A Compendium of Institutional Policies and Regulations

Version 3.0
Till date June 2025

VIVEKANANDA GLOBAL UNIVERSITY JAIPUR

For Vivekananda Global University, Jaipur

Registrar

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Employee Grievance Redressal Guidelines, 2024

F. No. VGU/Admin/EGR/2024/Ver-03

Dated: 11 July 2024

Subject: Guidelines for the Employee Grievance Redressal Mechanism in the University - regarding.

Preamble

In furtherance of its commitment to fostering a positive, safe, and productive work environment, and to uphold the principles of natural justice, Vivekananda Global University hereby issues these guidelines. This framework is established to ensure that the concerns and grievances of all employees are addressed with fairness, transparency, and efficiency, thereby maintaining a conducive atmosphere for academic and administrative excellence. The establishment of a robust grievance redressal mechanism is fundamental to good governance in Higher Educational Institutions and serves to strengthen the relationship between the employees and the institution.

1. Short Title, Commencement, and Applicability

1.1 These guidelines shall be called the Vivekananda Global University (Employee Grievance Redressal) Guidelines, 2025.

1.2 They shall come into force from the date of their notification and shall supersede all previous circulars and orders on the matter.

1.3 They shall apply to all employees of the University, including Teaching Staff, Non-teaching Staff, Administrative Staff, and Support Personnel.

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2. Definitions

For the purposes of these guidelines, unless the context otherwise requires:

2.1 "Act" shall mean the University Grants Commission Act, 1956, as amended from time to time.

2.2 "University" shall mean Vivekananda Global University (VGU).

2.3 "Grievance" shall mean any concern, dissatisfaction, or complaint raised by an employee in writing concerning their work environment, terms of employment, institutional policies, or interpersonal conflicts.

2.4 "Complainant" shall mean an employee who submits a grievance in accordance with the procedure laid down in these guidelines.

2.5 "Nodal Officer" shall mean the authority designated for the overall oversight of the grievance redressal mechanism. In accordance with University statutes, the Registrar shall be the Nodal Officer.1

2.6 "Grievance Redressal Committee (GRC)" shall mean the high-level body constituted to adjudicate upon escalated grievances. The GRC shall comprise the President, Pro-President, and Chief Executive Officer (CEO) of the University.

2.7 "Working Day" shall mean any day which is not a Sunday or a public holiday as declared by the University.

3. Guiding Principles of the Grievance Redressal Mechanism

The grievance redressal process shall be governed by the following principles:

3.1 Fairness and Transparency: All grievances shall be addressed impartially. The proceedings and decisions shall be documented, and the rationale for every decision shall be communicated clearly to the Complainant.

3.2 Timeliness and Efficacy: The mechanism shall emphasize timely and effective resolution to maintain a conducive work environment. All timelines stipulated herein shall be strictly adhered

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to.

3.3 Confidentiality: The identity of the Complainant and the details of the grievance shall be treated with the utmost confidentiality by all parties involved in the process, except where disclosure is necessary for the purpose of investigation or as required by law.

3.4 Right to Appeal: Every Complainant shall have the right to appeal a decision to the next higher authority as stipulated in the escalation matrix herein.

4. Classification of Grievances

For the purpose of routing and redressal, grievances shall be classified into the following categories:

4.1 Policy-Related Grievances: Pertaining to dissatisfaction arising from the formulation, communication, or implementation of University policies affecting employee roles, rights, responsibilities, or entitlements, including matters of leave, performance appraisal, promotion, and career progression.

4.2 Work-Related Grievances: Pertaining to day-to-day operations and work conditions, which are further sub-classified into:

4.2.1 Service-related: Matters concerning salary, transfers, or disciplinary actions.

4.2.2 Academic-related: Matters concerning teaching, research, evaluation, or academic conduct.

4.2.3 Administrative-related: Matters concerning infrastructure, facilities, or procedural issues.

4.2.4 Financial-related: Matters concerning payments, reimbursements, or financial support.

5. Grievance Redressal Mechanism and Procedure

5.1 Submission of Grievance: An employee may submit a grievance through the designated Enterprise Resource Planning (ERP) System or, if ERP access is unavailable, via a physical Grievance Form routed through their Reporting Officer to the Human Resources (HR) Department.

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5.2 Procedure for Policy-Related Grievances:

5.2.1 Initial Review: Upon receipt, the Head of HR shall review the grievance in consultation with the Nodal Officer and communicate a decision to the Complainant within seven (7) working days.

5.2.2 First Appeal: If the Complainant is not satisfied with the decision, they may appeal to the Grievance Redressal Committee (GRC). The GRC shall review the case and deliver its final decision within fifteen (15) working days of receiving the appeal. The decision of the GRC shall be final and binding.

5.3 Procedure for Work-Related Grievances:

5.3.1 Initial Resolution (Level 1): The HR Department shall forward the grievance to the concerned Reporting Officer, who shall investigate the matter and communicate a decision within seven (7) working days.

5.3.2 Second-Level Appeal (Level 2): If the Complainant is not satisfied, they may escalate the grievance to the Next Supervisory Authority, who shall resolve it within seven (7) working days.

