



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

# **Policies and Standard Operating Procedures on Academic Administration**









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# Reservation





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<b>Name of the Policy/ Guidelines</b>	<b>Reservation Policy</b>
<b>Short Description</b>	<b>Policy and guidelines on Reservation</b>
<b>Scope</b>	<b>This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments</b>
<b>Policy status</b>	<b>Revised</b>
<b>Year of approval of Version</b>	<b>2011</b>
<b>Revision</b>	<b>YES</b>
<b>Effective date</b>	<b>13.12.2019</b>
<b>Approval Authority</b>	<b>Board of Management</b>
<b>Responsible officer</b>	<b>Registrar</b>





भारत सरकार  
राष्ट्रीय अल्पसंख्यक शैक्षणिक संस्था आयोग  
GOVERNMENT OF INDIA  
NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS

प्रथम तल, जीवन तारा भवन, 5, संसद मार्ग,  
पटेल चौक, नई दिल्ली-110001  
1st Floor, Jeevan Tara Building, 5, Sansad Marg,  
Patel Chowk, New Delhi-110001

Dated.....

**C E R T I F I C A T E**

THIS IS TO CERTIFY THAT BY THE ORDER DATED 02<sup>ND</sup> DAY OF NOVEMBER 2011 PASSED BY THE NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS, NEW DELHI IN CASE NO. 1306 OF 2011 (YENEPOYA UNIVERSITY, UNIVERSITY ROAD, DERALAKATTE, MANGALORE, KARNATAKA V/S PRINCIPAL SECRETARY, HIGHER EDUCATION DEPARTMENT, GOVERNMENT OF KARNATAKA), THE YENEPOYA UNIVERSITY, MANGALORE, KARNATAKA RUN BY THE YENEPOYA UNIVERSITY TRUST HAS BEEN DECLARED AS A MINORITY EDUCATIONAL INSTITUTION COVERED UNDER SECTION 2 (g) OF THE NATIONAL COMMISSION FOR MINORITY EDUCATIONAL INSTITUTIONS ACT, 2004.

GIVEN UNDER MY HAND AND THE SEAL OF THE COMMISSION ON THIS 02<sup>ND</sup> DAY OF NOVEMBER 2011.



  
(RAJ SINGH)  
SECRETARY

11/11/2011 04:57PM P2





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University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-48/Not/2020

Date: 02.01.2020

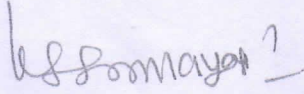
## **NOTIFICATION**

**Sub: Approval of Yenepoya(Deemed to be University) Reservation Policy.**

**Ref: 48<sup>th</sup> meeting of BoM held on 13.12.2019 – Agenda 10.**

.....

It was resolved to accept the Reservation Policy of Yenepoya (Deemed to be University) as per the article 30 of Indian Constitution with respect to religious minority institutions.



Registrar

To:

Dy. Director, QAC  
Academics



## RESERVATION POLICY

### YENEPOYA (DEEMED TO UNIVERSITY)

The following Reservation Policy of Yenepoya (Deemed to be University) will be applicable to all admissions in academic year 2019-20, other than the admissions in MBBS and BDS

1. 50 % total seats in all programs will be reserved for indian muslims.
2. 50 % of total seats in all programs will be filled up by open merit.

Out of 1 and 2 above:

- a) One seat in each program where the number of seats is more than 10 will be reserved for the wards of Yenepoya (Deemed to be University) Employees.
- b) Courses where the number of seats is 10 or less, no seat will be reserved for wards of Yenepoya (Deemed to be University) Employees, however such candidates will be given an additional 10% weightage of marks/score obtained in Qualifying/Entrance Exam/Interview.
- c) 10% weightage in marks will be given to the following categories:
  - i. Sports persons fulfilling the defined criteria.
  - ii. Yenepoya (Deemed to be University) students.
  - iii. Candidates from Yenepoya School for admission in undergraduate programs,
  - iv. Few seats in each self-financing undergraduate program may be filled up by nomination of eligible candidates by the Management. The number of nominations would be kept to the barest minimum.
3. Weightage of 5% of marks obtained in the Entrance Test / Interview will be given to the SC/ST candidates.
4. Relaxation of 5% in the required percentage of marks for the eligibility will be given to SC/ST candidates provided a copy of certificate from the competent authority is enclosed with the application form.
5. 5% seats in all programmes will be reserved for physically Challenged/ Physically Handicapped candidates.





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# Scholarship





## **SCHOLARSHIP POLICY**

### **Introduction**

The Memorandum of Association of Yenepoya (Deemed to be University) provides the powers to the University to hold and manage trusts and endowments and institute and award fellowships, Travelling fellowships, scholarships, studentships, medals and prizes for teachers and students of the University.

The scholarship policy and guidelines notified in 2013 are being amended and notified vide Y/REG/PA/BOM-52/Notification/002/2021 dated 15.01.2021.

### **Scope:**

In order to encourage deserving students to pursue their higher education, the Yenepoya (Deemed to be University) provides scholarships to meritorious students belonging to economically weaker Minority community and other sections of the society. The scholarship is also extended to cover the children of the Staff and Alumni of the Yenepoya Group and Yenepoya (Deemed to be University), respectively.

The scholarship seats are allotted on the basis of merit, availability of seats and first come first served basis.

The scholarship seats under each course are restricted to the numbers mentioned under each category. In case of NEET courses, the scholarship is applicable only for General merit quota seats and not for NRI. The intake for B Sc Technical programme is taken as whole and not individual courses. The scholarship for Sports quota is restricted to specific courses only.

### **Scholarship Categories with respect to Courses:**

#### **MBBS**

There is no scholarship available for MBBS candidates except for the categories as specified below:

1. Alumni of Yenepoya Group of Institutions/ Child of Yenepoya Alumni:
  - 10% of the course fees will be provided as Scholarship, subject to

fulfilling of all other conditions as underlined by MCC

- Only a maximum of 2 seats will be reserved in this category and will be based on merit only

2. Child/ spouse of Yenepoya Group Employee

- The scholarship is provided subject to fulfilling of conditions as outlined by MCC and as per the eligibility criteria as applicable:

Yenepoya Salary scale	% of concession (1 <sup>st</sup> child)	% of concession (2 <sup>nd</sup> child)
UptoRs 3 lakhs pa	70%	35% Above
Above3 lakhs uptoRs 6 lakhs pa	60%	30%
Above Rs 6 lakhs	50%	25%

- Only a maximum of 3 seats will be reserved in this category and will be on merit basis only
- The employee should have worked in the organization for a period of 10 years to be eligible
- Employees are eligible to claim for scholarship for only 2 children

**MS/ MD**

1. Alumni of Yenepoya (deemed to be University)/ child of Alumni:

- 10% of the course fees will be provided as Scholarship, subject to fulfilling of all other conditions as underlined by MCC
- Only 2 seats will be reserved for this category and based on merit only

2. Child/ Spouse of Yenepoya Group Employee

- The scholarship is provided subject to fulfilling of conditions as outlined by MCC and as per the eligibility criteria as applicable:

Yenepoya Salary scale	% of concession (1 <sup>st</sup> child)	% of concession (2 <sup>nd</sup> child)
Upto Rs 3 lakhs pa	70%	35%
Above 3 lakhs uptoRs 6 lakhs pa	60%	30%
Above Rs 6 lakhs	50%	25%

- Only a maximum of 3 seats will be reserved in this category and will be on merit basis only
- The employee should have worked in the organization for a period of 10 years to be eligible
- Employees are eligible to claim for scholarship for only 2 children.

**BDS / BAMS / BHMS / Other UG courses**

**1. FREE SEAT**

- Five meritorious students from economically backward family will be considered under this category. The candidate should belong to Dakshina Kannada or Udupi district. 2 of the 5 seats are reserved for candidate from Kasargod district.
- The candidate has to apply for the free ship in the application available on the Yenepoya University website [www.yenepoya.edu.in](http://www.yenepoya.edu.in)
- The candidate should have secured minimum 80% marks in Physics, Chemistry, and Biology in the Pre University/ Plus 2/ XII examination to be eligible for freeship
- The candidate has to apply under MCC/ AYUSH counseling and should be allotted a seat to the Yenepoya College as per the guidelines to be eligible for the freeship.
- The award of free seat will be based on the ranking; the first 5 ranks of the applicants under this category will be given the scholarship.
- The list of candidates qualifying for freeship is published after due verification process by the Committee under the University.
- The candidate securing the scholarship will have to pay an amount of Rs 25,000/- towards Registration fees and Processing fees at the time of admission.
- The scholarship will cover only the course fee payable for the particular course of study, the other expenses like hostel, examination, laptop, uniform, etc will not be covered under this scholarship.
- Free seat is restricted to only one child from a family for a particular course (the 2<sup>nd</sup> child may be considered for a different course).

**2. ALUMNI OF YENEPOYA PRE UNIVERSITY COLLEGE:**

20% of the course fees will be provided as Scholarship, subject to fulfilling of all other conditions as underlined by MCC

**3. CHILD OF YENEPOYA GROUP EMPLOYEE**

- The scholarship is provided subject to fulfilling of conditions as outlined

by MCC and as per the eligibility criteria as applicable:

Yenepoya Salary scale	% of concession (1 <sup>st</sup> child)	% of concession (2 <sup>nd</sup> child)
Upto Rs 3 lakhs pa	70%	35%
Above 3 lakhs uptoRs 6 lakhs pa	60%	30%
Above Rs 6 lakhs	50%	25%

- The employee should have worked in the organization for a period of 5 years to be eligible
- Employees are eligible to claim for scholarship for any 2 children

#### 4. ACADEMIC MERIT SCHOLARSHIP

- For candidates securing 90% and above marks in Physics, Chemistry and Biology, 25% scholarship on course fees will be given, subject to fulfilling of all other conditions as outlined by the respective council.
- This scholarship is available for Yenepoya Pre University College students in addition to the Alumni discount. In case of children of staff, the candidate can avail either of the 2.

#### MDS

##### 1. ALUMNI OF YENEPOYA (DEEMED TO BE UNIVERSITY):

- 10% of the course fees will be provided as Scholarship, subject to fulfilling of all other conditions as underlined by MCC

##### 2. CHILD/ SPOUSE OF YENEPOYA GROUP EMPLOYEEE

- The scholarship is provided subject to fulfilling of conditions as outlined by MCC and as per the eligibility criteria as applicable:

Yenepoya Salary scale	% of concession (1 <sup>st</sup> child)	% of concession (2 <sup>nd</sup> child)
Upto Rs 3 lakhs pa	70%	35%
Above 3 lakhs uptoRs 6 lakhs pa	60%	30%
Above Rs 6 lakhs	50%	25%

- The employee should have worked in the organization for a period of 10 years to be eligible
- Employees are eligible to claim for scholarship for any 2 children

**OTHER PG COURSES:**

1. Alumni of Yenepoya (Deemed to be University):
  - 20% of the course fees will be provided as Scholarship, subject to fulfilling of all other conditions as underlined by MCC
2. Child/ Spouse of Yenepoya Group Employee
  - The scholarship is provided subject to fulfilling of conditions as outlined by MCC and as per the eligibility criteria as applicable:

Yenepoya Salary scale	% of concession (1 <sup>st</sup> child)	% of concession (2 <sup>nd</sup> child)
Upto Rs 3 lakhs pa	70%	35%
Above 3 lakhs uptoRs 6 lakhs pa	60%	30%
Above Rs 6 lakhs	50%	25%

- The employee should have worked in the organization for a period of 5 years to be eligible
- Employees are eligible to claim for scholarship for any 2 children

**NOTE**

- The candidate will be eligible for concession only under one category. The categories cannot be combined to avail higher amount of scholarship.
- The candidate should apply for the scholarship in the prescribed format.
- The scholarship will cover only the course/ tuition fee payable for the particular course of study.
- The scholarship will not cover expenses to 3<sup>rd</sup> party service/ knowledge partners and this expense is to be borne by the candidate
- This scholarship will NOT cover the expenses such as hostel accommodation, books, examination fees, etc.

- The scholarship for the subsequent years will be same as given at the time of admission in the first year. However, the continuation of scholarship for subsequent years will be based on:
  - (i) Academic performance- minimum of 70% in University Examinations
  - (ii) Attendance- minimum of 90%
  - (iii) Sports/ Extra Curricular activities
  - (iv) Conduct/ Character
- The University reserves the right to prescribe the eligibility norms of academic performance for each course and may vary periodically.

## **NOTIFICATION**

### **Sub: Addendum to the Scholarship Policy and guidelines of Yenepoya (deemed to be University)**

Ref: No. Y/REG/PA/BOM-52/ NOTIFICATION/002/2021 dated 15.01.2021.

With reference to the subject cited above, the following addendum to the Scholarship Policy and guidelines of Yenepoya (deemed to be University) is made and hereby notified.

#### **Addendum:**

The scholarship is extended to the meritorious students seeking admission to MDS, MD/ MS, MBBS, BDS, BAMS, BHMS programmes from the academic year 2021-22.

The policy guidelines for the scholarship are as below:

#### **PG - SCHOLARSHIP – MDS**

- One seat will be reserved for meritorious students, opted through MCC and allotted a confirmed seat in the college
- Candidates who have secured All India Rank below 1000 are eligible to apply. 50% scholarship in the course fees will be provided for such candidate.
- If there are more than 1 applicant for a particular course, the student with the better rank will be given the allotment
- The scholarship is applicable on the total course fees (excluding the hostel fees, food, books etc.)
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent year subject to fulfilment of the below conditions:
  - The student should clear the year end University examinations as per DCI guidelines.
  - The student should fulfil minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate discontinues before the completion of the course, he / she must reimburse the total course fee.

## PG - SCHOLARSHIP – MD/MS

- Scholarship will be offered in the following specialisations for meritorious students, opted through MCC and allotted a confirmed seat in the college.

<b>Specialisation</b>	<b>Reserved Seats</b>
Medicine	2
Surgery	2
Ophthalmology	1
ENT	1
Paediatrics	1
OBG	1

- The scholarship is available only for General category students
- Candidates who have secured All India ranking as given below are eligible to apply:

<b>Rank</b>	<b>Scholarship</b>
Below 5000	75% of the tuition fees
Below 10000	65% of the tuition fees
Below 20000	50% of the tuition fees

- If there are more than 1 applicant (or 2, as may be applicable) for a particular course, the student with the better rank will be given the allotment
- The scholarship is applicable on the total course fees.
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent year subject to fulfilment of the below conditions:
  - The student should fulfil minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate dis-continues before the completion of the course, he / she must reimburse the total course fee.



## UG SCHOLARSHIP – MBBS/ BDS/ BAMS/BHMS

### MBBS:

- Scholarship will be offered for meritorious students, opted through MCC and allotted a confirmed seat in the college
- The scholarship is available only for General category students.
- Candidates who have secured All India ranking as given below are eligible to apply:

<b>Rank</b>	<b>Scholarship</b>	<b>No. Of seats</b>
1 - 5000	100% of the tuition fees	1
5001 - 10000	90% of the tuition fees	2
10001 - 25000	75% of the tuition fees	2
25001 - 50000	50% of the tuition fees	2

- If there are more than 1 applicant (or 2, as may be applicable) for a particular course, the student with the better rank will be given the allotment
- The scholarship is applicable on the total course fees.
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent year subject to fulfilment of the below conditions:
  - The student should score 70% in the year end University examinations.
  - The student should fulfil minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate discontinues before the completion of the course, he / she must reimburse the total course fee.

### BDS:

- Scholarship will be offered for meritorious students, opted through MCC and allotted a confirmed seat in the college
- The scholarship is available only for General category students
- Candidates who have secured All India ranking as given below are eligible to apply:

RANK	SCHOLARSHIP	NO. OF SEATS
1 - 5000	100% of the tuition fees	1
5001 - 25000	90% of the tuition fees	1
25001 – 50000	75% of the tuition fees	1
50001 - 200000	50% of the tuition fees	2

- If there are more than 1 applicant (or 2, as may be applicable) for a particular range, the student with the better rank will be given the allotment.
- The scholarship is applicable on the total course fees.
- The candidate will have to take care of other expenses like hostel fees, food, books etc.
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent years subject to fulfilment of the below conditions:
  - The student should score 70% in the year end University examinations.
  - The student should have minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate discontinues before the completion of the course, he/she must reimburse the total course fee.

### **BAMS:**

- Scholarship will be offered for meritorious students, opted through AACCC and allotted a confirmed seat in the college
- The scholarship is available only for General category students
- Candidates who have secured All India ranking as given below are eligible to apply:

RANK	SCHOLARSHIP	NO. OF SEATS
1 – 10,000	100% of the tuition fees	1
10001 - 50000	90% of the tuition fees	1
50001 – 100000	75% of the tuition fees	1
100001- 150000	50% of the tuition fees	2

- If there are more than 1 applicant (or 2, as may be applicable ) for a particular range, the student with the better rank will be given the allotment

- The scholarship is applicable on the total course fees
- The candidate will have to take care of other expenses like hostel fees, food, books etc.
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent years subject to fulfilment of the below conditions:
  - The student should score 70% in the year end University examination.
  - The student should have minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate discontinues before the completion of the course, he / she must reimburse the total course fee.

### **BHMS**

- Scholarship will be offered for meritorious students, opted through AACCC and allotted a confirmed seat in the college
- The scholarship is available only for General category students
- Candidates who have secured All India ranking as given below are eligible to apply:

RANK	SCHOLARSHIP	NO. OF SEATS
1 – 10,000	100% of the tuition fees	1
10001 - 50000	90% of the tuition fees	1
50001 – 100000	75% of the tuition fees	1
100001- 200000	50% of the tuition fees	2

- If there are more than 1 applicant (or 2, as may be applicable) for a particular range, the student with the better rank will be given the allotment
- The scholarship is applicable on the total course fees.
- The candidate will have to take care of other expenses like hostel fees, food, books etc.
- The same scholarship will be continued for the subsequent years as well. However, the scholarship will be awarded in the subsequent years subject to fulfilment of the below conditions:
  - The student should score 70% in the year end University examination.
  - The student should have minimum of 90% attendance, should not be involved in any disciplinary issues/ misconduct etc.
- In case the candidate discontinues before the completion of the course, he / she must reimburse the total course fee.





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# Library





**YENEPOYA**

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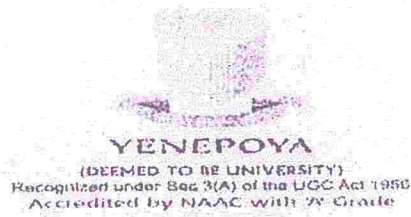
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<b>Name of the Policy/ Guidelines</b>	<b>Library Policy</b>
<b>Short Description</b>	<b>Policy and guidelines for Library</b>
<b>Scope</b>	<b>This policy document is a carefully designed , broadly stated, written guideline for the library staff to consult regarding procedures and action to be taken in the central library and branch Libraries under the Yenepoya (Deemed to be University)</b>
<b>Policy status</b>	<b>Revised</b>
<b>Year of approval of Version 1</b>	<b>2009. (Formation of Library Committee in 2009 as per the Bye-Laws governing the working of the University Bye law (Vol.III)</b>
<b>Revision</b>	<b>Revision- I</b>
<b>Effective date</b>	<b>24.05.2019</b>
<b>Approval Authority</b>	<b>46th Board of Management</b>
<b>Responsible officer</b>	<b>Registrar</b>







University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-46/Not/2019

Date: 06.06.2019

## RESOLUTION

**Sub: Proceedings of Library Committee meeting held on 17.4.2019.**

**Ref: 46<sup>th</sup> meeting of BoM held on 24.5.2019 – Agenda 15.**

Proceedings of Library Committee meeting held on 17<sup>th</sup> April 2019 was placed before the Board of Management at its 46<sup>th</sup> meeting held on 24<sup>th</sup> May 2019 at Yenepoya (Deemed to be University).

