

STUDENT BULLETIN ACADEMIC YEAR 2024-25

MESSAGE FROM THE **PRESIDENT**



Dr. Sunil Rai
President

Welcome to UPES - A University whose top priority is to help students fulfill their aspirations and dreams. We work in tandem with students to design customized educational plans that meet their individual goals. Among other things, we offer our students a personalized learning environment with a great deal of flexibility and continuous mentoring. Moreover, we integrate technical knowledge with strong ethics and leadership skills to churn out the best. Educators have always played an instrumental role in the development and advancement of society and humankind. Despite their contribution, our world continues to face several challenges related to security, environment, energy and health. We believe that educators create a significant impact on overcoming these challenges and eventually improving the quality of life through their problem-solving abilities, research and innovation. We are living in a period of rapid change with expanding skills and expertise in several fields across the globe. The present day presents unique opportunities to produce leaders in various disciplines, who not only advance the knowledge of specific professions but who are also sensitive to protecting the environment and wealth of natural resources and maintaining equity.

At UPES, we are committed to moulding world-class leaders who make a difference to society. Our vision is to be recognized for high-quality academic program and research through industry-relevant programs, excellence of our motivated faculty and state-of-the-art facilities that we provide to students. Our academic programs prepare students better to face new challenges through stronger ethics and entrepreneurship components. We are committed to giving our students an environment in which they develop critical-thinking and problem-solving skills.

At UPES, students are guided and motivated to practically implement the principles learnt in classrooms through experimentation in laboratories, making them confident and skilled professionals. As we strive to be at the forefront of education, we collaborate with and maintain excellent relationship with industries and leading research centers for joint projects, trainings and internships. This gives our students an edge, which reflects fully in our high placement records year after year. At UPES, 'students' have always been our focus. We are a trustworthy destination for students aspiring for an innovative career. We believe in the power of education to transform lives and are committed to making a positive impact to the communities we serve. UPES is more than just a University – it has become a movement that transforms the lives of youngsters. While in the initial years, this transformation took place through Petroleum and Energy domain courses, over the years, we have added Infrastructure, Transportation, IT, Design, Planning and Policy, Management and Law.

Our programs provide students with excellent opportunities to work closely with faculty members, who are handpicked from premier universities of the world. This enhances the quality of education and the prospect of getting individual attention. We have a team of dedicated scholars as members of faculty and experts from the industry as advisors, who create an exciting and friendly environment conducive for learning. We follow an outcome-based education system. Whether you are a student, parent or a curious individual, we invite you to visit our campus to witness the state-of-the-art facilities and excellent teaching-learning atmosphere we are offering. Our enthusiasm knows no bounds and our dedication to take education to new heights is indeed strong. Here at UPES, we inspire dreams, ignite curiosity, motivate actions and define the vision for tomorrow. I am happy that you are considering UPES for your studies and I look forward to helping you take this exciting step in your life.

MESSAGE FROM THE VICE CHANCELLOR

Dr. Ram Sharma
Vice Chancellor



My Dear Students,

Welcome to a new journey of learning, growth, and discovery. As you embark on this journey, remember that every human being has infinite potential. You are capable of achieving greatness beyond your wildest imagination.

However, this potential cannot be realized without hard work and effort. Remember that every action or inaction has consequences, and it is up to you to decide which path you want to take. With dedication and perseverance, you can attain the success you desire. One of the things that you will learn at the university will be to become independent and assume responsibilities of your actions or inactions.

Also remember that learning is a lifelong process, and it is never too late to start. You are never too old or too young to learn something new. So, embrace every opportunity that comes your way, and never stop exploring.

I would like to share with you a few stories that will inspire you to do great things in life.

The first story is from the Syadvada philosophy of Jainism which is popularly known as "The Elephant, and Blind Men". This story teaches us that truth has several facts. We must look at things from different perspectives before making judgments. We must be open-minded and willing to listen to others' opinions. The second story is a conversation with Buddha and his disciple Ananda where Buddha tells him "Aatmadipo Bhav" i.e. to become his own light, which tells us that we can be our own light as well as illuminate the entire world. You have the power to make a difference in the world, and it starts with believing in yourself.

The third story is from one of my favorite books Siddhartha by Hermann Hesse where the protagonist Siddhartha meets Buddha and asks a few questions to display his intelligence despite knowing that he was talking to an enlightened one. Buddha told him "You are clever, my friend. Be on your guard against too much of cleverness". This quote reminds us that intelligence alone is not enough. We must use our intelligence wisely, be on our guard against arrogance of knowing and not let it cloud our judgment. Let's always stay humble and hungry for learning.

This is your University's Orientation Handbook for the academic year 2024-25. It is a compilation of things that you will find useful to know about the life on the campus, facilities beyond the academic schools and programs, and the services to make your stay comfortable and productive.



Leadership at
UPES



Dr. Sunil Rai
President



Dr. Ram Sharma
Vice Chancellor



Mr. Manish Madaan
Registrar

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Disclaimer

ABOUT UPES

An Overview

Established through the UPES Act, 2003, of the State Legislature of Uttarakhand, UPES is a top-ranked, UGC-recognised, private university. As per the National Institutional Ranking Framework (NIRF) 2023, the Ministry of Education, Government of India, UPES has been ranked 52, with a rank of 54 in Engineering and a rank of 39 in Management. In addition to this, the university has been ranked the No. 1 private university in academic reputation in India by the QS World University Rankings 2024 and is among the top 3% of universities in the world. As per the QS World University Rankings 2024: Asia, UPES has been ranked 218 in Asia and 23 in India among all the Indian institutions.

As per the Times Higher Education (THE) World Ranking 2024, UPES is in the overall rank band of 801–1000 in the world, 9th among private and deemed universities, 2nd among private universities, and 26th in the overall universities category in India. According to the prestigious Shanghai Ranking—Academic Ranking of World Universities (ARWU) for Global Ranking of Academic Subjects, UPES is among the world’s top 150 institutions for telecommunication engineering, among the top 400 for Electrical and Electronic Engineering, and among the top 500 for Computer Science and Engineering.

UPES has also been accredited by NAAC with a grade of ‘A’ and has received 5 stars on employability (placements) by the globally acclaimed QS Rating. The university has had 90%+ placements over the last few years. 42 faculty members of UPES are among the world’s top 2% of researchers, as per the Stanford University list.

UPES offers graduate and postgraduate programs through its seven schools: School of Advanced Engineering, School of Computer Science, School of Design, School of Law, School of Business, School of Health Sciences and Technology, School of Liberal Studies and Media, with 14,000+ students and 1,500+ faculty and staff members.



VISION

To be an institution of global standing for developing professionally competent talent contributing to nation-building.

MISSION

Develop industry-focused professionals with an international outlook.

Foster effective outcome-based education system to continually improve teaching-learning and Research.

Inculcate integrative thought process among students to instill life-long learning.

Create global knowledge ecosystem through training, research & development and consultancy.

Practice and promote high standards of professional ethics and develop harmonious relationship with environment and society.

UPES Core Values

- **Respect**
- **Innovation**
- **Passion**
- **Inclusivity**
- **Trust**

Office of Registrar

The Registrar's office holds the entire academic records of the University. It monitors the Operations, Guidelines & Procedures and Accreditation standards. The Office of Registrar is responsible to maintain the student database including the planning & monitoring of registration activities and ensures the security, confidentiality and integrity.

The office coordinates with examination department for providing the services such as grading, transcripts, change of grade, enrollment and degree verifications, keeping a permanent record of grades and marks. It is also responsible for preparing and updating of statutes and regulations.

Academics

The University offers the following programs in various sectors through its eight Constituent Schools:

School of Advanced Engineering

<https://www.upes.ac.in/school-of-advanced-engineering>

School of Computer Science

<https://www.upes.ac.in/school-of-computer-science>

School of Law

<https://www.upes.ac.in/school-of-law>

School of Design

<https://www.upes.ac.in/school-of-design>

School of Business

<https://www.upes.ac.in/school-of-business>

School of Health Sciences & Technology

<https://www.upes.ac.in/school-of-health-sciences-and-technology>

School of Liberal Studies and Media

<https://www.upes.ac.in/school-of-liberal-studies>

SCHOOL OF ADVANCED ENGINEERING

UPES School of Advanced Engineering prepares students to address the most compelling challenges of the world, backed by sound knowledge, integrity, research and innovation. With state-of-the-art infrastructure, faculty of the highest professional standards, a carefully-crafted curriculum, active industry-academia collaborations and global exposure, we provide students with specialized knowledge and practical skills, which enables them to make ground-breaking

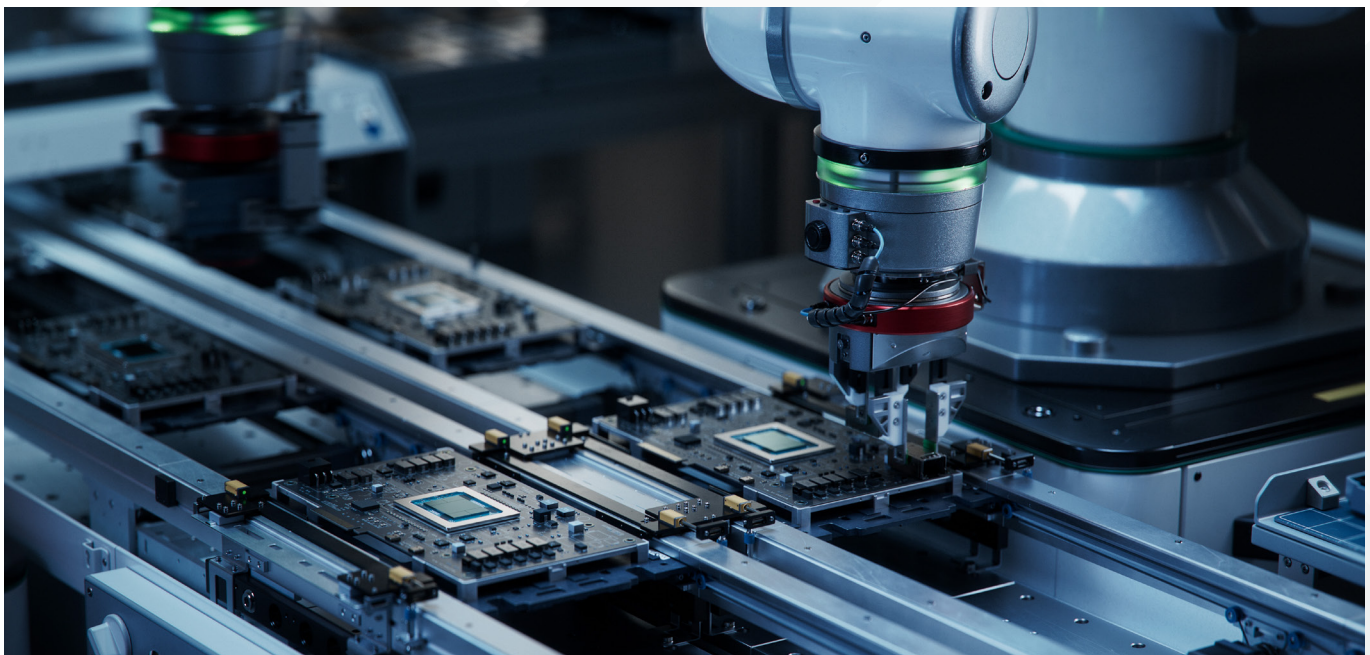
Highlights

- 92% Placement* record.
- Consistent record of 100% Placements (2022)
- Lifetime placement assistance
- Centre of Excellence for E-Mobility and Drone Technology
- 250+ startups supported by Runway incubator
- Multidisciplinary and Holistic Learning
- Assistance for International Internships
- International Credit Transfer Program with The University of Queensland (Australia), and University of Aberdeen (UK)
- Masters Progression Opportunities at IUPUI, ULaw, Nottingham Trent University (UK) and University of Queensland (Australia)

Ranked **54**
in Engineering category
by NIRF Ranking, 2023

33 LPA
Highest Package

92%*
Placement



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF BUSINESS

UPES School of Business pedagogy equips students with pragmatic decision-making abilities and skills for developing sound strategies to improve the way the world does business. Through a carefully-crafted curriculum, faculty of the highest academic expertise, and interactions with industry-leaders with a global perspective, we prepare students to work in a mega-corporation as well as a start-up environment, empowering them to begin their entrepreneurial journey.

Highlights

- 92% Placement* record.
- India's first industry-integrated KPMG programs
- Industry alliances with KPMG, NSE Academy, AWS, HCL and more
- Multidisciplinary and Holistic Learning
- Study abroad opportunity at the University of California, Berkeley
- Lifetime placement assistance
- Semester abroad with a tuition fee waiver at University Canada West and ULaw Business School
- Masters Progression opportunities with Nottingham Trent University and ULaw Business School

Ranked **39**
in Management category
by NIRF Ranking, 2023

29.04
Highest Package

92%*
Placement



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF COMPUTER SCIENCE

UPES School of Computer Science concentrates on the real-world applicability and social impact of technology in its carefully crafted curriculum. Given the rapid pace at which the field is evolving, we continuously engage with academic leaders and industry giants to provide leading-edge technology and updated information to our students. Our well-equipped laboratories and innovative pedagogy focus on creating links between theory and practice so that students gain a comprehensive understanding of the subject along with practical problem-solving skills.

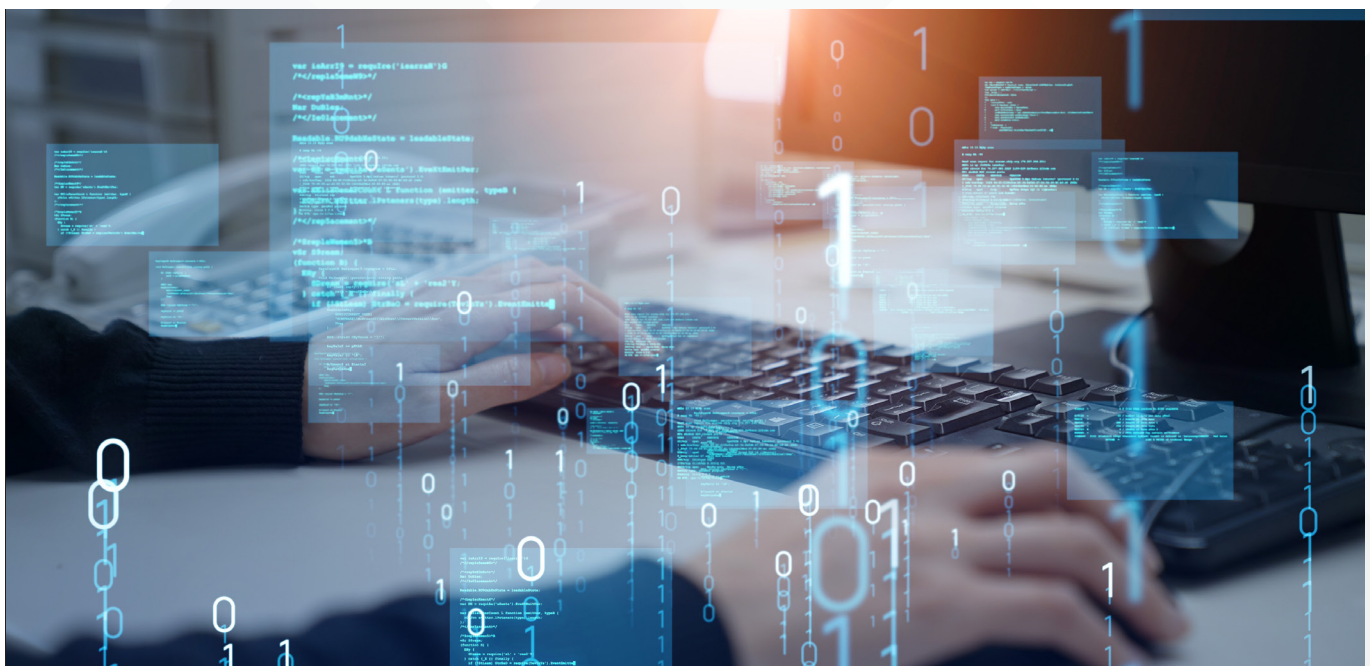
Highlights

- 89% Placement* record
- Semester abroad opportunity at the University of California, Berkeley
- Multidisciplinary and Holistic Learning
- Industry experts on Advisory Board
- Industry alliances with NASSCOM, IBM, MICROSOFT and more
- Centre of Excellence for AI and Data Sciences
- Lifetime placement assistance
- Industry alliances with HCL Tech, IBM Xebia, and many more
- Global Pathway Programme facilitating progression opportunity abroad at The University of Queensland, Australia
- Masters Progression opportunity at Nottingham Trent University, IUPUI, University of Queensland

Ranked **54**
in Engineering category
by NIRF Ranking, 2023

18 LPA
Highest Package

89%*
Placement



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF LAW

UPES School of Law combines a carefully crafted curriculum with interactive learning methods to prepare students who can contribute towards shaping the legal landscape. With faculty who are leading specialists in their respective subjects, a world-class infrastructure with an in-house moot courts for experiential learning, and continuous engagements with industry and academic experts, we nurture students to become professionals who are empathetic and well-versed with the 'language of law'.

Highlights

- Semester abroad opportunity at the University of California, Berkeley
- Top law firm partners as Professors of Practice from Khaitan & Co, Cyril Amarchand Mangaldas, DSK Legal, and more
- Ranked 4th in India among the Top Indian Law Schools 2024 by BW Legal World
- Lifetime placement assistance
- Master progression opportunities at ULaw, Maurer School of Law, Nottingham Trent University and Moritz School of Law
- Semester abroad with a tuition fee waiver at ULaw
- Multidisciplinary and Holistic Learning
- Industry experts on Advisory Board

Ranked **21**
in Law category by NIRF
Ranking, 2022

67%
Law School
Placement last year*

210+
Awards won by Law
Students



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF DESIGN

UPES School of Design nurtures responsible designers who possess cultural understanding, are agile and have broad-based innovation capabilities; designers who can create intelligent, inclusive, sensitive design, whether to make big differences or small ones. With an infrastructure comprising high-end computer workstations, vacuum-forming machines, spray-painting booths, among other creative learning aids, and industry collaborations that interweave practical learning with classroom teaching, students learn to employ design-led problem-solving techniques to address the most pressing issues of the world.

Highlights

- 95% Placement* record
- World-class infrastructure consisting of more than 10 technology and art studios such as MAC, CAD, Cintiq and design studio, 3D printing machines and laser cutting machines
- Co-teaching by International Faculty from the University of Europe for Applied Sciences (Germany)
- Industry Alliances with Desmania Design, Unreal Engine and more
- Multidisciplinary and Holistic Learning
- Lifetime placement assistance
- International Credit Transfer and Master's Progression to Nottingham Trent University (UK)
- Student exchange opportunities at BESIGN-The Sustainable Design School (France) and Le Ecole de Design Atlantique(France), IED Italy, etc
- Industry experts on Advisory Board

Full-time member of the
**Cumulus Association and
World Design Organisation
(WDO)**

95%
School of Design
Placement last year*

13.74 LPA
Highest Package



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF HEALTH SCIENCES & TECHNOLOGY

UPES School of Health Sciences & Technology nurtures a culture of research and education through experiential learning that prepares students for tomorrow. Besides classroom teaching, students are given clinical and community exposure so that they become active change-makers and solution providers for the healthcare sector. The industry-aligned curriculum taught by faculty who are specialists in their respective fields along with active collaborations with industry leaders enables students to develop professional competencies required to address the world's health challenges.

