



Gujarat Vidyapith  
Ahmedabad

## II. Academic Rules





# INDEX

## Academic Rules

Rules No. 1 to

Rule 1: Institution of New Departments and New Faculties.....	5
Rule 2: Establishment of Extension Centres, Extension Activities & Facilities of Gujarat Vidyapith .....	6
Rule 3: Memorandum of Understanding .....	6
Rule 4: International Office .....	8
Rule 5: Online or Distance Education .....	9
Rule 6: Administrative Calendar .....	9
Rule 7: Annual Report.....	10
Rule 8: Chintan Shibir.....	12
Rule 9: Academic Calendar.....	13
Rule 10: Courses Offered by the Gujarat Vidyapith .....	14
Rule 11: Admission Eligibility Criteria.....	16
Rule 12: Research Program.....	19
Rule 13: MOOCs through various platforms .....	19
Rule 14: Organizing Policy of Programmes and Activities.....	21
Rule 15: Internal Quality Assurance Cell (IQAC).....	23
Rule 16: Rojgar Paramarshan Ekam (Placement Cell).....	28
Rule 17: Curbing the Menace of Ragging in HEI.....	31
Rule 18: Students Grievance Redressal Committee .....	36

Rule 19: Equal Opportunity Centre (EOC).....	37
Rule 20: Socio-Economically Disadvantaged Groups Cell (SEDGs Cell) .....	40
Rule 21: Women Development Cell.....	41
Rule 22: Internal Complaints Committee (ICC).....	42

## Rule 1 Institution of New Departments and New Faculties

- [[1] The objective is to establish a structured, transparent and academically sound process for the creation of new Departments and Faculties in Gujarat Vidyapith, in alignment with the objectives and mission of the Gujarat Vidyapith, emerging academic needs, and national education policies.
- [2] It shall apply to all proposals for:
- (a) The creation of a new Department under an existing Faculty, or
  - (b) The creation of a new Faculty, which may include one or more Departments.
- [3] Procedure for Institution of a New Department:
- [a] A detailed proposal for a new Department may be initiated by any Faculty/ Department or through the Academic Branch.
  - [b] The proposal shall include:
    - [i] Academic rationale and relevance
    - [ii] Alignment with National Education Policy (NEP) 2020 and institutional goals
    - [iii] Curriculum framework
    - [iv] Infrastructure and faculty requirements
    - [v] Budgetary implications
    - [vi] Expected student intake and employment potential
  - [c] The proposal for the establishment of a new Department or Faculty shall first be submitted to the Academic Council for academic scrutiny and recommendation. Upon receiving the recommendation of the Academic Council, the proposal shall be placed before the Finance Committee and the Executive Council for administrative and financial approval. Following the approval of the Executive Council, the matter shall be submitted to the Mandal for its consent. Only upon receiving the final approval of the Mandal shall the new Department or Faculty be formally established and publicly announced.

- [d] As a general practice, proposals for the establishment of new department or faculty shall be placed for consideration during the month of December by the Academic Branch. However, in cases of urgency, such proposals may be considered on a priority basis, subject to administrative discretion.

## **Rule 2 Establishment of Extension Centres, Extension Activites &Facilities of Gujarat Vidyapith**

- [1] Gujarat Vidyapith may establish extension centres for education and social work as per the need. It shall be approved by the Academic Council, Executive Council and Gujarat Vidyapith Mandal.
- [2] Gujarat Vidyapith may establish and/or recognize hostel for the Gujarat Vidyapith students as per the need and availability of the grants. It shall be approved by the Executive Council and Gujarat Vidyapith Mandal.
- [3] Gujarat Vidyapith may establish and/or recognize various facilities for students and staffs as per the need. It shall be approved by the Executive Council and Gujarat Vidyapith Mandal.
- [4] Objectives:
- [a] To institutionalize the framework for academic and community engagement through extension education rooted in Gandhian philosophy.
  - [b] To promote holistic student development by integrating classroom learning with field experience.
  - [c] To ensure optimum utilization of existing institutional resources for social, cultural, educational, and health development of students and the larger community.
  - [d] To encourage public participation and support from the Gujarat Vidyapith Mandal for wider impact.

## **Rule 3 Memorandum of Understanding**

- [1] Broad agreement of Gujarat Vidyapith to cooperate and collaborate with other local, national, and international universities, institutions, PSUs, Government Organizations, Center of Excellence, Industry,

and 'Person of Eminence' on mutually agreed areas on the following subjects, but not limited to:

- [a] Establishment of Gujarat Vidyapith Center abroad;
  - [b] Joint Research Projects funded by National and international agencies;
  - [c] Exchange of faculties/students;
  - [d] Twinning/ Articulation of syllabi/ exchange of students at UG and PG levels under a credit transfer arrangement;
  - [e] Developing an e-course for interactive and interactive-integrated learning;
  - [f] Sharing of library, laboratory, technology and other learning resources;
  - [g] Joint arrangement of conferences, seminars and workshops;
  - [h] Joint arrangement of training and internship programmes;
  - [i] Joint arrangement of Refresher / Continuing education courses;
  - [j] Expert lectures;
  - [k] Research Work, Assessment, Sponsored Programmes;
  - [l] Any other activity of mutual benefit;
- [2] It shall be applicable only in the case of the benefit of Gujarat Vidyapith students or staff or for the objectives of Gujarat Vidyapith.
- [3] The guidelines, if any, laid down by Government and Statutory Bodies, shall be followed scrupulously.
- [4] The MOU shall be signed by the Registrar or the Vice Chancellor or any other person who is authorized by the Vice Chancellor on behalf of the Vidyapith.
- [5] The MOU shall be subject to the approval of the Executive Council and Gujarat Vidyapith Mandal.
- [6] The Academic Branch shall be responsible for the oversight, operationalization with the help of the concerned department or person, and systematic recordkeeping of all Memoranda of Understanding (MoUs) executed by the institution.