It was resolved to accept the proceedings of Library Committee meeting held on 17<sup>th</sup> April 2019.

Registrar  
Yenepoya (Deemed to be University)

To:  
Chief Librarian.



No. YU/REG/ACA/Library/2022

22.04.2022

**NOTIFICATION**

Sub: Re-notification of Yenepeoya (Deemed to be University) Library Committee

Ref. No. YU/REG/ACA/Library/2022 dated 14.01.2022

Ref: No. YU/ REG/ACA/ Library/ 2022 dated 28.01.2022

\*\*\*\*\*

Yenepeoya (Deemed to be University) Library Committee is re-notified with the following members for a period of three years and is hereby notified:

- |   |                    |
|---|--------------------|
| 1. Vice-Chancellor  | : Chairman         |
| 2. Prof. M. Abdul Rahiman   | : Special Invitee  |
| 3. Registrar  | : Member           |
| 4. Principal ,YMC   | : Member           |
| 5. Principal, YDC   | : Member           |
| 6. Principal, YNC   | : Member           |
| 7. Principal, YPC   | : Member           |
| 8. Principal, YPC&RC  | : Member           |
| 9. Principal, YIASC&M   | : Member           |
| 10. Principal, YHMC&H   | : Member           |
| 11. Principal, YAMC&H   | : Member           |
| 12. Principal, YN&YSC&H   | : Member           |
| 13. Dean, Faculty of Allied and Healthcare Professions            | : Member           |
| 14. Mrs. Janet Prima Mirnda, Vice Principal, YNC                  | : Member           |
| 15. Dr. Harishchandra B., Professor & HOD, General Surgery, YMC&H | : Member           |
| 16. Dr. Rajesh S, Professor & HoD, Periodontics, YDC              | : Member           |
| 17. Deputy Librarian  | : Member           |
| 18. Chief Librarian   | : Member Secretary |

  
**REGISTRAR**

To: The members concerned

Cc to:

1. COE
2. NAAC Office
3. P.A to V.C.
4. P.A to Registrar
5. File copy



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## **Introduction**

The Yenepoya (deemed to be University) library as the knowledge hub of the University continues to be a vital component of the University's mission to create an environment to generate new knowledge through meaningful research, by providing excellent library and information services to its faculty members, research scholars and students. It endeavors to deliver the best possible library and information services to meet the needs of the students, research scholars, faculty members and staff. There was a long felt need for consistency and clarity in the procedures and practices of the library in order to improve its efficiency, utility and services. This Policy document is a carefully designed, broadly stated, written guideline for the library staff to consult regarding procedures and action to be taken in the library.

## **Library in Education**

A well equipped, modern and well managed library is the foundation of modern educational system and plays a very critical role in supporting the academic programmes of the University. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

### **1. Library Committee (LC)**

The function of the Library Committee is to support the functioning of the library, so that it can facilitate library development and activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the library and its users. The main objective of the Committee is to establish a bridge between the library and the academic fraternity and the management of the University. The Honorable Vice Chancellor is empowered to nominate the members to the committee.

The Library Committee shall consist of following members:

The Vice Chancellor – Chairman

The Pro Vice Chancellor; if any

The Principals/deans of the Colleges

Three Heads of the departments by seniority and rotation nominated by the Vice Chancellor

The Registrar

The Finance Officer

The Librarian, Member Secretary

All members of the Library Committee, other than the ex-officio members, shall hold office for a period of three years and shall not be eligible for re-nomination thereafter. The Committee shall meet at least twice a year.

The functions of the Committee shall be as follows:

- To provide for proper organization and functioning of the library, documentation services and updating the stock of books.
- To provide for proper modernization and improvement of library and documentation services, and guidelines for upgrading of the library.
- To recommend to the Board of Management library fees and other charges for the use of library services by students and others
- To prepare the annual budget and proposals for development of the library.
- To submit to the Board of Management the annual report on the functioning of the library:
- To prepare the annual budget of the library
- To allocate the budget to the colleges and departments.
- To establish inter-library loan service for the benefits of the faculty and the students
- To procure books and journals including online databases, e-journals and e-books
- To recommend to the Board of Management to start programmes at certificate, diploma and degree in Library and Information Science.

## **2. Library Budget and Finances**

Library Budget means financial allocation to procure documents and provide access to the information resources. The management provides the finance for procurement of library resources.

## **3. Procurement of Learning Resources**

Procurement of learning resources forms the primary responsibility of the Library. It makes a systematic effort in developing the collection by identifying, evaluating, selecting, processing and making it available to the users

### **3.1 Procurement of Books**

#### **3.11 Process and Approvals**

- a. Recommendations: Faculty can recommend books to be procured for their courses and research duly endorsed by the Head of the department. Head of the department will recommend books which will be endorsed by the Deans of the respective colleges. Students/Research scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member/Head of the department.
- b. Indent approval: The indents will be routed through the Deans of the respective Colleges, for the approval of Registrar and Hon'ble Vice Chancellor from the Library.
- c. Ordering: Ordering can be done by print, email etc., with standard terms and conditions. Purchase orders will be issued from the Purchase department.
- d. Supplier Panel: A panel of vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions etc is made.

Quotations may be called from atleast 3 empanelled suppliers. Prices received are tabulated and comparative statement of prices is made. Orders will be placed for those with least price and highest discount.

- e. Supply Deadline : Maximum time limit for supplying ordered titles will be 90 days. However, after checking the supply status with suppliers, based on genuineness, additional time may be given.
- f. Foreign Currency : For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.
- g. Price Proof : Accepted Price proof are : (signed and stamped by supplier)
  - Print out from publishers Catalog
  - Photocopy from publishers Catalog
  - Distributor's invoice to supplier
  - For some Indian publications, price mentioned on the book
  - Alternatively, library also cross verifies the prices from publishers website.
- h. Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. University will provide space, basic furniture to facilitate conduct of exhibitions.

### **3.12 Terms and conditions for Vendors**

- a. Latest editions of the books to be supplied. If new edition of the book to be released, suppliers to intimate and supply the new edition, even if orders placed for the previous edition.
- b. Purchase order to be acknowledged within 7 days from date of email.
- c. Vendor to certify on the invoice that the prices quoted are the publisher's current prices and enclosed stamped price proof along with invoice.
- d. Payment will be made within 90 days from date of receipt of the invoice

### **3.13 Book Procurement Process Work flow**

- I. Initiation of Acquisition
  - Receiving recommendation letters, emails, marked and signed from publisher's catalogs.
  - Find out exact details of titles recommended
  - Check for Duplicates
  - Correspond with suppliers/vendors for price enquiries/quotations
  - Tabulation and comparative Statement of prices
  - Put up for approval
  - Purchase orders to be issued from purchase department
- II. Invoice Processing :
  - Receive Books from Suppliers/Vendors
  - Crosschecking with Purchase Orders
  - Foreign Exchange Rate Verification as per Good Offices Committee Report
  - Price Proof Verification
- III. Accessioning



- Accessioning/Enter the details of the Invoice and Books in Accession Register
  - Assign Accession Numbers to Titles in Database
  - Forward bills to purchase department
  - Maintain Bills File
- IV. Classifying
- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) Schedule
  - Write the Class No and Collation on the Title page
- V. Cataloguing
- Bibliographic Details of each book is entered in database according to AACR2 standards
  - Assigning Keywords : Minimum three keywords are assigned to each title
  - Data validation: regular editing of various access points in the database like Author, Title, Class No. etc.
  - Making analytical entries, wherever needed.
- VI. Processing of books
- Stamping-Library Stamp to be put on the Title page, on secret page and on the Last page.
  - Paste Spine labels, Bar Codes on the Title Page and on the last Page.
  - Prepare Book Cards
  - Send the completely ready to use to new arrivals shelf, Reference Section/Postgraduate section/Departmental Library as the case may be.
- VII. Complimentary Books
- These items are accessioned in the complimentary Accession Register.
- VIII. Vendor Follow Up:
- Titles Not supplied
  - Reminders to Suppliers to be sent
  -

### **3.14 Maintenance of Files and Records**

Following records /files will be maintained properly

- Accession Register
- Approvals and Purchase Orders in books Order file college/Centre-wise
- Invoices
- Reminders
- Budget/Finance

## **3.2 Procurement of Journals**

### **3.21 Subscription Process and Approvals**

- Budgetary Provision: Ensure that adequate recurring/annual funds are available for the approved Journals Subscription/renewals etc. as required.
- Beginning of Renewal Process : The Process of renewals should begin at least four months in advance (in September) so that by December end/early January all the

renewals are done and the subscriptions are continued without any discontinuation in issues

- Panel of Subscription Agents: Library gets the quotations from a panel of Subscription Agents through whom library places orders for all its journal subscriptions
- Procedure for preparing a panel of Subscription Agents : LC will formulate a panel of vendors/subscription agents for supplying journals with following criteria:
  - Performance : Response to the correspondence, speed of supply adherence to the terms and conditions
  - Experience by the peers
  - Publishers that a vendor supports
  - Based on the performance, the panel should have least 3 members
- Foreign Currency: for subscription vendors, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Vendor will have to produce the proof of payment made to the publisher, along with GOC conversion rates.
- Advance payment: Since advance payment is required for journal subscriptions, it is essential that payment may be made after
  - Direct confirmation from publishers/vendors that the journal has been subscribed in the name of the University
  - Proof for remittance (i) Invoice/Bill in duplicate should be provided by the publisher/vendor,
  - Copy of the letter sent to the publisher giving details of the journals for which remittance has been made
  - Copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank)
  - Publisher's renewal letter/notice mentioning the subscription price/cost (eg. Indian Journals)

### **3.22 Subscription Process work Flow**

- a. Recommendation: the list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.
- b. Approval :
  - Obtain the approval of respective Dean.
  - Price enquiries sent.
  - The list will be processed for exact details like price/publisher
  - Put up for approval to Registrar and Vice Chancellor through Deans.
- c. Proforma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publishers price list.
- d. Ordering: Renewal and Subscription Orders for Journals will be issued from the purchase department.
- e. Bills are maintained vendor-wise/College-wise

- f. Binding of Journals: All journals procured will be bound and kept in the archives shelves.

### **3.23 Receipt of and access to journals**

- a. Ensure that the items received are as per the order/access is enabled to the desired resource
- b. Manual (Kardex) and computerized record of receipts of the journal issues
- c. Processing of Journal Issues: physical verification, stamping
- d. Timely display of the loose issues of the periodicals on the respective display shelves.
- e. Linking to the online content wherever applicable.
- f. Accessioning the virtual resources should not be done since they do not exist in physical form.
- g. Accompanying materials such as CDs/DVDs etc are being preserved at the Audio-visual section of the Library.

### **3.24 Gratis/Complimentary Periodicals**

The documents relevant to the scope of the University's study and research areas be added to the complimentary collection and displayed. Complimentary/Free subscription Journals received can be treated as regular subscriptions and completed volumes will be bound and accessioned and archived.

### **3.25 Non Supply of Journals Issues**

- a. Reminders: Missing issue reminders can be sent with the following frequency
  - For weekly and bimonthly journals : Once every month
  - For Quarterly/Biannual journals : Once every two months
- b. Replacement of missing issues: Supplier must be asked to replace missing issues by way of
  - Replacement copy, or
  - Publisher certified and reproduced copy or
  - Refund either in the form of credit note or Demand Draft/Cheque or
  - Extend the subscription period equivalent to corresponding period

### **3.26 Archiving and Weeding Out**

In order to provide better access to the frequently consulted literature, back volumes are archived. The print volumes of the journals are considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that it is available in journal collection.

- Material (Books, journals, reports) that library received as gifts/complimentary by individuals/institutions and organizations which have no relevance to users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant/old infected material

Other resources Managed:

A variety of other information resources are received and displayed for use in the Periodicals Section which is being received free of charge, Viz:

- Complimentary Loose issues of Journals
- Annual Reports
- Reports
- Brochures
- Prospectus etc.

Non-Book Materials

A small collection of Non-Book Materials such as CD ROMS/DVDs etc is being maintained at the Audio-Visual Section and enlisted in a register. These materials are available for reference to all our Library users.

### **3.27 Maintenance of Records**

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Orders/Approvals
- Journal Bills
- Kardex (journal Loose Issue Entry)
- Journal Subscription Registers in Postgraduate library

### **3.3 Procurement of e-Resources**

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

### **3.31 Pricing Models**

There exist many pricing models. University can adopt the model depending on various factors like suitability and relevance for different programmes, research area, and usage analysis, if it is renewal.

- Annual Subscription : Access to content is available for only one calendar year
- Perpetual Access: Access to content is available for the year that we are subscribing. After expiry of subscription, we will still have access to the content of the year we subscribed for, in future, but not the subsequent new years.

### 3.32 Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, perpetual access, archival rights, governing laws, training and awareness programmes, Usage statistics, etc.

### 3.33 Process and approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence following procedure be followed for subscribing to online databases (not for single and individual journals).

- Identify the need.
- Ask for a trial access
- Publicize the availability of resource on trial.
- Analyse the usage statistics
- Consider all relevant facts and put up for approval.

### 3.34 Electronic Journals

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Dean, Registrar and Hon'ble Vice Chancellor. If eJournals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to University's academic and research interests, usage analysis and availability of funds.

### 3.35 Electronic Books

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Dean, Registrar and Hon'ble Vice Chancellor. If ebooks are being purchased or subscribed as subject collections, bundles or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to the University's academic and research interests, usage analysis and availability of funds.

## 4. Stock Verification

Physical verification of the library stock has to be carried out to identify the loss, misplaced documents, documents that need repair, etc. Depending upon the size of the library following periodicity is fixed

Size of Library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 years intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes	100% physical verification at 5 years intervals

Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals loss up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) Physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the Principal and the library staff will assist the verification team.

#### 4.1 Write off/Loss of Books

Missing/loss of book are a common factor in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the loss.

- Loss of ten volumes per 1000 volumes consulted/circulated on loan in a year may be taken as permanent value/un-service able and it may be considered for write off.
- Loss of a book of the value exceeding Rs.5,000/- for books published in India and Rs. 10,000/- for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action take. The Principal/LC will write off all such losses. The base values suggested for Indian and foreign books may be reviewed every three years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority
- All library personnel is equal responsible for loss of books/documents and library materials. If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened. Or if the loss is more than permissible extent, common share from all the users can be charged.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages are considered as loss for write-off.
- If the requisite and responsible staff are not provided to maintain the library proportionate to the strength of users and collection of the library. If the requisite safety, space, cabin and halls are not provided by the administration, in which case the librarian cannot be made responsible for the losses. However, in such situations the missing of books, etc., the Principal/LC should have library to write-off such books from library stock with reasonable remarks and possible events of such losses
- Fifteen years old books can be disposed write-off.
- However, there may be provision to write-off which is unserviceable/damaged/mutilated books by the recommendation of Library Committee. (Incase books/reading materials are found to be physically damaged due to low quality of papers, bindings, eaten by the mites, and out dated syllabus books besides absolute space problems in the library to preserve such books/reading materials shall be written-off)

## **4.2 Procedure for Write-off**

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize;
- Compile a final list of documents not found;
- Compare with the list of earlier stock verification to identify common entries;
- Compare losses with borrowing/consulting/photocopying statistics;
- Put up the list of common entries to the respective Deans along with justification for the losses (Open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.);
- Get approval from the Dean/Library Committee;
- Make necessary entries in the accession register, write-off register, etc;
- Remove records from databases;
- Close file.
- Improve the system with additional precautionary measures

## **4.3 Common Cost Recovery:**

To discourage the loss of books by the users, they should replace the same document, In case book/document is not available in the market they should pay the cost of document as above mentioned norms.

## **5. Infrastructure Maintenance Policy**

- Regular coordination and interaction with different administrative sections, Housekeeping section, Electrical & Maintenance department, Information Technology (IT) Department, Horticulture Department and Security department is maintained to ensure cleanliness and maintenance of the Library resources and infrastructure.
- Book binding is done annually as per need for damaged books and back volumes of journals.
- Electrical equipments like tube lights, fans, air-conditioners are checked and reported every month for replacement/servicing/repair
- Computers, Scanner and printers are checked and reported to the IT Department for updates, virus scanning etc. on monthly basis.
- Library furniture like tables and chairs are checked periodically for replacement of bush/cushion/back rest and other repairs as required.
- Book cupboards and journal display are cleaned and maintained by library staff on rotation basis.
- Proper Pest management is done to minimize problem caused by insects. Repellants are used to save materials from rat and cockroach menace.

- Housekeeping section looks after the sweeping and cleaning of the floors in the library every day. Dusting of furniture is done by the Library Staff.
- CCTV Camera and security personnel look after the security in the library.
- Fire extinguishers are refilled and maintained by the maintenance department.

## 6 Filing Policy

- Filing is done by a responsible Library Staff on daily/weekly basis as per requirement.
- If anyone removes a document from any file, it has to be handed over to this library staff for re-filing
- The files are arranged alphabetically in the filing cabinet.
- An index has been developed for reference of files in the filing cabinet.
- Fresh files are maintained annually.
- Old files are maintained in the archives section.

## 7 Library User instruction manual

- **Locating materials in the library: Online Public Access Catalog (OPAC)** is a library search engine which provides a simple author/ title/keyword/subject search can be found in the Library page of the University website and also in the remote access/off-campus program. This provides details about the books and non-books materials in the library. Metadata about the resource, its location, status, number of copies is available here.
- **E-resources:** Access to a wide range of e-resources has been provided 24 x 7 through the EzProxy remote access program. Links have been provided to the EzProxy program in the Library page in the University website. Users need to fill a form and submit it to the Library for remote access registration. The library registers the user and the username-password is sent to the user to the email provided in the form within two working days.

## 8 User Services Guide

- **Library membership**
  - Users need to fill in the library membership forms and submit to the library with their recent pass port size photograph (3) Postgraduate students need to submit their forms through their Head of the department and respective Dean of constituent colleges. Forms are available in the library webpage in the University website.
  - In case of loss of cards, duplicate library borrowers card shall be issued on payment of Rs. 200/-
  - Guest membership is available to visitors requiring using the library at a nominal fee. Forms are available in the library web page in the University website.
- **Circulation**
  - Postgraduate students are allowed to borrow two books from the issue shelf at a time for a period of five days and three books from the reference section. Undergraduate students can borrow one book from the issue shelf for a period of three days and one book from the reference shelf.