Highlights

- Student exchange opportunities at University of Bologna (Italy), UCSI (Malaysia), Taylor's University (Malaysia) and more
- 20+ world-class labs
- Industry experts on Advisory Board
- Multidisciplinary and Holistic Learning
- Lifetime placement assistance
- International Transfer Engineering Program (3.5 +2) between UPES and The University of Queensland, Australia
- Partner Institutes in US, UK, Europe and Canada
- Academic collaboration with Taipei Medical University, Taiwan
- Industry alliances with Merck, AIIMS and more

State-of-the-art
Labs and infrastructure

**Research
Focused
Approach**

100%
Placement*



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SCHOOL OF LIBERAL STUDIES AND MEDIA

The UPES School of Liberal Studies and Media (SOLSM), through its trans-disciplinary approach, aims to create a unique pedagogical model and break the silos of conventional learning. It seeks to train young minds to tackle the upcoming challenges as we transition towards a society that is both just and sustainable and imparts new-age media literacy to students about varied forms of information dissemination. SOLSM is a giant step forward in making UPES truly diverse and among the few universities in the country that offer such an eclectic curriculum. SOLSM offers courses across multiple domains, including Economics, Political Science, Psychology, Literature, Applied Mathematics, Media, and Data Science. Its media cluster prepares students to put learning into practice through state-of-the-art studios, an industry-aligned curriculum, interactions with eminent journalists and distinguished media scholars, and employment-relevant training. In SOLSM, students learn to communicate persuasively in different formats, experience enriched learning through classroom projects and professional opportunities, and receive comprehensive exposure to unleash their potential and showcase their talents through workshops, seminars, fairs, and internships.



Highlights

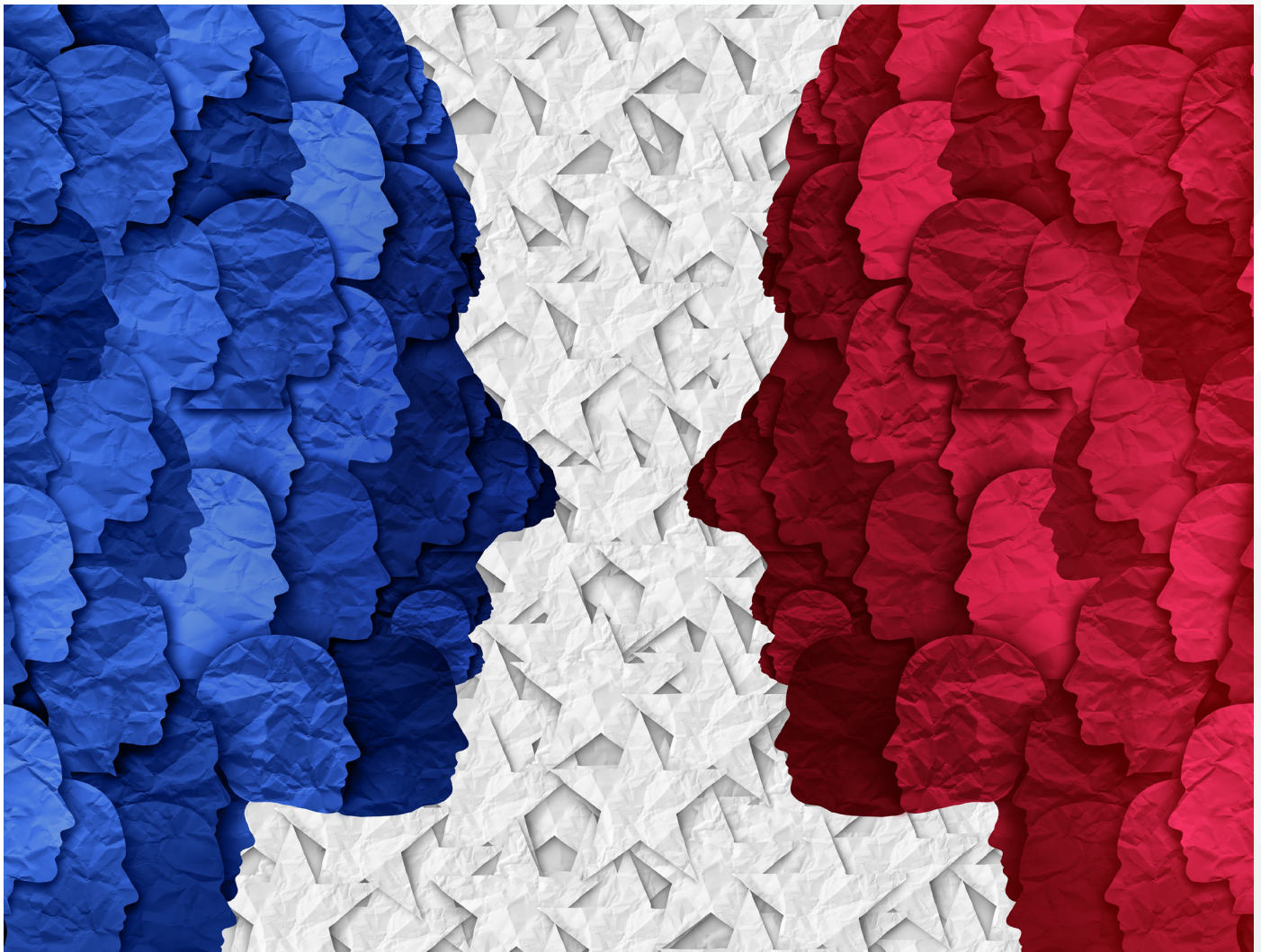
- Integration of Smart Technology with Liberal Arts
- Focus on new-age media
- Renowned academicians/ media professionals as faculty
- Experiential learning
- Peer learning across domains, ensuring continuum of student engagement
- Labs to promote trans-disciplinary learning
- World-class digital broadcast and editing studios
- Multidisciplinary and Holistic Learning
- Industry experts on Advisory Board
- Unique pedagogy and programs attract exchange students from France and Sweden, fostering cultural diversity and global awareness.
- Global exposure and opportunities with UC Berkeley, University of Bologna (Italy), University of Gothenburg (Sweden), UCSI (Malaysia) and more

100%
Placement* in Media program

Global opportunities with
UC Berkeley, University of Bologna and more

Transdisciplinary
and experiential pedagogy

Lifetime
Placement Assistance



*Placement statistics refer to the no. of students who have opted for and eligible for placement

SUMMMER INTERNSHIP

Summer Internships are mandatory for all graduates and post-graduate students. The minimum duration of summer internships is eight weeks and goes to a maximum of six months.

Career Services Department and faculty members from respective domains play an important role in ensuring all students get an opportunity to experience corporate life and culture through these internships. Every year our students undergo summer internships with reputed organizations. Internships help students comprehend and develop their career interests, work with prospective employers and potentially secure job offers. Sector leaders across Aviation, Law, Oil and Gas, Power, Infrastructure, Logistics & Supply Chain, Business Analytics, Design, and Transportation, etc., have shown interest in assessing the capabilities of our students through this internship-based engagement process.



CAREER OPPORTUNITIES FOR UPES GRADUATES

The Career Services Department welcomes all eligible students to take active part in the placement and internship support extended by UPES.

UPES considers placement process very crucial and extends all possible support to ensure that students are given the right opportunity to streamline their career interests. The career services team continuously endeavors to ensure the best placement results and continues to be one of the favored destination for recruiting organizations.

The placement & internship support is provided to all students who are eligible and are in the final year for placement and pre-final year for internships at UPES. A well-drafted Campus Placements Policy of UPES is to be followed during the entire duration of the placement season which starts from first company on campus or 1st August (whichever is earlier) and ends on 30th July or post-ten days of last exam of final semester (whichever is later) and from first day of pre-final year till the first day of pre-final semester for internships.

The student placement committee plays a vital role in supporting the placement activities. Neither UPES nor its Career Services Department, under no circumstances, guarantees a job to the graduating students.



RUNWAY INCUBATOR INNOVATION & ENTREPRENEURSHIP

Innovation is the vehicle which will steer the next level of economic growth and social development. Runway incubator was formed with the intention to advance the novel ideas of start-ups and early stage companies. It is a business incubator with focus on technology sectors in the Delhi NCR and Uttarakhand region. The mandate of the Center is to assist entrepreneurs of the UPES community (faculty, staff, alumni and students) as well as the external business community to commercialize their product/service ideas and accelerate economic growth.

The key technology focus areas are:

Transportation, Infrastructure, E-commerce, Education, Energy, IT/ITES Gaming and Animation Cloud Computing, Biotechnology, Energy Technology, Food Processing Technology, Retail Technology and Fashion Technology.

- Interlink for the enthusiastic talent to prepare them to explore new horizons in form of their own ventures
- Suggest/Support/Sponsor

To know more (<https://www.runwayincubator.com/about>)



Students Chapter/Clubs

Name of Students Chapter/Clubs	Students Chapter/Clubs
Society of Petroleum Engineers (SPE)	Students Chapter
SAE INDIA Collegiate Club(Society of Automotive Engineers)	Students Chapter
AAPG(American Association of Petroleum Geologist)	Students Chapter
UPES SEG STUDENT CHAPTER (Society of Exploration Geophysicists)	Students Chapter
American Society of Mechanical Engineers(ASME)	Students Chapter
American Society of Civil Engineers student chapter (ASCE)	Students Chapter
IEEE STUDENT BRANCH	Students Chapter
IICHE UPES Student Chapter	Students Chapter
ASHRAE	Students Chapter
American Society of Safety Professionals (ASSP) Student Section	Students Chapter
UPES FIPI Student Chapter (Federation of Indian Petroleum Industry)	Students Chapter
FSAI (Fire & Security Association of India)	Students Chapter
Green UP	Students Club
Infinity Space Club	Students Club
AEROCLUB	Students Club



IT CELL OF UPES

UPES takes pride in stating that it has the best in class IT infrastructure in the country. There has been a conscious and consistent effort towards the holistic development and enhancement of the IT infrastructure in the areas of Hardware, Software, Network and Security, Surveillance and Collaboration

UPES considers the IT infrastructure as an enabler for higher education and is cognizant of the Ed Tech interventions in every sphere of the education system, be it the mode of delivery or content. We have an effective LMS system with content developed in house by our faculties along with ICT-enabled classrooms.

A fully-integrated ERP system which has the SIS system along with other business modules provides for a centralized data control. The integrated SIS of the ERP provides for a robust time table and attendance. This enables the University to effectively manage the course deliveries in a timely and efficient manner.

The complete campus is Wi-Fi enabled, including the hostels, providing the students with 24x7 access to Internet and network enabled pedagogical resources like the LMS and other publicly-available resources like Shiksha, etc.



Right from registration to graduation students have unique username and password. With the help of these credentials user can access Internet and other academic applications.

1. MyUPES Portal : Servicedesk, Timetable, Attendance, LMS etc
<https://myupes-beta.upes.ac.in/oneportal/app/auth/login> -

2. Student email portal:
<https://www.office.com>

General Information

The Computer Center is equipped with 64-bit multi-core Xeon and Opteron processor-based servers running in a virtualized cloud environment designed to provide maximum uptime as well as compute on demand facilities to the University community. These run on central network functions such as authentication, mail services, database services, application servers, etc. These servers cater to a total of about 12,000 nodes - of which 400 are in the main IT Block labs. All machines have internet access over high-speed fiber optic links. The primary operating environment is a mix of Windows Server and Linux. Computer labs have high-end workstations available to students on which they can use Windows as well as Linux applications. The network backbone is Gigabit switched running on a dual ring fiber optic network across the entire campus. Additional redundancy is provided by means of a failover wireless mesh across campus. End-client access is provided through a mix of wired and wireless technologies. The entire campus acts as a wireless 'hot spot' by providing a Wi-Fi network based on the 802.11n standard. Any student having his/her own laptop/tablet/smartphone can be made part of the campus wireless network and have internet access. However, the device must be equipped with adequate and current antivirus protection and usage must conform to the University Acceptable IT Use Policy available at <https://stu.upes.ac.in>

The Student Engineering Graphics labs contain 200 engineering workstations. All these machines are on a switched, gigabit backbone network and so can also be used to access central services including the Web.

Ancillary services and access to peripherals like CD/DVD burners, scanners are available to students through the computing labs. Centralized online backups are also maintained for the campus. Anti-virus protection is provided at the gateway, server & client levels. All classrooms are equipped with ceiling mounted LCD/DLP projectors, computers and PA system with wireless microphones. The University has several academic alliances with leading IT majors such as Microsoft, ORACLE, Schlumberger, SAP, Aspentech etc., through which a large portfolio of applications and platforms are available for use by students and faculty. Applications range from basic operating systems to high-end clustering and grid computing solutions.

Additionally, specialized software is available to students like Solid Works for Engineering Graphics, CATIA, AutoCAD Engineering Suite, SPSS & Systat for Statistical analysis, Mathematical, MATLAB, etc. A complete list of software can be made available by placing a request to the IT Helpdesk.

Most faculty communicate with their students by email. It is therefore important that students read mail sent to their official student e-mail account regularly as this is the address they will use. Each student has been provided with a unique email address of the format "Firstname.last5digitofglobalID@stu.upes.ac.in".

This mail account can be accessed by going to <https://mail.stu.upes.ac.in> and providing your username and password.

Student Attendance

Electronic Marking of Student Attendance/Online Attendance:

Student attendance is marked electronically through card readers placed in each classroom. Student have to swipe their identity cards within a maximum of a few minutes (depending on class size) after faculty swipe to mark their attendance for the respective class. Students can check their attendance and time table of their courses from the student portal <https://myupes-beta.upes.ac.in/oneportal/app/auth/login>, with the credentials provided as part of the student kit. Students are supposed to check their attendance regularly and any issues pertaining to attendance they should bring it to faculty notice within one day for rectification. Students are responsible to protect their identity cards from any damages.

Rules and Regulations

Every student is given an individual user-id and password. The individual is responsible to maintain the secrecy of his/her own password and store important data in his/her home folder on the network and not on the local hard disk. It is mandatory for all students to carry their laptops when they are in campus on everyday basis. Discipline to be maintained while enrolled with the University:

- Student's are expected to strictly adhere to the Acceptable IT Usage Policy and Social Media policy found on the student's portal (<https://stu.upes.ac.in>).
- Damaging any IT equipment in class rooms or labs will result in a penalty.
- Unauthorized usage of commercial/free tools to subvert University systems will be dealt with in accordance with the penalties outlined in the Acceptable IT Usage Policy.
- Students are advised not to tamper with the computing devices issued to them-either in terms of hardware or software. Formatting of the machine or uninstalling legal software constitutes a violation of the University IT Policy and will be handled accordingly.
- The mind works better in peace and calm. Silence should be maintained.
- Bags/folders/bottles, etc., are to be kept outside the Computer Center (or lab).
- No eatables are allowed in the Computer Center (or lab).
- No hardware components can be replaced/swapped without permission. Doing so without permission will result in a penalty. If necessary, guidance of the Systems Administrator is always available.
- Internet usage should be in accordance with the Acceptable IT Usage Policy and Acceptable Downloads and Executable Policy of the University. Both these documents are available at <https://stu.upes.ac.in>
- Entry of outsiders is strictly prohibited. Tampering with files of others in the desktop/network will be seriously viewed.
- Systems should be shutdown properly and switched off before leaving the Computer Center.

All students will be required to sign an agreement with the University for usage of computing device.

Getting Help

For any help or assistance in either hardware, software or network issue, please contact the IT Helpdesk located in the IT Block; or log an online request through the helpdesk link at <https://myupes-beta.upes.ac.in/oneportal/app/auth/login>

Fee Structure

Refer to Annexure-A

Fee Concession

Refer to Annexure-B

Attendance Criteria

No. Student will be allowed to appear in the End-Semester Examination unless the student has attended 75% of the classes in each of the theory course.

A student on medical or valid ground like immediate family exigencies, etc., who fails to secure 75% attendance in one or more courses, but secures not less than 67% attendance, may, on recommendation of the Program Head and Cluster Head, be permitted to appear for the End Semester Examination solely at the discretion of the Dean/Director of the concerned school.

Application for condonation of attendance on medical ground shall be made to Program Head and Cluster Head immediately on joining back the program after absence and in any case within seven days of availing leave along with medical certificates in original from a registered medical practitioner along with prescription documents and medical lab reports. The medical document submitted after seven days will not be accepted.

Outstation medical certificates will be entertained for this purpose only from students who have proceeded to their hometown/place of residence of their parents/guardians for the purpose of obtaining medical treatment duly authenticated by the travel records and hospitalization records.

However, University reserves the right to have such applicants examined by medical practitioner empaneled by the University to ascertain the authenticity of the applicant's medical ailment.

Library Rules & Regulations

The UPES library is a technologically advanced hybrid library that aims to provide a wide range of information services at the highest professional level. The library employs contemporary methodologies to produce, retain, and distribute information. The university contains a central library called the "Dr. S.J. Chopra Centre for Learning" and an institutional library. The Central Library occupies a vast area of around 22,465 square feet, with an additional institutional library space of about 10,473 square feet, creating an ideal environment for reading and research.

Membership

The membership is open to all regular students, faculty members, UPES staff and research scholars and any person associated with the University or permitted by the University authority may be granted membership in the library.

Library Timings

- Monday to Friday: 08:30am - 08:00pm
- Saturday: 09:00am - 05:00pm
- During Examination: 08:30am - 08:00pm

Admission to the Library

The ID card is mandatory for entrance and borrowing of library documents. All library users are requested to record their in/out timings with the help of ID card. The students are not permitted to use the other's identity cards.

Personal belongings (except laptop, cell phones, purse, money, credit card and other valuables) shall not be permitted inside the library. The library will not be responsible for any loss or damage to personal property left at the counter.

Borrowing Privileges and Condition of Loan

1. The books will be issued from 9:30 a.m. to 7:00 p.m. to the students and faculty members. ID card is mandatory for issue/renewal of books.
2. Each student is entitled to borrow 5 books for 20 days for UG & 6 Books for 25 days for PG (Except SOHS & SOD) Students. In addition to above 4 textbooks (as per availability of titles) for 30 days can be Borrowed, beside the e-books available for all in 24x7 mode access.
3. Students (UG & PG) are entitled to borrow one Kindle e-book reader for 5 days.
4. The books may be renewed for another two times if the same is not in demand. The renewal must be made online from the library portal on or before the due date. Books can't be renewed more than two times.
5. Students may borrow reference books for overnight, half an hour before closing the library and are expected to return the same the next day morning before 10:00 A.M
6. An overdue charge of Rs.5/- per day/per book for the overdue books issued from the library lending section will be charged to the students.
7. Books on loan are subject to recall by the Librarian at any time.
8. The Librarian may stop issue of any book only on justified and reasonable grounds.
9. The members will receive a system generated reminders for overdue books. When such reminders are received, the students are expected to return the books immediately or get them reissued online or at the issue counter, if there is no hold/reservation
10. Students who do not produce "No Due Certificate" from the library will not be allowed to register for next semester.

Documents that cannot be Borrowed

1. Reference books are to be referred within library premises only.
2. Journals, bound volumes, loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issue.
3. Theses/Dissertations/Project Works submitted are to be referred within library premises only.

Loss or Mutilation of Documents and Policy of Compensating

1. In case of loss or damage of books, member must replace the book with the same or latest edition, he/she shall have to pay double cost of the book along with overdue charges. Replacement by photocopied/old book will not be accepted.
2. If the book lost or damaged is one of the volumes of a set, the member shall have to compensate the cost of the whole set.