## Rule 4 International Office

- [1] The primary objectives of the International Office shall be:
  - [a] To promote academic and cultural exchange with international universities and institutions.
  - [b] To coordinate Memoranda of Understanding (MoUs) and Collaborative Agreements with global partners.
  - [c] To facilitate admission, orientation, and academic support for international students.
  - [d] To assist Vidyapith students and faculty in study abroad, exchange programs, internships, and joint research initiatives.
  - [e] To uphold and promote the Gandhian values, Indian ethos, and NEP 2020 vision in all global engagements.
- [2] The International Office shall perform the following functions:
  - [a] Maintain updated records of all international collaborations, partnerships, and mobility programs.
  - [b] Serve as the nodal point for communication with embassies, consulates, foreign universities, and regulatory authorities like UGC, MOE, and Foreigners Regional Registration Office (FRRO).
  - [c] Facilitate visa and immigration support for foreign students and scholars.
  - [d] Organize International Weeks, Global Lectures, and Cross-Cultural Dialogues.
  - [e] Promote internationalization at home through curriculum enrichment, virtual exchange, and multilingual engagement.
  - [f] Ensure compliance with statutory obligations, including UGC guidelines for international collaboration and Deemed-to-be University regulations.
- [3] International Office Committee
  - [a] The Vice Chancellor or Nominee as Chairperson;
  - [b] All Deans;
  - [c] Member Secretary, IQAC as Member Secretary;
- [4] Financial and Administrative Autonomy

- [a] The International Office shall be granted an annual budget as approved by the Finance Committee.
  - [b] It may receive external grants, consultation revenue, or project funding from national and international agencies, subject to university rules.
- [5] The International Office shall operate in harmony with the policies of the Ministry of Education, UGC, and such other statutory bodies for international higher education.
- [6] The International Office shall prepare an Annual Report on Internationalization, to be presented to the Academic Council and Executive Council.

## **Rule 5 Online or Distance Education**

Gujarat Vidyapith may offer courses online or distance courses or degrees in accordance with the regulations notified by the Commission from time to time. Gujarat Vidyapith may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time. Provided that in Gujarat Vidyapith, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

## **Rule 6 Administrative Calendar**

- [1] Gujarat Vidyapith may publish an Administrative Calendar every year, which shall be followed by all faculty/departments and administrative branches for their functions.
- [2] The academic branch shall prepare a draft of the Administrative Calendar for all branches of Gujarat Vidyapith every year in consultation with all branches and faculty/departments.
- [3] The Administrative Calendar shall cover normally begin in July every year and end in Jun of the next year.
- [4] Each administrative branch and faculty/departments shall write their planning of events, meetings in the calendar to follow the objective and functions of the Rules and Regulations.

- [5] The administrative calendar shall be put in the Academic Council and Executive Council for information.
- [6] Each administrative branch and faculty shall implement the administrative calendar. The event denoted in the administrative calendar shall be completed within that quarter, and if there is any difficulty, then the matter shall be brought to the attention of the Vice Chancellor.
- [7] There shall be quarters as follows:
  - (a) July to September;
  - (b) October to December;
  - (c) January to March; and,
  - (d) April to June

## **Rule 7 Annual Report**

- [1] The objective is to ensure transparency, accountability, and public dissemination of the activities and achievements of Gujarat Vidyapith in alignment with the values of the institution and the requirements of the University Grants Commission (UGC), Ministry of Education, Government of India, and such other statutory authorities.
- [2] The Annual Report shall comprehensively cover, but not be limited to, the following areas:
  - [a] Institutional Overview
    - [i] Introduction to Gujarat Vidyapith
    - [ii] Gujarat Vidyapith Mandal
    - [iii] Governing Bodies
    - [iv] Vision, Mission, and Institutional Values
  - [b] Academic and Administrative Structure
    - [i] Faculties, Departments, and Centres
    - [ii] Admissions and Academic Programs
    - [iii] Curriculum and NEP 2020 Implementation
    - [iv] Academic Calendar and Timelines
    - [v] Faculty Profile and Development Initiatives

- [c] Facilities and Infrastructure
  - [i] Physical and Academic Facilities
  - [ii] Library and Digital Resources
  - [iii] Sports Complex (Kridangan), Health Centre, Museum
- [d] Teaching, Learning, and Research
  - [i] Teaching and Learning Processes
  - [ii] IQAC Activities and Quality Enhancement Measures
  - [iii] Seminars, Conferences, and Workshops
  - [iv] Research Projects and Publications
  - [v] Innovation, Patents, and Incubation Activities
- [e] Community Engagement and Extension
  - [i] Social Outreach and Community Service
  - [ii] NSS, NCC, Jan Shikshan Sansthan, and Social Partnerships
  - [iii] Sardar Patel Training Centre,
  - [iv] Krushi Vigyan Kendra and Gaushala
  - [v] Environmental Sustainability Initiatives
- [f] Student-Centric Activities
  - [i] Hostel Facilities and Welfare Services
  - [ii] Convocation and Student Achievements
  - [iii] Alumni Engagement and Associations
  - [iv] Cultural Programs and Day Celebrations
- [g] Governance and Administration
  - [i] Academic Governance and E-Governance
  - [ii] Institutional Grievance Redressal
  - [iii] Staff Training and Development
  - [iv] Administrative and Financial Management
- [h] Partnerships and Public Interface
  - [i] Memorandum of Understanding and Collaborations
  - [ii] Public Relations, Media Reflections
  - [iii] Annual Achievements and Recognitions

- [3] A draft Annual Report shall be placed before the Academic Council and Executive Council for perusal and comments.
- [4] The final version, incorporating suggestions, shall be submitted to the UGC and the Ministry of Education as per applicable regulations.