- The Reference books must be returned on the due date between 9.00am to 10.00am. And issued books on or before the due date. Books are issued upto 8.00pm on weekdays and upto 12.30pm on Sundays and public holidays
  - Book Bank facility is available to certain categories of students
  - There will be an overdue fine of Rs. 10.00 for issue book and Rs. 50.00 for Reference book.
  - Students are advised not to issue books to others on their names. Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, will not be issued out.
  - Books removed from the shelves, if not required further, should be kept on the table nearest to them in the PG library. They are requested not to try to shelve them themselves. Please remember that a book misplaced is a book lost. All files, books and notebooks must be presented to the Library staff at the circulation desk for inspection while leaving the Postgraduate Library.
  - Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
  - Borrower must make good the loss by replacing library material with same or latest edition.
- **Photocopying:** facility is available at the Postgraduate Library from 10 am to 11.45 pm on week days. The Xeroxing charge per exposure is Re. 1.00 Copyright rules are applicable for photocopying process. At any given point of time, only upto 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
- **General Rules and Regulations**
    - Library Working Hours
 

On week-days	- 9.00 am to 12.00 midnight
On Sundays and Holidays	- 9.00 am to 1.00 pm

The library will remain closed on national holidays like 15<sup>th</sup> August (Independence Day) and 26<sup>th</sup> January (Republic Day), and for major Festivals like Diwali, Christmas, Eid-ul-Fitr and Bakri-Id.
    - All the readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.
    - Identity Card should be compulsory for entering into the library.
    - Newspaper should be used at the newspaper desk and cannot be taken outside or inside the library.
    - Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
    - Smoking is not permitted in the Library.
    - Users are requested to keep their mobiles in silent mode.
    - Beverages and Eatables are not allowed inside the library
    - No Photograph of the Library shall be taken without the prior permission of the Librarian.
    - The Library reserves the right to call back any issued book/item at any time.

## 9. Digital Library-Acceptable Use And Code Of Conduct

- User has to enter his/her name and sign in the register kept at the entrance counter before entering the digital Library
- Mobile phones are to be switched off or to be kept on silent mode
- Digital Library timings : 9.00am to 11.00pm
- Silence shall be observed at all times in the digital library.
- Engaging in conversation/discussion/group study inside the digital library is strictly prohibited
- Installing or uninstalling any program or service in any computer is prohibited.
- Computers/internet is for education use only. Accessing unauthorized sites, playing games, chatting etc are strictly prohibited.
- Chewing of gums & consuming beverages inside the digital library are not allowed.
- Users may not tamper with any equipment inside the digital library, especially the computer system. In case of hardware/software problems, they may contact the staff on duty.
- Users are requested to co-operate with digital library staff.
- Print charges : Rs. 2/ per page (B&W)
- Scanning charges : Rs. 5/- per Page

## 10. Interlibrary lending and Borrowing Policy

Interlibrary loan is a transaction between institutions, not individuals. University Library is a member of Developing Library Network (DELNET), New Delhi, which promotes resource sharing among member libraries. This facilitates reciprocal borrowing and document Delivery services which provides greater access to academic resources to our students and staff.

### How to Borrow

Requests need to be sent by email to/from DELNET. Documents to be lent to DELNET need approval from the Dean/Registrar of our College/University. Users need to send a request by email to [articlerequest@yenepoya.edu.in](mailto:articlerequest@yenepoya.edu.in) in order to borrow documents from DELNET.

### Responsibilities of Borrowers

DELNET is responsible for the item from the time it leaves our library until it is returned and checked back in, including loss and damages. Every effort is made to package our items securely and to send it by a fast reliable method. The charges for courier/post will be borne by the borrowing library.

**Period of loan:** 7-10 days

### Items that cannot be sent

We do not lend the following items:

Periodicals, Reference books, and archival materials like back volume of journals.



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

# **Regulations Governing the Ph.D. Program**





# **REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM OF YENEPOYA (DEEMED TO BE UNIVERSITY)**

**(Amended as per the Notification from UGC, MHRD, New Delhi, dated 5<sup>th</sup>  
May 2016)**

Amended after approval from the Academic council held on

August 11, 2018

December 13, 2019

April 27, 2020

August 27, 2020

Ref: No. Y/REG/ACA/40-ACM/2020

09.09.2020

**NOTIFICATION – 39-ACM/07/2020 dtd. 09.09.2020**

Sub: Amendment to the guidelines of the regulations of the Ph.D Program

Ref: Resolution of the Academic Council at its 39<sup>th</sup> meeting held on 27.08.2020  
vide Agenda - 20

\*\*\*\*\*

The amended to the guidelines of the regulations of the Ph.D Program for inclusion of Faculty of Science, Faculty of Allied and Healthcare Professions, Faculty of Commerce and Management, Faculty of Art and Social Sciences is approved at the 39<sup>th</sup> meeting of Academic Council and subsequently at the 50<sup>th</sup> meeting of Board of Management held on 28.08.2020 for implementation.

The proposed amendment is as follows:-

Sl.No.	Clause /point No. Title of the clause	Present	Proposed amendment
1.	01. NOMENCLATURE OF THE DEGREE	The degree awarded by the University shall be called "DOCTOR OF PHILOSOPHY" in the "Faculty of Medicine/ Dentistry/ Nursing / <b>Allied Health and Basic Sciences/ Pharmacy/Ayurveda/ Homeopathy/ Arts, Science, Commerce and Management.</b>	The degree awarded by the University shall be called "DOCTOR OF PHILOSOPHY" in the "Faculty of Medicine / Dentistry/ Nursing/ /Pharmacy/Ayurveda/Homeopathy/ <b>Science/Allied Healthcare Professions / Commerce and Management/Arts and Social Sciences</b>
2.	02. DISCIPLINES	Admission to Ph.D Program will be made under the following faculty, covering a wide range of disciplines.  2.1 FACULTY OF MEDICINE  2.2 FACULTY OF DENTISTRY	Admission to Ph.D Program will be made under the following faculty covering a wide range of disciplines  2.1 FACULTY OF MEDICINE  2.2 FACULTY OF DENTISTRY

	2.3 FACULTY OF NURSING	2.3 FACULTY OF NURSING
	2.4 FACULTY OF ALLIED HEALTH AND BASIC SCIENCES	2.4 FACULTY OF SCIENCE
	2.5 FACULTY OF PHARMACY	2.5 FACULTY OF ALLIED AND HEALTHCARE PROFESSIONS
	2.6 FACULTY OF AYURVEDA	2.6 FACULTY OF PHARMACY
	2.7 FACULTY OF HOMEOPATHY	2.7 FACULTY OF AYURVEDA
	2.8 FACULTY OF ARTS, SCIENCE, COMMERCE AND MANAGEMENT	2.8 FACULTY OF HOMEOPATHY
	All subjects coming under the scope of respective faculties or any other new faculty approved by the university will be included from time to time	2.9 FACULTY OF COMMERCE AND MANAGEMENT
		2.10 FACULTY OF ART AND SOCIAL SCIENCES
		All subjects coming under the scope of respective faculties or any other new faculty approved by the University will be included from time to time

Sd/-

**REGISTRAR**

To:

Dy. Director, MPhil Ph.D Programme

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## **INTRODUCTION**

The PhD program was initiated in Yenepoya (Deemed to be University) in 2008 adapting the UGC regulations. In lieu of the UGC Regulations, 2016, which specifies the “Minimum Standards and Procedure for the award of PhD degree” the regulations governing the PhD program at Yenepoya (Deemed to be University) have been amended. All the important features of the UGC Regulations, 2016, have been incorporated into this regulation.

## **01. NOMENCLATURE OF THE DEGREE**

The degree awarded by the University shall be called “DOCTOR OF PHILOSOPHY” in the “Faculty of Medicine / Dentistry/ Nursing / Pharmacy/ Ayurveda/ Homeopathy/ Science/Allied Healthcare Professions/Humanities, Social Sciences, Commerce and Management Studies.

## **02. DISCIPLINES**

Admission to Ph.D program will be made under the following faculty, covering a wide range of disciplines.

- 2.1 Faculty of Medicine
- 2.2 Faculty of Dentistry
- 2.3 Faculty of Nursing
- 2.4 Faculty of Science
- 2.5 Faculty of Allied and Healthcare Professions
- 2.6 Faculty of Pharmacy
- 2.7 Faculty of Ayurveda
- 2.8 Faculty of Homeopathy
- 2.9 Faculty of Commerce and Management
- 2.10 Faculty of Art and Social Sciences

All subjects coming under the scope of respective faculties or any other new faculty approved by the University will be included from time to time.

### **03. ELIGIBILITY FOR ADMISSIONS**

Candidates with the following qualifications are eligible for enrolment for Ph.D program:

#### **3.1 ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAM**

3.1.1 .1.a.: Medical and Dental : Candidates with M.D. or M.S., or Medical P.G. Diploma, M.D.S., or M.Sc. in medical subjects, including MSc in Oncology & MSc in Human Genetics are eligible for enrollment for Ph.D course.

3.1.b.: Physiotherapy: Candidates with a PG degree in Physiotherapy, i.e., MPT degree or a Master's degree considered as equivalent by Yenepoya (Deemed to be University) are eligible for enrollment to Ph.D course in Physiotherapy.

3.1.c.: Pharmacy: Candidates with M.Pharm, Pharm-D and Pharm – D (PB) degree awarded by a College/University recognized by AICTE/PCI/RGUHS or a P.G. Degree in Pharmacy are eligible for enrollment for Ph.D course in Pharmacy of this University.

3.1.d.: Ayurveda Candidates with Ayurveda Vachaspathi (M.D (Ayu) /MS (Ayu) in Ayurveda in all the specialties or an equivalent P.G. qualification awarded by any other College/University recognized by CCIM are eligible for enrollment for Ph.D course in Ayurveda of this University.

3.1.e.: Homeopathy: Candidates with M.D. in Homoeopathy degree or an equivalent P.G. qualification awarded by a College/ University recognized by CCH are eligible for enrollment for Ph.D course in Homoeopathy of this University.

3.1.f.: Nursing: Candidates with M.Sc/M.Phil in Nursing degree or a P.G. Degree in Nursing considered as equivalent by Yenepoya (Deemed to be University) awarded by a College/University recognized by INC.

3.1.g.: Arts. Science, Commerce, Management: MA (Master of Arts), M.Sc. (Master of Science), M.Com (Master of Commerce), MBA (after BA/B.Sc/B.Com), PG Diploma in Management of 2-year duration (after BA/B.Sc/B.Com).

3.1.2 Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading

system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

3.1.3 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the UGC, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3.1.4 Candidates having no clear grading / marks in their Post-Graduate examination shall be considered for the Ph.D program subject to approval from the Equivalence Committee.

3.1.5 A relaxation of 5% of marks, from 55% to 50% or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non creamy layer) differently – abled, other categories of candidates who have cleared the M.Phil., and candidates who have cleared the MD/MS/DM/MCh/DNB/ MDS Course.

(Refer **GUIDELINES FOR ELIGIBILITY CRITERIA FOR ADMISSION (CLAUSE NO. 3)**)

#### **04 DURATION OF RESEARCH WORK**

**4.1** Ph.D. programme shall be for a minimum period of three years, including course work and a maximum of six years.

#### **4.2. Extension of Duration :**

4.2.1 Extension of time up to a maximum of one year may be permitted by the University, provided, Research Advisory Committee and the Board of Post Graduate Teaching & Research are satisfied that there are sufficient reasons for not completing the work within the stipulated time.

4.2.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

## **05 PROCEDURE FOR ADMISSION**

### **5.1 Application Procedure**

5.1.1 Application for enrolment for the PhD program shall be made in the prescribed forms (Annexure 1 :**Format of the Application for the Ph.D. Program**), which shall be made available at the office of the Registrar /website, Yenepoya (Deemed to be University), following a website/ newspaper notification of the same. The filled in application forms along with proposed area of work, routed through the proper channel, shall be submitted to the Registrar, Yenepoya (Deemed to be University), on or before the last date prescribed in the notification on payment of the requisite fee.

5.1.2 The candidate shall furnish the following information along with the application for enrolment :

- (i) Name of the department and Institution where the candidate proposes to work and conduct research
- (ii) Proposed research work – work outline
- (iii) No objection certificate from the Head of Department and Head of Institution if employed.

5.1.3 Admission to Ph.D shall be subject to passing the entrance test conducted by the Yenepoya (Deemed to be University). However, candidates who have qualified in the centrally conducted UGC-CSIR NET (including JRF/SLET/GATE/DBT/DST/DOE/AYUSH /teacher fellowship) exams are exempted from appearing in the entrance test. Candidates who have passed M.Phil. degree examination from any recognized University, with a minimum of 55% aggregate marks are also exempted from the entrance test.

### **5.2 Admission Procedure**

Yenepoya (Deemed to be University) shall admit candidates by a two stage process, through entrance test and interview :

5.2.1 The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance.

5.2.2 Candidates with a minimum of 50% will be considered as eligible for the interview. An interview/*viva-voce* shall be organized by the Ph.D. Admission committee constituted by the Yenepoya (Deemed to be University) (Annexure 4: STRUCTURE OF THE Ph.D. ADMISSION COMMITTEE). For candidates who have not secured 50% in the entrance: in case of candidates belonging to general merit category a minimum of 45%, and in

case of SC/ST/OBC category a minimum of 40% in the entrance exam is essential. However, the aggregate of both entrance exam marks and the interview marks cannot be less than 50% in these categories also.

5.2.3 The candidates are required to discuss their research interest/area through a presentation before a Ph.D. Admission Committee, duly constituted by the Yenepoya (Deemed to be University).

5.2.4 The interview/*viva voce* shall also consider the following aspects, viz. whether:

- a) the candidate possesses the competence for the proposed research
- b) the research work can be suitably undertaken at the Institution/College
- c) the proposed area of research can contribute to new/additional knowledge.

5.2.5 Applications, the results of the entrance exam, interview and the brief research proposals of the candidates will be placed before a Ph.D. Admission Committee constituted by the University. The Committee will examine and review the research proposal and if the committee *prima facie* finds the applicant qualified and suitable, will make recommendations to the University for provisional registration.

## **06. ALLOCATION OF RESEARCH SUPERVISOR**

6.1 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department based on the consensus of the whole department concerned, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*.

6.2 In case of topics which are of inter disciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

### **6.3 Eligibility criteria to become a research supervisor : (Annexure 12 : FORMAT OF THE APPLICATION FOR RECOGNITION AS RESEARCH SUPERVISOR / CO-SUPERVISOR FOR THE Ph.D. PROGRAM)**

All regular Professors, Associate Professors / Readers and Assistant Professors / Lecturers / Research faculty working full time holding a Doctorate Degree (DM/ MCh / Ph.D.) are eligible

to be considered as Research Supervisors with the approval of the Board of studies subject to the following:

6.3.1 Any regular Professors in the departments of the constituent colleges / units of the University with at least five original research publications as first / second / corresponding author in refereed journals, and any regular Associate/Assistant Professor in the Post graduate departments of the constituent colleges / units of the university with a Ph.D. degree and at least two original research publications as first / second / corresponding author in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. *In* departments where there are no eligible research supervisors for the PhD program, the Institution may relax the above condition for recognition of Professors/Associate Professor with additional degrees, viz., DM/MCh, as research supervisors, without applying any other clauses. However, for Assistant Professors with additional degrees, viz., DM/MCh, at least two original research publications is required for recognition as research supervisors.

6.3.2 Professors in the Post-Graduate departments of the constituent colleges / units of the Yenepoya (Deemed to be University) who do not have Doctoral degree, viz. DM / MCh / Ph.D., in the concerned/ related subject shall be deemed to be the recognized Research supervisors in their subjects provided they have at least 10 years of teaching experience after having acquired their Masters Degree of which 5 years shall be Post-graduate teaching in the relevant discipline. They also should have minimum five original research publications in indexed journals to his/her credit of which at least three as first / second / corresponding author, as evidence of active research involvement.

6.3.3 In any specialty, if a suitable research supervisor with adequate qualification fulfilling all the other criteria to become a Ph.D. research supervisor is not available are recognised research supervisor from the relevant / related subject of another faculty may be considered.

#### **6.4 Maximum number of scholars a Research Supervisor can supervise:**

6.4.1 A research supervisor / Co-supervisor who is a Professor, at any given point of time shall not guide more than eight Ph.D. scholars.

6.4.2 An Associate Professor as Research supervisor can guide up to a maximum of six Ph.D. scholars

6.4.3 An Assistant Professor as Research Supervisor can guide upto a maximum of four PhD scholars.

- 6.4.4 Whenever the number of candidates registered under a Research Supervisor has reached the maximum, a Research Supervisor becomes eligible to supervise another Ph.D. candidate only after the submission of the thesis by any one of the Ph.D. candidates already registered under him/ her or a vacancy arises due to discontinuation of any registered candidate.
- 6.4.5 A Research supervisor recognized by more than one University, he /she shall give an undertaking of the number of candidates working under his / her guidance.
- 6.4.6 Co-supervisor working in an institution other than the constituent unit of the University (Refer guidelines for recognition of institutions as research collaborators for ph.d program and Annexure 2) should fulfil the requirements to the satisfaction of the Yenepoya (Deemed to be University) regarding their expertise.
- 6.4.7 A Research supervisor shall not undertake to offer guidance for Ph.D. work to any of his/her first degree relatives.
- 6.4.8 No Research supervisor shall enrol candidates for the award of Ph.D. Degree unless he/she has at least two years of service before retirement on superannuation. A Research supervisor who has more than two years of service before retirement may enrol candidates and continue as Research supervisor even after retirement in respect of such candidates.
- 6.4.9 The allotment/ allocation of research supervisor shall not be left to the individual student or teacher.

## **6.5 Change of Research Supervisor:**

- 6.5.1 Once registered for Ph.D. program, ordinarily no change of Research supervisor is allowed for any candidate. In exceptional cases, with no objection certificate from the Research supervisor and willingness from the other recognised research supervisor (of the same specialty) to Guide the candidate (both letters endorsed by the Head of the Institution), the University may consider the change of Research supervisor.
- 6.5.2 The Research Advisory Committee may consider the request-
- (i) If the Scholar has completed two years of his research program and the Research supervisor is transferred to another area, the Co-supervisor can guide the scholar with the permission of the Research Advisory Committee.

(ii) If the Scholar is interested to move along with the Research supervisor in the event of the transfer of the Research Supervisor, the scholar will be permitted with the permission of the Research Advisory Committee.

(iii) In case the Research supervisor is leaving the Institution permanently or on deputation elsewhere or otherwise, for a period of more than one year, the candidate will be allotted to the co-supervisor or a new research supervisor.

6.5.3 In case of relocation of Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent Research Supervisor and the institution for the part of research already done.

## **07. Ph.D. COURSE WORK**

Provisionally registered Ph.D. scholars shall be required to undertake course work for a minimum period of one semester at the University Campus.