Rules & Regulations

1. Library users are allowed to carry one personal book inside the reading room for study during the examination.
2. Underlining or marking/tearing/folding of pages/defacing or damaging, leaving the library with unissued books or damaging RFID tags in any way of library books or other materials is strictly prohibited. Users indulging in such practices shall be punished as per decision taken by disciplinary committee and debarred from using the library up to a period of 03 months.
3. The library follows the Open Access System. Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
4. Students are advised not to share their library access cards with others. Periodically, they should review their "check-out" records on the library's online catalog and promptly notify the library counter staff of any discrepancies, if any arise. Any complaint thereafter is not likely to be entertained.
5. Before borrowing, the book should be checked by the student for missing pages and any damage may be brought to the notice of the staff at the issue desk.
6. Immediately after the issue of a book, the borrower is required to take out the same from the library premises. No book shall be returned on the day of issue.
7. The library system automatically sends e-mails regarding the issued or returned items to the patrons when such transactions happen.
8. Borrowers can reserve the documents they desire to borrow. E-mail intimation about the availability of the document(s) will be given to the members when they are available for issue. The reservation will be strictly on first-come-first-served basis.
9. The borrowers are advised to return the issued books/ documents at the end of each semester or while proceeding on long leave. Students must clear their dues at the end of each semester.
10. A borrower is responsible for the safe custody of borrowed books and return them on time.
11. Readers can claim (reserve) books which are issued out. Claimed books are kept reserved for the claimant for 2 days from the date of return by previous borrower. One reader can put maximum one claims. Books are reissued only if there are no claims.
12. The disfiguring of library assets would result in the cancellation of library membership.
13. Library is RFID security enabled, while leaving the library, members should ensure that they are carrying only the issued books. Unborrowed items taken beyond the RFID gate will be considered stolen and offenders are liable for suspension and stern disciplinary action.
14. Also, members are required to show their books to the library staff on duty at the exit point. All library users should ensure that they carry only those books that are duly issued on their names.

15. Browsing of Social networking sites, watching movies or videos and playing games on laptop/mobile is strictly prohibited.
16. Users are responsible for complying with the copyright Act while photocopying library document.
17. Eating/smoking/littering in the library premises is strictly prohibited.
18. Library staff will not be responsible for things left in the library premises.
19. Improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
20. Digital library is to be used for academic purposes only.
21. Unplugging the desktop and changing the user ID and password is a punishable offense.
22. Changing the settings and display of the computers are not permitted. 18. Library staff will not be responsible for things left in the library premises.
19. Improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
20. Digital library is to be used for academic purposes only.
21. Unplugging the desktop and changing the user ID and password is a punishable offense.
22. Changing the settings and display of the computers are not permitted.

Library Facilities

The library has a key role in supporting the academic activities of the institutions by establishing, maintaining, and promoting the library and information services, both quantitatively and qualitatively. The library offers a wide range of services from reference to electronic information services.

- Book circulation service
- RFID self-check issue/return KIOSK facility
- OPAC (Online Public Access Catalog)
- Open Access System
- Current Awareness Service
- Remote access portal – Open Athens
- Library Knowledge Portal window for searching library resources.
- EBSCO Discovery Service with Mobile Applications.
- Institutional Repository using DSpace.
- Automated Library using KOHA Open-Source Software.
- Access to online journals through INFLIBNET consortia.
- Inter Library Loan and Document delivery service (DELNET).
- Centrally air-conditioned reading rooms
- Print Journal and Magazine Section.
- Online Access to e-Resources like databases, e-books, e-journals, case studies
- Newspaper service
- Wi-Fi facility
- Computer Lab for accessing digital resources.
- Plagiarism detection services using TURNITIN/DRILLBIT



Library
QR Code

Access e-Library

Dean of Student Welfare Office

The Dean of Student Welfare Office ensures development of all-round personality of students and also enable them to take their rightful place as future corporate leaders in energy and multidisciplinary environment.

Numerous activities are organized to inculcate character qualities, bring in desired attitudinal changes and hone behavior skills. Major activities are covered as follows:

- Mentoring and Personal Counseling
- Sports, Adventure and Extracurricular (EC) Activities
- Student Welfare
- Dress Code Compliance
- Maintenance of student discipline on and off campus
- Adherence of University Code of Conduct
- Anti-Ragging Regulations
- Grievance Redress Mechanism
- Private hostels
- Student Welfare
- Policy on Prevention of Sexual Harassment against women-Salient Features
- Conduction and facilitation of NPS

Mentoring and Personal Counselling

The Department of Dean of Student Welfare Office at UPES supports and empowers the students to develop their potential to adapt comfortably into the new environment and enhance their comprehensive growth. The DSW managers are no less than friends, philosophers and motivators who help the students to achieve academic and personal goals. Their continued aim is to assist the students in identifying the problems early, promote efforts towards wellness and developing strategies to cope with the problems while maintaining internal peace and harmony.

Sports and EC Activities

- Basketball
- Football
- Table Tennis
- Handball
- Chess
- On Campus Gym
- Volleyball
- Cricket
- Athletics
- Badminton
- Pool Table

Organizing of Sports Activities within Campus

All the events will be organized as per the Annual Sports Calendar of UPES in following disciplines: Cricket, Football, Volleyball, Basketball, Handball, Athletics, Badminton, Table Tennis. All the matches/tournaments will be conducted as per norms of the National Federations of the respective games.

Guidelines for participation in Intra/Extra Mural Events: Only a bonafide full-time student who is enrolled in a full-time course in University is eligible for participation in these events. Year back/semester back students who are not on University rolls for that particular year/semester are not allowed to participate. Students should not be involved in any act of indiscipline as enumerated in the student's bulletin.

Selection Procedure for Representing UPES in Sports Activities

Only a bonafide, full-time student, who is enrolled for a course at the University, which is of a minimum duration of one academic year and whose examination is conducted by the University, would be eligible to represent the University in sports activities. Overseas students attending a regular program of the duration of one semester or more will be eligible to participate in activities as per the norms of the organizing committee.

All eligible students participating in the selection trials will have to fulfill the following conditions:

1. Not more than 8 years should have elapsed since a student passed the examination qualifying him/her for the first admission to a degree or diploma course of a University or college affiliated with a University.
- l. The eight-year eligibility period mentioned above shall be distributed as mentioned below:
 - i. Not more than 5 years while pursuing graduate studies.
 - ii. Not more than 3 years while pursuing postgraduate studies. The Associations of Indian Universities (AIU) have issued eligibility rules for participation in the National Games for the year 2020-21 onwards. Following compliance with a court's judgment, the AIU decided to allow students aged from 17 to 25 years in All-India Inter-University Championships.

Foreign students are eligible to participate only in national inter-University tournaments. However, the total number of foreign players in a team should not be more than 10% of the team. However, for a small team, where the total number of players is less than ten, one foreign student can be allowed.

Ph.D., M.Phil., Compartment, etc., students will be eligible to participate only if in terms of the concerned University rules they are regarded the bonafide students and fulfilled other conditions laid down on this behalf.

Cultural Activities at UPES

The University focuses on all-round personality development of students. Cultural activities are an integral part of personality development. UPES under the aegis of Office of Student Engagement & Experience organizes numerous activities which gives a platform to students to showcase their talents. The major activities planned are WOW Wednesday, Fresher's Party and the Annual Cultural Festival – UURJA.

WOW Wednesday

Wow Wednesday is a midweek recreational activity that allows students to display their cultural talents with a free mind and without being judged. Every week new themes/genres/activities are organized for students across the University.

Fresher's Party

The Fresher's Party is to officially welcome the first-year students to UPES. These parties are organized by School Cultural Convener under the supervision of the office of Dean of Student Welfare. All such parties will only be organized between 1000 and 1700 hours at UPES campus only. Only the students registered for the semester will be permitted to perform during the Fresher's Party. No outside performances are permitted.

Organizing private freshers' parties outside the campus by students is not permitted. It is treated as a violation of discipline code of conduct. These private parties may involve intervention of the local administrative bodies like police. Students are strictly advised to refrain from organizing/attending such parties.

UURJA - The Annual Cultural Festival

The Annual Cultural Festival – Uurja is celebrated for two days at UPES campus. It is organized by the Office of Dean of Student Welfare. The events are organized in social, cultural and fun categories. Day one of the function is more oriented towards events related to dance, music and games with a celebrity DJ in the evening whereas day two is more of theatre and fun events with performance of a band/guest Celebrity in the evening. The function can only be organized till 2000 hours. All students to follow the University code of conduct during the two days of the event. This event is only for the students of UPES. No unauthorized person will be allowed to enter the campus during the two days of the event.

Farewell Parties

Farewell parties are held to officially bid farewell to the final-year students. These are hosted by pre-final year students, organized by Course Coordinator under the supervision of HOD, on approval of the School Head. Itinerary is shared with the Office of Dean of Student Welfare.

All the formal joint functions/parties should be organized inside the campus using available catering facilities.

Cultural Events during Co-Curricular/ Chapter Events

Organizers need to seek permission through mail which should have all the details at least 07 working days prior to the event. Any such events are organized by seeking special permission from the Vice-Chancellor on recommendation of Dean of Student Welfare forwarded/by proposed by School Cultural Convener on request of the event organizer - faculty in-charge through Email. The activity is organized only for the participants of the event organized by that particular Club/Chapter/Society/Committee under supervision/audition/by Cultural Convener of respective school. Only the winners of UURJA - official band/dance group theatre group or the winners of individual events during UURJA perform in all such events.

Members of that club can also show-case their talents after the auditions and clearance by Cultural Convener. Winding up time is 6 p.m. No DJ, etc., is allowed.

Social Events

Annual voluntary blood camp is organized on the campus every year under controlled supervision of the Dean of Student Welfare. Students are advised not to donate blood elsewhere and make themselves vulnerable to infection.

Events Outside the Campus

UPES does not support students organizing outside events on their own keeping in mind the student safety parameters.

Student's Welfare

The aim is to raise awareness among students about "staying safe and keeping others safe".

Major activities can broadly be categorized under following heads:

- Road Traffic Safety Initiatives (RTSI)
- Medical insurance support
- Substance abuse prevention
- Workshops and webinars Wellbeing and Mental Health
- Satisfactory functioning of facilities

Road Safety Initiative

Extensive road safety awareness programs for the students are put in place to make them aware.

Awareness is spread through various activities such as:

- Lectures/talk by the subject expert
- Poster Painting Competitions
- Debate
- Quiz
- Videos and documentary films.
- Carry out checks related to road safety compliance
- Counselling of defaulters and communicating with their parents. Initiating disciplinary action if required.
- Communication via SMS/emails, Face book page; UPES Lives for wider dissemination

Medical Insurance Services

- Medical insurance service is provided to the students by a third-party-insurance company
- Students are also educated on this service via series of emails and one-on-one basis to some of the needy students.
- Facilitation of insurance claim as and when required

Substance Abuse Prevention

- Awareness is spread through various activities such as:
- Lectures/talk by the subject expert
- Poster Painting Competitions
- Debate
- Quiz
- Support counselling of those students who volunteer for rehabilitation
- Initiating the disciplinary action against defaulters as per the provision. UPES has zero tolerance policy in this regard.
- Communication via SMS/e-mails/Facebook page; UPES Lives also helps in further percolation among the students.

Functioning of Facilities

- Carry out an oversight of various facilities
- Take feedback from the concerned students
- Process with concerned department where improvement is required

Dress Code – Boys & Girls

On all official events of the University (i.e., convocation, academic workshops, Placement interviews, seminars by industry experts and if any, as advised by University authorities) the dress code to be followed is Smart Formals (as detailed below):

- For Boys – Formal Trousers and Shirt (Any Colour)
- For Girls – Western Formals/Saree/ Salwar Suit (Any Colour)
- UPES Tie
- UPES Blazer
- Formal Footwear – Any Colour

Dress Regulation for All Sports and Cultural Ceremonies

On all ceremonies pertaining to sports and cultural events (On Campus and Out of Campus), the University Blazer is highly recommended. For all sports ceremonies, the UPES T-Shirt is mandatory.

Dress Regulations for All Other Days

- On all working days other than as mentioned above, the students need to be dressed in “Smart Casuals”
- The new re-branded Blazer and Tie will be essential for all first-year students. The others may continue using their existing University Blazers in case they do not wish to purchase the new one
- The University Blazer and Tie can be procured from the Uniform Store at UPES campus
- Please note that non-compliance of the above regulations will be treated as 'Disciplinary Misconduct' and will attract disciplinary proceedings as per the Student Code of Conduct
- Regulations Governing Maintenance of Discipline among Students, 2009, refer to Annexure-D
- Regulations Governing Grievance Redressal Mechanism for Students, 2010, refer to Annexure-E
- UPES Policy on Prevention of Sexual Harassment against Women - Salient Features, refer to Annexure-F
- UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as Adopted by University of Petroleum & Engineering Studies, refer to Annexure-G

ANNEXURE A

FEE STRUCTURE

Fee for Regular Programs

School of Business BBA FEE STRUCTURE (In Rs.)

Programs

BBA Oil & Gas Marketing/BBA Aviation Management*/BBA Logistics Management/BBA Foreign Trade/BBA Human Resource Management/Marketing Management/Finance Management/Operations Management/BBA Analytics and Big Data/BBA Digital Business/BBA Green Energy Sustainability/BBA Events, Public Relations, and Corporate Communications and BBA Global

BBA*	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	125,000	125,000	132,000	132,000	141,250	141,250
Academic Service Fee	41,000	41,000	44,000	44,000	47,000	47,000
Total Fees	1,66,000	1,66,000	1,76,000	1,76,000	1,88,250	1,88,250

*In addition, IATA (International Air Transport Association) course fee (approx. Rs. 40,000/- or as applicable#) is payable at the time of registration). Qualifying for the IATA Certification Program is mandatory for the award of BBA (Aviation Management) degree. It is also mandatory for these students to have a valid passport. Students not having a passport can apply and must submit a copy of the passport to the office by 31st Oct 2024.

based on the current exchange rate as prescribed by IATA.

B.Com (Hons) (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	61,000	61,000	65,000	65,000	67,565	67,565
Academic Service Fee	20,000	20,000	21,000	21,000	23,000	23,000
Total Fees	81,000	81,000	86,000	86,000	90,565	90,565

Integrated BBA - MBA (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	124,000	124,000	1,32,000	1,32,000	142,000	142,000	3,74,890	3,74,890
Academic Service Fee	41,000	41,000	44,000	44,000	47,000	47,000	1,26,000	1,26,000
Total Fees	1,65,000	1,65,000	1,76,000	1,76,000	1,89,000	1,89,000	5,00,890	5,00,890

Integrated B.Com (Hons.) - MBA (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	58,000	58,000	63,000	63,000	67,000	67,000	3,80,150	3,80,150
Academic Service Fee	19,000	19,000	21,000	21,000	23,000	23,000	1,28,000	1,28,000
Total Fees	77,000	77,000	84,000	84,000	90,000	90,000	5,08,150	5,08,150

MBA FEE STRUCTURE (In Rs.)

Programs

MBA Power Management /MBA International Business/MBA Aviation Management/MBA Business Analytics in Collaboration with KPMG/MBA Human Resources Management/Marketing Management/Finance Management/Operations Management/MBA Digital Business

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	3,01,000	3,01,000	3,03,400	3,03,400
Academic Service Fee	1,00,000	1,00,000	106,000	106,000
Total Fees	4,01,000	4,01,000	4,24,300	4,24,300

MBA Oil & Gas Management Strategy & MBA Logistics & Supply Chain Management

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	3,03,000	3,03,000	322,160	3,22,160
Academic Service Fee	101,000	101,000	1,07,000	1,07,000
Total Fees	40,4000	40,4000	429,160	429,160

MBA Business Analytics & MBA Strategy & Consulting in collaboration with KPMG

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	3,38,000	3,38,000	359,242	359,242
Academic Service Fee	1,12,000	1,12,000	1,19,000	1,19,000
Total Fees	4.50,000	4.50,000	4,78,242	4,78,242

MBA in Metaverse & Web 3.0

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	3,01,000	3,01,000	318,300	318,300
Academic Service Fee	100,000	100,000	106,000	106,000
Total Fees	4,01,000	4,01,000	4,24,300	4,24,300

School of Computer Science Fee Structure (In Rs.)

Programs

B. Tech Computer Science & Engineering with specialization in Cloud Computing and Visualization Technology/B.Tech. Computer Science & Engineering with specialization in Cyber Security and Digital Forensics/B.Tech. Computer Science & Engineering with specialization in Data Science/B.Tech. Computer Science & Engineering with specialization in DevOps /B.Tech. Computer Science & Engineering with specialization in Artificial Intelligence and Machine Learning/B.Tech Computer Science & Engineering with specialization in Graphics & Gaming/ B. Tech Computer Science & Engineering with specialization in Internet of Things/ B. Tech Computer Science & Engineering with specialization in Full Stack Development/ B. Tech Computer Science & Engineering with specialization in Bigdata

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,37,000	1,37,000	1,45,000	1,45,000	1,54,000	1,54,000	1,62,744	1,62,744
Academic Service Fee	91,000	91,000	97,000	97,000	102,000	102,000	1,09,000	1,09,000
Total Fees	2,28,000	2,28,000	2,42,000	2,42,000	2,56,000	2,56,000	2,71,744	2,71,744

Bachelor of Computer Application (BCA) AI & ML/ Cyber Security and Digital Forensics/ Data Science

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	66,000	60,000	69,000	69,000	73,396	73,396
Academic Service Fee	22,000	20,000	24,000	24,000	25,000	25,000
Total Fees	88,000	88,000	93,000	93,000	98,396	98,396

B.Sc. AI & ML/ Cyber Security and Digital Forensics/ Data Science

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	76,000	76,000	80,000	80,000	84,150	84,150
Academic Service Fee	25,000	25,000	26,000	26,000	27,000	27,000
Total Fees	10,1000	10,1000	106,000	106,000	111,150	111,150

M.Tech. (Computer Science Engineering) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	1,32,000	1,32,000	1,40,825	1,40,825
Academic Service Fee	44,000	44,000	47,000	47,000
Total Fees	1,76,000	1,76,000	1,87,825	1,87,825

MCA (Masters of Computer Application) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	82,600	82,600	87,600	87,600
Academic Service Fee	28,300	28,300	30,000	30,000
Total Fees	110,900	110,900	117,600	117,600

MCA (Master of Computer Application) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	89,000	89,000	94,780	94,780
Academic Service Fee	31,000	31,000	32,000	32,000
Total Fees	12,0000	12,0000	12,6780	12,6780

School of Advanced Engineering FEE STRUCTURE (In Rs.)