### **Rule 8 Chintan Shibir**

- [1] In continuation of the core values enshrined in the founding philosophy of Gujarat Vidyapith by Mahatma Gandhi, and in alignment with the reflective, inclusive, and community-oriented vision promoted under the Education Policy, Gujarat Vidyapith shall organize an annual Chintan Shibir to facilitate institutional introspection, planning, and value-based academic governance.
- [2] The Chintan Shibir shall serve as a structured platform for:
  - [a] Reflecting upon the institution’s academic, administrative, and social progress;
  - [b] Aligning educational practices with Gandhian values and NEP 2020 goals;
  - [c] Generating visionary and actionable resolutions for academic and institutional development;
  - [d] Strengthening internal collaboration among stakeholders of the Vidyapith.
- [3] A Chintan Shibir shall be held once every academic year, preferably in the first quarter (April–June), unless otherwise decided by the Competent Authority.
- [4] The agenda for the Shibir shall be prepared in advance and may include:
  - [a] Review of academic and administrative functioning
  - [b] NEP 2020 implementation and progress
  - [c] Discussion on curriculum innovations, student welfare, social outreach, sustainability, research, etc.
  - [d] Reflections on Gandhian relevance in education
  - [e] Deliberation on institutional strategic goals and future roadmap

- [5] A comprehensive report of proceedings, reflections, and resolutions shall be prepared by the Academic Branch within 15 working days after the Shibir.
- [6] The report shall be presented to the Academic Council and Executive Council for review and incorporation into institutional planning.
- [7] Financial provision for organizing the Chintan Shibir shall be made under the University's annual budget.
- [8] Logistical arrangements shall be coordinated by a committee constituted for the purpose by the Hon'ble Vice Chancellor.

## **Rule 9 Academic Calendar**

- [1] Gujarat Vidyapith shall publish an Academic Calendar every year, which shall be followed by all Branches and Departments for their Academic Programmes.
- [2] The examination branch shall prepare a draft of the Academic Calendar/s for all certificates, UG, PG, and research courses of the Gujarat Vidyapith in the month of April - May every year in consultation with the Deans of the faculty and Head of the Departments. This draft shall be put before the Academic Council and Executive Council for approval.
- [3] The Academic Calendar shall be circulated to all faculty/ departments and shall be displayed on the Gujarat Vidyapith website. All the activities shall be strictly adhered to the academic calendar.
- [4] Academic calendar shall be published before 15th June.
- [5] The academic year may be considered as July to June of the next year.
- [6] The Academic Calendar of the Gujarat Vidyapith may include the following:
  - [a] There shall be at least 180 working days in a year for UG / PG courses, excluding admission and examination or notification by the respective council/ UGC / Institution.
  - [b] Gujarat Vidyapith faculty/departments shall follow at least forty hours working schedule per week in case of teaching.

- [c] The dates for the important academic events scheduled during the academic session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation / Induction programmes, Commencement of Classes and End of semesters, Gujarat Vidyapith Foundation Day, Youth Festival, Sports Events, Internal Examinations, Gujarat Vidyapith Examinations, Seminars, and workshops.
- [7] If any change or update in the Academic Calendar is required due to any event, the agenda shall be submitted to the Academic Council for approval.
- [8] Other terms and conditions apply as per UGC Regulations as amended from time to time.

### **Rule 10 Courses Offered by the Gujarat Vidyapith**

The courses shall be as approved by the Academic Council and Executive Council. Presently, the following courses may be offered by the Gujarat Vidyapith.

- [1] Under Graduate;  
Duration: 03/04 Years (06/08 Semesters)/(120/160 Credits)
- A1. BA (Gujarati, Hindi, English, Sanskrit, History, Economics, Sociology)
  - A2. B.Sc. (Microbiology, Physics, Chemistry and Mathematics)
  - A3. BCA (Computer Applications)
  - A4. BRS (Rural Planning and Development)
  - A5. BPES (Physical Education and Sports)
  - A6. B.Com. (Commerce)
  - A7. B.Sc. (Nuclear Medicine Technology)
  - A8. B.Lib.I.Sc. (Library and Information Science) (First Year of M.Lib.I.Sc.)
- [2] Post Graduate;  
Duration: 02 Year (04 Semesters) / 01 Year (02 Semesters) / (80/40 Credits)

- B1. M.A. (Gujarati, Hindi, English, History, Economics, Sociology, Gandhian Studies)
- B2. MYASc (Master of Yogic Art and Science)
- B3. M.A. (Human Resource Management)
- B4. M.S.W. (Master of Social Work)
- B5. M.Lib.I.Sc. (Library and Information Science)
- B6. M.A. (Journalism and Mass Communication)
- B7. M.Sc. (Microbiology, Food and Nutrition)
- B8. M.Com. (Commerce)
- B9. MSM (Master of Sports Management)
- B10. M.Sc. (IT)
- [3] Professional Programs;
- Duration: 02 Years (4 Semesters) / (80 Credits)
- [a] Graduate programs after Graduation
- CA1 B.Ed. (Gujarati, Hindi, English, Sanskrit, Social Science, Mathematics, Science Subject Method)
- CA2. B.Ed. (Hindi, English Subject Method)
- CA3.B. P. Ed.
- [b] Postgraduate Programs
- CB1. M.Ed.
- CB2. M.P.Ed.
- CB3. M.B.A. (Rural Management)
- CB4. M.C.A.
- [4] Post Graduate Diploma Course:
- Duration: 01 Year (02 Semester) / (40 Credits)
- P.G.Diploma: (Yog Vidya, Gandhian Studies, Heritage Management, Journalism and Mass Communication, Digital Media Production, Computer Application)
- [5] Diploma and Certificate Courses as per NEP 2020.
- [6] Ph.D.:
- [a] Duration:

- [i] Regular Full time minimum 3 years including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;
- [ii] A maximum of an additional two (2) years can be given through a process of re-registration as per the rules concerned; Provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme. Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- [iii] Female Ph.D. Scholars may be provided Maternity Leave/ Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

## **Rule 11 Admission Eligibility Criteria**

Following will be the admission eligibility criteria for various academic programs, as and when approved by the Gujarat Vidyapith:

- (a) Under Graduate;

Duration: 03/04 Years (06/08 Semesters)

Eligibility Criteria:

- (1) Class-12 pass in any stream from a recognized board for admission to A1, A4, A5 and A6.
- (2) For A2, and A7, students should have passed class-12 from the science stream of concerned group from a recognized board.
- (3) For A3, students have passed class - 12 with 40 % in any stream.