7.1 The course work shall be treated as preparation for Ph.D. course work examination and include research methodology, biostatistics, research ethics, computer applications, review of published research in the relevant field, training, etc. The minimum qualifying requirement for allowing the Ph.D. student to proceed further with the research work shall be successful completion of the Ph.D. course work examination.

7.2 The course work shall have 16 credits consisting of 4 papers.

7.3 A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

7.4 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

7.5 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar.



- 7.6 All candidates admitted to the Ph.D. program shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 7.7 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- 7.8 Evaluation of the Ph.D. course work will be done by conducting a Ph.D. course work examination by the University.
- 7.9 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 7.10 If found necessary course work may be carried out by doctoral candidates in sister departments/constituent units within the University for which due credit will be given to them.

**(Annexure 4 : SCHEME OF Ph.D. COURSE WORK, EXAMINATION, EVALUATION AND DECLARATION OF RESULTS; Annexure 5: FORMAT OF THE WORK PROPOSAL SYNOPSIS)**

#### **08 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS:**

There shall be a Research Advisory Committee, or an equivalent body for similar purposes as defined in the Statutes/Ordinances of the Institution concerned, for each Ph.D. scholar.

- 8.1 The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
- 8.1.1 To review the research proposal and finalize the topic of research;
- 8.1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- 8.1.3 To periodically review and assist in the progress of the research work of the research scholar.

**(Annexure 6 : FORMAT OF THE HALF YEARLY PROGRESS REPORTS)**

- 8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.(Annexure 7: FORMAT OF THE SLIDES FOR THE PROGRESS REVIEW)
- 8.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

**09 EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF THE DEGREE, etc.:**

- 9.1 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses above, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- 9.2 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 9.3 Ph.D.scholars must publish at least one original research paper in National or International, indexed journal and make two paper presentations at conferences/ seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 9.4 The candidate will be eligible to submit the final summary on getting approval from the Research Advisory Committee.(Annexure 8: FORMAT OF THE FINAL SUMMARY /SYNOPSIS)
- 9.5 Prior to submission of the final summary (synopsis) of the thesis, the student shall make a presentation in the Department that may be open to all the faculty members and research students for getting a feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.

- 9.6 All the Ph.D. scholars shall submit an application along with the final summary (six copies) containing the summary of the research work done, duly signed by the Research Supervisor and Co-Research Supervisor, to the Controller of Examinations at least three months before submission of final thesis. (Annexure 9: FORMAT OF THE APPLICATION FOR THESIS SUBMISSION)
- 9.7 “Certificate of Plagiarism check” of the final summary endorsed by the Research supervisor and research co-supervisor shall be submitted along with the final summary.(Annexure 10: DETAILS OF PLAGIARISM CHECK)
- 9.8 The Controller of Examinations, shall proceed with the constitution of panel of three Examiners (including Research Supervisor as internal examiner) from a panel of not less than ten experts submitted by the Research Supervisor, and approved by the Board of Examiners for the adjudication of the Ph.D. thesis.
- 9.9 The Controller of Examinations shall forward the summary to two appointed external examiners. Upon receipt of acceptance in writing by the external examiners the Controller of Examinations shall then send the thesis to them for evaluation.
- 9.10 **The candidate shall submit seven copies of his/her thesis along with a soft copy (CD) within 6 months after submission of the summary duly signed by the research Supervisor and Co-supervisor to the Controller of Examinations.** (Annexure 11 : FORMAT OF THE THESIS). In case the research scholar fails to submit the thesis within six months after the submission of final summary, an extension may be provided with payment of a penal fee.
- 9.11 The final viva voce (defense) shall be conducted within six months from the date of submission of the thesis.
- 9.12 A candidate shall also submit along with his/her thesis-
- a) “No due certificates” from the Head of Department and Head of the Institution where he/she has worked, from the University Librarian and from the Finance Officer of the Yenepoya (Deemed to be University).
  - b) Research papers published by him/her related to their research topic, during his / her course as Ph.D. scholar.
- 9.13 While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the

award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

- 9.14 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner shall be from outside the country. The *viva voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- 9.15 The public *viva voce* of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva-voce*, the Institution shall send the thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 9.16 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

## **10 . DEPOSITORY WITH INFLIBNET:**

- 10.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the /Ph. D. Thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/ Colleges.
- 10.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

The University may frame guidelines for further clarity in the implementation of the regulations.

The PhD regulations outlined by other statutory bodies, such as MCI, DCI, INC, etc., maybe considered and implemented time to time.



**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

# Performance Appraisal





**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
Recognized under Sec 3(A) of the UGC Act 1956  
Accredited by NAAC with 'A' Grade

University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-49/Not/04/2020

Date: 11.05.2020

## **NOTIFICATION**

**Sub: HR policy - reg.**

**Ref: 49<sup>th</sup> meeting of BoM held on 30.04.2020 – Agenda 6.**

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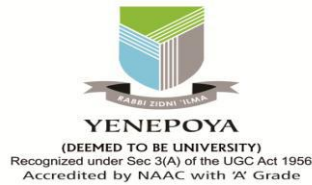
As discussed under the Agenda 6 of 49<sup>th</sup> Board of Management Online meeting held on 30<sup>th</sup> April 2020, it was resolved to accept the HR policy framed for Yenepoya (Deemed to be University).

Registrar  
Yenepoya (Deemed to be University)

Encl: HR policy

# **1. Performance Appraisal Policy for Teaching Faculty**





## **Performance appraisal policy/guidelines for Teaching Faculty**

### **INTRODUCTION**

Performance evaluation is an important but at the same time challenging task for teaching staff and institution. It is a yardstick which helps to make sure the organization is in the right track as individual's contribution leads to organizational goal achievement. For employees it is a personal growth target sheet and recognition from employer for their achievements and contributions.

Yenepoya (Deemed to be University) has developed specific, comprehensive, measurable and mutually benefited performance tasks in the evaluation form. It includes major areas namely Academics, Research, Awards/Recognitions/Additional Qualification/ Presentations, Feedback, Administrative / Additional Responsibilities/ Curricular / Committees / Membership/ Others and Work ethics/Punctuality and each section has got overall points and indivisible criteria weightages.

The uniqueness of any ideal performance evaluation tools are involving both sides equally so self appraisal, approvals by HOD and reviewing by university officials are part of the tools. The evaluation of performance appraisal is done annually and in specific situations like confirmation of employment and promotion.



## Yenepoya (Deemed to be University)

### Individual Performance Review & Development

#### Performance Indicators

Academics	40
Research	20
Awards/ Recognitions/ Additional Qualification/ Presentations	15
Feedback	15
Additional responsibilities/ assignments , Work ethics, Team work, human relations,	10
<b>TOTAL</b>	<b>100</b>

**1. ACADEMICS – TEACHING UG/PG (Applicant must enclose supporting document if answer is YES.)**

<b>CRITERIA ( 4 points each for criteria )</b>	<b>TOTAL POINTS</b>	<b>POINTS AWARDED (SELF)</b>	<b>POINTS AWARDED (CONSENSUS)</b>
<ol style="list-style-type: none"> <li>1. Didactic Lectures</li> <li>2. Practical and clinical demonstrations for UGs / PGs and Supervision and evaluation of practical and clinical work/ field visits of all students</li> <li>3. Seminar/Journal club/ Demonstration/ Practical (conducted/attended/ moderated/ guided)</li> <li>4. Small group discussions/Clinical cases / PBL/ Simulation /preparation of lesson plan</li> <li>5. Conducting Unit Test / Internal Exams and Preparing, vetting question papers/question bank for Internal and university exams.</li> <li>6. Conduct practical/clinical exam and viva voce</li> <li>7. Invigilation during Internal and University exams</li> <li>8. Expert assistant/ examiner during internal/university exam</li> <li>9. Guidance for Postgraduate thesis/PhD Guidance and short studies</li> <li>10. Counseling of students with attendance shortage &amp; poor performers</li> </ol>	40		

**2. RESEARCH**

		<b>POINTS</b>	<b>POINTS AWARDED D (SELF)</b>	<b>POINTS AWARDED (CONSENSUS)</b>
<b>Publications</b>	A) Minimum 1 paper per year in indexed journals based on original research as first/second/third or corresponding author (Web of Science, Scopus, PUBMED, Medline, citation index, science citation index, expanded embase, directory of open access journals(DOAJ) ).	5		

	B) Case Reports, case series Review articles etc . , in indexed journals as first or corresponding author Web of Science, Scopus, PUBMED, Medline, citation index, science citation index, expanded embase, directory of open access journals ).	4		
	Publications as co- authors (other than first author or corresponding author); Original research – 3 points each ( upto 5 authors) Case Reports, Reviews- 2 point each (upto 3 authors)	Maximum 5		
<b>Book authored</b>	Chapter authored /edited	2		
<b>Research grants</b>	Research Grants including clinical trials from external agencies (Every grant received gets 1 point). (Maximum of 4 points)	4		
<b>TOTAL</b>		<b>20</b>		

**3. AWARDS/ RECOGNITIONS/ ADDITIONAL QUALIFICATION/ PRESENTATIONS:**

	<b>Total points</b>	<b>Event</b>	<b>Points distributed</b>	<b>Points awarded (self)</b>	<b>Points awarded (consensus)</b>
<b>Awards/ recognition/travel grants</b>	<b>5</b>	International	3		
		National / others	2		
<b>Additional qualifications (Only on the year of qualification )</b>	<b>5</b>	International	3		
		National / others	2		

<b>3. Conferences</b>	<b>3</b>	Oration, guest talks, invited faculty for workshops, Paper/ poster presentations	3(one point per event)		
	<b>2</b>	Chair persons, moderators, panelist	2 (one point per event)		
<b>Total</b>			<b>15</b>		

#### 4. FEEDBACK

	Points allotted	Points awarded Self	Points awarded Staff/student	Final Points awarded
Student feedback on faculty**	10			
HOD feedback/ CR	5			
<b>TOTAL</b>	<b>15</b>			

#### 5. ADDITIONAL RESPONSIBILITIES/ ASSIGNMENTS AT THE ORGANIZATION

CRITERIA	POINTS ALLOTTED	POINTS AWARDED (SELF)	POINTS AWARDED ( CONSENSUS)
Participation in University assignments/functions & College assignments/functions	01		
Chairperson/ Membership of various committees (e.g.: ethics committee, Medical Education unit /CHPE etc.)	01		
Active participation in quality initiatives (NAAC/ NABH/ NABL)	04		
<b>TOTAL</b>	<b>06</b>		

#### 6. WORK ETHICS/ TEAM WORK/ HUMAN RELATIONS

CRITERIA	POINTS ALLOTTED	POINTS AWARDED (SELF)	POINTS AWARDED (CONSENSUS)
Punctuality, dependability, competency	02		
Team work and human relations	02		
<b>Total</b>	<b>04</b>		

**Appraisee's name**

**Signature**

**Comments if any:**

**Appraisers Name**

**Signature**

**Comments(Overall evaluation) if any:**

**Agreed objectives for next year:**

**Reviewer's name**

**Signature**

**Comments if any:**

**REGISTRAR**



Yenepoya (Deemed to be University)

## Faculty Performance Appraisal (Research)

### YENEPOYA RESEARCH CENTRE

Performance Indicators and weightage ratio:

Academics (including PhD guidance)	20
Research (Publications/extramural grants/patents)	60
Awards/ Recognitions/ Additional Qualification/ Presentations	05
Feedback	05
Administrative/ additional responsibilities/ curricular/committees/memberships/others	05
Work Ethics/Punctuality/etc	05
<b>TOTAL</b>	<b>100</b>

#### For assessment and promotion:

Asst. Professor Stage 1 to Stage 2: 60 points

Asst. Professor Stage 2 to Stage 3: 65 points

Asst. Professor Stage 3 to Associate Professor Stage 1: 70 points

Associate Professor Stage 1 to Associate Professor Stage 2: 80 points

Associate Professor Stage 2 to Additional Professor/ Professor: 90 points

**1. ACADEMICS – TEACHING PG/PG Diploma/PhD (Applicant must enclose supporting document if answer is YES.)**

<b>CRITERIA ( 2 points/criteria )</b>		<b>TOTAL POINTS</b>	<b>POINTS AWARDED (SELF)</b>	<b>POINTS AWARDED (CONSENSUS)</b>
i.	Didactic Lectures	20		
ii.	Practical sessions			
iii.	Seminar/Journal club/ Demonstration/ (conducted/attended/ moderated/ supervised)			
iv.	Small group discussions (PhD scholars)			
v.	Conducting Unit Test / Internal Exams and Preparing, vetting question papers for Internal and university exams.			
vi.	Conduct practical / exam and viva voce (Expert assistant/ examiner during internal/university exam)			
vii.	Invigilation during Internal and University exams			
viii.	Guidance for PhD (Supervisor/Co-Supervisor)			
ix.	Doctoral committee member and participating in progress review meetings/counseling			
x.	Course Coordinator/PhD Course work coordinator/etc			
<b>2. RESEARCH</b>		<b>POINTS</b>	<b>POINTS AWARDED (SELF)</b>	<b>POINTS AWARDED (CONSENSUS)</b>
<b>Publications</b>	(A) Original articles in indexed journals as first/Second/ corresponding author (Web of Science, Scopus indexed journals) Per publication=2 points x impact factor	20		
	(B) Review articles as first or corresponding author (Web of Science, Scopus indexed journals) Per publication=1 point x impact factor	5		



	(C) Publications as co- authors Original research – (2 points each) Editorials/ Reviews- (1 point each)	Max 5 points		
	Chapter authored /edited (2 points each)			
<b>Research grants</b>	Research Grants: Extramural (Govt/Non Govt) including consultancy projects Principal investigator: 1 point/2 lakhs Co-investigator: 0.25 point/2 Lakhs	20		
<b>Patents</b>	Patents Filed: 2 points Patents Published=3 points Patents granted: 10 points	10		
<b>TOTAL</b>		<b>60</b>		

### 3. AWARDS/ RECOGNITIONS/ ADDITIONAL QUALIFICATION/ PRESENTATIONS:

	Total points	Event	POINTS DISTRIBUTED	POINTS AWARDED (SELF)	POINTS AWARDED (CONSENSUS)
<b>Awards/ recognition/travel grants</b>	<b>2</b>	INTERNATIONAL	2		
		NATIONAL / OTHERS	1		
<b>Conferences</b>	<b>3</b>	Oration/guest talks, invited faculty for workshops/Paper/poster presentations/ Chair persons/moderators/panelist	3 (1/Event)		
<b>Total</b>	<b>5</b>		<b>5</b>		

### 4. FEEDBACK

	Total Points	POINTS AWARDED STAFF/ STUDENT	FINAL POINTS AWARDED	Remarks
<b>Student</b>	<b>2.5</b>			
<b>HOD / CR</b>	<b>2.5</b>			
<b>TOTAL</b>	<b>5</b>			

### 5. ADDITIONAL RESPONSIBILITIES/ ASSIGNMENTS AT THE ORGANIZATION (administrative/ curricular/committees/memberships/others)

CRITERIA	POINTS ALLOTTED	POINTS AWARDED (SELF)	POINTS AWARDED ( CONSENSUS)
Participation in University assignments/functions & College assignments/events	<b>02</b>		

Chairperson/ Membership of various committees/organizing committee of workshops and conferences	<b>01</b>		
Active participation in quality initiatives (NAAC/ NABH/ NABL)	<b>02</b>		
<b>TOTAL</b>	<b>05</b>		

**6. WORK ETHICS/ TEAM WORK/ HUMAN RELATIONS**

<b>CRITERIA</b>	<b>POINTS ALLOTTED</b>	<b>POINTS AWARDED (SELF)</b>	<b>POINTS AWARDED (CONSENSUS)</b>
Punctuality, dependability, competency/work ethics	03		
Team work and human relations	02		
<b>Total</b>	<b>05</b>		

**Appraisee's name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other information if any:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

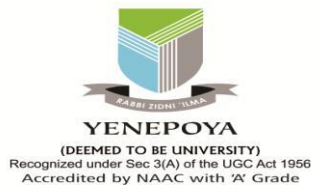
**Appraisers Name** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments based on the overall evaluation:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reviewer's name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments if any:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **2. Performance Appraisal Policy for Non-Teaching Staff**



## **Performance appraisal policy/guidelines for Non-Teaching Faculty**

### **INTRODUCTION**

Performance evaluation is an important but at the same time, challenging task for non teaching staff and institution. It is a yardstick which helps to make sure the organization is in the right track as individual's contribution leads to organizational goal achievement. For employees, it is a personal growth target sheet and recognition from employer for their achievements and contributions.

Yenepoya (Deemed to be University) has developed specific, comprehensive, measurable and mutually benefited performance tasks in the evaluation form. The uniqueness of any ideal performance evaluation tools are involving both sides equally so self appraisal, evaluating by the subordinate and reviewing by the HOD are part of the tools. The evaluation of performance appraisal is done bi-annually and in specific situations like confirmation of employment and promotion.

**YENEPOYA (Deemed to be University)**

**Performance Evaluation**

**(Applicant must enclose supporting document if answer is YES)**

**Name & code of the Employee:**

**Designation:**

**Department:**

**Date of Joining:**

**Present Status:**

Section -I	Self					Subordinates						
Parameters	Ratings					Ratings					Comments	
Support /guidance /mentoring	1	2	3	4	5	1	2	3	4	5		
Role model for subordinates or co-workers	1	2	3	4	5	1	2	3	4	5		
Interest about work	1	2	3	4	5	1	2	3	4	5		
Interpersonal relationship with Colleagues	1	2	3	4	5	1	2	3	4	5		
Coordination in Team Work	1	2	3	4	5	1	2	3	4	5		
Helps others to improve the Quality of their work												
Total Marks(30) :												
Name and ID of subordinate/peer (if willing to disclose)												
Section -II	Self					HOD/Appraiser						
Parameters	Ratings					Ratings						
Job knowledge	1	2	3	4	5	1	2	3	4	5		
Willing to take up responsibility of given team task	1	2	3	4	5	1	2	3	4	5		
Submitting the reports on time	1	2	3	4	5	1	2	3	4	5		
Willingness to learn new skills	1	2	3	4	5	1	2	3	4	5		
Go beyond the call of duty when it is required	1	2	3	4	5	1	2	3	4	5		
Knowledge about computer, Technology and other relevant advance skill require for the job	1	2	3	4	5	1	2	3	4	5		
Quality of work	1	2	3	4	5	1	2	3	4	5		
Total Marks (30):												
Additional Course has done since last promotion till PG/UG/CERTIFICATE-OFFLINE/ONLINE											Yes	NO
If Yes, please mention the additional Course details												
Course done	Last one year					1-2years			2-3years		3-4years	
Points	5					4			3		2	
Course related to the job	Yes	NO	Mention the points/comments									
Points	5	1										
Details of the course if it is a related course.												
Mode of the course	Regular					Part time/Online				Distance		
Points	5					3				2		
Course details	P G					U G			Diploma		Certificate	
Points	5					4			3		2	
Course has hands on training	Yes	No	Mention the points/comments									

Points	5	1									
Publication and involvement in extracurricular activities which positively impact society. (Arts, Sports, Culture, Publication etc)	Yes	NO	Details of the activities with Proof attachments:								
Assessment on current job skills – score of 10 weightage	5	1									
	<b>Self</b>					<b>University Committee</b>					
<b>Parameters</b>	<b>Rating</b>					<b>Ratings</b>					<b>Comments</b>
<b>Communication skills</b>	1	2	3	4	5	1	2	3	4	5	
<b>Dedication to the assigned work</b>	1	2	3	4	5	1	2	3	4	5	
<b>Cooperation in the departmental works</b>	1	2	3	4	5	1	2	3	4	5	
<b>Performance</b>	1	2	3	4	5	1	2	3	4	5	
<b>Punctuality</b>	1	2	3	4	5	1	2	3	4	5	
<b>Initiative</b>	1	2	3	4	5	1	2	3	4	5	
<b>Behaviour</b>	1	2	3	4	5	1	2	3	4	5	
<b>Appearance</b>	1	2	3	4	5	1	2	3	4	5	
<b>Responsiveness</b>	1	2	3	4	5	1	2	3	4	5	
<b>Total Marks :</b>											

**Tick on Grade of Performance according to the marks:**

**Poor (10-20)    Fair (21-40)    Good ( 41-60)    Very Good (61-80)    Excellent(81-100)**

**Recommendation from Management:**  
To be promoted (Regularization) for next level – (Excellent)

To be promoted (Regularization) without Salary changes - (Very good)  
To be continued to work with current post- (Good)

To be continued to work for 6 months& then performance will be evaluated – (Fair)  
To be terminated – (Poor)

Recommendation for job Rotation & Recommendation for upskilling or reskilling if score is below good and any specific area or parameter is weak or identified as requirement for the job.