B. Tech Applied Petroleum Engineering

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,23,000	1,23,000	1,32,000	1,32,000	1,42,000	1,42,000	1,52,000	1,52,000
Academic Service Fee	82,000	82,000	88,000	88,000	95,000	95,000	1,02,000	1,02,000
Total Fees	2,05,000	2,05,000	2,20,000	2,20,000	2,37,000	2,37,000	2,54,000	2,54,000

B. Tech Aerospace Engineering

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,06,000	1,06,000	1,14,000	1,14,000	1,22,000	1,22,000	1,31,000	1,31,000
Academic Service Fee	70,000	70,000	75,000	75,000	81,000	81,000	87,000	87,000
Total Fees	1,76,000	1,76,000	1,89,000	1,89,000	2,03,000	2,03,000	2,18,000	2,18,000

Programs: - B.Tech. Fire and Safety Engineering/ B. Tech Electronics and Computer Engineering/ B. Tech Sustainability Engineering/ B. Tech Automotive Engineering/ B. Tech Chemical Engineering/ B. Tech Electrical Engineering/ B. Tech Civil Engineering/ B. Tech Mechanical Engineering

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	8,1000	8,1000	8,7000	8,7000	9,3000	9,3000	1,00,500	1,00,500
Academic Service Fee	5,3000	5,3000	57,000	57,000	6,2000	6,2000	66,000	66,000
Total Fees	1,34,000	1,34,000	1,44,000	1,44,000	1,55,000	1,55,000	1,66,500	1,66,500

**B.Sc. (Hons.) Physics/ B.Sc. (Hons.) Geology/ B.Sc. (Hons.) Chemistry/ B.Sc. (Hons.)
Mathematics**

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	47,000	47,000	50,000	50,000	53,975	53,975
Academic Service Fee	15,000	15,000	16,000	16,000	17,000	17,000
Total Fees	62,000	62,000	66,000	66,000	70,975	70,975

M.Sc. Applied Geology

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	35,000	35,000	36,750	36,750
Academic Service Fee	15,000	15,000	15,750	15,750
Total Fees	50,000	50,000	52,500	52,500

**M.Sc. Petroleum Geosciences/M.Sc. Physics / M.Sc. Mathematics /M.Sc. Chemistry
(Integrated with Optional PhD)**

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	38,000	38,000	39,000	39,000
Academic Service Fee	13,000	13,000	13,000	13,000
Total Fees	51,000	51,000	52,000	52,000

M. Tech. FEE STRUCTURE (In Rs.)

Programs

M.Tech. Health, Safety & Environment/ M. Tech Chemical Engineering / M. Tech Robotics Engineering /M.Tech. Computational Fluid Dynamics/ /M.Tech. Renewable Energy Engineering/M.Tech. Petroleum Engineering /M.Tech. Sustainability Engineering/ M.Tech Renewable Energy/ M.Tech (Construction Technology and Management)

M.Tech. (Other than HSE) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	56,000	56,000	5,95,00	5,95,00
Academic Service Fee	19,000	19,000	20,000	20,000
Total Fees	75,000	75,000	79,500	79,500

M.Tech (Health, Safety and Environment) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	94,000	94,000	99,500	99,500
Academic Service Fee	31,000	31,000	33,000	33,000
Total Fees	1,25,000	1,25,000	1,32,500	1,32,500

School of Design

Bachelor of Design (B.Des.) (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,49,000	1,49,000	1,58,000	1,58,000	1,67,000	1,67,000	1,76,762	1,76,762
Academic Service Fee	98,000	98,000	1,03,000	1,03,000	110,000	110,000	117,000	117,000
Total Fees	2,47,000	2,47,000	261,000	261,000	2,77,000	2,77,000	2,93,762	2,93,762

M.Tech. (Other than HSE) Fee Structure

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	2,27,000	2,27,000	2,43,000	2,43,000
Academic Service Fee	75,000	75,000	81,000	81,000
Total Fees	3,02,000	3,02,000	3,24,000	3,24,000

School of Law
LL.M. FEE STRUCTURE (In Rs.)

Program: - LL.M. 1-Year Full-Time Program

Semester 1		Semester 2	
Tuition Fees	1,04,536	Tuition Fees	1,04,536
Academic Service Fee	35,000	Academic Service Fee	35,000
Total Fees	1,39,536	Total Fees	1,39,536

LL.B. Fee Structure (In Rs.)

Program: - LL.B (Hons) (3- Year)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	1,49,000	1,49,000	1,59,000	1,59,000	1,67,300	1,67,300
Academic Service Fee	50,000	50,000	54,000	54,000	57,000	57,000
Total Fees	1,99,000	1,99,000	213,000	213,000	224,300	224,300

BA LL. B (Hons.) (5-Year) Fee Structure (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Tuition Fee	109,000	109,000	1,18,000	1,18,000	1,27,000
Academic Service Fee	73,000	73,000	78,000	78,000	84,000
Total Fees	1,82,000	1,82,000	1,96,000	1,96,000	2,11,000

	Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Tuition Fee	1,27,000	1,36,000	1,36,000	1,45,448	1,45,448
Academic Service Fee	84,000	92,000	92,000	97,000	97,000
Total Fees	2,11,000	2,28,000	2,28,000	2,42,448	2,42,448

B.Com. LL. B (Hons.) / BBA LL. B (Hons.) (5-Year) Fee Structure (In Rs.)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Tuition Fee	1,04,000	1,04,000	1,11,000	1,11,000	1,20,000
Academic Service Fee	70,000	70,000	75,000	75,000	80,000
Total Fees	1,74,000	1,74,000	1,86,000	1,86,000	2,00,000

	Semester 6	Semester 7	Semester 8	Semester 9	Semester 10
Tuition Fee	1,20,000	1,29,000	1,29,000	1,37,928	1,37,928
Academic Service Fee	80,000	86,000	86,000	94,000	94,000
Total Fees	2,00,000	2,15,000	2,15,000	2,31,928	2,31,928

School of Health Sciences & Technology

Program:- Bachelor of Pharmacy

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	65,000	65,000	69,000	69,000	73,000	73,000	77,075	77,075
Academic Service Fee	43,000	43,000	46,000	46,000	49,000	49,000	52,000	52,000
Total Fees	1,08,000	1,08,000	1,15,000	1,15,000	1,22,000	1,22,000	1,29,075	1,29,075

Program: - B.Tech. Food Technology/B.Tech. Biotechnology/B.Tech (Biomedical Engineering)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,16,000	1,16,000	1,23,000	1,23,000	1,31,000	1,31,000	1,38,500	1,38,500
Academic Service Fee	77,000	77,000	81,000	81,000	86,000	86,000	91,000	91,000
Total Fees	1,93,000	1,93,000	2,04,000	2,04,000	2,17,000	2,17,000	2,29,500	2,29,500

Program: - M.Sc. Nutrition & Dietetics

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	77,000	77,000	79,525	79,525
Academic Service Fee	26,000	26,000	28,000	28,000
Total Fees	103,000	103,000	1,07,525	1,07,525

Program: - M.Sc. Microbiology

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	65,000	65,000	69,450	69,450
Academic Service Fee	21,000	21,000	22,000	22,000
Total Fees	86,000	86,000	91,450	91,450

School of Liberal Studies & Media

Program: - BA Journalism & Mass Communication (Digital)/ Digital & Mass Media (Broadcasting)

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	82,000	82,000	87,000	87,000	93,038	93,038
Academic Service Fee	27,000	27,000	29,000	29,000	31,000	31,000
Total Fees	1,09,000	1,09,000	1,16,000	1,16,000	1,24,038	1,24,038

Program: - MA Journalism & Mass Communication (Digital)/ Digital & Mass Media (Broadcasting)

	Semester 1	Semester 2	Semester 3	Semester 4
Tuition Fee	98,000	98,000	10,18,00	10,18,00
Academic Service Fee	33,000	33,000	35,000	35,000
Total Fees	1,31,000	1,31,000	1,36,800	1,36,800

Program: - BA (Hons) English/ BA (Hons) Political Science/ BA (Hons) History

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Tuition Fee	24,420	24,420	77,700	77,700	81,585	81,585
Academic Service Fee	74,000	74,000	25,641	25,641	26,923	26,923
Total Fees	98,420	98,420	1,03,341	1,03,341	1,08,508	1,08,508

Program: - BA (Hons.) / B.Sc. (Hons.) (Liberal Studies) - for 4 year program

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Tuition Fees	1,37,000	1,37,000	1,45,000	1,45,000	1,54,000	1,54,000	1,65,000	1,65,000
Academic Service Fee	46,000	46,000	48,000	48,000	51,000	51,000	54,000	54,000
Total Fees	1,83,000	1,83,000	1,93,000	1,93,000	2,05,200	2,05,200	2,19,000	2,19,000

OTHER FEES

Training & Certification: To give real-life exposure to students & to make them industry-ready professionals, short-duration industrial tours/training and/or online training shall be organized for all students of full-time programs, **except for Engineering PG, Law UG & PG, B.Sc. and B. Pharmacy students.** The training may lead to certification in all programs except for BBA where it will be a credited course. A charge of **Rs. 28,000/-** (one-time) is to be paid in 2nd semester in case of PG students, **3rd semester** in case of 3-year UG programs & **5th semester** in rest of the cases. In case travel of industrial tour by air is necessitated, additional charges, if any, would be intimated to the students concerned for payment prior to commencement of the tour.

Professional Development Charges: To improve communication & soft skills and placement selection chances, it is mandatory for all the students to attend the Professional Development Program organized by UPES. Professional Development fee of **Rs. 8,000/- payable at the time of admission in case of PG students.** Professional Development fee for UG programs is **Rs. 21,000/-** (except B.Sc), out of which half is payable at the time of admission and balance half in penultimate (second last) semester.

Refundable Security: Refundable (interest- free) security amount of **Rs. 20,000/-** is also payable **at the time of registration.**

Convocation Fee: Student will be charged **Rs. 2,000** as convocation fee to be paid in penultimate semester (Second Last). Since, LLM is one-year duration course, this fee is payable at the time of registration.

Technology & Online Support Fee: Technology fee for the year 2024-25 is Rs. 3,400/- per semester. The Technology fee includes IT support and internet bandwidth for the entire duration of the program. For subsequent years, the amount shall be communicated to students along with semester fee.

Consumable Fee: Studio Raw Materials & Consumable fee for B. Des students is **Rs. 10,500/-** per year. **Alumni Fee:** Alumni fee of **Rs. 2,000/-** is also payable at the time of registration. **Hostel security: Rs. 10,000/-**

Transport Fees: Rs. 26,250/-

GPP (Global Pathway) one time: 30,000/-

Late Re-registration Fine

All students will be required to re-register at commencement of each semester on the payment of semester fee as notified in the Invoice. Delay due to any reason (Lose of attendance, internal assessment weightage, examination and other academic activities) will be students' responsibility. Also delay in fee payment will be penalize as mentioned below:

Particular Fee	Days/Fine
Late Fee Fine	<ol style="list-style-type: none">Rs 200 per day (1– 30 calendar days post the last date of fee submission)Flat 10,000/- (31 days till the last date of Re-registration)Post mentioned registration date (notified in the registration email) will not be permitted and the name of all such students will be struck off from the university.

OTHER PRESCRIBED FEES

Supplementary Examination	Rs. 5,000/- per subject
Re-evaluation of answer sheet	Rs. 500/- per subject Note: - In case error is found fee shall be refunded
Duplicate Grade Card/Transcript Fee	Rs. 2000/- per set
Duplicate Degree	Rs. 5000/-
Directed Reading	Rs. 2,000/- per subject
Summer Semester	Rs. 5,000/- per subject (mandatory for Debarred, Absentee and fail)
Percentage conversion certificate	Rs. 250/- per set
Overdue Charge (books)	Rs. 10/- per day
Class attendance fee by year-back students	Rs. 3,000/- per subject
Duplicate ID Card	Rs. 500/-

Medical Insurance Fee: In order to cover medical expenses, students are covered through annual group medical health insurance policy. **An amount of Rs. 500/- shall be charged from students at the time of registration. For subsequent years, the amount shall be communicated to students along with semester fee.**

Fee Payment Schedule for those admitted in Academic Year 2024-25

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
At the time of admission	by 2nd January, 2025	by 10th July, 2025	by 10th January, 2026	by 10th July, 2026	by 10th January, 2027
Semester 7	Semester 8	Semester 9	Semester 10	Semester 11	Semester 12
by 10th July, 2027	by 10th January, 2028	by 10th July, 2028	by 10th January, 2029	by 10th July, 2029	by 10th January, 2030

Mandatory Requirement:

It is mandatory for all students seeking admission to provide following documents:

1. Aadhaar Card Number at the time of Registration
2. Permanent Account Number (PAN) (students/Parent)
3. Student academic record/personal record will be verified at the time of admission through the original documents. Students will only submit the self-attested copy of required documents for admission. Students are not supposed to submit any original document.

For Undergraduates		For Postgraduates	
Sr. No.	Documents	Sr. No.	Documents
01.	10th Marksheet (Photocopy)	01.	10th Marksheet (Photocopy)
02.	12th Marksheet (Photocopy)	02.	10th Marksheet (Photocopy)
03.	School Leaving Certificates TC (Photocopy)	03.	Graduation Mark sheet (Photocopy)
04.	Migration Certificates (Photocopy)	04.	Graduation Degree (Photocopy)/ Provisional Degree (Photocopy)
05.	AIEEE/EMCET/CCB Letter/ CLAT Score Card/any other entrance score	05.	Graduation Migration Certificate (Photocopy)
06.	Common Undertaking (Medical/Attendance/Driving)	06.	EMCET/CCB Letter/MAT/CAT/CMAT Score Card (Photocopy)/any other entrance score
07.	Anti-Ragging Undertaking	07.	Common Undertaking (Medical/Attendance/Driving)
08.	Domicile Certificate (if Applicable) (Photocopy) for Uttarakhand Resident	08.	Anti-Ragging Undertaking
09.	Income Proof (if Applicable) (Photocopy) for Uttarakhand Resident	09.	Domicile Certificate (if Applicable) (Photocopy) for Uttarakhand Resident
10.	Passport-Size Photographs (4 Copies)	10.	Income Proof (if Applicable) (Photocopy) for Uttarakhand Resident
11.	Offer Letter (Photocopy Mandatory)	11.	Passport-Size Photographs (4 Copies)
12.	CYOD (Carry your own Device)	12.	Offer Letter (Photocopy Mandatory)
		13.	CYOD (Carry your own Device)

Levies & Taxes: In case any taxes/levies on fee are charged by the Central/State/Local Authorities/Overseas Authorities from time to time, the same shall also be borne by the students, as applicable.

Computing Device (Laptop): It is mandatory for each incoming student to be equipped with a laptop conforming to the minimum specifications of UPES details available on the UPES website www.upes.ac.in

HOSTEL FACILITIES & FEE STRUCTURE

Hostel facility is available with limited seats for boys and girls on triple sharing basis. Hostels provide all the basic facilities with hygienic and nutritious meals served in the messes. The other facilities include hot water during winters in the bathrooms, Wi-Fi connection, TV, sports and basic-need shops within the campus. Bus facility to city and back on every Saturday/ Sunday. The campus has an infirmary to provide first-aid facilities. A doctor is available during day in the infirmary and a medical assistant during night in the hostel.

A student registered in the hostel (on-campus) and withdrawing from the same at any point of time during the academic year will not be entitled to hostel fee refund. In case, the seat is filled up by another boarder, proportionate refund may be considered on the prorated basis.

Students availing hostel facility will have to abide by the hostel rules and regulations. Hostel facility is available for one academic year on first-cum-first-serve basis and also contingent on meeting the laid down criteria in the hostel rules.

Residential blocks have been earmarked for limited on-campus accommodation (on first-come-first-serve basis) separately for boys and girls on triple sharing-basis.

Students wishing to avail hostel facility (on-campus) will need to deposit:

The fee indicated below is for academic session 2023-24 only and is on triple-sharing basis

Hostel Fee (For Domestic Students):

Name of Course	Seat Type	Hostel Fee	Hostel Security
Bidholi-Boys- Hostel	Triple Sharing CW	1,74,000/-	10,000
	Triple Sharing CW & AC	1,94,000/-	10,000
Bidholi-Girls-Hostel	Triple Sharing CW	1,74,000/-	10,000
	Double Sharing AW	2,21,000/-	10,000
	Double Sharing AW & AC	2,41,000/-	10,000
Kandoli-Boys-Hostel	Triple Sharing CW	1,74,000/-	10,000
	Triple Sharing CW & AC	1,94,000/-	10,000
	Double Sharing AW	2,21,000/-	10,000
	Double Sharing AW & AC	2,41,000/-	10,000
Kandoli-Girls-Hostel	Triple Sharing CW	1,74,000/-	10,000
	Triple Sharing CW & AC	1,94,000/-	10,000
	Double Sharing CW	1,99,500/-	10,000
	Triple Sharing AW	1,89,000/-	10,000
	Triple Sharing AW & AC	2,09,500/-	10,000

Hostel Fee (For International Students):

Name of Course	Seat Type	Fees USD	After fee Increase (Final)
Bidholi (Boys)	Triple Sharing Common Washroom	USD 2320	USD 2320
Bidholi (Girls)	Triple Sharing Common Washroom	USD 2320	USD 2320
	Double Sharing Attached Washroom	USD 2910	USD 2910
	Double Sharing AC With Attached Washroom	USD 3040	USD 3175
Kandoli (Boys)	Triple Sharing Common Washroom	USD 2320	USD 2320
	Triple Sharing AC With Common Washroom	USD 2440	USD 2575
	Double Sharing Attached Washroom	USD 2910	USD 2910
	Double Sharing AC With Attached Washroom	USD 3040	USD 3175
Kandoli (Girls)	Triple Sharing Common Washroom	USD 2320	USD 2320
	Triple Sharing Attached Washroom	USD 2510	USD 2510
	Triple Sharing AC With Attached Washroom	USD 2640	USD 2775
	Triple Sharing AC With common Washroom	USD 2440	USD 2575
	Double Sharing with common Washroom	USD 2640	USD 2640

Note: - Hostel Refund: There will be no refund of hostel fee in case of withdrawal except Mess Charges.

Note: - Students desirous of availing the campus hostel facility should submit the following documents along with the requisite hostel fee without fail.

- Medical Certificate
- Police Verification Report (from their respective city/town)

PROGRAM FEE STRUCTURE FOR INTERNATIONAL STUDENTS

(IN USD PER ANNUM):

Name Program	Level	Degree	Years	Total Fees\$
B.Com (Hons.)	UG	B.Com	3	8043
BBA	UG	BBA	3	15511
BBA (Analytics and Big Data)	UG	BBA	3	15511
BBA (Digital Business)	UG	BBA	3	15511
BBA (Aviation Management)	UG	BBA	3	15511
BBA (Green Energy and Sustainability)	UG	BBA	3	15511
BBA (Global Program) 2+1 2 Year in UPES Campus + 1 Year in Overseas University	UG	BBA	3	15872
BBA (Logistics Management)	UG	BBA	3	15511
BBA (Foreign Trade)	UG	BBA	3	15511
BBA (Oil and Gas Marketing)	UG	BBA	3	15511
Integrated (B.Com (Hons.)) – (MBA)	Integrated	Integrated (B.Com (Hons.)) – (MBA)	4	21386
Integrated (BBA) – (MBA)	Integrated	Integrated (BBA) – (MBA)	4	28241
MBA (Power Management)	PG	MBA	2	22717
MBA (Global Program) 1+1 1 Year in UPES Campus + 1 Year in Overseas University	PG	MBA	2	23077
MBA (Business Analytics in collaboration with KPMG)	PG	MBA	2	25314
MBA	PG	MBA	2	22717
MBA (International Business)	PG	MBA	2	22717
MBA (Oil and Gas Management)	PG	MBA	2	22915
MBA (Digital Business)	PG	MBA	2	22717
MBA (Logistics and Supply Chain Management)	PG	MBA	2	22915
MBA (Aviation Management)	PG	MBA	2	22717
MBA (Strategy & Consulting in collaboration with KPMG)	PG	MBA	2	25314
MBA (Metaverse and Web 3.0)	PG	MBA	2	22717
B.Sc. (Computer Science)	UG	B.Sc	3	9572
B.Tech Computer Science and Engineering/ B.Tech (Hons.) Computer Science and Engineering #	UG	B.Tech	4	27387
B.Tech (Computer Science) Global Program - 2 Years in Dehradun Campus + 2 Years in Overseas Campus	UG	B.Tech	4	27748