- (b) Post Graduate; Duration: 02 Year (04 Semesters) / 01 Year (02 Semesters)

Eligibility Criteria:

- (1) For admission in B1, B2, B3, B4, B5, B6, and B9, Graduation in any subject from a recognized university.
  - (2) For admission in B7, and B8, Graduation in concerned subject from a recognized university.
  - (3) For B10, student must possess a Graduation degree in any subject from a recognized university with 50% or equivalent grade result. Provided that, Mathematics subject is required at 12th or graduation level.
- (c) Professional Programs; Duration: 02 Years (4 Semesters)

[i] Graduate programs after Graduation Eligibility Criteria:

- (1) For CA1, and CA2 admission student should have passed with 50% or its equivalent grade at Bachelor/ Post Graduate level in concerned subject from a recognized University.
- (2) For CA3 student should possess Graduation with 50% or equivalent grade in any subject from a recognized university.  
Note- B.Ed. and B.Ed. (Hindi) second subject method the trainees can choose from among the group after getting admission

[ii] Postgraduate Programs

Eligibility Criteria:

- (1) For CB1 admission Student must possess a B.Ed degree from a recognized university with 50% or its equivalent grade
- (2) For CB2 admission Student must possess a B.P.Ed degree from recognized University with 50% or its equivalent grade
- (3) For CB3, CB4, student must possess a Graduation degree in any subject from a recognized university with 50% or equivalent grade result.

Note- For admission in CB4, Mathematics subject is required at 12th or graduation level

[iii] Post Graduate Diploma Course: Duration: 01 Year (2 Semester)

Eligibility Criteria: Graduation in any subject from a recognized university

(d) Ph.D.:

Eligibility Criteria: Candidates who have completed:

- [i] A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- [ii] Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be

eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.z

## **Rule 12 Research Program**

- [1] The rules related to Ph.D. shall be as per the guidelines prescribed by Gujarat Vidyapith at its website which shall be as per University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulation - 2022 (amended from time to time)

## **Rule 13 MOOCs through various platforms**

- [1] Gujarat Vidyapith may offer MOOC courses through various platforms like SWAYAM courses across all academic levels.
- [2] The Vice Chancellor shall nominate a MOOC Nodal Officer for coordinating and overseeing activities related to MOOC courses, in accordance with the applicable academic and administrative guidelines.
- [3] In case, if required, there may be a MOOC Advisory Committee (MAC) constituted as follows:
  - [a] The Vice Chancellor or the nominee - Chairperson;
  - [b] Three Deans shall be nominated by the Vice Chancellor - Members;
  - [c] Two experts shall be nominated by the Vice Chancellor - Members;
  - [d] MOOC Nodal Officer - Member Secretary.
- [4] The nomination in the committee shall be for a term of three years from the date of notification.
- [5] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [6] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

- [7] Two-thirds of the total members shall constitute the quorum for the meeting.
- [8] The MOOC Courses shall be approved by the Board of Studies (BOS) and the Academic Council.
- [9] MOOC courses may be opted for only in place of Departmental elective courses.
- [10] Up to 40% of total credit load per semester may be earned via MOOCs.
- [11] The university may conduct the End Semester Examinations for students enrolled in SWAYAM/MOOC Courses in alignment with the regular Academic Calendar. The MOOC Coordinator shall advise the Branch Head, Examination Branch, of the same.
- [12] The credits or marks earned by students through SWAYAM/MOOC courses shall be duly incorporated into their academic transcript, subject to verification and receipt of results from the Host Institution. In the event of a delay in the declaration of SWAYAM/MOOC results, the Vidyapith may withhold the final results of the concerned students. Upon receipt of the official results, the University shall issue the updated marksheet reflecting the earned credits.
- [13] Functions of MAC
- [a] Recommending policies and guidelines to ensure the smooth functioning of SWAYAM/MOOC implementation in the university's academic curriculum.
  - [b] Advising on the selection and approval of the necessary courses and content to be adopted from SWAYAM or any other MOOC platform.
  - [c] Monitoring the effectiveness and reviewing the feedback of the adopted courses from the stakeholders. This may also include regular assessment of the performance and impact of the adopted SWAYAM/MOOC courses, including learner outcomes, user engagement, and course effectiveness.
  - [d] Advising on enhancements of technical infrastructure and innovations required within the university to enhance the students' experience on the SWAYAM/MOOC platform.

- [14] In cases where the Course Objectives of an adopted SWAYAM/ MOOC course are not explicitly provided on the SWAYAM platform, the respective academic department shall define the objectives, ensuring alignment with the course content, intended learning outcomes, and institutional academic standards.

## **Rule 14 Organizing Policy of Programmes and Activities**

- [1] This rule shall be applicable to various programmes and activities like seminars, conferences, workshops, webinars, FDP, training, curricular, and co-curricular activities.
- [2] Each proposal shall be sent to the Academic Branch for further consideration and approval.
- [3] Each proposal/note submission shall be comprised of the following points:
- [a] International / National / State / University Level: Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting / Sports Activity:
  - [b] Name of Coordinators:
  - [c] Title of the programme:
  - [d] Objectives of the programme:
  - [e] Name & Brief introduction of Speakers with contact numbers:
  - [f] Target group:
  - [g] Number of participants likely to attend:
  - [h] Nature of assistance collected from other source or participants fees:
  - [i] Assistance required from university fund (Head wise) :
  - [j] Brochure (if any)
  - [k] References of previous similar activities (if any)
- [4] Programme Report making shall cover minimum the following points:
- [a] Title of the programme:
  - [b] International / National / State / University Level:

- [c] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:
- [d] Date/s and Duration:
- [e] Venue:
- [f] Dignitary/s present at inaugural function:
  - [i] Name
  - [ii] Designation
  - [iii] Name of institute
  - [iv] Contact details
- [g] Dignitary/s present at valedictory function:
  - [i] Name
  - [ii] Designation
  - [iii] Name of institute
  - [iv] Contact details
- [h] Invited speakers / Experts:
  - [i] Name
  - [i] Designation
  - [ii] Name of institute
  - [iii] Contact details
  - [iv] Topic of lecture
  - [v] Lecture / presentation notes
- [j] Total no. of participants (provide full list with name, address, institutions and contact numbers).
- [k] Technical brochure / leaflet (attached).
- [l] Program summary (200 words).
- [m] Finale Statement of Income and Expenditure.
- [n] Utilization Certificate with signature of the coordinator.
- [o] Copy of vouchers and bill duly signed by the coordinator.
- [p] Photographs and video.
- [q] Press Release / Media Report, if any.