**Appraise comments**

**Appraiser comments**

**Objectives for next evaluation**

**Counseling points**

**Reviewers comments and conclusions (Branch heads (principal /MS)**

Appraisee signature

Appraiser signature

Reviewers signature.

Regularisation Committee

## **Guidelines to conduct performance appraisal and submission of the format to the University**

1. This form will be used for the purpose of regularization /promotion or for the confidential assessment of employees
2. Performance assessment is an ongoing constructive measure to support the employee to improve and enhance team work in the departments and not a disciplinary measure.
3. This form is divided into 5 sections and section 1 to 3 is having options to self-rate by the employee along with that section 1 will be assessed by the reviewer or the HOD.
4. Section 4 is focused on the skills or training gained by the employee in recent past to enhance the work done by the employee in order to achieve the department or organizational objectives.
5. Section 5 is an online or written examination and which will be conducted by the university.
6. The section 4 and 5 score will be taken for weightage to rank or prioritise the applicants.
7. Every relevant documents as proof must be attached for the parameters answered as 'YES'
8. Every performance appraisal process should end with a counseling session with appraise and appraiser in order to set a mutually agreeable terms and conditions for future improvements and the counseling points will be taken into consideration for the next evaluation for the completion or achievements of the set objectives .
9. Any concerns regarding this process ,can be raised through official process to the registrar's office
10. Financial authority on decision making in this regard will be the Hon. Vice Chancellor







**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

# **Financial Support to Teachers for Attending academic Programs**





**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

<b>Name of the Policy/Guidelines</b>	<b>Policy document on providing financial support to teachers to attend conferences/workshops</b>
<b>Scope</b>	<b>This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments</b>
<b>Policy Status</b>	<b>Revised</b>
<b>Year of approval</b>	<b>11<sup>th</sup> August 2018</b>
<b>Effective Date</b>	<b>24 August 2018</b>
<b>Approval Authority</b>	<b>Board of Management</b>
<b>Responsible officer</b>	<b>Registrar</b>





**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
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Accredited by NAAC with 'A' Grade

University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-43/Not/2018

Date: 24.8.2018

**NOTIFICATION - 15**

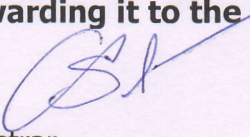
**Sub: Amendment to the notification – sanction of financial assistance for attending conferences, seminars, workshops etc.,.**

**Ref: 43<sup>rd</sup> BoM meeting held on 11.8.2018 – Agenda 26.**

.....

The Board of Management at its meeting held on 11<sup>th</sup> August 2018, noted the proposal regarding Amendment to the Notification for sanction of financial assistance for attending conferences, seminars, workshops etc., and the decision of BoM is as follows;

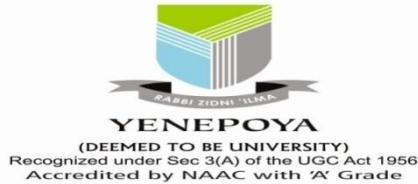
**"Guidelines are approved. However, a committee for scrutinizing these applications should be set up at the level of individual colleges before forwarding it to the University".**

  
Registrar  
Yenepoya (Deemed to be University)

To:  
HR Department – for further action in this regard.

Copy to:  
All the Statutory Officers  
Academics





University Road, Deralakatte, Mangalore – 575 018

No.YU/REG/PA/Not-7/2018

Date: 06.11.2018

**NOTIFICATION**

**Sub: Financial Assistance towards travel fare, accommodation, DA etc., for attending Conferences/CMEs/Seminars/Workshops etc.,**

**Ref: Decision of Board of Management at its 43<sup>rd</sup> meeting held on 11.8.2018.**

.....  
The TA/DA rules for reimbursement of financial benefits towards travel fare, accommodation, DA, etc, for attending Conferences/CMEs/Seminars/Workshops as approved by the Board of Management at its 43<sup>rd</sup> meeting held on 11<sup>th</sup> August 2018 is hereby notified. This will come into effect from 1<sup>st</sup> January 2019.

Sl No	Description	Registration fees (Rs)	Lump sum amount towards TA, DA, accommodation etc., (Rs)	Total (Rs)
1.	State & Zonal Conference/Workshop etc.,	5,000/-	20,000/-	25,000/-
2.	* National/International Conference / Workshop etc within India	10,000/-	25,000/-	35,000/-
3.	** International Conference/ Workshop etc.,			
	(a) Middle East countries, South East Asia.	20,000/-	40,000/-	60,000/-
	(b) North America, South America, Australia, New Zealand, African countries, Europe, including UK.	20,000/-	70,000/-	90,000/-

Reimbursement will be subject to production of bills / vouchers at actual or to a maximum of amount as noted above. Letter for prior permission will have to be submitted to the University through proper channel strictly three months in advance.

**\*\*Periodicity and other terms:**

- The HOD and professors to be allowed once in three (3) years subject to minimum three (3) years of service in the University.



- Associate Professors / Readers / Assistant Professors / Lecturers to be allowed once in four (4) years subject to three (3) years service in the University.
- At any given point of time not more than 50% staff in the department can be allowed to attend such programmes.
- On return from the International conference/workshop the individual faculty will serve the institution for a minimum of two years.
- On return from the International conference/workshop the staff deputed availing financial benefit/Special casual leave, will conduct a similar program wherein knowledge gathered in the conference will be disseminated and the best International practices being followed in those conferences will be adopted here also.
- The TA/DA bills for reimbursement of expenses including travelling expenses should be forwarded by the respective Deans only after the program is conducted in the respective colleges and the certificate to that effect should be attached.
- In case there is only one faculty member in a department, permission will be granted only if alternative arrangement is made to look after the routine functioning of the department.
- Assistant Professors / Lecturers will be allowed to attend such conference only if their scientific papers are accepted for presentation (oral / poster).
- Senior faculty like Associate Professor / Reader / Professor will be permitted to attend if they are invited as chairpersons / moderators / panelists / speakers etc.
- If any faculty member desires to participate in the national or international programmes every year, they are welcome to do so at their own cost and leave to their credit.
- \* National conference – every year.

In case the faculty resigns from the services before completing the minimum period of service after attending such conference/workshop etc., the individual faculty shall pay back the expenses to the University.

Registrar

To:  
The Principals of all the constituent colleges

Cc to:  
All the Statutory Officers, HR /IQAC/Academics





**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

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Accredited by NAAC with 'A' Grade

# **Salary increment for the awardees**





**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
Recognized under Sec 3(A) of the UGC Act 1956  
Accredited by NAAC with 'A' Grade

University Road, Deralakatte, Mangaluru – 575 018

Date: 31.03.2021

## **RESOLUTION**

**Sub: Proceedings of Byelaws Committee meeting held on 19.3.2021 – reg.**

**Ref: 53<sup>rd</sup> meeting of the BoM held on 23.03.2021-Agenda 16.**

.....

As discussed under Agenda 16 of the 53<sup>rd</sup> Board of Management Online meeting held on 23<sup>rd</sup> March 2021, it was resolved to approve the Proceedings of Byelaws Committee meeting held on 19.3.2021.

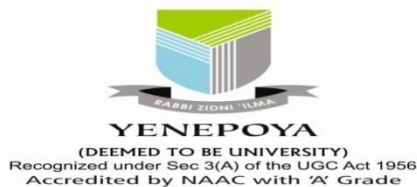
Dr. Gangadhara Somayaji K.S.  
Registrar

Registrar  
YENEPOYA  
(Deemed to be University)

Encl:

Proceedings of Byelaws Committee meeting held on 19.3.2021.





**No.YU/REG/HRD/02948/2020**

**01.12.2020**

**Notification**

Sub: Policy on salary increment for the awardees

\*\*\*\*\*

With reference to the above subject, the process for awarding additional increments to employees who have made an exceptional contribution to the University by receiving any awards like state, national or international level recognitions or awards is hereby notified.

**1. Eligibility:**

- a) The scheme is applicable to all the teaching and non-teaching employees of the Yenepoya(Deemed To Be University).
- b) Applicants must have completed minimum of 5years pf service at Yenepoya (Deemed to be University).

**2. Procedure**

The increment is processed subjected to scrutiny by the appropriate authorities.

**3. Type of rewards**

<b>Type of rewards</b>	<b>Increment amount</b>
State Level	50% of eligible annual increment
National	Full eligible annual increment
International	Double eligible annual increment
Association	As per scrutiny report
Regional Level	As per scrutiny report

- a) Increment is applicable for only one financial year
- b) An employee can apply once in 3 year.

**4. Application process**

- a) All the application must be submitted through proper channel with recommendation from HOD & HOI
- b) The reward panel will meet once annually in the month of March.

- c) All application will be considered for the duration of January to December (preceding year)and last date for applying will be end of February(subsequent year)
- d) The reward panel will submit the proposal to Hon.Vice Chancellor who will be the authority to take the decision.

**Sd/-**

**REGISTRAR**

**Copy to:**

All Principals of all the constituent colleges

CC to: All the statutory officers ,Pro-Chancellor's office,

Vice –Chancellor's office,Medical Supdt.YMCH,Centre/Section Heads.



**YENEPOZA**

(DEEMED TO BE UNIVERSITY)

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# Promotion







**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
Recognized under Sec 3(A) of the UGC Act 1956  
Accredited by NAAC with 'A' Grade

University Road, Deralakatte, Mangaluru – 575 018

Date: 31.03.2021

## **RESOLUTION**

**Sub: Proceedings of Byelaws Committee meeting held on 19.3.2021 – reg.**

**Ref: 53<sup>rd</sup> meeting of the BoM held on 23.03.2021-Agenda 16.**

.....

As discussed under Agenda 16 of the 53<sup>rd</sup> Board of Management Online meeting held on 23<sup>rd</sup> March 2021, it was resolved to approve the Proceedings of Byelaws Committee meeting held on 19.3.2021.

Dr. Gangadhara Somayaji K.S.  
Registrar

Registrar  
YENEPOYA  
(Deemed to be University)

Encl:

Proceedings of Byelaws Committee meeting held on 19.3.2021.





**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
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University Road, Deralakatte, Mangaluru – 575 018

No. Y/REG/PA/BOM-53/Notification/13 /2021

Date: 31.03.2021

## **NOTIFICATION**

**Sub: Promotion criteria for teaching faculty in the absence of vacancies for  
Constituent colleges governed by the Regulatory Councils.**

**Ref: 53<sup>rd</sup> meeting (online) of the BoM held on 23.03.2021-Agenda 31**

.....

As discussed under Agenda 31 of the 53<sup>rd</sup> Board of Management meeting held on 23<sup>rd</sup> March 2021, Hon'ble members of the Board of Management approved the Promotion Criteria for Teaching Faculty in the absence of vacancies for Constituent colleges governed by the Regulatory Councils.

Dr. Gangadhara Somayaji K.S.  
Registrar

Registrar  
YENEPOYA  
(Deemed to be University)

**Encl:**

Promotion criteria – as above.

To:  
HRD





**YENEPOYA**  
(DEEMED TO BE UNIVERSITY)  
Recognized under Sec 3(A) of the UGC Act 1956  
Accredited by NAAC with 'A' Grade

University Road, Deralakatte, Mangaluru – 575 018

No. Y/REG/PA/BOM-53/Notification/12./2021

Date: 31.03.2021

## **NOTIFICATION**

**Sub: Promotion criteria for Teaching Faculty for constituent colleges not Governed by Regulatory Councils.**

**Ref: 53<sup>rd</sup> meeting (online) of the BoM held on 23.03.2021-Agenda 30**

.....

As discussed under Agenda 30 of the 53<sup>rd</sup> Board of Management meeting held on 23<sup>rd</sup> March 2021, Hon'ble members of the Board of Management approved the Promotion criteria for Teaching Faculty for constituent colleges not governed by Regulatory Councils.

Dr. Gangadhara Somayaji K.S.  
Registrar

Registrar  
YENEPOYA  
(Deemed to be University)

**Encl:**  
Promotion criteria – as above.

To:  
HRD



## Contents

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**Minimum qualification for appointment and promotion criteria for YRC Faculty and Staff**

Designation	Total Experience/ Service	Criteria / Requirements
Assistant Professor-I (Entry cadre)	2 years as Post PhD	4 publications in Post-PhD tenure
Assistant Professor-II	3 years as AP-I/ or equivalent	PE score of 60/year
Assistant Professor-III	3 years as AP-II/ or equivalent	PE Score of 65/year
Associate Professor-I	3 years as AP-III/ or equivalent	PE score of 70/year
Associate Professor-II	3 years as Associate Professor -I/ or equivalent	PE score of 80/year
Professor/ Additional Professor	3 years as Associate Professor-II / or equivalent	PE score of 90/year

**Temporary Research Positions**

Designation	Experience	Criteria / Requirements
Research Assistant/Project Assistant	Fresher	Post graduate degree in science/social science streams with minimum 55% aggregate marks.
Junior Research fellow (JRF)	Fresher	Post graduate degree in science/social science streams with minimum 55% aggregate marks. Mandatory to enrol for PhD programme.
Senior Research fellow (SRF)	2 years as JRF or equivalent	Qualifications prescribed for JRF with two years of research experience. Two publications in journals with impact factor (web of science). At least one original article.
Scientific officer (SO)	2 years as PDF/ or equivalent	Minimum 2 publications (Post-PhD) as first/corresponding author

**Stand-alone Research Posts**

Designation	Total Experience/ Service	Criteria / Requirements
Post Doctoral Fellow	PhD	Minimum 2 publications WoS and Scopus indexed) in journals (original articles as first author).
Research Associate	4 years of research and teaching/Industry experience	4 years of research and teaching/Industry experience after post graduate degree. Three publications in journals with impact factor (web of science).

**Sd/-  
Registrar**



**Technical Posts**

Designation	Experience	Criteria / Requirements
Lab assistant (safety/document management)	2 years	Bachelor degree with 2 years in laboratory maintenance.
Junior Technical Assistant	2 years as Lab assistant/ or Fresher with Postgraduate degree	M.Sc. with minimum of 55% of aggregate marks with knowledge of test systems.
Technical Assistant	2 years as JTA	M.Sc./BTech or equivalent degree.
Lab manager/ Technical officer	3 years as TA	M.Sc./BTech/ or equivalent degree in Biological/chemical/environmental sciences etc.
Senior Technical Officer	6 years as TO	M.Sc./BTech/ or equivalent degree in biological/chemical/environmental sciences etc.

**Stand-alone posts**

Designation	Experience	Criteria / Requirements
Clinical Research Coordinator	2 years	M.Sc. Biological science with training in ethics /regulatory issues and minimum 2 years of experience in clinical research.
Senior Clinical Research Coordinator	5 years as CRC	Proven track record with success stories of completed studies.

**Administrative posts (As per university norms)**

Designation	Duration of service as per YU?	Criteria / Requirements
Office assistant		
Second divisional assistant (SDA)		
First divisional assistant (FDA)		

**Sd/-**  
**Registrar**

**MEDICAL FACULTY****Promotion criteria for Super Specialty in the absence of vacancy.**

Designation/ Duration	Duration of service as per YU	Criteria/ requirements
		Requirements as per MCI/UGC/YU norms
Senior Resident (Registered for M.Ch./DM in the Concerned Subject)		
Assistant professor		As per MCI
Assistant Professor Stage II	• 1 years of experience as Assistant Professor stage I	<ul style="list-style-type: none"> <li>• 1 publication as per norms.</li> <li>• One paper /poster presentation in a national/state/regional/international conference.</li> <li>• Score of 60% or above in Performance appraisal.</li> </ul>
Associate professor stage I	Minimum experience 2 years as Assistant Professor Stage II	<ul style="list-style-type: none"> <li>• 2 publication as per UGC/MCI norms</li> <li>• One paper /poster presentation in a national/state/regional/international conference.</li> <li>• Score of 60% or above in Performance appraisal.</li> </ul>
Associate Professor stage II	Minimum experience 2 years as Associate Professor Stage I	<ul style="list-style-type: none"> <li>• 2 publications as per YU norms</li> <li>• One paper /poster presentation in national/state/regional/international conference.</li> <li>• Score of 60% or above in Performance appraisal.</li> </ul>
Additional Professor	• Minimum experience 3 years as Associate Professor stage II	<ul style="list-style-type: none"> <li>• 3 publications as per UGC/MCI norms.</li> <li>• One paper/ poster presentation /panel discussion/ guest lecturer/ invited lecture/Chairing/moderating in a National/state/ regional/ international Conference.</li> <li>• Score of 60% or above in Performance appraisal.</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 60% or above in Performance appraisal</li> </ul>
HOD	On rotation basis	<ul style="list-style-type: none"> <li>• Score of 60% or above in Performance appraisal</li> </ul> <p>Note : Apart from seniority PE and publications will be taken into consideration for HOD post</p>

- Yenepoya service only will be considered for promotion against non vacancy as per MCI
- Apart from seniority, PE and publications will be taken into consideration for HOD post
- Promotion to professor post is only against vacancy from sanctioned posts.
- If required for MCI, faculty may be shown against lower cadre(Except for SR)
- These norms may be changed mutatis mutandis(as and when changed by regulatory authorities)
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories of staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category, however their pay will be protected at present.
- LOP/Long leaves will be deducted before calculating the eligibility.
- Financial benefits will be considered with effect from 1<sup>st</sup> June 2021.