5.3.3 Third-Level Appeal (Level 3): If the grievance remains unresolved, it may be escalated to the Nodal Officer, who shall provide a resolution within ten (10) working days.

5.3.4 Final Appeal (Level 4): If the Complainant remains dissatisfied, they may appeal to the GRC. The GRC shall conduct a final review and communicate its decision within fifteen (15) working days. The decision of the GRC shall be final and binding.

5.4 Communication of Decision: The final decision on any grievance at any level shall be communicated in writing to the Complainant within seven (7) working days of the said decision. The communication must include the outcome and the rationale thereof. The HR Department shall maintain a complete record of all grievance cases and their closures.

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Table 1: Grievance Redressal Escalation and Resolution Timelines

Level	Responsible Authority	Resolution Timeline
1	Reporting Officer	7 Working Days
2	Next Supervisory Authority	7 Working Days
3	Nodal Officer (Registrar)	10 Working Days
4	Grievance Redressal Committee	15 Working Days

Table 2: Reporting and Supervisory Authorities by Employee Cadre

Employee Category	Reporting Officer	Next Supervisory Authority
Up to Associate Professor / Admin. Equivalent	Head of Department (HoD)	Dean / Equivalent Admin. Role
Professor / Admin. Equivalent	Dean / Equivalent	Pro-President / Director (Ops)
Dean / Admin. Equivalent	Pro-President	President
Non-Supervisory Staff	Immediate Reporting Officer	Department Head

6. Monitoring and Reporting Mandates

6.1 Quarterly Report: The Nodal Officer shall prepare and submit a quarterly report to the GRC. This report shall include, inter alia, the total number of grievances received, the number resolved, details of pending cases with reasons for delay, and an analysis of employee satisfaction metrics.

6.2 Annual Report: At the conclusion of each academic year, the Nodal Officer shall submit a comprehensive annual report to the GRC. This report shall provide a detailed analysis of grievances by type, resolution time, recurring patterns or systemic issues, and recommendations

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for the improvement of the grievance redressal mechanism.

7. Policy Review

7.1 The provisions of these guidelines shall be subject to periodic review by the competent authority of the University to ensure their continued relevance and effectiveness in alignment with best practices in higher education governance.

All Heads of Departments and administrative units are hereby directed to bring these guidelines to the notice of all employees and ensure strict compliance with the provisions contained herein.

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Student Scholarships and Financial Aid Guidelines, 2024

F. No. VGU/Acad/SFA/2024/01

Dated:11/July/2024

Subject: Guidelines for the Award of Scholarships and Financial Aid to Students - regarding.

Preamble

In line with the principles of promoting access, equity, and excellence in higher education as envisioned in the National Education Policy, and in furtherance of the University's commitment to social responsibility, these guidelines are established. The purpose of this policy is to provide a transparent, fair, and non-discriminatory framework for awarding financial assistance to meritorious students and to students from economically disadvantaged backgrounds, thereby ensuring that every deserving student has the opportunity to pursue higher education at Vivekananda Global University.

1. Short Title, Commencement, and Applicability

1.1 These guidelines may be called the Vivekananda Global University (Student Scholarships and Financial Aid) Guidelines, 2024.

1.2 They shall come into force from the date of their notification.

1.3 They shall apply to all students seeking or granted admission to any programme of study at the University.

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2. Definitions

For the purposes of these guidelines, unless the context otherwise requires:

2.1 "Scholarship" shall mean a non-repayable financial award, in the form of a partial tuition fee waiver, granted to a student based on demonstrated academic merit.

2.2 "Financial Aid" shall mean the full waiver of tuition fees, heretofore referred to as "Free Education," granted to a student based on demonstrated financial need as per the income criteria stipulated herein.

2.3 "Qualifying Examination" shall mean the final examination of the 10+2 system or its equivalent which determines the eligibility of a candidate for admission to an undergraduate programme of study at the University.

2.4 "Meritorious Student" shall mean a student who meets the high academic performance criteria, either in the Qualifying Examination or in the University's semester-end examinations, as stipulated in these guidelines.

3. Provisions for Merit-Based Scholarships

3.1 Eligibility for Entry-Level Scholarship: Students who have secured 95% marks or above in the Qualifying Examination shall be eligible to be considered for a Scholarship. The quantum of the Scholarship shall range from 25% to 50% of the annual tuition fee, as determined by the competent authority.

3.2 Eligibility for In-Programme Scholarship: A student who secures a Cumulative Grade Point Average (CGPA) of 9.5 or higher at the conclusion of any academic year shall be eligible to be considered for a Merit Scholarship for the subsequent academic year.

4. Provisions for Need-Based Financial Aid

4.1 Eligibility: Students whose verified parental annual income from all sources is less than ₹1,00,000 (Rupees One Lakh) shall be eligible to apply for Financial Aid. The award of Financial

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Aid is subject to the submission and verification of a valid income certificate issued by a competent government authority.

4.2 Annual Review: The continuation of Financial Aid for a student shall be subject to a mandatory annual review. This review will assess the student's satisfactory academic performance in the preceding year and the continued fulfillment of the prescribed income criteria.