## **Rule 15 Internal Quality Assurance Cell (IQAC)**

- [1] The constitution of IQAC shall be as per the guidelines of the National Assessment and Accreditation Council. Vidyapith shall constitute an Internal Quality Assurance Cell (IQAC) to-
  - [a] develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of Vidyapith, and
  - [b] promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- [2] The Vice - Chancellor shall be the Chairperson of IQAC, and he will be assisted by a Coordinator of IQAC.
- [3] The Coordinator of IQAC shall be appointed by the Vice - Chancellor from among the Professors of the Vidyapith.
- [4] The term of appointment of the Coordinator of IQAC shall be for a period of two years.
- [5] Composition of the IQAC. The members of IQAC will be as follows: -
  - [a] The Vice-Chancellor (Chairperson);
  - [b] Three Teachers to represent all levels;
  - [c] One member from the Executive Council;
  - [d] Two administrative officials of Gujarat Vidyapith;
  - [e] One nominee from the Local Society/Students/Alumni;
  - [f] One nominee from the Employers/Industrialist/ Stakeholders; and,
  - [g] One of the Senior teachers as the Coordinator as Head, (IQAC) will act as a member secretary.
  - [h] Registrar as an invited member.
  - [i] NEP Coordinator as an invited member.
- [6] The members at sub-clauses (5b) - (5g) of the clause above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be for a period of two years.

- [7] A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice - Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- [8] The meeting shall be convened by the Coordinator with the prior approval of the Vice Chancellor.
- [9] The IQAC shall meet at every quarter in the year. The quorum for the meeting shall be two-third of the total members.
- [10] The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Coordinator of IQAC.
- [11] Functions of IQAC:
- [a] Develop and apply quality benchmarks / parameters for the various academic and administrative activities of the Vidyapith;
  - [b] Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
  - [c] Arrange for feedback responses from students, parents and other stake - holders on quality related institutional processes;
  - [d] Disseminate information on the various quality parameters of higher education;
  - [e] Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
  - [f] Document the various programs/activities of the Vidyapith, leading to quality improvement;
  - [g] Act as a nodal agency of the Vidyapith for coordinating quality-related activities, including adoption and dissemination of good practices;

- [h] Develop and maintain Institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality;
  - [i] Develop Quality Culture in the Vidyapith;
  - [j] Conduct regular internal academic and administrative audits and monitor the effectiveness of its processes to ensure continuous improvement and compliance.
  - [k] Organize Workshops, Seminars, Faculty Development Programmes (FDPs), and related initiatives to promote faculty development and enhance quality awareness among all stakeholders.
  - [l] Facilitate NAAC Accreditation by assisting in the preparation of the Self- Study Report (SSR), coordinating peer team visits, and ensuring timely submission of compliance reports.
  - [m] The IQAC shall be responsible for processing all Career Advancement Scheme (CAS) applications submitted by faculty members, in accordance with the prevailing norms and regulatory guidelines.
  - [n] Institutional Strategic Plan / IDP
  - [o] University Planning and Development
  - [p] Curriculum Development and Revision
  - [q] MOUs with Industry and Academia
  - [r] Green Campus Initiatives
  - [s] Training in Outcome-Based Education (OBE)
  - [t] NIRF / Ranking and Rating
  - [u] NEP Implementation.
  - [v] Any other works suggested by NAAC and authorities of Gujarat Vidyapith.
- [12] For the purpose of ensuring structured, phased, and effective implementation of the National Education Policy (NEP) 2020 in all academic, administrative, and extension activities of Gujarat Vidyapith, the Vice Chancellor shall appoint an NEP Coordinator from the teaching faculty.

- [a] Key Documents to be maintained
  - [i] NEP Roadmap / Action Plan
  - [ii] Departmental Implementation Reports
  - [iii] Curriculum Mapping Sheets
  - [iv] Faculty Training Records
  - [v] Student Feedback Reports
  - [vi] Annual NEP Implementation Status Report
- [b] Objectives to be considered
  - [i] Review and Revise Curricula: Ensure all programs are realigned for multidisciplinary and holistic education, flexible course structure, choicebased credits, and multiple entry–exit points.
  - [ii] Coordinate Academic Bank of Credits (ABC) Compliance: Develop mechanisms for proper credit transfer, maintenance of student credit records, and alignment with the ABC framework.
  - [iii] Strengthen Skill Development and Vocational Integration: Recommend and monitor introduction of vocational, practical, and skill-based courses as per local and regional needs.
  - [iv] Support Faculty Development & Capacity Building: Organize orientation, refresher, and professional training for faculty on NEP-related reforms, technology use, student-centered pedagogy, and outcome-based education (OBE).
  - [v] Enhance Student Support Systems: Propose and monitor academic mentoring, counseling, internship linkages, and career guidance services.
  - [vi] Promote Research, Innovation & Community Outreach: Identify ways

[13] Performance Indicators (KPIs) for NEP Implementation:

Sr. No.	Key Area	Performance Indicators
1	Curriculum & Multidisciplinary Education	% of UG/PG programs revised for multidisciplinary approach
		Number of new interdisciplinary or value-added courses introduced
		% of students opting for electives across disciplines
2	Academic Bank of Credits & Flexible Entry-Exit	Registration with National Academic Bank of Credits (ABC)
		% of students issued unique ABC IDs
		Number of students availing entry-exit flexibility
3	Faculty Development	Number of FDPs/workshops conducted for NEP awareness & pedagogy reforms
		% of faculty trained in OBE and blended learning
4	Skill Development & Vocational Courses	Number of skill-based/vocational courses launched
		% of students enrolled in skill/vocational modules
5	Student Support & Mentoring	Mentor-mentee ratio implemented
		Number of students availing counseling & career services
6	Research, Innovation & Community Outreach	Number of community outreach/field projects launched
		Number of publications linked to Gandhian research & local relevance
7	Governance & Reporting	Preparation of Institutional Development Plan (IDP)
		Number of NEP progress reports submitted per year
		% of milestones achieved on schedule

[14] The strategic plan may cover the following points:

- [a] Academic Excellence;
- [b] Research and Innovation;
- [c] National and International Collaboration;
- [d] Governance and Services;
- [e] Infrastructure and Digital Campus;
- [f] Capacity Building;
- [g] Self Reliance;
- [h] Sustainability;
- [i] Holistic Development;
- [j] Assessment and Accreditation;
- [k] Branding of University;