**Sd/-**  
**Registrar**

## Yenepoya Homeopathy Medical College and Hospital

### Promotion criteria in the absence of vacancy.

Designation	Duration of Service	Criteria/Requirements as per CCH/ CCIM/UGC/YU
<b>Assistant Professor -on Probation</b>	<b>Entry Point</b>	
Assistant Professor STAGE I	2 years as Assistant Professor on probation	<ul style="list-style-type: none"> <li>• 1 publication Index / 2 Non-Index</li> </ul>
Assistant Professor STAGE II	Minimum experience 4 years as Assistant Professor STAGE - I	<ul style="list-style-type: none"> <li>• 1 publication - Index</li> <li>• 2 publication - 2 Non-Index</li> <li>• One paper/poster presentation in a national /state/ regional/international conference</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
<b>Associate Professor -on Probation</b>	<b>Entry Point</b>	
Associate Professor STAGE I	Minimum experience of 2 years as Assistant Professor Stage-II or Associate Professor	<ul style="list-style-type: none"> <li>• 1 publication - Index</li> <li>• 2 publication - 2 Non-Index</li> <li>• One paper/poster presentation in a national /state / regional /international conference/year</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Associate Professor STAGE II	Minimum experience of 3 years as Associate Professor STAGE I	<ul style="list-style-type: none"> <li>• 2 publication - Index</li> <li>• 2 publication - 2 Non-Index</li> <li>• One paper/poster presentation/panel discussion/guest lecturer/invited lecture/chairing/moderating in a National/State/International/regional Conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
<b>Professor -on Probation</b>	<b>Entry Point</b>	
Additional Professor	Minimum experience of 3 years as Associate professor STAGE II	<ul style="list-style-type: none"> <li>• 2 publication - Index</li> <li>• 2 publication - 2 Non-Index</li> <li>• One paper/poster presentation/panel discussion/guest lecturer/invited lecture/chairing/moderating in a National/State/International/regional Conference</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 55% or above in performance appraisal</li> </ul>
HOD		<ul style="list-style-type: none"> <li>• Score of 55% or above in performance appraisal</li> </ul>

- Apart from seniority, PE and publications will be taken into consideration for HOD post.
- Promotion to Associate Professor or Professor Post is only against vacancy from sanctioned posts.
- If required for CCH / CCIM, faculty may be shown against lower cadre.
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities).
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category.

**Sd/-  
Registrar**

**Yenepoya Ayurveda Medical College and Hospital**  
**Promotion criteria in the absence of vacancy.**

<b>Designation</b>	<b>Duration of Service</b>	<b>Criteria/Requirements as per CCH/ CCIM/UGC/YU</b>
<b>Assistant Professor -on Probation</b>	<b>Entry Point</b>	
Assistant Professor STAGE I	2 years as Assistant Professor on probation	<ul style="list-style-type: none"> <li>• 1 publication</li> </ul>
Assistant Professor STAGE II	Minimum experience 4 years as Assistant Professor STAGE - I	<ul style="list-style-type: none"> <li>• Minimum 2 publications</li> <li>• One paper/poster presentation in a national /state/ regional/international conference</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Associate Professor STAGE I	Minimum experience of 2 years as Assistant Professor Stage-II	<ul style="list-style-type: none"> <li>• 1 publication</li> <li>• One paper/poster presentation in a national /state / regional /international conference/year</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Associate Professor STAGE II	Minimum experience of 4 years as Associate Professor STAGE I	<ul style="list-style-type: none"> <li>• Minimum 2 Publications</li> <li>• One paper/poster presentation/panel discussion/guest lecturer/invited lecture/chairing/moderating in a National/State/International/regional Conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Additional Professor	Minimum experience of 3 years as Associate professor STAGE II	<ul style="list-style-type: none"> <li>• Score of 55% or above in performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 55% or above in performance appraisal</li> </ul>
HOD		<ul style="list-style-type: none"> <li>• Score of 55% or above in performance appraisal</li> </ul>

- Apart from seniority, PE and publications will be taken into consideration for HOD post.
- Promotion to Professor Post is only against vacancy from sanctioned posts.
- If required for CCIM, faculty may be shown against lower cadre.
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities).
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category.

**Sd/-**  
**Registrar**

## YENEPOYA PHARMACY COLLEGE AND RESEARCH CENTRE

Modified version of Promotion Criteria by the department of H R.

Designation	Duration of service in years	Criteria/requirement
Assistant Professor Stage –I (Entry Level)	Fresher	<ul style="list-style-type: none"> <li>• Minimum <b>1</b> publication in a Scopus index journal/UGC CARE.</li> <li>• <b>1</b> paper presentation in a national or international level conferences/seminar.</li> </ul>
Assistant Professor Stage -II	2 years as Assistant Professor stage-I	<ul style="list-style-type: none"> <li>• Minimum <b>2</b> publications in a Scopus index journal/UGC CARE.</li> <li>• <b>1</b> paper presentation in a national or international level conferences/seminar.</li> <li>• <b>55%</b> score or above in performance appraisal</li> </ul>
Associate Professor Stage-I	3 years as Assistant Professor stage-II	<ul style="list-style-type: none"> <li>• Minimum <b>3</b> publications in a Scopus index journal/UGC CARE.</li> <li>• <b>1</b> paper presentation in a national or international level conferences/seminar.</li> <li>• <b>55%</b> score or above in performance appraisal</li> </ul>
Associate Professor Stage-II	4 years as Associate Professor stage -I	<ul style="list-style-type: none"> <li>• Minimum <b>4</b> publications in a Scopus index journal/UGC CARE.</li> <li>• <b>2</b> papers presentation in a national or international level conferences/seminar.</li> <li>• Completion of Ph.D (Mandatory)</li> <li>• <b>55%</b> score or above in performance appraisal</li> </ul>
Additional Professor	4 years as Associate Professor stage -II	<ul style="list-style-type: none"> <li>• Minimum <b>4</b> publications in a Scopus index journal/UGC CARE.</li> <li>• <b>2</b> papers presentation in a national or international level conferences/seminar per year to get the regular increment.</li> <li>• Completion of Ph.D (Mandatory)</li> <li>• <b>55%</b> score or above in performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• <b>55%</b> score or above in performance appraisal</li> </ul>
HOD	(Rotation)	<ul style="list-style-type: none"> <li>• <b>55%</b> score or above in performance appraisal.</li> </ul> <p style="text-align: center;">Note : Apart from seniority PE and publication will be taken into consideration for HOD post</p>

- Apart from seniority, PE and publications will be taken into consideration for HOD post.
- Promotion to Professor post is only against vacancy from sanctioned posts.
- If required for PCI, faculty may be shown against lower cadre.
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities).
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category.

**Sd/-**  
**Registrar**

## Yenepoya Physiotherapy College

Sub. Draft proposal for Promotion criteria & revised salary

Designation/ Duration	Duration of service as per YU	Criteria/ requirements
Assistant professor (Entry level)	Fresher	<ul style="list-style-type: none"> <li>• MPT/MSPT/MSc.PT or equivalent from any recognized University.</li> </ul>
Assistant professor stage: I	Minimum experience of 3 years as Assistant professor	<ul style="list-style-type: none"> <li>• 50% score or above in performance appraisal</li> <li>• 2 publications in indexed journal (During 3 years of Assistant professor - entry level)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences. (During 3 years of Assistant professor - Entry level)</li> </ul>
Associate Professor stage: I	Minimum experience of 3 years as Assistant professor stage: I	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal</li> <li>• 2 publications in indexed journal (During 3 years of Assistant professor stage-1 to a total minimum of 4).</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Assistant professor - stage-1)</li> </ul>
Associate Professor stage: II	Minimum experience of 3 years as Associate Professor stage: I	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal</li> <li>• 3 publications in indexed journal (During 3 years of Associate professor - stage-1)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 2 years of Associate professor stage-I)</li> </ul>
Associate Professor stage: III	Minimum experience of 3 years as Associate Professor stage: II	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal</li> <li>• 3 publications in indexed journal (During 3 years of Associate professor stage-1)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Associate professor stage-II)</li> </ul>
Professor	Additional Professor or Minimum experience of 3 years as Associate Professor stage: III	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal</li> <li>• 3 publications in indexed journal (During 3 years of Additional professor)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Additional professor)</li> </ul>
Additional Professor	Minimum experience of 3 years as Associate Professor stage: III	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal</li> <li>• 3 publications in indexed journal (During 3 years of Associate professor stage-III)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Associate professor stage-III)</li> <li>• Considered only in case of no vacancy for Professor category</li> </ul>

## Note

At Associate Professor level 3 stages has been proposed. In the case of no vacancy at Associate Professor level, a candidate eligible to be promoted as Associate Professor may be promoted only to Associate Professor stage: I. The existing Associate Professors may be staged according to the eligibility and promotion criteria.

- Apart from seniority, PE and publications will be taken into consideration for promotion.
- Promotion to professor post is only against vacancy from sanctioned posts
- If required by any regulatory agencies, faculty may be shown against lower cadre (except for SR)
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities)
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories of staff will be at 60 years
- PhD allowances are additional to the pay scale and are as per University norms
- Faculty who are beyond 60 years, working in various departments move to annual contract category, however their pay will be protected, as present
- When more than one teacher has same experience, the one with higher qualification or higher score in performance appraisal may be preferred.

### YENEPOYA PHYSIOTHERAPY COLLEGE

Modified version of Promotion Criteria by the department of H R

<b>Designation/ Duration</b>	<b>Duration of service as per YU</b>	<b>Criteria/ requirements</b>
Assistant professor (Entry level)	Fresher	<ul style="list-style-type: none"><li>• MPT/MSPT/MSc.PT or equivalent from any recognized University.</li></ul>
Assistant professor stage: I	Minimum experience of 3 years as Assistant professor	<ul style="list-style-type: none"><li>• 2 publications in indexed journal (During 3 years of Assistant professor - entry level)</li><li>• One paper/poster presentation in a national/state/regional/international conferences. (During 3 years of Assistant professor - Entry level)</li><li>• 55% score or above in performance appraisal</li></ul>
Associate Professor stage: I	Minimum experience of 3 years as Assistant professor stage: I	<ul style="list-style-type: none"><li>• 2 publications in indexed journal (During 3 years of Assistant professor stage-1 to a total minimum of 4).</li><li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Assistant professor - stage-1)</li><li>• 55% score or above in performance appraisal</li></ul>
Associate Professor stage: II	Minimum experience of 3 years as Associate Professor stage: I	<ul style="list-style-type: none"><li>• 3 publications in indexed journal (During 3 years of Associate professor - stage-1)</li><li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Associate professor stage-I)</li><li>• Completion of Ph.D (Mandatory)</li><li>• 55% score or above in performance appraisal</li></ul>
Associate Professor stage: III	Minimum experience of 3 years as Associate Professor stage: II	<ul style="list-style-type: none"><li>• 3 publications in indexed journal (During 3 years of Associate professor stage-1)</li><li>• One paper/poster presentation in a national/state/regional/international conferences</li></ul>

		(During 3 years of Associate professor stage-II) <ul style="list-style-type: none"> <li>• Completion of Ph.D (Mandatory)</li> <li>• 55% score or above in performance appraisal</li> </ul>
Additional Professor	Minimum experience of 3 years as Associate Professor stage: III	<ul style="list-style-type: none"> <li>• 3 publications in indexed journal (During 3 years of Associate professor stage-III)</li> <li>• One paper/poster presentation in a national/state/regional/international conferences (During 3 years of Associate professor stage-III)</li> <li>• Considered only in case of no vacancy for Professor category</li> <li>• Completion of Ph.D (Mandatory)</li> <li>• 55% score or above in performance appraisal</li> </ul>
Professor	Only on vacancy position	55% score or above in performance appraisal
HOD	(Rotation)	<ul style="list-style-type: none"> <li>• 55% score or above in performance appraisal.</li> </ul> Note : Apart from seniority PE and publication will be taken into consideration for HOD post

- Apart from seniority, PE and publications will be taken into consideration for HOD post.
- Promotion to Professor post is only against vacancy from sanctioned posts.
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities).
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category.

**Sd/-**  
**Registrar**



**YENEPOYA NURSING COLLEGE**  
**Promotion criteria for faculty**

<b>Designation/ Duration</b>	<b>Duration of service as per YU</b>	<b>Eligibility Criteria</b>
Lecturer (Entry Level)	Fresh M.Sc (N)	
Asst Professor Stage - I	3 years as Assistant Professor	<ul style="list-style-type: none"> <li>• One Publication in Scopus/WoS</li> <li>• One Paper/Poster Presentation</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Asst Professor Stage - II	3 years as Assistant Professor -I / 6 years Post M.Sc Nursing	<ul style="list-style-type: none"> <li>• Two Publications Scopus/WoS</li> <li>• One Paper/Poster Presentation</li> <li>• Enrolled for Ph.D</li> <li>• Score of 60% or above in performance appraisal</li> </ul>
Associate Professor Stage - I	4 years as Assistant Professor – II/ 10 years Post M.Sc Nursing	<ul style="list-style-type: none"> <li>• Two Publications Scopus/WoS</li> <li>• One Paper/Poster Presentation</li> <li>• Score of 65% or above in performance appraisal</li> </ul>
Associate Professor Stage - II	2 years as Assoc. Professor stage – I / 12 years Post M.Sc Nursing	<ul style="list-style-type: none"> <li>• Two Publications Scopus/WoS</li> <li>• One Paper/Poster Presentation</li> <li>• Score of 65% or above in performance appraisal</li> </ul>
Additional Professor	3 year as Assoc. Professor stage – II / 15 years Post M.Sc Nursing	<ul style="list-style-type: none"> <li>• Two Publication Scopus/WoS</li> <li>• One Paper/Poster Presentation</li> <li>• Completion of Ph.D</li> <li>• Score of 70% or above in performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• 70% score above in performance appraisal</li> <li>• Seniority in experience</li> <li>• 2 publication in Scopus/ WoS</li> </ul>
HOD	Rotation (3years)	<ul style="list-style-type: none"> <li>• 70% score above in performance appraisal</li> <li>• Seniority in experience</li> <li>• 2 publication in Scopus/ WoS</li> </ul>

- Apart from seniority, PE and publications will be taken into consideration for HOD post
- Promotion to professor post is only against vacancy from sanctioned posts
- If required for INC, faculty may be shown against lower cadre
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities )
- Annual increments wherever applicable will be based on performance appraisal
- The age of superannuation for all categories staff will be at 60 years
- Faculty who are beyond 60 years, working in various departments move to annual contract category

**Sd/-**  
**Registrar**

**YENEPOYA MEDICAL COLLEGE**  
**Promotion criteria in the absence of vacancy**

Designation/ Duration	Duration of service as per YU	Criteria/ requirements
		Requirements as per MCI/UGC/YU norms
Senior Resident (Entry point )		
Assistant professor Stage I	<ul style="list-style-type: none"> <li>• Minimum experience of 1 year as SR</li> <li>• Re designation will be considered only in departments having SRs over and above MCI requirement</li> </ul>	1 publication as per MCI norms
Assistant Professor Stage II	<ul style="list-style-type: none"> <li>• 4 years of experience as AP stage I</li> </ul>	<ul style="list-style-type: none"> <li>• 2 publications as per MCI norms</li> <li>• One paper /poster presentation in a national/state/regional/international conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Associate professor stage I	Minimum experience 2 years as AP Stage II	<ul style="list-style-type: none"> <li>• 1 publication as per UGC/MCI norms</li> <li>• One paper /poster presentation in a national/state/regional/international conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Associate Professor stage II	Minimum experience 3 years as Associate Professor Stage I	<ul style="list-style-type: none"> <li>• 2 publications as per MCI</li> <li>• One paper /poster presentation in national/state/regional/international conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Additional Professor	<ul style="list-style-type: none"> <li>• Minimum experience 3 years as Associate professor stage II</li> </ul>	<ul style="list-style-type: none"> <li>• 1 publication as per UGC/MCI norms</li> <li>• One paper/ poster presentation /panel discussion/ guest lecturer/ invited lecture/Chairing/moderating in a National/state/ regional/international Conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> </ul>
HOD	On rotation basis	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> <li>• Note : Apart from seniority PE and publications will be taken into consideration for HOD post</li> </ul>

- Apart from seniority, PE and publications will be taken into consideration for HOD post
- Promotion to professor post is only against vacancy from sanctioned posts.

- If required for MCI, faculty may be shown against lower cadre (Except for SR)
- These norms may be changed mutatis mutandis (as and when changed by regulatory authorities)
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories of staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category, however their pay will be protected, at present

**Sd/-**  
**Registrar**

## YENEPOYA DENTAL COLLEGE

### Promotion criteria in the absence of vacancy for faculty joined before June 2019

DESIGNATION/	DURATION of service	CRITERIA/ REQUIREMENTS As per DCI/UGC /YU
Lecturer stage- I	Entry point	
Lecturer stage II	Minimum experience 4 years as Lecturer STAGE I	<ul style="list-style-type: none"> <li>•20 points in publications (minimum 2 publications) as per DCI</li> <li>•One paper /poster presentation in a national/state/regional/international conference</li> <li>• Score of 55% or above in performance appraisal -</li> </ul>
Reader - STAGE I	Minimum experience of 2 years as Lecturer Stage II	<ul style="list-style-type: none"> <li>• 1 publication as per UGC</li> <li>• One paper /poster presentation in a national/state/regional/international conference /year</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Reader stage II	Minimum experience of 4years as Reader stage I	<ul style="list-style-type: none"> <li>• 30 points in publications (minimum 2 publications)</li> <li>• One paper/ poster presentation /panel discussion/ guest lecturer/ invited lecture/Chairing/moderating in a National/state/ International/regional Conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Additional professor	Minimum experience of 3 years as reader/ associate professor stage II	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> </ul>
HOD		<ul style="list-style-type: none"> <li>• 40 points in publications (minimum 2 publications)</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>

- Apart from seniority, PE and publications will be taken into consideration for HOD post
- Promotion to professor post is only against vacancy.
- If required for DCI, faculty may be shown against lower cadre.
- These norms may be changed mutatis mutandis(as and when changed by regulatory authorities)
- Annual increments wherever applicable will be based on performance appraisal.
- The age of superannuation for all categories staff will be at 60 years.
- Faculty who are beyond 60 years, working in various departments move to annual contract category.