5. Sanctioning Authority and Procedure

5.1 The Director of Admissions, under the overall supervision of the Vice-Chancellor, shall be the competent authority to receive applications and sanction all Scholarships and Financial Aid in strict accordance with the provisions of these guidelines.

5.2 The University is committed to a fair and inclusive selection process. The sanctioning of all financial assistance shall be conducted in a transparent manner, without any discrimination on the basis of gender, ethnicity, religion, disability, or any other protected characteristic.

5.3 The University shall collect applications from all eligible candidates before making a final determination on the award of Scholarships and Financial Aid.

The Director of Admissions is directed to ensure the wide dissemination of these guidelines and their strict implementation.

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Maternity and Parental Leave Regulations, 2025

F. No. VGU/HR/MPL/2025/01

Dated:1/July/2025

Subject: Regulations governing Maternity, Paternity, and other Parental Leave for University Employees - regarding.

Preamble

In compliance with the provisions of the Maternity Benefit Act, 1961 (as amended), and in furtherance of the University's commitment to providing a supportive and inclusive work environment, these regulations are hereby enacted. The objective of these regulations is to enable employees to balance their professional and family responsibilities during parenthood without it becoming a systemic barrier to career progression. Consolidating the provisions for maternity and paternity leave into a single framework ensures consistent and equitable application of support for all new parents within the University community.

1. Short Title, Commencement, and Applicability

1.1 These regulations shall be called the Vivekananda Global University (Maternity and Parental Leave) Regulations, 2025.

1.2 They shall come into force with immediate effect, superseding all previous circulars and orders on the matter.

1.3 The provisions for Maternity Leave, as detailed in Clause 2, shall apply to all confirmed female employees of the University.

1.4 The provisions for Paternity Leave, as detailed in Clause 3, shall apply to all confirmed male employees of the University.

2. Provisions for Maternity Leave

2.1 Entitlement: A confirmed female employee shall be entitled to one hundred and eighty (180)

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days of leave with full pay and allowances for her first two live births.

2.2 Third Child: In the event of a third child, a maximum of twelve (12) weeks of paid leave may be granted at the discretion of the competent authority.

2.3 Commencement of Leave: The leave shall commence from the date the employee proceeds on leave or the date of actual confinement, whichever is earlier. A portion of this leave, up to a maximum of eight (8) weeks, may be availed prior to the expected date of delivery (prenatal leave).

2.4 Miscarriage or Medical Termination: In the unfortunate event of a miscarriage or medical termination of pregnancy, the employee shall be entitled to six (6) weeks of leave with full pay from the date of the event, upon submission of relevant medical documentation.

2.5 Additional Leave for Medical Complications: An additional period of one (1) month of unpaid leave may be granted in cases of medical complications arising from pregnancy, delivery, premature birth, or miscarriage. This is subject to the submission of a medical certificate from a competent medical authority.

2.6 Nursing Breaks: Upon resuming duties, and if a crèche facility is available on campus, a female employee shall be entitled to two (2) nursing breaks of 30 minutes each per day for a period of up to six months after her return to work.

3. Provisions for Paternity Leave

3.1 Applicability: Paternity Leave shall be admissible for the first two children only.

3.2 Entitlement: The quantum of paid Paternity Leave shall be determined by the employee's length of service as follows:

3.2.1 Employees with five (5) or more years of continuous service at the University shall be entitled to five (5) days of leave with full pay.

3.2.2 Employees with less than five (5) years of continuous service shall be entitled to two and a half (2.5) days of leave with full pay.

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3.3 Conditions for Availing:

3.3.1 Paternity Leave must be availed within two (2) months of the date of childbirth.

3.3.2 The leave must be taken in a single, continuous spell and cannot be combined with any other type of leave.

3.3.3 Intervening holidays, including weekends, shall be counted as part of the Paternity Leave period.

3.3.4 Any portion of the leave not availed within the specified period shall automatically lapse.1

4. General Provisions Applicable to All Parental Leave

4.1 Application Procedure: All applications for leave under these regulations must be submitted with the relevant medical certificate or the child's birth certificate to the sanctioning authority for prior approval. A fitness certificate from a registered medical practitioner must be submitted by an employee upon resuming duties after availing Maternity Leave.

4.2 Return to Work: An employee returning from leave granted under these regulations is entitled to resume their prior role or an equivalent role on equivalent terms and conditions of employment.

4.3 Job Protection: Employment protection is assured for all employees on leave under these regulations, in full compliance with applicable employment laws.

4.4 Employee Support: The Human Resources Department shall provide necessary assistance and support to employees for a smooth reintegration into the workplace upon their return from leave.

All Deans, Directors, and Heads of Departments are directed to ensure compliance with these regulations.

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Prevention, Prohibition, and Redressal of Sexual Harassment Regulations, 2025

F. No. VGU/Admin/POSH/2025/01

Dated:1/July/2025

Subject: Regulations for the Prevention, Prohibition, and Redressal of Sexual Harassment of Employees and Students in the University - regarding.

Preamble

WHEREAS sexual harassment constitutes a grave violation of fundamental rights to equality, life, and dignity, and the right to a safe environment for work and study;

AND WHEREAS Vivekananda Global University is unequivocally committed to a zero-tolerance policy towards sexual harassment and to creating a campus free from all forms of sexual harassment, intimidation, and discrimination;

NOW, THEREFORE, in exercise of its duties and in accordance with the provisions of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as the 'POSH Act'), and the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, the University hereby frames the following regulations.