### **Rule 16 Rojgar Paramarshan Ekam (Placement Cell)**

[1] The Rojgar Paramarshan Ekam consists of the following members:

- [a] Vice-Chancellor or his/her nominee as Chairperson;
  - [b] Two members shall be nominated by the Vice-Chancellor from Snatak Sangh;
  - [c] Two Heads of the Departments nominated by the Vice-Chancellor;
  - [d] Three persons from the industries shall be nominated by the Vice-Chancellor;
  - [e] A person may be appointed or nominated by the Vice-Chancellor as Training and Placement Officer (TPO) as member secretary;
- [2] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [3] The Ekam shall meet at least two times in the year.
- [4] At least four of the members of the Committee shall form a quorum for a meeting of the Committee.
- [5] Scope of Work: The Rojgar Paramarshan Ekam shall:

- [a] Facilitate career guidance, training, internships, and placement opportunities for undergraduate and postgraduate students.
  - [b] Build and strengthen institution-industry linkages.
  - [c] Maintain a database of employers, alumni, and recruiters for continuous engagement.
  - [d] Provide skill development and career counselling aligned with NEP 2020, UGC, and AICTE guidelines.
- [6] Functions: The Cell shall undertake the following functions:
- [a] Placement Activities
    - [i] Organize campus recruitment drives in coordination with industries.
    - [ii] Facilitate internships, apprenticeships, and project-based training.
    - [iii] Maintain communication with companies for job openings and hiring trends.
  - [b] Career Counseling and Guidance
    - [i] Conduct workshops, mock interviews, group discussions, and career talks.
    - [ii] Guide students in resume building, aptitude preparation, and soft skills.
    - [iii] Provide counseling for higher studies, entrepreneurship, and competitive exams.
  - [c] Industry Collaboration
    - [i] Invite industry experts for guest lectures, seminars, and industryacademia meets.
    - [ii] Sign MoUs with industries and sectoral skill councils for training and placements.
    - [iii] Coordinate with alumni employed in various sectors for student mentorship.

- [d] Data and Record-Keeping
  - [i] Maintain a digital placement portal with student profiles, employer contacts, and placement statistics.
  - [ii] Prepare annual reports on student placements, internships, and industry interactions.
  - [iii] Keep confidential records of company feedback and student performance.
- [7] Methodology: The Placement Cell shall adopt the following methodology for effective operations:
  - [a] Student Registration: Collect final-year student data and maintain an updated placement database.
  - [b] Pre-Placement Training: Organize training sessions in aptitude, technical skills, and communication.
  - [c] Industry Engagement: Prepare an annual calendar of industry visits, career fairs, and campus recruitment drives.
  - [d] Placement Drives: Invite companies through formal communication, schedule interviews, and provide logistical support.
  - [e] Feedback Mechanism: Collect feedback from recruiters and students to improve processes.
  - [f] Monitoring & Reporting: Submit placement progress reports to the Vice- Chancellor and Governing Bodies.
- [8] Reporting and Review
  - [a] The TPO shall submit biannual reports on activities, outcomes, and placement statistics.
  - [b] The Ekam shall be subject to review by the Academic Council/Executive Council for policy improvements.
  - [9] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

## **Rule 17 Curbing the Menace of Ragging in HEI**

- [1] All committees under this regulation shall read UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions 2009 and subsequent amendments.
- [2] The Academic Branch shall submit the proposal for constitution or modification of the committee and nominations to the Vice Chancellor through the appropriate file.
- [3] Anti-Ragging Monitoring Cell: There shall be Anti-Ragging Monitoring Cell for the Vidyapith as per UGC Regulation, comprising of the following:
  - [a] The Vice-Chancellor or his nominee as Chairperson;
  - [b] Two Heads of the department of Vidyapith, not below the rank of Associate Professor shall be nominated by the Vice-Chancellor;
  - [c] One of the Dean shall be nominated by the Vice-Chancellor;
  - [d] Civil Admin/Police Officer in the rank of DySP shall be nominated by the Vice-chancellor;
  - [e] NGO representative shall be nominated by the Vice-Chancellor;
  - [f] Media representative shall be nominated by the Vice-Chancellor;
  - [g] Parent Representative shall be nominated;
  - [h] Chairperson of Internal Complaints Committee;
  - [i] Vidyapith Legal officer or a lawyer shall be nominated by the Vice-Chancellor;
  - [j] Head of Student Sports, Cultural and Welfare Branch;
  - [k] Chief Warden of Gujarat Vidyapith Hostel; and,
  - [l] Registrar as Member Secretary.
- [4] The Vice-Chancellor shall nominate the positions.
- [5] The tenure of the nominated members shall be of three years.
- [6] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

- [7] The committee shall meet at least twice a year or as and when required by the approval of the Vice Chancellor.
- [8] At least half of the members shall form the quorum of the meeting.
- [9] Functions of Anti-Ragging Monitoring Cell:
- [a] The Cell shall coordinate with the Gujarat Vidyapith campuses to achieve the objectives of regulation.
  - [b] The Monitoring Cell shall call for reports from the Dean of faculty in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Monitoring Cell of the Vidyapith.
  - [c] The Monitoring Cell shall review the efforts made by Vidyapith to publicize anti-ragging measures, soliciting affidavits from parents/guardians and from students, each academic year.
  - [d] Any such other activities suggested by the UGC regulations.
- [10] The formation of Anti Ragging Committee and Anti Ragging Squad of Vidyapith shall be as under:
- [a] Anti-Ragging Committee:
    - [i] The Vice-Chancellor or his nominee as Chairperson;
    - [ii] Representative of Police Administration Police Inspector / Police- Sub Inspector as member, nominated by Vice Chancellor.
    - [iii] Representative of Non-government organizations (NGO) as member nominated by the Vice-Chancellor.
    - [iv] Representative of Parents as member.
    - [v] Representative of students belonging to the fresher's category as member.
    - [vi] Representative of senior students as member.
    - [vii] Representative of non-teaching staff as member nominated by the Vice-Chancellor.

[viii] Representative of Civil Administration as member nominated by the Vice-Chancellor.

[ix] Representative of teaching staff as member secretary.