Name Program	Level	Degree	Years	Total Fees\$
Bachelor of Computer Application (BCA)	UG	BCA	3	9183
M.Tech (Computer Science and Engineering)				
Master of Computer Application (MCA)	PG	M.Tech	2	10739
B.Des (Global Program) 2+2 2 Year in UPES Campus + 2 Years in Overseas University	PG	MCA	2	8122
B.Des	UG	B.Des	4	30296
M.Des	UG	B.Des	4	29936
B.Sc. (Hons.) Physics	PG	M.Des	2	17941
B.Sc. (Hons.) Geology	UG	B.Sc	3	6565
B.Sc. (Hons.) Chemistry	UG	B.Sc	3	6565
B.Sc. (Hons.) Mathematics	UG	B.Sc	3	6565
B.Tech (Aerospace Engineering)	UG	B.Sc	3	6565
B.Tech (Applied Petroleum Engineering)	UG	B.Tech	4	22045
B.Tech (Fire and Safety Engineering)	UG	B.Tech	4	25325
B.Tech (Electronics and Computer Engineering)	UG	B.Tech	4	17340
B.Tech (Applied Petroleum Engineering) Global Program - 2 Years in UPES Campus +2 Years in Overseas Campus	UG	B.Tech	4	17340
B.Tech (Sustainability Engineering)	UG	B.Tech	4	25685
B.Tech (Automotive Engineering)	UG	B.Tech	4	17340
B.Tech (Chemical Engineering)	UG	B.Tech	4	17340
B.Tech (Electrical Engineering) Global Program - 2 Years in UPES Campus +2 Years in Overseas Campus	UG	B.Tech	4	17340
B.Tech (Civil Engineering)	UG	B.Tech	4	17701
B.Tech (Chemical Engineering) Global Program - 2 Years in UPES Campus +2 Years in Overseas Campus	UG	B.Tech	4	17340
B.Tech (Electrical Engineering)	UG	B.Tech	4	17701
B.Tech (Civil Engineering) Global Program - 2 Years in UPES Campus +2 Years in Overseas Campus	UG	B.Tech	4	17340
B.Tech (Mechanical Engineering)	UG	B.Tech	4	17701

Name Program	Level	Degree	Years	Total Fees\$
B.Tech (Mechanical Engineering) Global Program - 2 Years in UPES Campus +2 Years in Overseas Campus	UG	B.Tech	4	17701
M.Sc. (Petroleum Geosciences) (Integrated with Optional PhD)	PG	M.Sc	2	4158
M.Sc. (Physics) (Integrated with Optional PhD)	PG	M.Sc	2	4158
M.Sc. (Mathematics) (Integrated with Optional PhD)	PG	M.Sc	2	4158
M.Sc. (Chemistry) (Integrated with Optional PhD)	PG	M.Sc	2	4158
M.Tech (Robotics Engineering)	PG	M.Tech	2	5458
M.Tech (Health, Safety and Environment)	PG	M.Tech	2	8056
M.Tech (Chemical Engineering) (Integrated with Optional PhD)	PG	M.Tech	2	5458
M.Tech (Petroleum Engineering) (Integrated with Optional PhD)	PG	M.Tech	2	5458
M.Tech (Computational Mechanics) (Integrated with Optional PhD)	PG	M.Tech	2	5458
M.Tech (Construction Technology and Management)	PG	M.Tech	2	5458
M.Tech (Sustainability Engineering) (Integrated with Optional PhD)	PG	M.Tech	2	5458
M.Tech (Renewable Energy) (Integrated with Optional PhD)	PG	M.Tech	2	5458
M.Tech (E-Mobility)	PG	M.Tech	2	5458
B.Pharmacy	UG	B.Pharma	4	14176
B.Sc. (Microbiology)	UG	B.Sc	3	8014
B.Sc. (Clinical Research)	UG	B.Sc	3	8014
B.Sc. (Food, Nutrition and Dietetics)	UG	B.Sc	3	8014
B.Tech (Biotechnology)	UG	B.Tech	4	23496
B.Tech (Food Technology)	UG	B.Tech	4	23496
B.Tech (Biomedical Engineering)	UG	B.Tech	4	23496
M.Sc. (Microbiology)	PG	M.Sc	2	6373
M.Sc. (Nutrition and Dietetics)	PG	M.Sc	2	7207
LL.B. *	UG	LLB-3 Year	3	17850

Name Program	Level	Degree	Years	Total Fees\$
B.Com. LL.B (Hons.)	UG	LLB-5 Year	5	27364
BBA LL.B (Hons.)	UG	LLB-5 Year	5	27364
BA LL.B (Hons.)	UG	LLB-5 Year	5	28689
LL.M.	PG	LLM	1	4998
B.Sc. Liberal Studies (3 + 1 years)*	UG	B.Sc. Liberal Studies	4	21812
BA Liberal Studies (3 + 1 years)*	UG	BA Liberal Studies	4	22401
BA Digital and Mass Media (Broadcasting)	UG	BA	3	10940
BA Journalism and Mass Communication (Digital)	UG	BA	3	10940
BBA (Events, Public Relations and Corporate Communications)	UG	BBA	3	15511
MA Journalism and Mass Communication (Digital)	PG	MA	2	8652
MA Digital and Mass Media (Broadcasting)	PG	MA	2	8652
BA (Hons) English, Political Science, History	UG	BA (Hons)	3	9962
M.Sc Applied Geology	PG	M.Sc	2	4482

FEES PAYMENT OPTIONS:

1. Online through payment gateway available on student portal
<https://myupes-beta.upes.ac.in/oneportal/app/auth/login>
2. NEFT/RTGS/IMPS in Yes Bank Account as per below detail:

Name of Beneficiary	UPES
Bank Name/Branch	YES BANK LTD./ IFC 8th Floor SP Marg Mumbai
Account Type	Savings Account
Bank Account No:	UPESUKXXXXXXXXXX [Please note First 6 Digits are Bank ID and Last 9 Digits are student Global ID]
IFSC/RTGS Code	YESB0CMSNOC

3. Demand Draft drawn in favor of 'UPES' payable at Dehradun Please mention your Name, Global ID, program and contact number on the back of DD.
4. DDs shall be received only at Finance Dept., UPES Campus, Energy Acre, P.O Bidholi, Via Prem Nagar, Dehradun-248007. Any other address shall not be entertained. DD should be sent through Speed Post/Registered Post only. (Please do not use private courier)
5. Payments made to any other account, other than mentioned above, by any mode will not be considered as payments made and will attract an administrative charge of Rs 1,000.
6. For further details you may contact Bidholi-Sandeep Rawat (E-mail: srawat@ddn.upes.ac.in), Ashish Sati (Email: ashishsati@ddn.upes.ac.in, call at 7409945666. For Kandoli - njain(E-mail: njain@ddn.upes.ac.in)

ANNEXURE **B**

FEE CONCESSION: SCHOLARSHIPS

TYPE OF SCHOLARSHIPS / FREE SHIPS

1. Entry Level Scholarship- On the basis of Board Merit/ JEE/ CUET score
2. Domicile Scholarship – To provide support to the student of Uttarakhand
3. Scholarship Program for MBA
4. Free ships – To provide quality education to the students from economically weaker section
5. Sports Scholarship – To further strengthen the culture of sports and fitness
6. Fellowships for M.Tech. & M.Des. Programs – To encourage research and higher education
7. Scholarship based on Academic Performance – For Second Year Onwards - For meritorious students
8. Student Financial Support – We Care initiative by UPES
9. Alumni Scholarships – Providing support for lifelong learning
10. Employee Ward Scholarship
11. Employee Sibling Ward Scholarship

Disclaimer:

Notwithstanding anything under this Scholarship scheme, UPES's Management has sole discretion to edit, modify, change, update, continue or abandon above mentioned Scholarship going forward at any given point in time, without any prior written intimation. The Vice Chancellor will be the final deciding authority for all scholarship decisions as stated in this specific disclaimer.

There is no concept of automatic renewal for next semester. The Scholarship Committee shall decide every semester on a case-to-case basis, subject to the Scholarship Scheme, if prevailing at the relevant time.

Please note that this communication is without prejudice to any rights of UPES and this communication should not be considered as waiver of any rights of UPES in applicants' favour.

Terms and Conditions:

The terms and conditions outlined herein ("Terms and Conditions"), shall govern the SCHOLARSHIP PROGRAM at "UPES" (erstwhile known as UPES").

By participating in the scholarship program, the student concerned (User) agrees as follows: -

Who will get Scholarship?

All students who have taken 12th CBSE Board / ICSE Board or any State Board exam (mentioned under "COBSE") shall be eligible for consideration for this scholarship. However, this Scholarship shall be awarded only to those students who have complied with below defined Scholarship Criteria for first year and subsequent renewal, if applicable. Scholarship will be available for limited seats only.

1. Entry Level Scholarship - On the Basis of Board Merit/ JEE/ CUET Score

Who will get Scholarship?

- All students who have applied for admission for Undergraduate (UG) programs except Global Pathway Program (GPP) and have taken 12th CBSE Board / ICSE Board or any State Board exam (mentioned under "COBSE") shall be eligible for consideration for this scholarship. However, this Scholarship shall be awarded only to those students who have complied with below defined Scholarship Criteria for first year and subsequent renewal, if applicable. Scholarship will be available for limited seats only.
- 25 seats will be reserved for the ward of Armed forces including Paramilitary personnels. (Serving and Retired).

Scholarship Criteria

Scholarship will be awarded up to 30% of tuition fees only if the acceptance fee is deposited within the given timeline (as mentioned in the admission offer letter).

The scholarship is only available for the students who have taken admission in regular programs and not in Global Pathway Programs, in case a student takes admission in regular UG / PG program and later on shifts to Global Pathway programs, the scholarship awarded at the time of admission will be reversed and the change of program will only be permitted post submission of the scholarship amount.

However, if any student takes admission in Global Pathway Program and then later on decides to shift to regular program, the student will not be eligible to get the scholarship based on the Board merit / entry level scholarship.

On the basis of Class 12th result or JEE score or CUET score. Scholarship is applicable for 1st year only

Category	Scholarship	12th Overall Marks	JEE score	CUET score
Girl Students	30%	$\geq 95\%$	$\geq 95\%$	$\geq 95\%$
	25%	90.01-94.99%		
	20%	85.01-90%	90.01-94.99%	90.01-94.99%
	15%	75.01-85%		
	10%	60-75%	80-90%	80-90%

Category	Scholarship	12th Overall Marks	JEE score	CUET score
Boy Students	30%	$\geq 95\%$	$\geq 95\%$	$\geq 95\%$
	25%	90.01-94.99%		
	20%		90.01-94.99%	90.01-94.99%
	15%	80.01 to 90%		
	10%	75-80%	80-90%	80-90%

For Example: if a student scores 80.7% or 80.9% in class 12th his/her percentage will be rounded off to 80% and will get a said scholarship on tuition fee for 1st year only.

Total number of scholarships

1. Total number of scholarships available are up to 2700 (out of these all girl students who scores more than 60% in class 12th, will get scholarships).
2. Scholarship will be given in the order of Merit

Scholarship Benefits

Scholarship will be awarded in range from 10% to 30% on tuition fees of 1st & 2nd semester only.

2. DOMICILE SCHOLARSHIP

Domicile – 30% of tuition fees for entire duration of course (subject to submission of ITR and any other required document every year on / before the date communicated to student through email). Students in Global Pathway Programs are also eligible for Domicile Scholarship.

1. Sthai / Mool / Adhiwas Niwas Praman Patra certificate, along with the admission form.
2. Income Certificate/ Income tax return of both the parents indicating that gross family income is not more than Rs. 12 Lakh per annum.
3. No disciplinary action initiated/ sanctioned against the student under student handbook or compliance to norms as prescribed by the University.
4. Compliance with all other norms as prescribed by the University from time to time
5. No acts or omission which results into unlawful behavior, with malafide intention maligning the University brand in digital, print, or social media, promoting, supporting or sharing any content which is against University brand
6. Scholarship will be awarded in the form of Fee Concession; Fee Discount; Fee Waiver on tuition fees only.
7. It is the responsibility of the applicants to check their eligibility before submitting their applications. In case the applicant is found non-eligible at any stage, his/her submission or scholarship will be disqualified.
8. The decision of the Scholarship Committee shall be final applicants and cannot be challenged.
9. The Result shall be communicated to all shortlisted applicant though Email/SMS.
10. If scholarship selected student choose to decline the course offer, said students' scholarship shall become void ab-initio.
11. The Scholarship amount will be adjusted against tuition fees. Awarded scholarships can't be exchanged for cash/ cheque or transferred to any other course or campus or academic year/semester etc.
12. Applicant/student shall not be eligible to apply for any future year/semester scholarship/concession under this category, if in any semester applicant/student fails to comply with Renewal Criteria.
13. A student/applicant will be eligible only one type of Scholarship/concession in a given

Academic semester or year. If Student is awarded a particular scholarship/concession but also meet the criteria for one or more than one scholarship/ concession at UPES including Domicile (As mandated by regulation), Student shall receive the highest of the scholarship/concession offered but not both. Further, for clarity purposes, Domicile or any other scholarship/concession not opted shall be deemed to be waived by the student. Said student shall have no claim on Domicile or other scholarship/concession so waived against UPES." student/applicant will be eligible for award of only one type / scheme of Scholarship/concession in a given Academic semester/year. If Student is awarded a particular scholarship/concession but also meet the criteria for one or more one scholarship/ concession at UPES, Student shall receive the highest of the scholarship/concession offers but not both. (Not applicable in case the student is eligible for Academic Performance scholarship from 2nd year onwards)

3. SCHOLARSHIP PROGRAM FOR MBA

Who will get Scholarship?

All students who have applied for admission to UPES MBA courses (regular) except Global Pathway Program (GPP) and have done graduation from any recognized university exam (mentioned under AIU) shall be eligible for consideration for this scholarship. However, this Scholarship shall be awarded only to those students who have complied with below defined Scholarship Criteria for the first year. There is no subsequent renewal. The scholarship will be available for limited seats.

Scholarship Criteria

Scholarship will be awarded 20% of tuition fees for the first & second semesters and awarded only if acceptance fees are deposited within timelines (mentioned in the offer letter).

Category	Eligibility– Graduation overall marks	Scholarship per semester in tuition fee	Applicable for
All students	minimum 80% marks in graduation or CAT score 85 percentile and above or NMAT score >200	20%	1st year only

Total number of scholarships

The total number of scholarships available is up to 75 seats. The scholarship will be awarded as 20% on tuition fees of 1st & 2nd semesters only.

Scholarship Renewal Criteria

There is no renewal as it is applicable for 1st year only. FREE SHIPS

With the objective of access of quality education to all UPES is providing scholarship to the student who come from the economically weaker section but with high aspiration, commitment and caliber.

Terms and Conditions/Eligibility Criteria-

- Total number of 51 seats only for regular program on the merit basis.
- Upper age limit for UG and PG programs- 20 and 25 years respectively (On the date of Registration).
- Minimum academic eligibility for the respective program at the time of admission should be met, as mentioned in the admission prospectus.
- EWS certificate to be submitted which is issued by District Magistrate (DM) /Additional District Magistrate (ADM) / Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ First Class Stipendiary/ Magistrate/ Sub-Divisional Magistrate / Executive Magistrate/ Taluka Magistrate/ Extra Assistant Commissioner.
- Family income under EWS category not more than Rs.8 lakhs per annum from all sources.
- Since the Free ship is only for one year therefore renewal of free ships in subsequent semester will be based on:-
 - The candidate should have clearly passed & obtained a minimum of 6.0 SGPA/CGPA score in the last exam. However, in the eventuality of his/her failing to achieve this criterion, the decision shall be taken by the Registrar on case-to-case basis, which shall be final and binding.
 - No disciplinary case registered or reported
 - Submission of renewed EWS certificate and Income certificate before the start of each academic year.
 - Maintenance of 75% attendance in entire semester in all subjects and cumulative

4. SPORTS SCHOLARSHIPS

With the objective of developing a sports culture within the University, UPES introduces a new scheme of providing scholarships for talented sports person.

Scholarship/ Free ships	Level of representation	Achievements	Organizing Body	Remarks
100%	International	Medal holders (Gold/Silver/Bronze) at the International Level (Representing the country)	International Olympic Committee / Common Wealth	100% free ship on complete tuition fees and hostel
75%	International	Participating at the International Level	International Olympic Committee / Common Wealth	75% on Tuition fees
50%	National	Medal holders (Gold/Silver/Bronze in team game and fourth place in individual sport)	National association / Federations / AIU / IOA / School Games federation of India	50% on Tuition fees
35%	National	Participation at the National Level	National association / Federations / AIU / IOA / School Games federation of India	35% on Tuition fees

Seats

S.No.	Sport / Game	Number of seats under scholarship scheme
1	Football	6
2	Cricket	8
3	Basketball	5
4	Volleyball	5
5	Table Tennis	5
6	Badminton	5
7	Shooting	5
8	Chess	5
9	Athletics	6

Terms & Conditions / Eligibility

New Enrollments

- Scholarship will be awarded as per the seats mentioned above against each game /sport. These seats can be transferred to other games if required after approval of Vice Chancellor / Registrar.
- Minimum academic eligibility for the respective program at the time of admission should be met, as mentioned in the Admission prospectus.
- The scholarship will be applicable only if the student continues the sport as a part of the UPES team.
- The University would verify the documents submitted by the student and conduct personal interview with the expert panel.
- The participation/achievement at National/International level should not be more than two years from the date of registration.
- The candidate seeking admission under any of the above categories of sports shall be required to produce the relevant documents of proof of his/her participation and Medal Won. Scholarship Committee will take the final decision regarding Scholarship.
- The scholarship under this category shall be given in the first year only and its continuation shall be decided by Scholarship Committee.

Existing Students

- In case of an existing student all the current dues should be cleared before availing the scholarships
- 75% overall attendance is mandatory
- No case of indiscipline as per the University records
- No existing backlog in the exams appeared at UPES

New and Existing Students

- All such students will have to ensure that they practice regularly / seek expert advice / participate in coaching camps to maintain / improve their standard and performance.
- The scholarship awarded is for one year and is renewable from year to year, provided the awardees improve/maintain the proficiency in the game concerned.
- The scholarship can be withdrawn if the student is found involved in any act of indiscipline (within or outside the campus) is not able to clear his / her academic assessments or any other academic requirement as per the university student bulletin.
- The Scholarship is applicable only on the Tuition Fee and does not apply to any other head like Admission fee, Examination fee, Transport fee, Hostel Fee, or any other fee / expense which may occur from time to time.
- Scholarship Committee will reserve the rights to increase / decrease / approve / deny the amount of scholarship.

5. FELLOWSHIP FOR M.TECH & M.DES STUDENTS

GATE Scholarship:

Students admitted to M. Tech program in the academic session 2024-25 with valid GATE score of 75 percentile and above will be considered for scholarship UPTO Rs. 12,400/- per month during their permissible period of registration with the University.

Research Grant:

All Students will also be eligible to avail a grant up to a sum of Rs. 50,000/- towards outcome-based research as per rules and regulations framed for the purpose by the University.

M.Des. Program:

Teaching Assistantship of upto Rs. 3000/- is available for students pursuing M. Des Program.

Eligibility Criteria for Fellowship for M.Tech & M.Des Students

1. Minimum SGPA / CGPA 8.5 in first Semester and subsequent semesters/ year.
2. Passed every semester in first attempt without any supplementary or improvement exam.
3. Minimum of 75% attendance in the entire semester.
4. No disciplinary action initiated/ awarded against the student.
5. Exemplary behavior and compliance with all other norms as prescribed by the University.
6. Such students must not be getting any kind of financial assistance / support e.g., fellowship/scholarship/fee waiver etc. from any other source public or private.

6. SCHOLARSHIPS BASED ON ACADEMIC PERFORMANCE – For Second Year Onwards

The Academic scholarship policy will be applicable for both undergraduate, postgraduate and global pathway programs. The scholarship will be awarded to 10% of the total students enrolled in each of the program or 1 student whichever is higher. The 10% will be rounded off

to the nearest next number. The Scholarship policy w.e.f. year 2024 based on meritorious performance of the students in the academic year 2024-25 as under:

Order of Merit	Extent of Scholarships
1st	20% of the tuition fees
2nd	15% of the tuition fees
Rest of the eligible students	10% of the tuition fees

In case of tie, the CGPA will be calculated up to third decimal points.