1. Short Title, Commencement, and Scope

1.1 These regulations shall be called the Vivekananda Global University (Prevention, Prohibition, and Redressal of Sexual Harassment) Regulations, 2025.

1.2 They shall come into force from the date of their notification.

1.3 These regulations shall apply to all persons within the University's 'Workplace,' including:

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1.3.1 Students (full-time, part-time, online, or visiting).

1.3.2 All employees, whether permanent, temporary, contractual, or outsourced.

1.3.3 Any other individual present on campus or engaged in University-related activities, including vendors, service providers, and visitors.

2. Definitions

2.1 "Aggrieved Person" means a person of any gender who alleges to have been subjected to any act of sexual harassment.

2.2 "Respondent" means a person against whom the Aggrieved Person has made a complaint.

2.3 "Sexual Harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication):

a) Physical contact and advances;

b) A demand or request for sexual favours;

c) Making sexually coloured remarks;

d) Showing pornography; or

e) Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

This includes both 'Quid Pro Quo' and 'Hostile Environment' harassment.

2.4 "Internal Complaints Committee (ICC)" means the committee constituted under Clause 3 of these regulations.

2.5 "Workplace" includes any department or premises under the control of the University, any place visited by the Aggrieved Person arising out of or during the course of employment or study (including field trips, internships, conferences), and any transport provided by the University.

2.6 "Victimization" means any adverse action or threat thereof against a person for filing a complaint or participating in an inquiry. The University strictly prohibits any form of victimization.

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3. Constitution of the Internal Complaints Committee (ICC)

3.1 The University shall constitute an Internal Complaints Committee (ICC) to receive and redress complaints of sexual harassment.

3.2 The ICC shall be constituted as follows:

a) A Presiding Officer who shall be a woman employed at a senior level.

b) Not less than two members from amongst the employees, preferably with experience in social work or legal knowledge.

c) Three student members, of whom at least one shall be female.

d) One external member from a non-governmental organization or an association committed to the cause of women or a person familiar with issues relating to sexual harassment.

3.3 The ICC shall function with full autonomy and report to the highest administrative authorities of the University.

4. Redressal Procedure

4.1 Filing of Complaint: A complaint of sexual harassment must be submitted in writing to the ICC within three (3) months of the incident. The ICC may extend this period by another three months if satisfied that circumstances prevented the filing within the initial period.

4.2 Conciliation: Before initiating an inquiry, the ICC may, at the request of the Aggrieved Person, take steps to settle the matter through conciliation. No monetary settlement shall be the basis of conciliation.

4.3 Formal Inquiry: Where conciliation is not requested or fails, the ICC shall proceed to conduct a formal inquiry into the complaint in accordance with the principles of natural justice. The inquiry shall be completed within a period of ninety (90) days.

4.4 Interim Relief: During the pendency of an inquiry, the ICC may recommend interim measures to the University, such as the transfer of the Complainant or Respondent, granting leave to the

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Complainant, or restraining the Respondent from supervising the Complainant's work.

4.5 Inquiry Report and Recommendations: Upon completion of the inquiry, the ICC shall provide a report of its findings to the University's Disciplinary Authority within ten (10) days. If the allegations are substantiated, the ICC shall recommend appropriate disciplinary action.

5. Disciplinary Action

5.1 The Disciplinary Authority, comprising the Registrar, Pro-President, and Director of Management Studies, shall act upon the recommendations of the ICC within sixty (60) days.

5.2 For Employees: Disciplinary action may include a written warning, withholding of promotion or increment, suspension, or termination of service.

5.3 For Students: Disciplinary action may include a written warning, suspension, withholding of results, or expulsion from the University.

5.4 Compensation: The ICC may recommend that the Respondent pay compensation to the Aggrieved Person, which may be deducted from their salary or emoluments.

6. Provisions Regarding False or Malicious Complaints

6.1 Where the ICC concludes that a complaint was made with malicious intent or was knowingly false, it may recommend disciplinary action against the Complainant. However, the inability to substantiate a complaint does not, in itself, render it false or malicious.

7. Confidentiality

7.1 The identity of the Aggrieved Person, Respondent, witnesses, and the details of the inquiry proceedings shall not be published, communicated, or made known to the public, press, or media in any manner. Any breach of confidentiality shall be subject to disciplinary action.

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8. Appeals

8.1 Any person aggrieved by the recommendations of the ICC or the action taken by the University may prefer an appeal to the Appellate Authority (the President of the University) within ninety (90) days of the recommendation or action.

9. Institutional Responsibilities

9.1 The University shall widely publicize this policy, conduct regular awareness and sensitization programmes, and provide all necessary facilities to the ICC to discharge its functions effectively. The University shall also submit an Annual Report to the UGC detailing the number of cases filed and their disposal.

All members of the University community are hereby directed to adhere strictly to the provisions of these regulations.