Note: Vice-Chancellor shall nominate the representatives for the tenure of one year and Representative of teaching staff shall be for three years.

[b] Anti-Ragging Squad:

[i] One faculty, not below rank of Professor as nominated by the Vice Chancellor;

[ii] Warden for Boys ;

[iii] Warden for Girls;

[iv] Student's representative Boys (Senior's) of the Vidyapith.

[v] Student's representative Girls (Senior's) of the Vidyapith.

[vi] Student's representative Boys (Fresher's) of the Vidyapith.

[vii] Student's representative Girls (Fresher's) of the Vidyapith.

Note: Student, Sports Cultural and Welfare Committee shall nominate the representatives for the tenure of one year.

[c] The committee shall meet at least twice in a semester or as and when required by the approval of the Vice Chancellor.

[d] At least half of the members shall form the quorum of the meeting for the committee.

[11] The meeting of Anti-Ragging Committee shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.

[12] Ragging is strictly prohibited inside and outside Gujarat Vidyapith campus. The Anti Ragging Committee constituted for this purpose by the Institute is empowered to take an immediate action against any untoward action and also to counsel the fresher. Students seeking admission shall have to furnish affidavit and undertaking in this regard. To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.

- [13] The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- [14] The student will also be required to give an affidavit and undertaking in the Proforma as per UGC guidelines and signed by the candidate and his parent/guardian to the effect that he/she is aware of the Gujarat Vidyapith's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.
- [15] All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the Vidyapith and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the Vidyapith, as the case may be, and in this respect, he/she has to submit the declaration in the prescribed Proforma at the time of admission.
- [16] Ragging in the Gujarat Vidyapith campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the Gujarat Vidyapith.
- [17] The main objectives and duties of the Anti-Ragging Committee are as follows:
- [a] To make the students aware of the dehumanizing effect of ragging inherent in its perversity;
  - [b] To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence;

- [c] To promptly and stringently deal with the incidents of ragging brought to Vidyapith authorities
- [d] To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- [e] The Committee shall establish, fund, and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging-related incidents.
- [f] Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, and shall also be web-enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- [g] The head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
- [h] The telephone numbers of the Anti-Ragging Helping and all the important functionaries, faculty members, members of the anti-ragging committee and anti-ragging squads, Wardens of hostels and other functionaries where relevant, shall be widely disseminated for access or to seek help in emergencies.
- [i] The Committee shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- [j] The Committee shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information on noncompliance with these Regulations to the Executive Council and to such bodies as may be authorized by the Committee or by the Central Government.

- [18] All the Cells, committees, and squads under this rule shall follow the guidelines prescribed by UGC regulation / Central Government guidelines time by time.

### **Rule 18 Students Grievance Redressal Committee**

- [1] The committee and officers appointed under this regulation shall read the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 and subsequent amendments.
- [2] Students' Grievance Redressal Committee (SGRC) shall be as follows:
- [a] A Professor - Chairperson;
  - [b] Four Professors/Senior Faculty Members of the Institution as Members;
  - [c] A representative from among students to be nominated on academic merit/excellence in sports/performance in co-curricular activities - Special Invitee.
- [3] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [4] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [5] Two-thirds of the total members shall constitute the quorum for the meeting.
- [6] There shall be an Ombudsman for redressal of grievances of students as per the UGC Regulation. In the case of vacancy, the Academic Council may appoint an Ombudsman till the appointment as per UGC regulation.
- [7] The Vice-Chancellor shall nominate the positions as mentioned in the committees for the term of two years.
- [8] At least three members shall form the quorum of the committee for the meeting.
- [9] Functions of the Ombudsperson and the committees shall be as read in UGC regulation.

- [10] The Academic Branch shall submit the proposal for constitution or modification of the committee or appointment of the Ombudsperson to the Vice Chancellor through the appropriate file.

## **Rule 19 Equal Opportunity Centre (EOC)**

- [1] The Equal Opportunity Centre (EOC) at Gujarat Vidyapith shall be established under the provisions of the UGC (Promotion of Equity in Higher Education Institutions) Regulations framed in pursuance of the University Grants Commission Act, 1956.
- [2] All stakeholders shall be required to observe and adhere to the relevant University Grants Commission (UGC) Regulations applicable to their respective roles and responsibilities.
- [3] Objectives
- [a] To safeguard the rights and interests of students, faculty, and staff belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Minorities, Persons with Disabilities, and other disadvantaged groups.
  - [b] To create and sustain an inclusive environment free from discrimination, harassment, or bias based on caste, creed, religion, gender, language, disability, or socio-economic background.
  - [c] To sensitize the campus community regarding issues of equity, equality, and diversity.
  - [d] To monitor and advise on implementation of reservation policies, scholarships, fellowships, and other welfare schemes.
  - [e] Any other objective mentioned in the UGC regulation about the Promotion of Equity in Higher Education Institutions.
- [4] Functions - The Equal Opportunity Centre shall:
- [a] Act as a grievance redressal body in matters related to denial of equity or discrimination.
  - [b] Organize sensitization and awareness programs for students and staff.

- [c] Maintain records and submit annual reports to the University authorities and the UGC on equity-related measures.
  - [d] Facilitate capacity-building programs for disadvantaged groups to ensure equal participation in higher education.
  - [e] Ensure compliance with constitutional provisions, UGC regulations, and Government of India/State Government policies on equity.
  - [f] Any other function mentioned in the UGC regulation about the Promotion of Equity in Higher Education Institutions.
- [5] The Coordinator of the Equal Opportunity Centre shall be nominated by the Vice Chancellor.
- [6] Equity Committee
- [a] The Vice Chancellor - Chairperson
  - [b] Four Professors/Senior Faculty Members nominated by the Vice Chancellor - Members
  - [c] Two representatives from civil society having relevant experience nominated by the Vice Chancellor - Members
  - [d] Two student representatives, to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities as Special Invitees
  - [e] The Coordinator of the Equal Opportunity Centre shall act as the Member Secretary
- [7] At least one member of the Committee shall be a woman and one member each from the SC and ST category.
- [8] The term of the members shall be for a period of two years, and the term of the special invitees shall be one year.
- [9] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [10] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [11] Two-thirds of the total members shall constitute the quorum for the meeting.