Scholarship Renewal Criteria-

The scholarships will be disbursed at the end of the each semester as per terms and conditions listed below:

1. Minimum CGPA of 8.5
2. Passed every semester at first attempt without any supplementary or improvement exam. If student fails to score minimum of 8.5 SGPA in any semester, the scholarship will be discontinued and can only be renewed in next semester subject to student meeting the attendance and CGPA criteria.
3. Maintenance of 75% attendance in entire semester in all subjects and cumulative
4. Scholarship will only be awarded till pre final semester.
5. No disciplinary action initiated/ sanctioned against the student under student hand book or compliance to norms as prescribed by the University
6. Compliance with all other norms as prescribed by the University from time to time.
7. No acts or omission which results into unlawful behavior, with malafide intention maligning the University brand in digital, print, or social media, promoting, supporting or sharing any content which is against University brand.
8. Scholarship will be awarded on the basis of academic grades and attendance therefore all such scholarships shall be awarded post declaration of results of each semester. For example, scholarship for 3rd Semester, if eligible shall reflect in the fee invoice of 4th semester and so on. As a result student will have to pay full fees for 3rd semester and the benefit of the scholarship will reflect from 4th Semester onwards.
9. Scholarship will be awarded in form of Fee Concession; Fee Discount; Fee Waiver on tuition fees only.
10. Academic Performance scholarship can be clubbed with Domicile scholarship.
11. The decision of the Scholarship Committee shall be final applicants and cannot be challenged.

7. STUDENT FINANCIAL SUPPORT

The University has extended special financial support to the students who are unable to pay the

tuition fee on account of having loss any of the earning parents after taking admission at UPES and after submitting full fees for at least one semester.

Amount Given as Support:

- The financial support extended by the University is a relaxation of Rs 50,000/- towards their tuition fee per semester till the last qualifying semester.

Eligibility Criteria:

- The student should maintain / improve their academic performance every semester.
- The students applying for relaxation should not have any NC (Not Clear) or Backlog in any semester. However, the scholarship committee can use its discretion can recommend the Vice Chancellor for approval without using this as a precedent for future cases of the same nature if any.
- He/ She should also have a clear record on discipline background.
- This relaxation is applicable only for the upcoming semester.

Applicable Conditions:

- The above relaxation is only for one semester.
- Students desirous for the extension in next semester will be required to submit fresh application along with the grade card of last exam passed once a communication is circulated by the department of Department of Student Welfare (DSW).
- The Committee reserves the final right to approve an application received from the students.

8. ALUMNI SCHOLARSHIP

Eligibility Criteria:

- Applicable to all Alumni graduated from 2019 onwards. For any Alumni graduated before 2019, department of alumni relations will present the case to the scholarship committee for special approval.
- Alumni have to meet the notified eligibility criteria for AY 2024-25 for the respective programs.
- Should not been awarded grade F or improvement in any of the course/paper in any of the semesters.

Admission Criteria:

- Alumni have to directly apply online and have to email his/her academic details along with application number.
- Alumni have to go through the admission process of the applied program as per the notified selection process for AY 2024-25.
- Alumni will have to clear the selection process.

Offered Scholarship:

- Applicable on only 50% tuition fee waiver for the full duration of the program. Rest all fee

components to be charged as per the notification of AY 2024-25.

- No other scholarship will be offered or clubbed with this Scholarship.
- No Alumni fee to be charged.
- Renewal of the scholarship for the subsequent year will be only based on attaining minimum 8 SGPA /CGPA with no back log and no disciplinary cases registered or reported against the student.
- In case of refund applied after admissions – refund policy will be applicable for AY 2024-25.

9. EMPLOYEE WARD SCHOLARSHIP

Eligibility Criteria:

- All regular and confirmed UPES employees (Faculty & Non-Faculty)
- All employees on the allied services roll (Including employees on the rolls of HERS/ISPE/M-Power/any other group of company)

Admission Criteria:

- The fee concession will be provided to the wards of employees after meeting the eligibility criteria of the program.
- The wards will go through the selection process as defined by the University and qualify for admission.

Offered Scholarship:

- The employee will be eligible to get the fee concession for 2 children.
- The fee concession will be given for an amount equivalent to 75% of the Semester Fee (Inclusive of Tuition and Academics Service fee) of the program for the first year. All other component of the fee will be paid directly by the employee.
- For continuing 75% of fee concession of the fee in the subsequent years to the ward of the employee, the ward shall ensure that he/she is not involved in any disciplinary case and will have to abide with all the rules and regulations of the University.
- The Employee shall continue in service with the University for the period his/her ward is registered in the program with the University. If the employee resigns or is terminated from the services, the ward of the employee shall be liable to pay the full amount of fee payable to the University post his/her exit from the University.

10. EMPLOYEE SIBLING WARD SCHOLARSHIP

Eligibility Criteria:

- All regular and confirmed UPES employees (Faculty & Non-Faculty)
- All employees on the allied services roll (Including employees on the rolls of HERS/ISPE/M-Power/any other group of company)

Admission Criteria:

- The fee concession will be provided to the wards of employee sibling after meeting the

eligibility criteria to the program applied for.

- The wards will go through the selection process as defined by the University and qualify for admission.

Offered Scholarship:

- The sibling of the employee will be eligible to get the fee concession for 2 children.
- The fee concession will be given for an amount equivalent to 50% of the Semester Fee (Inclusive of Tuition and Academics Service fee) of the program for the first year. All other components of the fee will be paid directly by the sibling of the employee.
- For continuing 50% of fee concession in the subsequent years, the ward shall ensure he/she is not involved in any disciplinary case and will have to abide with all the rules and regulations of the University.
- If the employee resigns or is terminated from the services, the ward of the sibling shall be liable to pay the full amount of fee payable to the University post his/her exit from the University.

ANNEXURE C

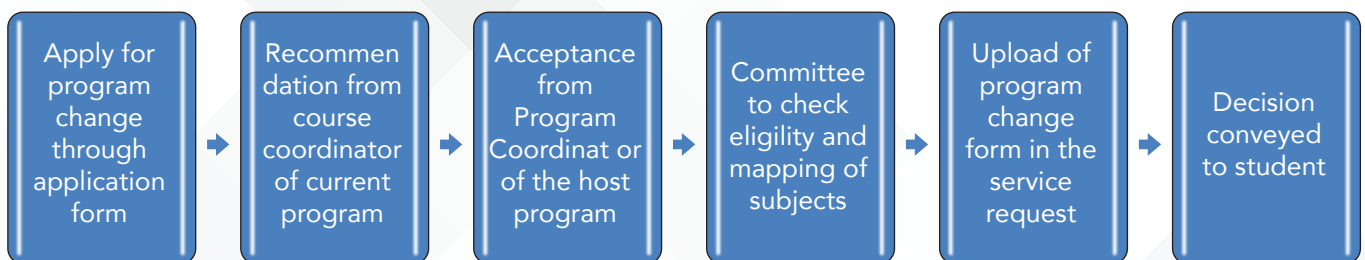
SOP FOR PROGRAM – SPECIALISATION CHANGE PROCESS FLOW

The policy outlines the process and conditions for students who wish to change their program of study. Students are allowed to change their program within school / interschool till the end of the first semester only, subject to the following process, terms and conditions:

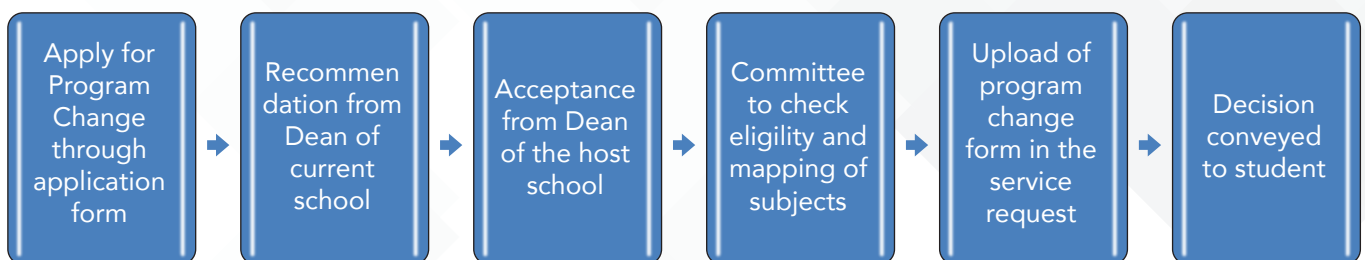
Student need to raise a service request through MYUPES portal.

Pre-requisite for the same:

1) Within School



2) Interschool



Terms and Condition:

1. Program change is allowed in the first 45 calendar days or before the commencement of mid semester examination (whichever is earlier) of the first semester.
2. Program change depends on the subject of availability of seats in other program.
3. Registrar / Vice Chancellor will be the final approving authority for change in program.

DE-REGISTRATION / NAME STRIKE OFF PROCESS

If the student is de-registered from the enrolled Programme, He/she will not be able to avail any university facilities, attend classes, or appear in examinations.

The process of De-registration will be under the following conditions:

- 1) If a student is not registered in a semester till the given date notified during through email.
- 2) If student have not given end semester examination and not registered for next semester.
- 3) If student have not submitted the fees for a semester without prior approval (with or without registration).

Process of De-registration:

1. Student Records department will send the two reminder emails mentioning the last date of registration
2. After the last date of registration, the student will be de-registered, and name strike off letter will be issued.

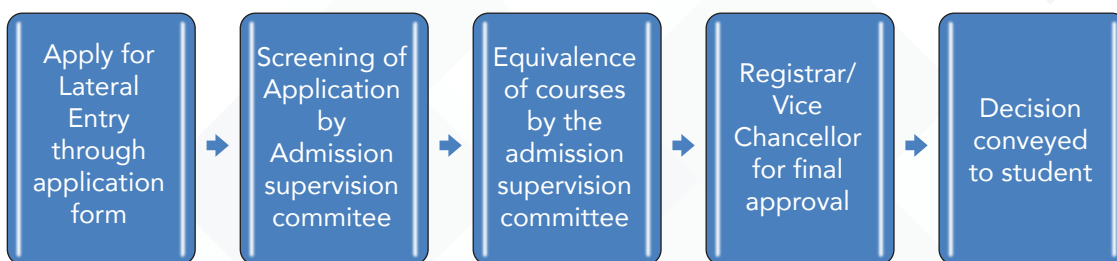
Terms and Condition:

1. Student need to re-register every semester after payment of fee as per the invoice.
2. In-case of medical / family or any other unintentional circumstances, student need to inform his/her course coordinator, cluster head and Dean of school, and take prior approval over email for not been registered.
3. If student is unable to pay the semester fees, then he/she need to take prior approval and clear his/her dues before the last date of registration.
4. Appearing in examination is subject to completing the eligibility criteria

LATERAL ENTRY PROCESS

Lateral Entry endeavors to provide opportunities to candidates for their professional growth and career improvement who has a valid diploma in a relevant field from the Universities / Institution affiliated/ recognized by UGC / AICTE / PCI / BCI or by any other regulatory bodies, he /she can take admission in 2nd year (third semester) of the corresponding program.

Lateral Entry is only applicable for undergraduate programs, subjected to the following process, terms and conditions:



Terms and Condition:

1. There will be no lateral entry at postgraduate level. Admission through Lateral Entry depend on vacant seats available in the Discipline / Program in the Department in which lateral entry admission is being sought.
2. The selected candidates may have to go through the special course –Lateral Entry program designed to make up for any deficiencies in courses.
3. The candidate with any active backlog will not be considered for later admission entry.
4. The courses studied must be equivalent to the courses offered in UPES with a similarity index of at least 70%
5. Decision of committee will be conveyed to Registrar / Vice Chancellor for final approval

MIGRATION ENTRY PROCESS

UPES shall allow students coming from Universities / Institutes established/ recognized by UGC / AICTE / PCI / BCI or other Regulatory Bodies. Candidates who wish to migrate from other recognized Universities / Institutions can seek admission to UPES in 2nd or consecutive years (odd semesters) of the corresponding program as per NEP 2020. Students need to complete a minimum of 50% credit in the degree awarding university.

Migration is applicable for undergraduate and postgraduate programs, subject to the following process, terms and conditions:



Terms and Condition:

1. Admission through Migration depends vacant seat available in the Discipline / Program in the Department under the concern School in which Migration is sought.
2. The candidate must have passed all the courses of the previous semester of the University from where he / she is migrating.
3. The candidate has to pass all those courses which are not mapped.
4. The candidate with backlog will not be considered for migration.
5. The courses studied must be equivalent to the courses offered in UPES with a similarity index of at least 70 per cent
6. Percentage of credit transfer will be allowed as per the decision of the committee.
7. Decision of committee will be conveyed to Registrar / Vice Chancellor for final approval.

ANNEXURE **D**

REGULATIONS GOVERNING MAINTENANCE OF DISCIPLINE AMONG STUDENTS, 2009 (As amended in 2010 and following years)

Regulations Governing Maintenance of Discipline among Students, 2009 (as amended in 2010 and following years)

These Regulations have been framed by the UPES, in exercise of the powers conferred by and in discharge of the duties assigned under sections 30 (h) read with section 33(2) of the University of Petroleum and Energy Studies Act, 2003; articles 2.2.3(ii) & 6.1 of the First Statutes; and clause 10(1) of the First Rules of the University.

1. Title & Commencement

These Regulations shall be called "The UPES Regulations Governing Maintenance of Discipline among Students, 2009" (as amended in 2010 and following years)

2. Applicability

These Regulations shall apply to all students at the University, whether admitted before the date of notification of these rules or afterwards.

3. Definitions

- a) "Deputy Head Student Discipline & Conduct" shall mean the Deputy Head Student Discipline & Conduct of the University
- b) "Chancellor" shall mean the Chancellor of the University
- c) "Chief Proctor" shall mean the Chief Proctor of the University
- d) "Deputy Chief Proctor" shall mean the Deputy Chief Proctor of the University
- e) "Director-Legal" shall mean the Director-Legal of the University
- f) "Executive" shall mean any executive/manager or employee of the University vested with supervisory role.
- g) "Pro-Vice Chancellor" shall mean the Pro-Vice Chancellor of the University (PVC)
- h) "Registrar" shall mean Registrar of the University
- i) "Student" shall mean a Student registered in the University.
- j) "Teaching Faculty" shall mean the faculty of the University
- k) "University" shall mean UPES, Dehradun
- l) "UPES Counsellor" shall mean the Counsellor of the University
- m) "Vice Chancellor" shall mean the Vice Chancellor of the University (VC)

4. Code of Conduct

The code of conduct for students shall include:

- a) Observance of good conduct and orderly behavior within or outside the Campus.
- b) Emulating healthy traditions of the University and developing as responsible students of the University.
- c) Giving undivided attention to their academic work and maintaining healthy and congenial

academic environment in the University.

5. Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus, which is formally reported, shall be construed as violation of discipline of the University. Without prejudice to the generality of these provisions, violations of the discipline shall include:

a) Misconduct in Classroom

- i. Creating disturbance and not maintaining classroom decorum
- ii. Disobeying instructions of the faculty or officer of the University.
- iii. Rude behavior with faculty or employee of the University.
- iv. In-attentiveness in the class.
- v. Unauthorized use of mobile phone inside the class
- vi. Damaging or tampering University property e.g. LCD/LED/QLAD, Presentation Systems, Screens, Microphones, etc.
- vii. Attempting or committing "Proxy" in attendance

b) Minor Acts of Indiscipline /General Misconduct on the Campus

- i. Violating the prescribed dress code (partially or completely) and or not carrying student identity card issued by the University.
- ii. Refusing to produce or surrender the identity card as and when directed by any member of the Disciplinary committee, Dy Chief Proctor/Deputy Head Student Discipline & Conduct or any other executives of the University.
- iii. Negligence or indifference towards the work assigned.
- iv. Disobeying the instructions of teachers or other authorities including failure to meet the proctorial board members/ other authorities at the given time without intimation and cogent reason.
- v. Smoking in the Campus (and within 100 meters outside the campus);
- vi. Violation of vehicle usage and traffic rules including misuse of UPES vehicle and buses.
- vii. Display of affection in public; indecent/ obscene/ abusive behavior affecting the sensitivity of others. This includes other public areas outside campus like villages and vicinity / picnic spots etc.
- viii. Venturing out in the jungles thus putting own safety at risk due to wildlife or unsocial elements.
- ix. Creating loud noise/ talking in loud voices thus causing disturbance in the ongoing academic activity and tranquility of the surroundings.

c) Major Acts of Indiscipline

- i. Non-compliance of any of the Library/Lab rules and/or willfully damaging books/RFID tags/ book/ printed material/lab equipment, etc.;
- ii. Non-compliance of any of the hostel rules as prescribed under the Hostel Rules.
- iii. Improper rendering of accounts for money drawn from or through any office of the University.
- iv. Causing or abetting disruption in teaching, examinations, extra classes, curricular or

extra-curricular activities, administrative work, including any attempt to prevent any member of the University, its staff or its outsourced agencies from carrying out their work; and any act likely to cause disruption also including disruption of residential life in the hostels where the University students are residing.

- v. Disobedience or non-compliance of instructions while on Off-Campus activities like Industrial tours, Excursions, Internships, Seminars, Public functions, etc.
- vi. Damaging or defacing University property or the property of employees or of other students at the University or any other property inside or outside the University Campus.
- vii. Pasting posters or distributing pamphlets, handbills, etc. of an objectionable nature or writing on walls or disfiguring/defacing property/equipment of the University.
- viii. Engaging in any attempt of wrongful confinement of the University faculty/staff/employee or students inside or outside the Campus.
- ix. Use of abusive, insolent, impertinent, un-parliamentary, derogatory or intimidatory slogans or language or incitement of violence or any act calculated to further the same.
- x. Any act of sexual harassment to the students/faculty/staff considered indecent and unacceptable and in violation of the provisions of the "The Sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013 and "the University Grants Commission (prevention, Prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015";
- xi. "Ragging in any form inside or outside the University Campus and hostel premises (covers campus / private / P.G. / outside areas) is strictly prohibited. Ragging is a cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a student.

Acts amounting to ragging could be

- a. Teasing, Embarrassing and Humiliating.
- b. Assaulting or using Criminal Force or Criminal intimidation.
- c. Wrongfully restraining or confining or causing hurt; Taking "introduction" is also an act amounting to ragging
- d. Causing grievous hurt, kidnapping or rape or committing unnatural offence; and
- e. Causing death or abetting suicide
- f. Violation of the status, dignity and honor of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of gender, race, color, religion, region and caste, physical features / appearance etc.

All students will abide by the Regulations on Curbing the Menace of Ragging in the University of Petroleum & Energy Studies, as given in Student Bulletin and displayed on the notice boards and other communications sent by UPES.

- xii. Indulging in acts of violence, threat, intimidation or assault or harassment or extortion or theft towards fellow students, teaching faculty and employees of the University within or outside the Campus.
- xiii. Causing or colluding in the unauthorized entry of himself/herself or any other person

into the campus or in the residential premises where the students are residing; or colluding with and involving outside elements to engage in any sort of verbal or physical violence inside or outside the Campus.

- xiv. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc.
- xv. Furnishing false certificates or information to any office or authority under control and jurisdiction of the University.
- xvi. Consuming or possessing alcoholic drinks, drugs and or intoxicants in the Campus and the residential premises where the University students reside in/or outside the Campus.
- xvii. Indulging in acts of gambling on the Campus and the residential premises where the University students are residing.
- xviii. Possessing or using any weapon such as knives, lathis, iron rods, chains, sticks or any other weapon, explosives and firearms (licensed or unlicensed) in the Campus and the residential premises where the University students are residing.
- xix. Arousing disturbance through communal, caste, religious or gender related feelings or creating disharmony among students within or outside the campus.
- xx. Misconduct or misbehavior of any nature during examinations, as specified in the Examination Regulations of the University.
- xxi. Violation of the status, dignity and honor of the fellow students including those belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of gender, race, color, religion, region and caste, physical features / appearance etc.
- xxii. Holding public meetings, organizing functions within the University campus without getting prior permission in writing from the Vice Chancellor or Registrar of the University.
- xxiii. Any attempt or involvement in the hacking of university websites/emails/online attendance or any other system, or any violation of laws relating to cyber-crimes or IT. This will include misconduct / misuse involving internet/ intranet facilities of the University also.
- xxiv. Any attempt or involvement in tampering or hacking of ATMs installed at Campus or Off-Campus.
- xxv. Any other act, which may be considered as violation of discipline by the competent authorities, including involvement of any nature in any criminal offence inside or outside the Campus.
- xxvi. Involvement in Dharna, Protests, Agitations, Protest March on or off Campus including colluding with non-UPES persons in internal matters of the University.
- xxvii. Defaming / Maligning the name and image of the University or its Office Bearers or Authorities by any means whatsoever.
- xxviii. Instigating or Involving in Mass Bunks / Boycott of Examination / Assignments.
- xxix. Verbal threats / Attempt to hurt oneself on or off campus
- xxx. Infringing on the property / documents / computers of university officials
- xxxi. Involvement in making audio / video clippings of fellow colleagues / University Officials without their consent and knowledge.