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Non-Discrimination and Equal Opportunity Policy, 2024

F. No. VGU/Admin/NDEO/2024/02

Dated:02/July/2024

Subject: Policy on Non-Discrimination and Equal Opportunity - regarding.

Preamble

In furtherance of its commitment to fostering a fair, equitable, and inclusive environment, and in alignment with the constitutional ethos of equality, Vivekananda Global University hereby enacts this Policy on Non-Discrimination and Equal Opportunity. This policy consolidates the University's stance against all forms of discrimination and aims to create a community where every individual, regardless of their background or identity, has an equal opportunity to participate, contribute, and thrive. This framework applies to all academic, administrative, and co-curricular spheres of University life.

1. Short Title, Commencement, and Scope

1.1 This policy shall be called the Vivekananda Global University (Non-Discrimination and Equal Opportunity) Policy, 2024.

1.2 It shall come into force with immediate effect.

1.3 This policy shall apply to all members of the University community, including students, applicants for admission, faculty, staff, job applicants, and visitors.

2. Policy Statement and Prohibited Grounds of Discrimination

2.1 Vivekananda Global University is committed to the principle of equal opportunity and strictly prohibits any form of discrimination, harassment, exclusion, or violence based on gender,

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transgender identity, gender expression, sexual orientation, age, disability, caste, creed, religion, language, or ethnicity.

2.2 The University respects and upholds the right of individuals to self-identify their gender. All members of the University community shall be addressed by their chosen names and pronouns. Any act of misgendering or denial of an individual's gender identity shall be considered a violation of this policy.

3. Equal Opportunity in Admissions and Education

3.1 The University shall ensure a gender-neutral admission process, wherein no applicant is subjected to any bias. Equal preference shall be given to all eligible and suitable candidates in accordance with the eligibility norms for each programme.

3.2 The University is committed to supporting and encouraging female and transgender students at every stage of their academic journey. Support systems, including grievance redressal cells, shall be maintained to address their specific concerns.

3.3 Reasonable accommodations and accessible infrastructure, including ramps and disability-friendly facilities, shall be provided to ensure the full participation of students with disabilities in all academic and extracurricular activities.

4. Equal Opportunity in Employment

4.1 The University shall provide all employees with equal access to rewards, resources, facilities, and opportunities for career progression, irrespective of their gender or other protected characteristics.

4.2 The Human Resources Department, in collaboration with the relevant academic and administrative units, shall ensure that all recruitment and promotion processes are fair, transparent, and free from bias. Equal preference shall be given to eligible and suitable female candidates for available vacancies to promote gender balance in the workplace.

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5. Gender Representation in University Bodies

5.1 In compliance with relevant government and UGC norms, the University shall ensure adequate representation of women in its various working committees and statutory bodies.

5.2 The University shall actively promote and encourage women to take on leadership roles and decision-making positions to ensure gender-balanced representation at all institutional levels.

6. Awareness and Sensitization

6.1 The University shall conduct regular workshops, seminars, and training sessions for all members of the community to build awareness and sensitivity regarding gender diversity, disability inclusion, and anti-discrimination practices.

7. Grievance Redressal

7.1 An Anti-Discrimination Committee shall be constituted to address any complaints related to discrimination on any of the grounds prohibited under this policy.

7.2 The Committee shall consist of a Chairperson and four other members, including at least one member representing the transgender or disabled community. It shall be responsible for investigating grievances in a transparent, confidential, and timely manner.

All members of the University community are expected to uphold the principles of this policy. Any violation shall be subject to disciplinary action as per University rules.

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Smoke-Free Campus Policy, 2024

F. No. VGU/Admin/SFC/2024/01

Dated:02/July/2024

Subject: Policy for maintaining a Smoke-Free Campus - regarding.

Preamble

In alignment with national public health mandates, including the Cigarettes and Other Tobacco Products Act (COTPA), 2003, and in furtherance of its commitment to ensuring a healthy, clean, and safe environment for all, Vivekananda Global University hereby declares its campus a smoke-free zone. This policy is established to eliminate exposure to second-hand smoke and to promote the overall well-being of the University community.

1. Short Title, Applicability, and Commencement

1.1 This policy shall be called the Vivekananda Global University (Smoke-Free Campus) Policy, 2024.

1.2 It shall apply to all persons present on University property, including all students, employees (faculty and staff), service providers, and visitors.

1.3 It shall come into force from the date of its notification.

2. Definitions

2.1 "University Property" includes all buildings, grounds, parking areas, canteens, and vehicles owned, operated, or leased by the University.

2.2 "Smoking" refers to inhaling, exhaling, burning, or carrying any lighted or heated tobacco or plant product intended for inhalation in any manner or in any form. This includes, but is not limited to, cigarettes, cigars, bidis, hookahs, pipes, and electronic smoking devices (e-cigarettes, vapes).

2.3 "Smoke-Free Zone" refers to all University Property, both indoors and outdoors, where

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smoking is strictly prohibited.

3. General Prohibition

3.1 Smoking is strictly prohibited in all indoor and outdoor areas of the University campus. This prohibition is in effect 24 hours a day, seven days a week.