**Promotion criteria in the absence of vacancy for faculty joined before June 2019**

DESIGNATION/	DURATION of service	CRITERIA/ REQUIREMENTS As per DCI/UGC /YU
Lecturer stage- I	Entry point	
Lecturer stage II	Minimum experience 4 years as Lecturer STAGE I	<ul style="list-style-type: none"> <li>•20 points in publications (minimum 2 publications) as per DCI</li> <li>•One paper /poster presentation in a national/state/regional/international conference</li> <li>• Score of 55% or above in performance appraisal -</li> </ul>
Reader - STAGE I	Minimum experience of 2 years as Lecturer Stage II	<ul style="list-style-type: none"> <li>• 1 publication as per UGC</li> <li>• One paper /poster presentation in a national/state/regional/international conference /year</li> <li>• Score of 55% or above in performance appraisal</li> </ul>
Reader stage II	Minimum experience of 4years as Reader stage I	<ul style="list-style-type: none"> <li>• 30 points in publications (minimum 2 publications)</li> <li>• One paper/ poster presentation /panel discussion/ guest lecturer/ invited lecture/Chairing/moderating in a National/state/ International/regional Conference</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Additional professor	Minimum experience of 3 years as reader stage II	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> </ul>
Professor	Only on vacancy position	<ul style="list-style-type: none"> <li>• Score of 55% or above in Performance appraisal</li> </ul>
HOD		<ul style="list-style-type: none"> <li>• 40 points in publications (minimum 2 publications)</li> <li>• Score of 55% or above in Performance appraisal</li> </ul>

**Sd/-  
Registrar**

## Yenepoya Institute of Arts , Science, Commerce and Management

### Promotion Criteria

Designation /Grade	Duration of service as per YU	Requirements as per UGC/YDU norms
Lecturer( Contract appointment for 1 year)	Fresher	<ul style="list-style-type: none"> <li>• Post graduation with 55% marks</li> <li>• No NET/SET/Phd</li> </ul>
Assistant Professor Grade I	Entry Point	<p>Post graduation in specialization area with above 55% marks</p> <ul style="list-style-type: none"> <li>• NET/SET is mandatory</li> <li>• NET may be exempted for those with PhD (but NET is mandatory for all teaching staff, may be given a time limit to complete)</li> </ul>
Assistant Professor Grade II	4Years experience as AP-I with PhD OR 5Years with M.Phil/ Professional courses Or 6years without PhD	<ul style="list-style-type: none"> <li>• NET/SET is mandatory</li> <li>• NET may be exempted for those with PhD (but NET is mandatory for all teaching staff)</li> <li>• 2 publication as per norms</li> <li>• One refresher course on research methodology of 2 to 3 weeks</li> <li>• One paper / poster presentation in a national/state/regional/international conference.</li> <li>• Score of60% above in performance appraisal.</li> </ul>
Assistant Professor Grade III	5 years of Completed service as AP-2 Or 6Years with M.Phil Or 7Years without PhD	<ul style="list-style-type: none"> <li>• NET/SET is mandatory</li> <li>• NET may be exempted for those with PhD (but NET is mandatory for all teaching staff)</li> <li>• 2 publication as per UGC norms</li> <li>• One refresh course from the categories of methodology workshops, training, teaching-learning- evaluation technology programs, soft skill development programs and faculty development programs of 2/3 weeks.</li> <li>• One paper / poster presentation in a national/state/regional/international conference.</li> <li>• Score of60% above in performance appraisal.</li> </ul>
Associate Professor Grade I	<ul style="list-style-type: none"> <li>• 3 Years completion service as AP-3</li> <li>• PhD is mandatory</li> </ul>	<ul style="list-style-type: none"> <li>• One refresher course from the categories of methodology workshops, training, teaching-learning- evaluation technology programs, soft skill development programs and faculty development programs of 2/3 weeks.</li> <li>• 2 publication as per UGC norms</li> <li>• One paper / poster presentation/ Panel discussion/ guest lecturer/ invited lecture/Chairing/ moderating in a national/state/regional/international conference.</li> <li>• Score of60% above in performance appraisal.</li> </ul>
Associate Professor Grade II	<ul style="list-style-type: none"> <li>• 3 Years completion service as AP-3</li> <li>• PhD is mandatory</li> </ul>	<ul style="list-style-type: none"> <li>• One refresher course from the categories of methodology workshops, training, teaching-learning- evaluation technology programs, soft skill development programs and faculty development programs of 2/3 weeks</li> <li>• 2 publication as per UGC norms</li> <li>• One paper / poster presentation/ Panel discussion/ guest lecturer/ invited lecture/Chairing/ moderating in a</li> </ul>

		<p>national/state/regional/international conference.</p> <ul style="list-style-type: none"> <li>Score of 70% above in performance appraisal.</li> </ul>
Additional Professor	<ul style="list-style-type: none"> <li>3 Years completion service as AP-3</li> <li>PhD is mandatory</li> </ul>	<ul style="list-style-type: none"> <li>One refresher course from the categories of methodology workshops, training, teaching-learning- evaluation technology programs, soft skill development programs and faculty development programs of 2/3 weeks</li> <li>3 publication as per UGC norms</li> <li>One paper / poster presentation/ Panel discussion/ guest lecturer/ invited lecture/Chairing/ moderating in a national/state/regional/international conference.</li> <li>Score of 90% above in performance appraisal.</li> <li>Additional credentials evidence by post- doctoral research outputs of high standers/awards, recognition, patents, IPR/any additional research degrees.</li> </ul>
Professor	Only on vacancy position	Score of 90% above in performance appraisal.
HOD/Vice Principal	PhD with minimum 1 year experience as Professor	<ul style="list-style-type: none"> <li>3 Publication as per UGC norms.</li> <li>One paper / poster presentation/ Panel discussion/ guest lecturer/ invited lecture/Chairing/ moderating in a national/state/regional/international conference</li> </ul> <p>Note: Apart from seniority, appraisal and publications will be taken into consideration for HOD post .</p>

- Those who are not eligible as per UGC will be taken on contract and they will be given 2 years duration to clear the eligibility criteria's.
- Yenepoya service only will be considered for promotion against non- vacancy as per UGC faculty student ratio.
- Apart from seniority performance appraisal and publication will be taken in to consideration for HOD post.
- Promotion to professor post is only against vacancy from sanctioned post.
- These norms may be changed mutandis( as when changed by regulatory authorities)
- Annual increments whenever applicable will be based on performance appraisal.
- The age of superannuation for all categories of staff will be at 60 years.
- LOP/Long leaves will be deducted before calculating the eligibility.

**Sd/-**  
**Registrar**







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# Sports Quota





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University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-49/Not/02/2020

Date: 11.05.2020

## **NOTIFICATION**

**Sub: Sports Policy - reg.**

**Ref: 49<sup>th</sup> meeting of BoM held on 30.04.2020 – Agenda 4.**

.....

As discussed under the Agenda 4 of 49<sup>th</sup> Board of Management Online meeting held on 30<sup>th</sup> April 2020, it was resolved to accept the Sports Policy framed for Yenepoya (Deemed to be University).

Registrar  
Yenepoya (Deemed to be University)

Encl: Sports policy





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<b>Name of the Policy/Guidelines</b>	Sports Quota Policy of Yenepoya (Deemed to be University)
<b>Objective</b>	Objective is to build competitive teams in teams in team sports like Cricket, Football, Basketball, Throw ball, Volley ball, Badminton, Table Tennis, Swimming and others. The Existing sports facilities and coaches support the support the sportsmen to achieve their ambitions.
<b>Short Description</b>	The student's who show exceptional talent in sports shall be eligible for the scholarships/free-ships under sports quota. The major objective of the sports scholarship is to provide incentives to sportspersons to maintain sustained interest to participate and perform progressively. The merit for the scholarship/free ship shall be decided based on student's performance and level of competition.
<b>Scope</b>	This policy is applicable only to sports quota students admitted in colleges not under the regulatory bodies like the MCI, DCI, PCI, NCI and CCIM and Homoeopathy. As of now the policy will be applicable to students of YIASCM and YPC.
<b>Policy Status</b>	Approved
<b>Year of approval</b>	29 <sup>th</sup> April 2020
<b>Approval Authority</b>	Board of Management
<b>Responsible officer</b>	Physical Education Director, Physical Education Department, Yenepoya (Deemed to be University)





Date: 11.05.2020

## **SPORTS POLICY**

### **INTRODUCTION**

*“The world is a great gymnasium, where we come to make ourselves strong.”* – Swami Vivekananda

The Physical Education Department (PED) helps the students to achieve this vision by training them to be in perfect physical and mental health through sports and other physical activities.

The objective of this policy is to build competitive teams in team sports like Cricket, Football, Basketball, Throw ball, Volley ball, Badminton, Table Tennis, Swimming and others. The existing sports facilities and coaches support the sportsmen to achieve their ambitions.

Apart from preferential admission to the University, talented sportsmen will be provided with:

- Free Accommodation in hostels
- Free Coaching
- Travel and other logistical support
- Financial and academic support

### **Composition of Sports Advisory Committee**

- 1) Vice Chancellor
- 2) Pro Vice Chancellor
- 3) Registrar
- 4) Finance Officer
- 5) Principals of all the Constituent Colleges
- 6) Physical Education Directors
- 7) College wise sports coordinators
- 8) UG/PG – student-01 (Boy)
- 9) UG/PG – student -01 (Girl)

**Introduction:**

The students who show exceptional talent in sports shall be eligible for the scholarship/freeship under Sports quota. The major objective of the sports scholarship is to provide incentives to sportspersons to maintain sustained interest to participate and perform progressively. The merit for the scholarship/freeship shall be decided based on student's performance and level of competition.

**Scope of the Policy:**

This policy is applicable only to sports quota students admitted in colleges not under the regulatory bodies like the MCI, DCI, PCI, NCI and CCIM and Homoeopathy. As of now the policy will be applicable to the students of YIASCM and YPC.

**b) Eligibility:**

- i) The sports scholarship/freeship will be awarded on the basis of performance in recognized competition, during admission/the previous academic year.
- ii) A student shall not receive any other sports scholarship from any other source. In case any student is already receiving such scholarship, he/she has to surrender that in order to avail the benefits of Yenepoya (Deemed to be University) sports scholarship/freeship.
- iii) The student has to maintain the minimum academic standard and pass the exams for being eligible for the sports scholarship/freeship
- iv) The University Sports Committee has the right to decide awarding the scholarships/freeships depending on the number of scholarships/freeships available for different sports/games.

**c) Duration of Sports Scholarship/freeship:**

- i) Any sports scholarship/freeship awarded to a student shall be initially for one year and will be renewable every year provided the awardee is improving /maintaining the proficiency in the academics as well as sport/game concerned. Exceptions to this policy will be made at the discretion of the sports committee only in case of injury, disease, or ill-health provided the student submits relevant documents.
- ii) A student shall submit a new application on prescribed form for the renewal of scholarship every year failing which it will be stopped even if one is eligible.
- iii) The form should then be forwarded through the proper channel to the University's Sports committee.



**d) Selection:**

- i) The University's Sports committee will scrutinize the applications and select candidates on the basis of performance and merit.
- ii) The decision of the Committee will be final and no correspondence in this regard will be entertained.

**e) Benefits under Sports Scholarships/freeship:**

- i) If student represents India or participates at the international level

- Full Programme Fee waiver
- Free stay in Hostel
- Free Food

- ii) If student is a National Level Medalist, AIU- Medalist,, Federation cups Medalist, or National federation of school games Medalist, or secures a position among the first three in these competition.

- 75% Fee waiver
- Free stay in Hostel
- Free Food

- iii) If student participates in National Level, AIU, Federation Cup, DYESS, SAI Competitions, National federation of school games, or secures a position among the first three at state level.

- 50% Fee waiver

- iv) If student participates in state junior level, senior level, or secures a position among first four in South zone-

- 30% Fee waiver

**g) Academic support:**

- a) The teaching –learning process is governed by the UGC norms. Accordingly, all Schools of studies conduct classes and evaluate students as per the scheme of Teaching and Evaluation announced at the beginning of each academic year. Also the admission of students, programme details, registration for courses, attendance requirements, award of grades, promotion and other academic information is specified in the Regulations of the concerned programme for which the students are admitted.

b) There shall be continuous sessional evaluation in each course in addition to semester/year-end examinations and the weightage for sessional evaluation and examination in respect of each course shall be prescribed by the appropriate academic body and made known to the students at the beginning of the academic session. The University has framed their programme regulation strictly within the framework of the UGC Regulations. However, understanding the special requirements of the sports persons representing the University and attending recognized tournaments and sports activities outside/within the University, following provisions are made:

i) Regarding the attendance for practice and participation in tournaments: The Director/Deputy Director of Physical Education will monitor the attendance of those students who come for practice or participate in tournaments. However, the practice sessions should ideally happen before or after the working hours so that the regular classes are not affected. During intense coaching sessions Director/Deputy Director of Physical Education may inform the concerned principals and send the attendance statement of these students to their office so that students can be given attendance. However, arrangement will be made for the students to catch up with the missed portion of the syllabus.

ii) In case the students attending the above activities miss the internal assessment tests or assessments, the concerned faculty shall arrange for separate test/assessment covering the same syllabus. This shall be facilitated by the Deans of the respective Colleges. However, the Director/Deputy Director of Physical Education shall coordinate with the Dean in all such cases well in advance.

iii) In the final summative assessment a grace marks of up to 15 marks for a 100 marks paper per subject will be given provided the candidate scores a minimum of 15 marks out of 100.



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# **Standard Operating Procedures**





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# **Anti-Discrimination**



Ref: No. Y/REG/REG/ACA/Special Cells/2020

24.11.2020

**NOTIFICATION**

A Special Cell for SC/ST/Minority/OBC at the Yenepoya (Deemed to be University) is constituted with the following members:

Vice Chancellor	Chairman
Pro Vice Chancellor	Member
Principal, Yenepoya Nursing College	Member
Principal, Yenepoya Pharmacy College & Research Centre	Member
Principal, Yenepoya Institute of Arts, Science, Commerce & Management	Member
Dr. Abhay S Nirgude, Associate Dean, Yenepoya Medical College	Member
Dr. Vēena K.M. Professor of Oral Medicine & Radiology, YDC	Member
Dr. Padma Priya S., Associate Professor, OBG Nursing, YNC	Member
Mr. M.R. Sivakumar, Associate Professor, YPC	Member
Dr. Sunil S. Menghani, Associate Professor, YPC&RC	Member
Ms. Shruthi K, Assistant Professor, Faculty of Commerce, YIASC&M	Member
Dr. Priya Pradeep, Professor of Roga Nidana, YAMC&H	Member
Dr. Jaideep Pandurang Desai, Professor & Head of Surgery, YHMC&H	Member
Mr. Praveen Pinto, Senior Systems Administrator, I.T	Member
Mr. Sujith K.V., Physical Director	Member
Ms. Obeida Shoukath, Student Welfare Officer	Convener
Dr. Rohith M., Assistant Professor of Community Medicine, YMC	Coordinator/ Member Secretary

The Coordinator/Member Secretary will be responsible for providing student enrollment (UG &PG) and faculty positions (teaching & non teaching ) at the University as per the guidelines laid by the UGC.



**REGISTRAR**

Copy to:

1. All the above members
2. Principal-YMC/YDC/YNC/YPC/YIASC&M/YHMC&H/YAMC&H
3. PA to VC/PA to Pro VC/PA to Registrar
4. File Copy







## **Yenepoya (Deemed to be University)**

### **Special Cell for SC/ST/Minority/OBC**

#### **Standard operating protocols (SOPs)**

“To ensure the effective implementation of the reservation policy in admission and recruitment, Special cell for SC/ST/Minority/OBC is in the University.”

The purpose of this Cell is to help the university in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels.

#### **Objectives**

1. To implement the reservation policy for SC/ST/Minority/OBC is in the University and Colleges.
2. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the university, and in the constituent colleges and analyse the data showing the trends and changes towards fulfilling the required quota.
3. To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
4. To implement, monitor and evaluate continuously by the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and programme of the Government of India.

#### **Functions**

1. To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Casts and Scheduled Tribes in the Universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required.
2. To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment, training of these communities in teaching and non-teaching posts in the Universities and colleges, in suitable forms by a stipulated date and take follow up action where required.
3. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of SC/ST/ Minority/ OBC candidates, for evolving new policies or modifying existing policy by the Commission.
4. To deal with representations received from SC/ST/ Minority/ OBC candidates regarding their admission, recruitment, promotion and other similar matters in Universities/ Colleges.

5. To monitor the working of the remedial coaching scheme after due approval in the constituent colleges of the University.
6. To function as a Grievances Redressal cell for the Grievances of SC/ST/ Minority/ OBC students and employees of the university and render them necessary help in solving their academic as well as administrative problems.
7. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
8. The SC/ST/ Minority/ OBC Cell exclusively looks after the work related to SC/ST/ Minority/ OBC matters and no other work is assigned to the Cell.
9. The committee will also look into the discrimination complaints received from the SC/ST/Minority/ OBC students/ teachers and non teaching staff of the University

At the end of each academic year, the Coordinator / In-charge of the Special Cell will submit an Appraisal report duly countersigned by the Liaison Officer through the Registrar, to the UGC, indicating a consolidated statement of the data, the progress achieved and the problems faced by the Cell. The action-taken by the Cell to implement the policy should be highlighted. The report on implementation of the reservation policy in the university should indicate the percentage in admissions, appointments in teaching and non-teaching staff, allotment of staff quarters, rooms in hostels etc. together with the analysis of the report.

### **University Advisory Committee Scheme of functioning**

For effective implementation of policies and programs of the reservation policy for the SC/ST/ Minority/ OBC, the University Advisory Committee will consist of the following members.

1. Vice Chancellor – Chairman
2. Liaison Officer – In the rank of professor – Convener
3. Two to three Principals/Deans of constituent colleges
4. Two or three Heads of Departments/Centers
5. Two or three faculty members in the cadre of Lecturer level.
6. One co-coordinator of SC/ST cell – Member Secretary

Some of these members should belong to the SC/ST/Minority/OBC categories. The Committee should meet twice a year to review the position and to solve the problems. The work relating to the implementation of the reservation policy may be monitored by the above stated Committee.



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# **Anti-Ragging**



No. YU/REG/ACA/ARC/MC/2020

05.02.2021

**NOTIFICATION**

**Sub:** Menace of Ragging in Higher Educational Institutions – Reconstitution of Monitoring Committee at the University level for the year 2020-21

\*\*\*\*\*

The Monitoring Committee consisting of the following members is reconstituted and is hereby notified:

Pro Vice chancellor	Chairman
Registrar	Member
Principal Yenepoya Institute of Arts, Science, Commerce & Management	Member
Principal Yenepoya Faculty of Allied and Health Care Professionals	Member
Controller of Examinations	Member
Finance Officer	Member
Assistant Registrar	Member
Mrs. Obeida Shoukath, Student Welfare Officer	Member
Mr. Mohan Kumar P.V., Campus Security Officer	Member
Senior Resident Warden, Ladies Hostel	Member
Senior Resident Warden, Boys Hostel	Member
Mrs. Sunita Prabhu, Student Welfare Officer	Convener

  
**REGISTRAR**

To: The Chairman & all other members

Copy to:

- Finance Officer
- Controller of Examinations/PA to Vice-Chancellor/PA to Registrar/Co-ordinatore-NAAC/ File copy





## **Curbing the menace of Ragging in Higher Education Institutions**

### **Monitoring committee & Students Grievance resolution – SOP**

#### **Preamble**

UGC has issued strict guidelines to curb the menace of ragging in higher educational institutions (ref no. D.O. No. F.1-15/2009(ARC) pt-III dated 25th July 2017).

Yenepoya (Deemed to be University) has maintained a rigid stance on the menace of ragging. The University has reiterated zero tolerance to all forms of ragging and in pursuance of this we have set up Anti Ragging Committee, Anti Ragging Squad, Anti Ragging Cell, installation of CCTV cameras at vital points and also regular sensitization of students, to dissuade them from indulging or abetting in any kind of ragging-

All the fresh students are advised to ensure that no incidents of ragging take place and that the fair name of the University is upheld at all times.