- [12] There shall be Equity Squad on each campus as follows:
- [a] One faculty member nominated by the Vice Chancellor as Coordinator
  - [b] Two students nominated by the Vice Chancellor as Members
- [13] The term of the coordinator shall be for a period of two years and for student members is of one year or till they remain on the same position or standard.
- [14] Equity squads will remain mobile and visit the vulnerable spots frequently.
- [15] The Equity Squads shall submit their reports to the Coordinator of the Equal Opportunity Centre.
- [16] Each department shall designate an Equity Ambassador to promote inclusive practices and equity-related initiatives. Ordinarily, the class representative nominated by the Head of the Department shall serve as the Equity Ambassador for the duration of the academic year.
- [17] Equity Ambassadors shall act as torchbearers of equity on the campus and shall remain in touch with the Coordinator of the Equal Opportunity Centre.
- [18] The Equity Ambassador shall act as nodal officer for implementing the programme or activities planned by the Equal Opportunity Centre in their units and shall also report any equity violation without delay.
- [19] There shall be 'Equity Helpline' - a contact number that will function round the clock. This number shall be maintained by the Coordinator.
- [20] Identity of stakeholder reporting and violation of equity shall be kept confidential if requested by the informant.
- [21] The Academic Branch shall submit the proposal for constitution or modification of the committee or appointment or nomination for this rule to the Vice Chancellor through the appropriate file.

## **Rule 20 Socio-Economically Disadvantaged Groups Cell (SEDGs Cell)**

- [1] In pursuance of the vision of Mahatma Gandhi for inclusive education and the provisions of the National Education Policy (NEP) 2020, UGC Guidelines for Promotion of Equity in Higher Educational Institutions (2024), and relevant laws, Gujarat Vidyapith commits to ensuring equitable access, participation, and success for students from Socio-Economically Disadvantaged Groups (SEDGs).
- [2] SEDGs Cell shall function as an independent body, without any hindrance or interference to the functioning and mandated activities of other Cells in the HEIs.
- [3] SEDGs Cell shall ensure the protection of the constitutionally guaranteed rights, dignity, safety, and security of all individuals belonging to the SEDGs and also ensure them equalizing access and opportunities to pursue higher education with the help of the existing statutory bodies such as SC/ST Cell, Equal Opportunity Centre etc.
- [4] The objectives and functions of the Socio-Economically Disadvantaged Groups (SEDGs) Cell shall be in accordance with the Guidelines to Provide Equitable Opportunity for the Socio-Economically Disadvantaged Groups (SEDGs) in Higher Education Institutions (HEIs) issued by the University Grants Commission (UGC) in January 2024.
- [5] Constitution of SEDGs Cell as follows:
  - [a] The Chairperson.
  - [b] A Professor - Member.
  - [c] Presiding Officer of Internal Complaint Committee - Member.
  - [d] IQAC, Coordinator - Member.
  - [e] SC/ST Representative - Member.
  - [f] OBC Representative - Member.
  - [g] One male student and One female student Representative belonging to SEDGs - Members.
  - [h] Branch Head - SSCW - Member Secretary.

- [6] The Chairperson and other members of the SEDGs Cell shall be nominated by the Vice Chancellor for a term of three years. The student representatives shall be nominated for a term of one year or until the completion of the academic year, whichever is earlier.
- [7] The Committee shall convene at least twice annually, and may meet more frequently as deemed necessary by the Vice Chancellor.
- [8] The meeting shall be convened by the Member Secretary with the prior approval of the Vice Chancellor.
- [9] Two-thirds of the total members shall constitute the quorum for the meeting.
- [10] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.

## **Rule 21 Women Development Cell**

- [1] The objective of the Women Development Cell is to create a congenial and safe working environment for all the female students, women faculty, and staff of the Gujarat Vidyapith.
- [2] The cell shall be comprised of female members and nominated as follows:
  - [a] Dean/Professor as Chairperson.
  - [b] One faculty member of the Vidyapith.
  - [c] One non-teaching member of the Vidyapith.
  - [d] One expert.
  - [e] Two students from Vidyapith.
  - [f] One Assistant Professor as member secretary.
- [3] The nominations shall be done by the Vice Chancellor.
- [4] The tenure of the nominated members shall be of three years other than student members. The tenure of a student member shall be of one year.
- [5] The committee shall meet at least once in a semester or as and when required by the approval of the Vice Chancellor.

- [6] At least half of the members shall form the quorum of the meeting.
- [7] The meeting shall be convened by the Member Secretary with the prior permission of the Vice Chancellor.
- [8] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.
- [9] Functions of WDC:
  - [a] Gender sensitization programmes in consultation with ICC.
  - [b] Help to disseminate anti-sexual harassment policies on campuses on a regular basis.
  - [c] The 'cultural' space and the 'formal academic space' need to collaborate to render such workshops innovative, engaging and non-mechanical.
  - [d] Conducting seminars, workshops, self-defense workshop etc. for the girls.

## **Rule 22 Internal Complaints Committee (ICC)**

- [1] The committee shall read the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013).
- [2] The committee shall read the Handbook on Sexual Harassment of Women at Workplace.
- [3] There shall be an Internal Complaint Committee, whose constitution and functions shall be as per the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015, as amended from time to time.
- [4] There shall be an Internal Complaints Committee, whose constitution is as follows:
  - [a] Dean or Professor who is woman shall be as Presiding Officer. If no such senior woman employee available then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.

- [b] Two faculty members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.
- [c] Two non-teaching members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.
- [d] One member from amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment shall be nominated. If the matter involves students then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.
- [5] The tenure of the nominated members shall be of three years.
- [6] The nominations shall be done by the Vice Chancellor. One-third of the members of the ICC may change every year. At least one-half of the total members of the ICC shall be women.
- [7] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.
- [8] At least half of the members shall form the quorum of the meeting.
- [9] The Academic Branch shall submit the proposal for constitution or modification of the committee to the Vice Chancellor through the appropriate file.



# Gujarat Vidyapith

Ashram Marg, Navrangpura, Ahmedabad, Gujarat, India - 380 009

**Phone:** +91-79 40016200 | **Email:** info@gujaratvidyapith.org | **Website:** www.gujaratvidyapith.org

 @gvp1920