3.2 The sale or distribution of tobacco products is also strictly prohibited on University Property.

4. Responsibility and Enforcement

4.1 All members of the University community are responsible for adhering to and promoting compliance with this policy.

4.2 Campus Security personnel are authorized to monitor adherence and enforce the provisions of this policy. CCTV surveillance may be utilized for monitoring purposes.

4.3 Enforcement Procedure:

4.3.1 First Violation: A person found violating this policy for the first time shall be issued a verbal or written warning and shall be informed about the provisions of the Smoke-Free Campus Policy.

4.3.2 Subsequent Violations: Repeated violations shall attract stricter penalties, including fines or disciplinary action, in accordance with the University's regulations applicable to the violator (student, employee, etc.).

5. Communication and Awareness

5.1 The University shall ensure that prominent "No Smoking" and "Tobacco-Free Campus" signages are displayed at all entrances and at various strategic locations across the campus.

5.2 This policy shall be communicated to all members of the community through official channels, including email, the University website, and social media. New students and employees shall be informed of this policy during their orientation programmes.

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6. Support for Cessation

6.1 The University, through its Counselling and Guidance Cell (CGC), shall provide counselling and support services to students and employees who wish to quit smoking.

7. Policy Review

7.1 This policy shall be reviewed annually by the competent authority to assess its effectiveness and compliance levels, and to make necessary revisions.

All concerned are hereby requested to ensure strict compliance with the above policy.

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For Vivekananda Global University, Jaipur

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Food Waste Measurement and Reporting SOP, 2024

F. No. VGU/Admin/FWM/2025/01

Dated: 29/July/, 2024

Subject: Regulations for the mandatory measurement and reporting of food waste generated within the University - regarding.

Preamble

In alignment with the National Education Policy 2020, which emphasizes the integration of environmental education and sustainability into all aspects of higher education, and in furtherance of the University's commitment to achieving the United Nations' Sustainable Development Goals (SDGs), particularly SDG 12 (Responsible Consumption and Production), these regulations are hereby enacted. The systematic measurement of food waste is the critical first step toward developing effective strategies for its reduction. This policy establishes a mandatory framework for tracking and analyzing food waste to promote resource efficiency, environmental stewardship, and a culture of sustainability across the University community.

1. Short Title, Commencement, and Applicability

1.1 These regulations shall be called the Vivekananda Global University (Food Waste Measurement and Reporting) SOP, 2024.

1.2 They shall come into force with immediate effect.

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1.3 They shall apply to all University-operated food service facilities, including canteens, messes, and hostels, as well as all third-party food service providers operating on University property under a contract or agreement.

2. Definitions

For the purposes of these regulations, unless the context otherwise requires:

2.1 "Food Waste" shall mean all edible and inedible food materials discarded or intended to be discarded. This is further classified into:

2.1.1 "Pre-consumer Waste" which includes food waste generated during kitchen preparation, storage, and handling (e.g., vegetable peels, trimmings, spoiled ingredients, and overproduction).

2.1.2 "Post-consumer Waste" which includes food waste from plates after a meal has been served to a consumer (also known as "plate waste").

2.2 "Food Service Provider (FSP)" shall mean any entity, whether internal University departments or external outsourced vendors, responsible for providing food and beverage services on campus.

2.3 "Waste Audit" shall mean the formal process of collecting, weighing, and recording data on the amount, type, and source of food waste generated over a specific period.

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2.4 "Sustainability and Waste Management Committee (SWMC)" shall mean the committee designated by the University to oversee the implementation of this policy and other sustainability initiatives.

3. Mandate for Food Waste Measurement

3.1 It shall be mandatory for every Food Service Provider (FSP) operating within the University to conduct regular and systematic Waste Audits to measure the amount of food waste generated from their operations.

3.2 For all outsourced food provision services, the requirement to track and report food waste data in accordance with these regulations shall be included as a binding clause in all contracts and service level agreements.

4. Procedure for Waste Audit and Data Collection

4.1 Segregation at Source: All FSPs shall establish a clear system for segregating food waste at the point of generation. Separate, clearly-labeled bins shall be provided for Pre-consumer and Post-consumer waste.

4.2 Measurement: The FSP shall weigh and record the total volume (in kilograms) of both Pre-consumer and Post-consumer food waste on a daily basis using calibrated weighing scales.

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4.3 Data Logging: A detailed log shall be maintained, documenting the weight of waste, the date, the meal period (e.g., breakfast, lunch, dinner), and the primary reason for the waste (e.g., overproduction, spoilage, plate waste). This data is essential for identifying patterns and informing reduction strategies.

5. Reporting Requirements

5.1 Monthly Reporting: Each FSP shall compile and submit a monthly food waste report to the Sustainability and Waste Management Committee (SWMC) by the fifth (5th) working day of the following month.

5.2 Annual Analysis: The SWMC shall be responsible for analyzing the data from all FSPs to prepare a comprehensive annual report for the University administration. This report shall include, inter alia:

5.2.1 Total food waste generated across the campus.

5.2.2 A comparative analysis of waste generation across different FSPs.

5.2.3 Identification of recurring patterns and primary causes of food waste.

5.2.4 Recommendations for targeted waste reduction interventions, such as menu adjustments, portion control, awareness campaigns, and improvements in food preparation and storage techniques.