#### **Scope**

1. To work towards sensitizing the students / freshers about the harmful effects & side effects of ragging / harassment in any form, be it mental or physical and to disseminate information on means/ modes to report such incidences.
2. To prevent the occurrence of any incidences of ragging / harassment by adopting student friendly measures like surprise squad visits to the hostels and on campus , Engaging the faculty as floor observers , to prevent any incidences of intimidation or assault , either verbal or physical amongst the students in the academic block
3. To ensure a safe and ragging free campus

#### **Objective**

The monitoring committee of the College / University aims for the satisfactory resolution of student grievances pertaining to ragging and harassment by other students /seniors on campus/ in hostels

#### **Composition**

The composition of the **monitoring committee of the University** is as follows:

- Pro VC – Chairman
- Registrar

- Principal YMC
- Principal YDC
- Controller of Examinations
- Finance Officer
- Assistant Registrar
- Student welfare officers
- Security officer
- Senior resident wardens of hostels
- Campus administrator

The composition of the **monitoring committee of the constituent colleges** is as follows:

- Dean – Chairman
- Vice Dean
- SI / officer in-charge of the local police station
- Senior faculty
- Student welfare officer
- Wardens of the Girls & Boys hostels

#### **Measures/ Initiatives taken to curb ragging in the campus**

- The anti-ragging measures and initiatives in the hostel and college to prevent ragging are explained to parents and the students in person by the Principal & the Class coordinators.
- Students are informed about anti ragging committee with the mail Id & Phone number of all the members of the committee.
- Students are made aware of anti ragging measures taken by the Institute and the University.
- Students and parents are informed about the link available in the University website about anti-ragging and also about the *UGC help line number* to lodge their complaint about incidence of ragging/harassment, if any.
- Posters on Anti ragging measures and the consequences are widely & prominently on display in the colleges.
- Senior students are sensitized about the consequences of ragging and advised not to involve themselves and/ or support ragging.
- Day squads are arranged.
- Night visits to the hostels by the anti ragging squads are in place.
- Students are informed to contact anti ragging squad for any complaints or support.
- Mentors are allotted to the students and they are once again briefed by the mentors about anti ragging measures initiated in the campus.
- Student Welfare Officers address the students about the preventive measures with respect to Hostel and the University campus.
- Students are also informed to report to Warden/SWO/Faculty/Mentor, if they face any incidences of ragging in the campus / hostel .



### **Mode of functioning of the monitoring committee in case of a ragging complaint**

- The aggrieved student lodges a verbal / written complaint of harassment through the Warden / SWO / Faculty/Mentor to the Principal of the institution.
- The complaint is received and an enquiry committee is constituted by the Principal to look into / verify the complaint.
- The committee conveys its decision / recommendation after due enquiry, to the Principal.
- The Principal of the Institution can request the University monitoring committee to conduct an enquiry in case the complaint is of a very grave nature.
- Appropriate measures will be taken by the University Monitoring Committee after the enquiry.

### **The student (If established as guilty) shall be punished after following the procedure laid down and in the manner prescribed herein under**

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b. The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - a) Suspension from attending classes and academic privileges.
  - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - c) Debarring from appearing in any test/ examination or other evaluation process.
  - d) Withholding results.
  - e) Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
  - f) Suspension/ expulsion from the hostel.
  - g) Cancellation of admission.
  - h) Rustication from the institution for period ranging from one to four semesters.
  - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - j) Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

At every stage, it is to be noted that the purpose of regulation is preventive (so all the preventive steps enumerated in the Anti Ragging Regulation shall be complied with letter and spirit as first principle of implementation of Anti Ragging Regulation) and then corrective- as no means of

retribution can resurrect the wrong done to victim and to obliterate the possibility of institutional shelter to wrong doer, it is categorically provided that where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.



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# **Gender-Sensitization**



No. Y/REG/ACA/ 061-A –A-3(re-notify) /2022

14.02.2022

**NOTIFICATION**

Sub: Re-notification of the Gender Sensitization Cell

Ref.: (1) No. YU/REG/ACA/061-A –A-1/2019 Date: 19.03.2020

(2) No. Y/REG/ACA/ 061-A –A-1 (re-notify) /2021 dated 09.11.2021

(3) No. Y/REG/ACA/ 061-A –A-2(re-notify) /2022 dated 13.01.2022

\*\*\*\*\*

The Gender Sensitization Cell is re-notified with the following members and is hereby notified:

1	Dr. Leena K C, Principal, Yenepoya Nursing College	Convener	
2	Dr. Gladys Rida Colaco, Assistant Professor, MSW	Secretary/Coordinator	
3	Mrs. Sunitha Prabhu, Student Welfare Officer	Member	
4	Yenepoya Medical College	Dr. Meera Jacob, Associate Professor, stage 1, Dept. of Anatomy	Deema Jahan Sakeer, 20M044, Ahmed Shibil Mubarak , 20M012
		Dr. Amar Sunil Lobo, Assistant Professor, Dept. of Microbiology	Prajna Jagam , 19M110 Md Saquib Ahmed , 19M087
		Dr. Satya Anandam, Assistant Professor stage 1, dept. of Microbiology	Aslaha Aboobacker, 18M037 Siddharth U , 18M133
		Dr. P.M.A. Nishad, Senior Resident, Dept. of Psychiatry	Fathima Raseena Mohammed Kabeer , 17M057 Shahrukh Ameer , 17M114,
5	Yenepoya Nursing College	Ms. Amisha S Amin, Assistant Professor-1, Dept. OBG Nursing	Harshitha, II year B.Sc (N) George Joseph, II year B.Sc (N)
		Mrs. Sharin Neetal D souza, Assistant Professor Stage – 1, Dept. of Child Health Nursing	Mohammed Aneesh , III year B.Sc (N) Salwa Rukiya , III year B.Sc (N)
		Dr. Sruthy Prathap , Additional Professor, Department of Periodontics	Mr. Joseph Mampilly , 1 BDS , 20D045
		Dr. Shailesh Shenoy , Reader, Department of Pedodontics	Ms. Shilpa Mauvanchery, II BDS , 19D063
6	Yenepoya Dental College	Dr. Mallikarjun R. Reader Stage 1, Department of Prosthodontics	Mr. Akshay Roy Koshy, III BDS , 18D013
		Dr. Shakkira Moosa Kutty, Lecturer, Dept. of Conservative Dentistry	Ms. Sharmila Shamsu, IV BDS, 17D089
		Mrs. Sindhu Priya E S, Assistant Professor, dept. of Pharmacology	Ms. Nafeesa Thabsheera, III year , B.Pharm Mr. Neil Messaih Anthony Lopes, III year, B.Pharm
7	Yenepoya Pharmacy College & Research Centre		



		Mrs. Sandhya V, Assistant Professor , Dept of Pharmaceutics	Ms. Thaniya A, II year , B.Pharm Mr. Mohammed Ismail, II year B.Pharm
8	Yenepoya Physiotherapy College	Ms. Mariyamath Arifa , Assistant Professor, Dept. of Physiotherapy Ms. Saloni Shetty , Assistant Professor, Dept of Physiotherapy	Fathimath Suzaifa Abhijith B. Vijay Saram Mufeeda Mariyam Fasnath Faza
9	Yenepoya Institute of Arts, Science , Commerce and Management	Ms. Divya Shekar Anchan, Assistant Professor, Dept. of Commerce Ms. Carol Benlyn Noronha , Assistant Professor Mr. Sudhir Kiran, Assistant Professor Ms. Aishwarya M , Lecturer	Sneha Maria , II year BCA, Aiswarya Mathew , II year, B.Com Zulkifil Dawood, II year BCA Mohammed Safwan, II year BBA(A&L) Zubaida Sana Sherif, I year B.Sc(FS&N) Anushree H Pai, I year BBA(A & L) Enamul Hassan B S , I year BBA( A & L) Muhammed Rizwan Vachapuram , I year BCA(CFDA&CS)
10	Yenepoya Homoeopathic Medical College & Hospital	Dr. Melita Alva, Associate Professor, dept. of Homeopathy Dr. Yashasvini Hegde, Assistant Professor, dept. of Repertory	Vishnu M .S , III BHMS Salja Hashim, III BHMS V.S Dilna , II BHMS Sarath Manoj , II BHMS
11	Yenepoya Institute of Allied Health Science	Ms. Mrinal Karkera, Assistant Professor , Dept. of Clinical Psychology Mr. Chandrakanth , Assistant Professor, Dept. of Allied and Health Care professionals Ms. Kanal Sudeshna, Assistant Professor, Neuro Science Mr. Tony Jose, Tutor/ Optometrist, Dept. of B.Sc Technology Programmes	Ms. Bixa Rose Robert, B.Sc. PA, 14717 Ms. Alaina B.Sc. PT, 13296 Ms. Gifty Raju, B,Sc. CVT , 14453 Mr. Sidharth P , 14164, B.Sc AOTT Mr. Manasir, 14103, B.Sc MIT Mr. Yadhuraj C.K, 13039, B.Sc NS
12	Yenepoya Ayurveda Medical College & Hospital	Dr. Sheethal Raj, Associate Professor, Dept. of Agada Tantra Dr. Ajay Bhat, Associate Professor Dept. of Kayachikitsa	Ashna Nousheera Kamal, III year BAMS Mohammad Afnan, III year BAMS Anaswara Vinod, II year BAMS Manvi Rampuria, I year BAMS

This cell shall be for the residuary period till 07.03.2022.



**REGISTRAR**  
DM

To:

All the above members

Copy to:

1. Statutory Officer
2. Principals of constituent Colleges } information and circulation
3. PA to Vice Chancellor/PA to Registrar









## **GENDER SENSITIZATION CELL Yenepoya (Deemed to be university)**

### **Introduction**

The gender sensitization cell is constituted to create positive social norms in the campus that value every individual, irrespective of their gender. It aims to engage gender champions to challenge and shift gender norms in the society which are not positive towards girls under the guidance of their teachers.

### **Vision**

To strengthen the potential of students to be responsible leaders who facilitate enabling environment, where girls are treated with dignity and respect, and to advocate for gender equality and monitor progress towards gender justice.

### **Objectives**

- a. To sensitize about social/cultural constructions of gender in society
- b. To create awareness about gender equality
- c. To identify & train gender champions who advocate for gender equality

### **Gender Sensitization Cell Members**

<b>Sl. No</b>	<b>Name of the members</b>
1.	Dr. Leena K C, Principal YNC, Convener
2.	Dr. Cynthia Arunachalam, Prof & HOD, Ophthalmology, YMCH
3.	Dr. Raghavendra U Associate Prof, Biochemistry, YMC
4.	Dr. Gladys Colaco, Assistant Prof. MSW
5.	Mrs. Sunita Prabhu, Student Welfare Officer
6.	Ms. Smitha D, Associate Prof, YPC
7.	Dr. Meera Jacob, Assistant Professor, Anatomy YMC
8.	Dr. Neha Haswani Assistant Professor, Microbiology, YMC
9.	Mr. Kevin Joakim Pinto, Tutor, Physiology, YMC
10.	Dr. Sruthy Prathap, Reader, Dept of Peridontics, YDC
11.	Dr. Shailesh Shenoy, Assistant Professor Dept of Pedodontics, YDC
12.	Dr. Mallikarjun R, Lecturer Dept of Prosthodontics, YDC
13.	Dr. Pallavi, Lecturer, Dept of Oral Pathology, YDC
14.	Mrs. Renita Priya D'Souza, Assistant Professor YNC
15.	Mrs. Indumathi, Lecturer, YNC

16.	Ms. Mudasir Rashid Baba, Assistant Professor YPC
17.	Ms. Sanjana A, Assistant Professor, YPCRC
18.	Ms. Chaithra L Shetty, Lecturer, YIASC&M
19.	Dr. Priyadarshini Nambiar, Associate Professor , Yenepoya Ayurveda College Hospital
20.	Dr. Melita Alva, Associate Professor, Yenepoya Homoeopathy Medical College

### **Members of the cell**

The cell consists of a convener, a secretary, and 15 representatives from constituent colleges including teachers, student welfare officer and asst. physical director.

One student from each constituent college will be co-opted for the cell

Number per batch: Two

Tenure of the cell: 2 years

Budget: Yenepoya University

Activities: As per guidelines given by UGC

### **Eligibility criteria for gender champions**

1. Good oral, written, presentation skills
2. Should have demonstrated leadership and organizational qualities
3. Good understanding of socio-cultural issues and prevailing gender norms and practices
4. Willing to engage in initiatives to reduce gender disparity (students, peer, family members)
5. Willing to make use of time and effort to mentor his/her peer
6. Is easily recognizable by students/peers as a supporter of gender equity
7. Willing to undergo training

### **Selection Process and functioning of gender champions**

1. Display eligibility criteria in the notice board
2. Receive applications from interested candidates **(as per format )**
3. Shortlist candidates with the help of a screening committee (2 students: one male, one female; one lady teacher) verify credentials, interview, selection. Send the list of students and their nodal teacher in charge to the cell by October 10<sup>th</sup> 2018
4. Cell will issue gender champion badge

### **Responsibilities of gender champions**

1. Undergo training, in consultation with nodal teachers
2. Plan and initiate activities
3. Maintain gender champions' diary.

4. Prepare report of activities

#### **Duties of Nodal teachers**

1. Identify gender champions **(as per format)**
2. Provide guidance, for activities
3. Participate in meetings of gender champions
4. Motivate students to pursue activities
5. Communicate with wide range of stakeholders to facilitate work of gender champions
6. Facilitate for organizing training programs /events
7. Maintain list of gender champions and updated record of activities.
8. Collect quarterly report, assess, and send report to the cell through head of institutions (**in pre designed format**)
9. Assess each gender champion based on report quarterly and at the end of the tenure





**YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

# Grievance Redressal



YU/REG/ACA/USGC/2020

06.07.2020

**NOTIFICATION**

**Sub: Constitution of University Students Grievance Redressal Committee (USGC)**

\*\*\*\*\*

The University Students Grievance Redressal Committee (USGC) is hereby constituted with the following members and is hereby notified.

Dr. Sydney C Dsouza, Professor & Head, Department of General Medicine Yenepoya Medical College	Chairman
Dr. Parvadhavardhini, Principal, Yenepoya Institute of Arts, Science, Commerce & Management	Member
Mr. Akhil Roshan Aboobacker, II year, BCA, YIASC&M	Member
Mrs. Obeida Shoukath, Student Welfare Officer	Member Secretary

\*Two Principals from the Constituent Colleges, other than those connected with the report of College Student Grievance Redressal Committee (CSGRC) under review will be nominated as per regulations.

The term of the Committee shall be for 2 years for the date of the notification.

  
**REGISTRAR**

To

- The Chairperson & all other members

Copy to:

- The Principals of all Constituent Colleges
- Finance Officer
- Controller of Examinations
- NAAC Office
- P A to Vice-Chancellor / PA to Registrar







## **University Student Grievance Redressal Committee (USGRC) In accordance with University Grants Commission (Redress of Grievances of Students) Regulations**

### **Introduction**

In order to cater to the grievance redressal processes of students effectively, grievance redressal committee has been established at all the constituent colleges/units of Yenepoya (Deemed to be University). Further, to review the functioning of the individual college level committees and cater to the students enrolled in the University departments and centres, a University level Grievance redressal committee has been constituted. Any new academic unit established subsequent to the notification of the committee will also come under the purview of this committee.

### **Objectives of USGRC**

- To provide opportunities to redress the grievances of students enrolled in constituent units/departments/centres institution, as well as those seeking admission to the institution.
- To provide a congenial and peaceful educational atmosphere for the students in the institution by developing a compassionate, receptive and responsible attitude among all the stakeholders.
- To uphold the respect and decorum of the University by making sure all the students study in a stress free atmosphere by promoting a warm and congenial relationship among the students and teachers.
- To enable students to freely express their problems and grievances without fear of being persecuted.
- To instill the qualities of self discipline and self restraint among the students by being patient and not to express avoidable and unwarranted grievances.

### **Scope of USGRC**

USGRC scope includes the following matters.

- *Academic matters:* This will include academic and examination related matters, attendance shortage, completion of clinical quota, etc.

- *Non academic matters:* Misbehavior, misconduct or any wrong doing affecting student's well being and learning atmosphere in the college.

### **Duties and purpose of USGRC**

- To provide guidelines for the functioning of the students grievance committee of the constituent units.
- To review all the grievances redressed by the constituent units and also to redress the grievances of students of centres/departments.
- To address student grievance redressal directly at the University level wherever necessary and the grievances through UGC portal.
- To take necessary action if the grievance is not addressed at the institution level.

### **Constitution of USGRC**

(i) The Vice Chancellor of the University shall constitute the University Student Grievance Redressal Committee (USGRC). The USGRC will take up grievances arising from colleges/departments/centers, on the basis of the jurisdiction assigned to it by the Vice Chancellor.

- a) A senior Professor of the University – Chairperson;
- b) Two Principals drawn from the constituent units, other than those connected with reports of CSGRC under review, nominated by the Vice-Chancellor – Members
- c) A representative from among students of the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Invitee.
- d) Student Welfare or equivalent – Member Secretary

(ii) The Chairperson, members and the invitee shall have a term of two years.

(iii) The quorum for the meeting, including the Chairperson, but excluding the special invitee, shall be three.

(iv) In considering the grievances before it, the USGRC shall follow principles of natural justice.

(v) The USGRC shall send its report and recommendations, if any, to the Principal of the constituent units relating to the grievance/Head of the department/School/Institution with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.

## **PROCEDURE FOR REDRESSAL OF GRIEVANCES BY THE STUDENT GRIEVANCE REDRESSAL COMMITTEE**

### **Grievance lodging**

- The student(s) may present the grievance(s) in writing detailing the nature of grievance in an unambiguous way.
- The grievance has to be addressed to the Dean of the respective unit or the student welfare officer.

## **Redressal mechanism**

- On receipt of the grievance(s) from student(s), the Dean of the respective unit shall convene a meeting of the grievance redressal committee.
- The meeting should be convened taking into consideration of time to obtain necessary baseline information for deliberations in the committee.
- The proceedings of the meeting to be drawn clearly indicating the deliberations and decisions taken.
- A communication indicating the decisions taken by the committee should be made to the aggrieved.
- In the event, the student(s) not being satisfied by the decision, they shall be at liberty to approach the University grievance committee.
- The University Student redressal committee in addition to addressing the grievances of above nature shall also address the grievances of students of the University departments and centres.
- In the eventuality of the student being aggrieved by the decision of the USGRC, the student may prefer an appeal to the University nominated Ombudsperson within a period of fifteen days from receipt of such a decision, in compliance with the UGC regulations.
- The University shall comply with the recommendations of the Ombudsperson.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.
- The University Student redressal committee shall periodically review the redressal mechanism of the constituent units.
- The appellate authority shall be the Vice Chancellor of the University in respect of student grievance mechanism.







**REGISTRAR**  
**YENEPOYA (DEEMED TO BE UNIVERSITY)**  
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