staff (teaching and non-teaching), Management and administrative staff including all officers below the rank of Provost and Director General is based on Honour, Trust and Mutual Respect.
- (3) In case any member is accused of misconduct not confirming to the standards prescribed by all the stakeholders, an Honour Committee will be formed by amongst the teachers and non-teaching staff. The Honour Committee shall have upto five members. The accuser(s) and the member(s) accused of misconduct shall appear before the Honour Committee. The Honour Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
- (4) Based on the Honour Committee's report, the Provost may decide the course of action depending on the severity of the misconduct.
- (5) An appeal against any action taken by the Provost can be made to the President within 30 days from the date of receiving the communication of the action taken.
- (6) All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Rajkot city.

ACTION AGAINST STUDENTS

- (1) Where there is an allegation of misconduct against a student, the Dean of the concerned Faculty shall constitute a Disciplinary Committee and, if necessary, based on the finding of the Committee, may later constitute an Inquiry Committee for the purpose.
- (2) In case any student is accused of conduct and not confirming the standards prescribed by the university, a Disciplinary Committee will be formed by the Dean of the concerned Faculty. The Disciplinary Committee shall have up to five members. The Accuser(s) and the member(s) accused of misconduct shall appear before the Disciplinary Committee. The Disciplinary Committee shall decide, based on representations and evidence presented before the Committee, whether there was an incidence of misconduct or not.
- (3) Based on the Disciplinary Committee report, the Dean of the Faculty may decide the course of action depending on the severity of the misconduct.
- (4) An appeal against any action taken by the Dean can be made to the Registrar within 30 days from the date of receiving the communication of the action taken.
- (5) All disputes, legal matters in such cases shall be subject to the jurisdiction of the civil courts of Rajkot city.

MONITORING COMMITTEE

A Monitoring Committee shall be formed at the University to monitor and oversee implementation of Code of Conduct at the University for students, teachers, administrators, non-teaching staff and other stakeholders. It will ensure to facilitate and defend the University's primary objective of promoting intellectual research and guaranteeing the holistic development of its main components in a safe and secure learning environment.

COMMITTEE COMPOSITION

Sr. No.	Name of Official	Designation
1	Dean - Academics	Chairperson
2	Dean & Principal of Constituent Institutes	Member
3	Director-Placements & Corporate Relations, Career Development, HR	Member
4	(2) Student Representative	Member
5	(1) Hostel Student Representative	Member
6	Head of Administration	Member
7	Joint Registrar	Member Secretary

MEETING & ITS FREQUENCY

The committee shall meet once in a year to oversee, suggest and formulate policies to attain the objectives of Code of Conduct.

The effectiveness shall be depending upon how frequently the activities are organized and directed, Hence a meeting shall be held regularly once in a Year to oversee, suggest and formulate policies to attain the objectives of Code of Conduct. The member shall be well informed of the purpose and background information of the meeting along with the agenda in order to engage meaningfully.

TERM OF MEMBERSHIP

A Member shall be appointed for a term of Three Years. At the end of the term, member can be reappointed for another term of three years.

IMPLEMENTATION

The recommendations and suggestions shall be put-up to Internal Quality Assurance Cell (IQAC) of Marwadi University for consideration. Upon discussions, deliberations and accord of IQAC, the recommendation shall be framed as policy/process for implementation at the Institute Level.