- xxxii. Contravening the provisions of POSH Act 2013 read with extant UGC Regulations on prevention of sexual harassment, and the provisions of the social media Policy in the succeeding Paragraphs 14 and 15.
- xxxiii. Writing anonymous or pseudonymous letters, posts or communications, or associating oneself in writing such letters or posts in social media or by any other means.
- xxxiv. Refusal to accept warning/notice/show-cause notice or any other communication issued by the Management.
- xxxv. Interference or tempering with any safety device installed in the campus or hostel premises. Any deliberate violation/bypassing of laid down safety norms, practices/equipment.
- xxxvi. Collection without permission of the University authorities of any money within the campus or hostel premises except as sanctioned by any law of the land for the time being in force or rules of the University.
- xxxvii. Any act or omission punishable under the Law of the land
- xxxviii. Breach of any rule of the University
- xxxix. Abetment of or attempt at abetment of any act, which amounts to misconduct.
- xl. Any act unbecoming of a student at the University.

[A Student who is on discipline probation / suspension from attending classes, when fails to report to the Proctor concerned / designated officer, will have committed a major act of indiscipline.]

6. Power To Take Disciplinary Actions

6.1 There will be one Proctorial Board and the number of Proctors shall be as per the student's strength of their respective schools. The names of Proctors will be initially recommended by the Deans of the respective Schools. However, the final nomination & selection will be done by the Vice Chancellor. The Proctorial Board will be chaired by the Chief Proctor of the University. The Disciplinary Committee architecture/policy will be as per the Student Bulletin. The DC shall function as the Disciplinary Authority for all minor and major penalty cases.

- d) Without prejudice to the powers of the Vice Chancellor under Section 14.6 of the UPES Act, 2003 and Article 6.1 of the First Statutes; the following shall be authorized to initiate/take disciplinary action against students indulging in any omission or commission of acts of misbehavior or indiscipline in or outside the University Campuses:
 - i. Registrar
 - ii. Chief Proctor
 - iii. Proctorial Board Disciplinary Committee
 - iv. Teaching faculty (for classroom misconduct, and in conjunction with any of the above officers for other acts of indiscipline)
 - v. Any other Officer authorized by the Vice Chancellor
- b) Provided that no major penalties shall be awarded without referring the matter to the UPES Proctorial Board Disciplinary Committee.
- c) The report of the Internal Complaints Committee (ICC) dealing with cases of sexual harassment and of the Anti-Ragging Committee (ARC); shall be considered as a report of the Disciplinary Committee under these regulations.
- d) Informa-

tion about all actions taken by any of the above-mentioned authorities shall be intimated to the Deputy Chief Proctor and in her absence to the Deputy Head Student Discipline & Conduct for records.

6.1 Appointment, Duties and Functions of the 'Proctorial Board' and 'Proctorial Board Disciplinary Committee'

- a) The Vice Chancellor will be patron of all Disciplinary Committees.
- b) The Proctorial Board shall administer matters pertaining to all kinds of acts of indiscipline. The Board shall be primarily responsible for ensuring that the students, in letter and spirit, follow rules and regulations framed by the University. Some illustrative responsibilities of the Proctorial Board are as follows: to maintain discipline within the University; Monitor compliance with the rules of the University; Monitor the general ethical behavior of students; To prevent the students from indulging in any political activities in the University; To maintain the discipline and order during various celebrations, events and other activities where a large gathering of students is common. The Proctorial Board shall take cognizance of all matters relating to breach of conduct/discipline and acts of misbehavior by the students of the University, and shall have the powers to initiate major penalty disciplinary proceedings or proceedings in respect of repeat offenders, and recommend appropriate punishment as it may deem appropriate. The Chief Proctor shall be the Chairperson of the Proctorial Board Disciplinary Committee, who shall co-opt four members (including one Member Secretary) from among the Board Members, which shall enter into investigation, followed by inquiry, if required, observing principle of natural justice, recommend appropriate action to be taken against those found guilty.
- c) The Powers to approve the recommendations of the Proctorial Board Disciplinary Committee for Major Penalty shall vest in the Chief Proctor.
- d) The Proctorial Board shall comprise of The Chief Proctor (Ex-Officio Chairman), Proctors, which shall be nominated by Chief Proctor from amongst the Teachers /Senior Executives of the University (not below the level of Asst. Professor or equivalent level), with the concurrence of the Dean of the School and as may be approved by the Vice Chancellor; from different Schools in the number, as follows: two each from SOLS and SOCS, and one each from SOB, SOE, SOHS, SOD and SOLSM.
- e) The Chief Proctor or in his absence the Dy. Chief Proctor/Deputy Head Student Discipline & Conduct shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to initiate/ take immediate disciplinary action as the situation may warrant.
- f) In the event of a perceived threat of grave nature due to student indiscipline, the Chief Proctor or in his absence the Dy. Chief Proctor/Deputy Head Student Discipline & Conduct can seek the help of local police for maintaining law and order. However, the police will only be called with the permission of Vice Chancellor / Chancellor. Requisition for calling police will be vetted by Director-Legal and signed by the Chief Proctor or in his absence by the Dy. Chief Proctor or Deputy Head Student Discipline & Conduct, as Authorized Signatory.
- g) The Chief Proctor, in discharge of his duties, shall report to the Vice Chancellor and through him to the Chancellor.

6.2 Rules of Business

- a) Faculty Members nominated to the Disciplinary Committee shall hold office for a period of One year. Any vacancy occurring shall be filled for the residual period of the term. The Chief Proctor will nominate faculty member after VCs approval (The Chief Proctor with approval of the VC, will make nomination of faculty / staff member to the Proctorial Board.
- b) Three members of the Committee shall constitute a quorum for the meeting.
- c) The Committees shall meet as often as required.

7. Penalties

Classroom Misconduct (No inquiry is required):

7.1 Punishment for classroom misconduct shall be imposed by the respective teacher. Such punishment may include:

- a) Verbal
- b) Admonishment
- c) Written
- d) Warning
- e) Assigning him/her additional assignments / tasks
- f) Change of seat of a student
- g) Sending a student out of the classroom
- h) Debarring a student from attending his/her classes up to 5 working days

8. General Misconduct

The penalty for general misconduct inside the campus may summarily be imposed by the Chi Proctor:

Such punishment may include:

- a) Verbal admonishment
- b) Written
- c) warning
- a. Assigning him/her additional assignments / tasks
- b. Confiscating student's mobile for a period up to 03 days (only for cases of unauthorized use of mobile)
- c. Debarring a student from attending all classes up to 03 working days (Chief Proctor/ Dean-School may debar up to 05 working days).
- d. Penalty for classroom misconduct and General misconduct will be processed through respective Proctors. It will be implemented only after confirmation by the Chief Proctor. Proper record of such punishment awarded will be maintained by the Dy Chief Proctor, Deputy Head Student Discipline & Conduct. The defaulting student will be given a chance to be heard, before awarding punishment.

9. Minor / Major Penalties / Disciplinary Probation

The penalties for other minor and major acts of indiscipline or misconduct or for sufficient reasons, shall be imposed on a student as under.

Minor Penalties *	Major Penalties
Fine up to Rs. 5,000	Fine above Rs. 5,000
Recovery of pecuniary loss caused to University property	Debarred from availing services of library upto a period of 03 months. Recovery of pecuniary loss caused to University property including library Books
Written warning and information to the parent/guardian	Debarment from classes/hostels Debarring from an examination Withholding scholarship (if entitled to)
Submission of written Undertaking Imposing a period of Disciplinary Probation */Counseling up to six months	Non issue of Migration Certificate
Debarring from participation in academic activity	Disqualifying from further studies, or prohibition of further admission or re-admission
Disqualifying from holding any representative position	Rustication from the University.
Suspension up to seven working days from any academic activity	Expulsion from the University.
Debarring from assistance being rendered by the University in summer internship, campus placements with the prior approval from Director/Dean (AD&I)	Imposing a period of Disciplinary Probation */Counseling exceeding six months
Assignments for social service up to 15 days	Suspension up to a period exceeding seven working days from any academic activity

* Committing three minor offences will constitute a major act of indiscipline and will attract major penalty.

Note - A student without intimation / valid reason, failing to meet the Proctorial Board Disciplinary Committee member or any other authority as per the instructions given to him / her, is liable to be suspended from attending the class till such time he reports to the Proctorial Board Disciplinary Committee member / authority concerned. The Proctorial Board member dealing with the case, after obtaining concurrence from the Chief Proctor will initiate the mail to IT / Course Coordinator to block him on the attendance portal. Intimation regarding this action will also be shared with the parents / guardian and a record of the same shall be maintained. Suspension will be revoked when student reports to the proctorial board member concerned.

10. Student on Disciplinary Probation

10.1 Invocation of Disciplinary Probation

The Chief Proctor may put a student on disciplinary probation for a period up to six months on recommendation of the Proctorial Board Disciplinary Committee or as one of the penalty awarded consequent to the DC proceedings. Disciplinary Probation is a severe reprimand awarded to a student for an established act of misconduct for a specified duration; or

The Chief Proctor with the approval of the Vice Chancellor may put a student on disciplinary probation for a period exceeding six months on recommendation of the Proctorial Board Disciplinary Committee or as one of the penalty awarded by the DC proceedings. Disciplinary Probation is a severe reprimand awarded to a student for an established act of misconduct for a specified duration.

10.2 Implications

Disciplinary Probation puts a student on notice that his or her conduct gives a considerable cause of concern, and his/her conduct is under observation. In addition to the acts of indiscipline already listed, behaviour socially unacceptable to UPES fraternity and/or lowering its image will also be covered under the disciplinary probation. Examples of such behaviour (but not restricted to these only) are;

- a) Consuming alcohol in public place.
- b) Display of affection in the campus/ public place.
- c) Making noise in the classrooms/ corridors.
- d) Using abusive language in the campus.
- e) Deriding UPES or UPES authorities on social media etc.
- f) Carrying of eatables / coffee etc. in the class rooms / corridors.
- g) Using / found in washrooms that are not meant to be used by the student.
- h) Misconduct during industrial tours / educational visits or tours / internships / co-curricular / extracurricular / sports visits.
- i) Any other act that qualifies gross misconduct as per the Regulations Governing Maintenance of Discipline among Students listed in the UPES Students Bulletin (as amended from time to time). This will include the acts of indiscipline committed outside the campus.

Such student is expected to pay a very close attention to his or her conduct, both during and after the probation. During Probation Period: -

- a) The conduct of the student will be closely monitored by Proctor and The Course Coordinator. Parents will be informed; they may also be requested to meet the UPES authority in person.
- b) The student will be allowed to attend classes and being marked as "Present".
- c) The student will not be allowed to participate in any co-curricular, extra-curricular, and cultural event without the written permission of The School Discipline Controller. This includes Industrial Visits.

DA. Disciplinary Committee

There will be one Proctorial Board and the number of Proctors shall be as per the student's

strength of their respective schools. The names of Proctors will be recommended by the Deans of the respective Schools. However, the final nomination will be done by the Vice Chancellor. The Proctorial Board will be chaired by the Chief Proctor of the University. The Disciplinary Committee architecture/policy will be as per the Student Bulletin. The DC shall function as the Disciplinary Authority for all minor and major penalty cases.

Appellate Authority

Appeals of Students against the orders passed by the Proctorial Board/DC will be heard by Appellate Authority. The Appellate Authority shall have the powers to issue the final & binding orders. The Appellate Authority shall be a committee having following composition:

1. Registrar - Chairperson
2. Dr. Nidhi Chauhan (Faculty, SOHST) - Vice Chairperson
3. Mr. Ashutosh Tripathi (Faculty, SOL)
4. Dr. Shilpi Agarwal (Faculty, SOAE)
5. Director-Legal

The quorum of the Committee will be a minimum of 03 members including the Chairperson. The Registrar will be the es-officio Chairperson of the committee. However, in the absence of the Registrar, the Vice chairperson shall assume the position of Chairperson to form the quorum. The orders passed by committee must be reasoned & self-speaking.

B. Officers of the Disciplinary Committee and Reporting

1. Discipline vertical shall be an independent formation reporting directly to the Vice Chancellor of the university.
2. The Chief Proctor shall be assisted by the Deputy-Chief Proctor/Deputy Head Student Discipline & Conduct, who shall assume the office of the Chief Proctor in his/her absence.
3. Core members of the team, including the Deputy Chief Proctor, Deputy Head Student Discipline & Conduct, etc. will report to the Chief Proctor. The Chief Proctor will report to the Vice Chancellor.

C. Other Matters

1. All disciplinary matters (including the Campus Hostel matters) will now be referred to the Proctorial Board.
2. The University will follow a 'Zero Tolerance Policy' to disciplinary matters as under:
 - a) Ragging
 - b) Sexual Harassment including creation and or circulation of MMS.
 - c) Drug-peddling
 - d) Storage of Drugs
 - e) Misconduct with University Employees (Faculty, Stagg & Support Staff)
 - f) Fights and Brawls (Between Students & with University Employees)
 - g) Consumption of Alcohol

(The list of such cases is illustrative and not exhaustive, which shall be subject to review from time to time, by the Vice Chancellor)

Social Media Policy

The use of social media platforms is becoming common for the University community, students and employees, and these communications tools have the potential to create a significant impact on organizational and professional reputations. The University of Petroleum & Energy Studies (UPES) has developed a policy to properly portray, promote and protect the institution and to assist UPES entities in creating and managing their social media accounts. The following policy also provides suggestions on how to protect personal and professional reputations while using social media. This policy requires that:

Officially recognized UPES social media accounts and web pages be reviewed and approved through an application process.

Each social media account will have responsible administrators assigned – which may be outsourced.

Each officially approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.

Inappropriate, offensive, injurious and illegal content may be removed by account administrators or at the direction of University Academic Administrators or Central IT Services.

Best practices for social media accounts should be considered.

Enterprise social networks (including Yammer or other equivalent) come under into the applicability of this policy.

1) Application of Policy

This policy will apply to social media accounts created by University employees for the official business purposes of the University, including UPES faculty, groups, departments, programs, entities, etc. It will therefore impact students, faculty, and staff who utilize various social media for communication in conjunction with representing the University. Some examples of the various communication media included under this policy are Yammer, Facebook, Twitter, LinkedIn, Flickr, Docstock and YouTube. Student organizations that wish to create social media accounts that will be officially recognized by the University must be registered through the University's Corporate Communication / Central IT services departments

2) Exemptions

This policy will apply only to social media accounts created for the express purpose of officially representing University groups, departments, programs, entities, etc. and will not apply to private social media accounts. University employees acting in an individual capacity should exercise caution to communicate clearly that they are not acting in a representative capacity, or expressing the views of the University.

3) Definitions

Poster or User: A person submitting content to any social media site that is officially recognized by UPES. **Social Media:** Social media is media designed to be disseminated through social interaction using highly accessible and scalable publishing techniques. Social media uses Internet and web-based technologies to transform how people communicate with one another and receive news, information and entertainment. Social media has transformed people from content consumers to content producers. Types of social media include networks like Facebook, YouTube and Yammer but also include blogs and podcasts.

Social Media Accounts: These are accounts or profiles created in social media outlets such as Facebook, Twitter, YouTube, Flickr, and LinkedIn.

Social Media Best Practices: These consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts.

Social media Staff: Members of the Social media staff are from the Corporate communication department of the University

The purpose of these staff is to help UPES create, manage and succeed in using social media outlets to further their academic mission. The Social Media Staff will identify individuals and groups that currently manage social media accounts for UPES entities, advise them on the policy, and encourage those who have not done so to apply for official recognition status. The staff will provide occasional training sessions regarding social media use and its role at UPES.

Social Media Terms and Conditions: The terms and conditions imposed by the social media website in which the User is participating.

University's best interest: To represent the University in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

3) Procedures and Responsibilities

A. Use of Social Media Sites for General Business, Marketing and Communications

1. The Director – Marketing and Corporate Communication department will be responsible for administering this policy.
2. The Social Media Policy Staff will manage the day-to-day application process and update the UPES website web page and account directory as needed.
3. All social media accounts officially recognized by UPES must have at least two UPES employees as administrators at all times to ensure adherence to this policy.
4. Should a UPES employee administrator of an account leave the University for any reason or no longer wishes to be an account administrator, it is the Director - Marketing / Corporate Communications department's responsibility to designate another employee to be an account administrator and remove the former employee's administrative permissions to the site. Whenever possible, a department should appoint two individuals to act concurrently as account administrators for a social media site representing UPES.
5. If two employees are not available to serve as account administrators, a member of the Social Media Staff may serve in that capacity.

Employees / students identified as administrators of accounts are responsible for managing and monitoring content of their social media accounts. Administrators are responsible to remove content that may violate the University Acceptable IT Policies or the Terms and Conditions of use.

1) Guidelines for Content:

- a) Users are expected to adhere to same standards of conduct online as they would in the workplace. Laws and policies respecting contracting and conflict of interest, as well as applicable policies and guidelines for interacting with students, parents, alumni, media and all other University constituents apply online and in the social media context just as they do in personal interactions. Users are fully responsible for what they post to social media sites.
- b) Use good judgment about content and respect privacy laws. Do not include confidential information about the University, its staff, or its students.

Post only content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

- f) When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- g) Refrain from using information and conducting activities that may violate University or Government rules and regulations.
- h) If you also maintain your own personal social media accounts, you should avoid creating confusion over whether or not the account is associated with UPES. If you identify yourself as a University student, faculty or staff member online, it should be clear that the views expressed on your site are not those of the University and you are not acting in your capacity as a UPES employee or student. While not a requirement, UPES employees may consider adding the following disclaimer to personal social media accounts. "While I am an employee / student at the University of Petroleum & Energy Studies, comments made on this account are my own and not those of the University."

Enforcement

- i. Users found violating this policy may be denied access to University computing resources and may be subject to other penalties and disciplinary action, including possible expulsion or dismissal.
- ii. Alleged violations will be handled through the University disciplinary procedures applicable to the user.
- iii. The University may suspend, block or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability.
- iv. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

Best Practices for Social Media

In addition, the following general guidelines apply for social media usage to all users in the University: Sharing University news, events or promoting faculty and student work through social media tools is an excellent, low-cost way to engage the community and build our brand. Employees and students are encouraged to repost and share information with their family and friends that is available to the public (press releases, articles in the University record, etc.). The best way to share University news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

In addition, the following general guidelines apply for social media usage to all users in the University: Sharing University news, events or promoting faculty and student work through social media tools is an excellent, low-cost way to engage the community and build our brand. Employees and students are encouraged to repost and share information with their family and friends that is available to the public (press releases, articles in the University record, etc.). The best way to share University news is to link to the original source. When sharing information that is not a matter of public record, please follow the below guidelines.

Maintain Confidentiality

Do not post confidential or proprietary information about the University, its students, its alumni or your fellow employees. Use good ethical judgment and follow University policies.