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6. Responsibilities

6.1 Food Service Providers (FSPs) shall be responsible for:

6.1.1 The day-to-day execution of the Waste Audit procedure.

6.1.2 Training their staff on proper waste segregation and data logging protocols.

6.1.3 Timely submission of accurate monthly reports to the SWMC.

6.2 The Sustainability and Waste Management Committee (SWMC) shall be responsible for:

6.2.1 Overall monitoring and ensuring compliance with this policy.

6.2.2 Providing guidance and support to FSPs.

6.2.3 Analyzing data and preparing the annual report with actionable recommendations.

6.2.4 Spearheading awareness campaigns to promote responsible consumption among students and staff.

The provisions of this policy shall come into force with immediate effect. All concerned are requested to ensure compliance with the above regulations.

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Student Food Security Guidelines, 2024

F. No. VGU/Admin/SFS/2025/01

Dated: 29/July/ 2024

Subject: Guidelines for the establishment of a Student Food Security Programme in the University - regarding.

Preamble

In furtherance of its commitment to student welfare and the creation of a holistic and supportive academic environment, and recognizing that food security is an essential precondition for academic success, Vivekananda Global University hereby enacts these guidelines.[1] This policy establishes a continuous, targeted, and coordinated programme of interventions designed to ensure that no student is hindered in their educational pursuits due to a lack of reliable access to sufficient, affordable, and nutritious food. This framework is aligned with the University's duty to ensure the well-being of its students and to remove systemic barriers to their success.

1. Short Title, Commencement, and Applicability

1.1 These guidelines shall be called the Vivekananda Global University (Student Food Security) Guidelines, 2025.

1.2 They shall come into force from the date of their notification.

1.3 They shall apply to all students enrolled in any programme of study at the University.

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2. Definitions

For the purposes of these guidelines, unless the context otherwise requires:

2.1 "Food Insecurity" shall mean a state of being without reliable access to a sufficient quantity of affordable, nutritious food.

2.2 "Student Food Security Programme" (hereinafter referred to as the "Programme") shall mean the continuous and coordinated set of interventions, services, and support systems established under these guidelines to address student food insecurity.

2.3 "Basic Needs Committee" shall mean the body constituted by the University to oversee, implement, and monitor the Programme.

2.4 "Campus Food Pantry" shall mean a designated, accessible location on campus that provides food and other basic necessities to students at no cost.

3. Guiding Principles of the Programme

The implementation and operation of the Programme shall be governed by the following principles:

3.1 Dignity and Confidentiality: All interventions shall be administered in a manner that respects student privacy and dignity, aiming to reduce the stigma associated with seeking assistance.3

3.2 Accessibility and Equity: The Programme shall ensure that its services are widely promoted and easily accessible to all students in need, without discrimination.4

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3.3 Nutrition and Quality: The Programme shall prioritize the provision of healthy and nutritious food options, in line with UGC directives on food quality and hygiene in Higher Educational Institutions.5

3.4 Sustainability: The Programme shall seek to establish long-term, sustainable solutions through institutional integration and community partnerships.1

4. Core Components of the Student Food Security Programme

The University shall establish a multi-pronged Programme consisting of the following core components:

4.1 Needs Assessment: The University, through the Basic Needs Committee, shall conduct a confidential, university-wide needs assessment at regular intervals to measure the prevalence of food insecurity among the student population. This data shall be used to guide and improve the Programme's interventions.4

4.2 Campus Food Pantry: An accessible Campus Food Pantry shall be established and maintained. The pantry shall operate on a no-means-test basis to reduce barriers to access and shall be stocked with a variety of non-perishable food items, with efforts made to include fresh produce and culturally diverse options where feasible.9

4.3 Subsidized and Nutritious Meal Options: The University shall direct all campus food service providers, including canteens and messes, to offer at least one balanced, nutritious, and affordable meal option during each service period. The quality and pricing of these meals shall be monitored by the Basic Needs Committee.1

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4.4 Emergency Meal Assistance: A confidential mechanism shall be established to provide immediate, short-term food assistance to students facing an acute crisis. This may take the form of meal vouchers or a meal-swipe donation system, allowing students to donate unused meal plan swipes to a central bank for students in need.10

4.5 Awareness and Information Campaign: The University shall undertake a continuous outreach campaign to raise awareness about the Programme, publicize the availability of resources, and destigmatize the act of seeking support. Information shall be disseminated through student handbooks, orientation programmes, and other official communication channels.3

5. Governance and Oversight

5.1 Constitution of the Basic Needs Committee: The University shall constitute a Basic Needs Committee to be the nodal body for the implementation of this policy. The Committee shall comprise representatives from the Dean of Student Welfare's office, University administration, faculty members, and elected student representatives.

5.2 Responsibilities of the Committee: The Committee shall be responsible for:

5.2.1 Overseeing the regular needs assessment survey and analyzing the data.

5.2.2 Managing the operations of the Campus Food Pantry, including procurement and inventory.

5.2.3 Liaising with campus food service providers to ensure compliance with Clause 4.3.

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5.2.4 Administering the Emergency Meal Assistance mechanism.