Maintain Privacy

Do not discuss a situation involving named or pictured individuals on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum.

Respect University Time and Property

It's appropriate to post at work if your comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. You should participate in personal social media conversations on your own time.

Do No Harm

Let your Internet social networking do no harm to the University or to yourself whether you're navigating those networks on the job or off.

Understand Your Personal Responsibility

University employees and students are personally responsible for the content they publish on blogs, Facebook, Twitter or any other form of user-generated content. Be mindful that what you publish will be public for a long time—protect your privacy.

Be Aware of Liability

You are responsible for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous or obscene (as defined by the courts). Increasingly, employers are conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

Maintain Transparency

The line between professional and personal business is sometimes blurred: Be thoughtful about your posting as content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a University faculty or staff member. However, please be clear that you are sharing your views as an individual, not as a representative of the University of Petroleum & Energy Studies.

Correct Mistakes

If you make a mistake, admit it. Be upfront and be quick with your correction. If you're posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so

Respect

Others You are more likely to achieve your goals or sway others to your beliefs if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a Valued Member

If you join a social network, make sure you are contributing valuable insights. Don't hijack the discussion and redirect by posting self/organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from Websites or groups.

There's no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

SOCIAL MEDIA GUIDELINES WHEN POSTING AS AN INDIVIDUAL

UPES uses social media to supplement traditional press and marketing efforts. Employees are encouraged to share University news and events, which are a matter of public record, with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the University and build community. When you might be perceived online as an agent/expert of UPES, you need to make sure it is clear to the audience that you are not representing the position of UPES or UPES policy. While the guidelines below apply only to those instances where there is the potential for confusion about your role as a UPES agent/expert versus personal opinion, they are good to keep in mind for all social media interactions. When posting to a social media site you should:

Be Authentic

Be honest about your identity. In personal posts, you may identify yourself as a UPES faculty or staff member. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of UPES. If you identify yourself as a member of the UPES community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

Use a Disclaimer

If you publish content to any website outside of UPES and it has something to do with the work you do or subjects associated with UPES, use a disclaimer such as this: "The postings on this site are my own and do not represent UPES's positions, strategies or opinions."

Don't Use the UPES Logo or Make Endorsements

Do not use the University logo or any other marks or images on your personal online sites. Do not use UPES's name to promote or endorse any product, cause or political party or candidate. Take the High Ground.

If you identify your affiliation with UPES in your comments, readers may associate you with the University, even with the disclaimer that your views are your own. Remember that you're most likely to build a high-quality following if you discuss ideas and situations civilly. Don't Use Pseudonyms.

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

Protect Your Identity

While you should be honest about yourself, don't provide personal information that scam artists or identity thieves could use. Don't list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

Does it Pass the Publicity Test

content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a hoarding tomorrow or ten years from now?

Respect Your Audience

Don't use slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the UPES community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive —such as politics and religion.

Monitor Comments

Most people who maintain social media sites welcome comments— it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments. A common practice among individuals who write about the industry in which they work is to include a disclaimer on their site, usually on their "About Me" page. If you discuss higher education on your own social media site, we suggest you include a sentence similar to this: "The views expressed on this [blog, Web site] are mine alone and do not necessarily reflect the views of the University." This is particularly important if you could be perceived to be in a leadership role at UPES.

SOCIAL MEDIA GUIDELINES WHEN POSTING ON BEHALF OF THE UPES

Online collaboration tools provide low-cost communication methods which Seek Approval

Any messages that might act as the “voice” or position of the university or a university entity must be approved by the university or the Dean/Director/Head of function of that entity or their delegate.

Be Accurate

Make sure that you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible, that's how you build community.

Be Transparent

If you participate in or maintain a social media site on behalf of the university, clearly state your role and goals. Keep in mind that if you are posting with a university username, other users do not know you personally. They view what you post as coming from the university. Be careful and be respectful. What you say directly reflects on the university. Discuss with your supervisor the circumstances in which you are empowered to respond directly to users and when you may need approval.

Be Timely

Assign an administrator who can regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is once to twice a week. But be sure not to overload your updates. Followers will stop paying attention if you overload them with information.

Be Responsible

What you write is ultimately your responsibility. Participation in social computing on behalf of UPES is not a right but an opportunity, so please treat it seriously and with respect. If you want to participate on behalf of the university, be sure to abide by its standard practice guidelines.

Respect Others

Users are free to discuss topics and disagree with one another, but please be respectful of others' opinions. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

Be a Valued Member

If you join a social network like a Facebook group or comment on someone's blog, make sure you are contributing valuable insights. Post information about topics like UPES events or a book you've authored only when you are sure it will be of interest to readers. In some forums, self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups.

SAFETY & PRIVACY TIPS FOR SOCIAL MEDIA NETWORKING

The internet is open to a worldwide audience. When using social media channels, ask yourself:

1. Did I set my privacy setting to help control who can look at my profile, personal information and photos? You can limit access somewhat but not completely, and you have no control over what someone else may share.
2. How much information do I want strangers to know about me? If I give them my cell phone number, address, e-mail, class schedule, a list of possessions (such as my CD collection) how might they use it? With whom will they share it? Not everyone will respect your personal or physical space.
3. Is the image I'm projecting by my materials and photos the one I want my current and future friends to know me by? What does my profile say to potential faculty members/advisors? Future graduate school/internship interviewers? Potential employers? Neighbors? Family? Parents? Which doors am I opening and which am I closing?
4. What if I change my mind about what I post? For instance, what if I want to remove something I posted as a joke or to make a point? Have I read the social networking site's privacy and caching statements? Removing material from network caches can be difficult. Posted material can remain accessible on the internet until you've completed the prescribed process for removing information from the caching technology of one or multiple (potentially unknown) search engines.
5. Have I asked permission to post someone else's image or information? Am I infringing on their privacy? Could I be hurting someone? Could I be subject to defamation suits? Am I violating network use policy?
6. Does my equipment have spyware and virus protections installed? Some sites collect profile information to SPAM you. Others contain links that can infect your equipment with viruses that potentially can destroy data and infect others with whom you communicate. Remember to back up your work on an external source in case of destructive attacks.

Amplification note to the Social Media Policy and Code of Conduct for Students/introduction at UPES, we realize that part of 21st-century learning is adapting to changing methods of communication. The importance of faculty members, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st-century learning. In recognition of this, UPES has developed the following policy to provide direction for the UPES students, staff, alumni and parent community when participating in online social media activities.

Due to the plethora of new social media tools available to students, student's intellect produce and documents have the potential to reach audiences far beyond the classroom. This translates into the need for a greater level of awareness, responsibility, and accountability for all users. Below are the guidelines for UPES students to follow when using social media.

A. Guiding Parameters (Merriam-Webster Online)

Forms of electronic communication (as Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

Common examples of such social media forums include Facebook, LinkedIn, Twitter, My Space, YouTube, Google, WhatsApp, Watts Chat, etc., and the list grows steadily. Key Principle

Interacting with each other online is no different than interacting face-to-face. We are required to maintain the principles of respect, dignity, prudence, concern for and protection of others, and safety in all interactions.

Activities which are inappropriate, unethical, illegal, or which cause undue discomfort for members of the UPES community (including students, employees, parents, or others) should be judiciously avoided in written communications, and cyberspace. Students who participate in online interactions must remember that their posts reflect on the entire UPES community and to the world at large, are subject to the same behavioral standards set forth in the Student Code of Conduct as given in the Student Bulletin.

B. Code of Conduct

Every type of online interactions, using any electronic media, i.e., mobile phones, i-pads, and computing devices will be covered under Code of Conduct laid down herewith.

1. Be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, or a future employer to see, as you cannot control posted data once it is on the Web.

2. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

3. "Common E-Mail Ids" (CEI) – CEIs are email ids whose password is shared by a large number of students/faculty members. There is no mechanism to identify and control the password possession and spread of these mail IDs. Therefore, finding out / fixing the ownership of e-mailed material of the actual person who sends mails using CEIs is impossible.

UPES policies and systems in place do not mandate creation of such CEIs. The creation and operation of CEIs is by individuals, and UPES is not liable for any harm/damage caused to anyone through mail sent using these mail ids. Therefore, students will not create CEIs, and dismantle them if already created. Members of faculty and staff are required not to use communication with students. For communication between a member of faculty and student's personal/official email IDs is recommended that specifically identifies the student and faculty. Also, for all academic purposes effective and comprehensive usage of LMS is strictly recommended. Usage/creation of CEIs is an offence covered under the aforesaid regulations.

4. As an amplification of cyber laws / IT Policy of UPES, following acts of omission and commission by students are forbidden. Implicit or explicit indulgence in such acts will constitute violation of UPES IT Policy and Regulation 5 (c) xxiii of UPES Regulations Governing Maintenance of Discipline Among Students wherein the following would be included as major acts of indiscipline:-

- Creating or getting created digital video recordings/ photographs of UPES community members either on-campus or at off-campus UPES events for online publication or distribution without their consent/ authorization.
- Using social media sites to publish abusive, disparaging or harassing remarks about UPES students, staff, and faculty members, athletic or academic contest rivals, etc.
- Using social media for instigating, initiating, and furtherance of student unrest in forms of bunking of classes, collecting students at a location, strike, demonstrations, and slogans against UPES.
- Using inappropriate abusive, loose and degrading language on social media forums.
- Posting/uploading teaching material – notes, power point presentations, copy of case studies, student advisory, caution letter, penalty letter, etc., provided to them by faculty members / University on internet without the authorization from respective faculty members/ UPES authorities.
- Starting public pages, groups on social networking forums that include University's Name, and Logo without the permission of UPES authorities.
- Using the UPES name, logo, uniform, photos or other intellectual property (documents produced by the University or students) when creating independent groups, Fan pages, or on one's own site, without first obtaining permission from the University.
- In cases of students anonymously posting contents on social media, mails, Web pages and other online forums, the University reserves the right to technologically investigate using Cyber Law Enforcement Agencies to find out Internet Protocol (IP) addresses of such anonymous users, and fix the responsibility of content posted by them.
- Failure to abide by this policy, as with other policies at UPES, will result in disciplinary action as described in the Student Bulletin, or as determined by the University Administration.
- The use of social media (Facebook, Myspace, Twitter, etc.) is not permitted during class time unless specifically authorized by the faculty member.

While investigating the cases involving alleged or reported violation of cyber laws/ social media policy, or code of conduct of UPES students, the UPES authority – The Registrar or her/his representative, and the School Proctors are empowered to confiscate the communication device from the student, and examine it. Refusal on part of the student to surrender his/her communication device, or altering its contents before surrendering it will be deemed to be gross violation of Code of Conduct.

C. Privacy

1. Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the UPES in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and periodically reviewed.
2. On most sites, privacy settings can be changed at any time to limit access to profiles and searchability, and changes should be made when necessary.

3. To make it difficult for others to access information about your private life, make certain that your personal social networking profile is set to "private" and that personal information is not available to "friends of friends" or other peripheral contacts.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone including your friends, teachers and parents.
5. Always respect the privacy of others.

D. Content

1. Due to the fact that social media sites are increasingly inter connected, you should be aware that any content posted online may eventually (or immediately) show up on other sites. Not posting inappropriate content in the first place is the only way to completely protect against this possibility.
2. Follow the UPES Code of Conduct when writing online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
3. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
4. Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing someone else's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
5. Students who choose to post editorial content to websites or other forms of online media including online queries by prospective students or employers must ensure that their submission does not reflect poorly upon the University.
6. Be aware that pictures may also be protected under copyright laws. Verify you have permission to use the image or it is under Creative Commons attribution.
7. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.

Students who do not abide by these terms and conditions may lose their access to online tools and be subject to further disciplinary action.

ANNEXURE E

UPES POLICY ON PREVENTION OF SEXUAL HARASSMENT AGAINST WOMEN - SALIENT FEATURES

In exercise of the provision under Article 3.3.7(xvi) of the First Statutes of the University Constitution of Internal Complaints Committee under University Grants Commission (Prevention, prohibition and redressal of Sexual Harassment of Women employees and students in higher educational institutions) Regulations, 2015 - UPES, Dehradun Campuses and 'his/her', respectively

ICC opposition was circulated vide our communication No. UPES/VC/POSH-2021-22 dated 01/10/2021 for the period starting from 01st October 2021 to 30th September 2024, the "Internal Complaints Committee as per University Grants Commission (Prevention, prohibition and redressal of Sexual Harassment of Women employees and students in higher educational institutions) Regulations, 2015 for the UPES.

Amendment to above Office Communication was circulated vide UPES/VC/POSH-2021-22: dated 11/03/2022 and 20/07/2022 vide which Committee Composition was updated.

The updated composition for 2023-24 is being circulated as follows:

Chairperson	Post-Graduation level:
Faculty Members (required 2 as per guidelines)	Dr. Aparna Singh, Professor, asingh@ddn.upes.ac.in
	Dr. Neelu Jyoti Ahuja, Professor, neelu@ddn.upes.ac.in
	Ms. Jharna Joshi, Associate Professor, j.joshi@ddn.upes.ac.in
	Dr. Nunna Prasanthi, Associate Professor, prasanthi@ddn.upes.ac.in
Non-Teaching Members (required 2 as per guidelines)	Mr. Ravi S. Kumar, Deputy Director HR, ravi.kumar@upes.ac.in
	Col Rajendra Singh Dhami, Chief Proctor, rajendrasingh.dhami@ddn.upes.ac.in
	Mr. Jatin Rawal, Senior Director, Legal, jatin.rawal@upes.ac.in
	Mr. Ashutosh Dora, Manager, ashutosh@ddn.upes.ac.in
One NGO Member	Ms. Sunita Motwani Kukreja, School of Life Foundation, Head of Programs, hridi.k@gmail.com

Further to that three students, are being nominated at the Undergraduate, Master's and Research Scholar levels respectively on the ICC who shall participate if the matter involves students.

Under Graduation level:	Post-Graduation level:	PhD Scholar
Name: Kavya Garg Course: BBA-LLB (Corp Law) Year: 4th Year SAP ID: 500084769 Email ID: 500084769@stu.upes.ac.in	Name: Ashi Jain Course: MBA Year: 1st Year SAP ID: 500123544 Email ID: Aashi.123544@stu.upes.ac.in	Name: Soumya Singh Course: PhD – Health Science SAP ID: 500099843 Email ID: 500099843@stu.upes.ac.in

The ICC will ensure the following at workplace:

- Development and Implementation of policy - In letter and spirit - on sexual harassment, thereby ensuring an environment free of any kind of gender-based discrimination;
- Awareness on sexual harassment in its various form;
- Creation of a secure physical and social environment to deter any act of sexual harassment.
- Evolution of a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based discrimination

ANNEXURE **F**

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009, AS ADOPTED BY UNIVERSITY OF PETROLEUM & ENGINEERING STUDIES

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Preamble

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP No. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:

1. Title, commencement and applicability
 - a) These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
 - b) They shall come into force from the date of their publication in the Official Gazette.
 - c) They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a University under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

2. Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and, thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. What Constitutes Ragging:-

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

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

- i) Any act that affects the mental health and self-confidence of a fresher or any other student; with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j) Violation of the status, dignity and honour of the fellow students including those belonging to a Scheduled Caste or a Scheduled Tribe, Other Backward Classes or Handicapped / Challenged or any kind of discriminatory behavior on grounds of race, colour, religion, region and caste, physical features / appearance etc.;

4. Definitions

In these regulations unless the context otherwise requires:-

- a. "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
- b. "Academic year" means the period from the commencement of admission of students in any Program of study in the institution up to the completion of academic requirements for that particular year.
- c. "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d. "Commission" means the University Grants Commission;
- e. "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc., and the State Higher Education Councils.
- f. "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g. "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- h. "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- i. "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

- j. "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
 - k. "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be. (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.
 - l. Words and expressions used and not defined herein but defined in the Act or in the General Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clause Act, 1897, as the case may be.
5. Measures for prohibition of ragging at the institution level
- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging within the institution or outside,
 - b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
6. Measures for prevention of ragging at the institution level
- 6.1 An institution shall take the following steps in regard to admission or registration of students; namely,
- a. Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any program of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
 - b. The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the

institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional auities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c. Where an institution is affiliated to a university and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d. The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the interpersonal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits counter signed by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favor.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year. Arrival of senior students two to three weeks after the junior students have arrived will be scheduled as a confidencebuilding measure.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

- 6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;
- a. Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
 - b. The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted the institution in earlier years.
 - c. The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
 - d. The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
 - e. The institution shall, on the arrival of senior students, after the first week or after the second week, as the case may be, schedule orientation programs as follows, namely:
 - (i) joint sensitization program and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;
 - (ii) joint orientation program of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee;
 - (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;
 - (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
 - f. The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
 - g. Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

- h. Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i. It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j. Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k. A round-the-clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l. It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- m. Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n. Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.
- o. Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the program of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p. The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q. The Head of the institution shall, at the end of each academic year, send a letter to the parents/ guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress.

upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies, namely,

- a. Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c. Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
- d. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- e. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- f. It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.
- g. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- h. Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

- i. Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District-level Anti-Ragging Committee headed by the District Magistrate.
- j. The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely,

- a. Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b. The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.
- c. The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d. The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e. The institution shall undertake measures for extensive publicity against ragging by means of audiovisual aids, counselling sessions, workshops, painting and design competitions among students and such other measures as it may deem fit.
- f. In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.

- g. The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h. The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i. The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j. The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k. All universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training Program for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l. Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross-check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m. The institution shall cause to have an entry, apart from those relating to general conduct and behavior, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others, during his program of study in the institution.
- n. Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

- o. The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with anti-ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p. The Vice-Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

7. Action to be taken by the Head of the institution

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and, if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely,

Abetment to ragging; Criminal conspiracy to rag;

Unlawful assembly and rioting while ragging; Public nuisance created during ragging; Violation of decency and morals through ragging; Injury to body, causing hurt or grievous hurt; Wrongful restraint;

Wrongful confinement; Use of criminal force;

Assault as well as sexual offences or unnatural offences;

Extortion; Criminal trespass;

Offences against property; Criminal intimidation;

Attempts to commit any or all of the abovementioned offences against the victim(s); Threat to commit any or all of the abovementioned offences against the victim(s); Physical or psychological humiliation;

All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8. Duties and Responsibilities of the Commission and the Councils

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely:

- a. The Commission 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.
- b. Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and, if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c. The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d. The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and antiragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e. The Commission 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 designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f. The Commission 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 of non-compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely:

- a. The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

- b. The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
 - c. The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.
 - d. Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
 - e. The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
 - f. The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
 - g. The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause of Regulation 8.1.
9. Administrative action in the event of ragging
- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in 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:

- i. Suspension from attending classes and academic privileges.
 - ii. Withholding/withdrawing scholarship/fellowship and other benefits.
 - iii. Debarring from appearing in any test/examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. Suspension/expulsion from the hostel.
 - vi. Cancellation of admission. Rustication from the institution for period ranging from one to four semesters.
 - vii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c. An appeal against the order of punishment by the Anti-Ragging Committee shall lie
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- 9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely:
- i. Withdrawal of affiliation/recognition or other privileges conferred.
 - ii. Prohibiting such institution from presenting any student or students then undergoing any program of study therein for the award of any degree/diploma of the University.
- Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- iii. Withholding grants allocated to it by the University if any
 - iv. Withholding any grants channelized through the University to the institution.
 - v. Any other appropriate penalty within the powers of the University.

9.3 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.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely:

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

Disclaimer

This handbook is intended as a general guide for UPES students. While every effort has been made to ensure accuracy in this document, the University retains the right to make changes in the academic programs as well as operating procedures at any time. This document should not be construed as constituting a formal contract, expressed or implied, between the University and any person or group of people. All such changes will be effective at times deemed appropriate by competent University authorities and may apply to enrolled as well as prospective students.



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