5.2.5 Developing and executing the awareness and information campaign.

5.3 Annual Reporting: The Basic Needs Committee shall prepare and submit a comprehensive annual report to the Vice-Chancellor detailing the Programme's activities, data from the needs assessment, and recommendations for improvement.

All Deans, Directors, and Heads of Departments are hereby directed to provide their full cooperation to the Basic Needs Committee to ensure the effective implementation of these guidelines.

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Community Engagement and Sustainable Procurement Policy, 2024

F. No. VGU/Admin/CESP/2024/01

Dated: 01/August/2024

Subject: Policy governing the provision of access to University facilities for local community members and the prioritization of sustainable procurement practices - regarding.

Preamble

In alignment with the University's commitment to community welfare, environmental stewardship, and the achievement of the United Nations' Sustainable Development Goals (SDGs), particularly SDG 2 (Zero Hunger) and SDG 17 (Partnerships for the Goals), this comprehensive policy is hereby enacted. The policy serves two primary objectives: first, to extend the University's technical resources and knowledge base to local farmers and food producers to enhance sustainable farming practices; and second, to prioritize the purchase of locally and sustainably sourced products, thereby promoting a sustainable supply chain and supporting the regional economy. This framework ensures that the University operates as a responsible partner to its surrounding community.

1. Short Title, Commencement, and Applicability

1.1 This policy shall be called the Vivekananda Global University (Community Engagement and Sustainable Procurement) Policy, 2024.

1.2 It shall come into force from the date of its notification.

1.3 This policy shall apply to all relevant academic and administrative departments of the University, all procurement activities related to food, materials, and services, and the local community members seeking access to specific University facilities.

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2. Access to University Facilities for Sustainable Agriculture

2.1 **Provision of Access:** The University shall provide local farmers and food producers with supervised access to designated University facilities, including but not limited to, agricultural laboratories, soil and water quality testing facilities, seed/plant stock banks, and specialized equipment, to aid in the improvement of sustainable farming practices and local food security.

2.2 **Subsidized Consulting and Lab Services:** For essential diagnostic services crucial to sustainable farming (e.g., soil health, water purity, and pest analysis), the University's research and testing labs shall offer a **subsidized fee structure** to registered local farmers and producers.

2.3 **Fee Structure and Government Rates:** The subsidized fee structure for laboratory testing and consultation services provided to local farmers **shall not exceed the maximum prescribed subsidized rates offered by relevant State or Central Government agriculture departments** for similar services. The Director of Finance, in consultation with the Head of the School of Agriculture, shall review and align these rates annually.

2.4 **Designated Authority:** The Head of the University's School of Agriculture or their nominated representative shall be the Nodal Officer responsible for managing access requests, ensuring supervised use of facilities, and certifying eligibility for subsidized rates.

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3. Sustainable and Local Procurement Mandate

3.1 **Prioritizing Local Sources:** The University shall prioritize the purchase of fresh produce, food products, and non-perishable goods from local, regional sources (defined as within a 150 km radius of the campus) wherever feasible and cost-effective, to reduce transport emissions and support the regional economy.

3.2 **Prioritizing Sustainable Sources:** Procurement decisions for all categories (especially food, cleaning supplies, and paper) shall actively favor suppliers who demonstrate verifiable sustainable practices, including organic certification, fair trade sourcing, reduced packaging, and ethical labor standards.

3.3 **Purchasing Review:** All high-volume purchasing decisions, particularly those related to the campus canteen and mess services, must include a mandatory section in the tender documentation addressing the local and sustainable nature of the goods. The Procurement Committee shall assign a preferential weighting to these attributes.

3.4 **Supplier Engagement:** The Procurement Department shall actively engage with local, sustainable suppliers to streamline registration processes, encouraging small and medium enterprises (SMEs) to become part of the University's supply chain.

4. Monitoring and Reporting

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4.1 The School of Agriculture shall maintain a transparent ledger detailing community usage of facilities and the utilization of subsidized rates, submitting a quarterly report to the Registrar.

4.2 The Procurement Department shall track the percentage of total procurement spending allocated to local and sustainable suppliers, reporting this data annually to the Sustainability and Waste Management Committee (SWMC).

All Heads of Departments and administrative units are hereby directed to ensure strict compliance with the provisions contained herein to foster a sustainable and mutually beneficial relationship with the local community.

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Health, Well-being, and Community Outreach Policy, 2024

F. No. VGU/Admin/HWCO/2024/01

Dated: 01/September/2024

Subject: Policy governing comprehensive health and well-being provision for the University community and external outreach programs - regarding.

Preamble

In alignment with the principles of the United Nations' Sustainable Development Goal 3 (Good Health and Well-being), this policy establishes a holistic framework for the promotion of physical, mental, and community health. Vivekananda Global University recognizes that a healthy and supportive environment is fundamental to academic and professional success. This document outlines the University's commitment to providing confidential on-campus support services and engaging in active community outreach to improve public health outcomes across the region, fulfilling its role as a responsible social institution.

1. Short Title, Commencement, and Applicability

1.1 These regulations shall be called the Vivekananda Global University (Health, Well-being, and Community Outreach) Policy, 2024.

1.2 They shall come into force from the date of their notification.

1.3 This policy shall apply to all students, staff, faculty, and University-organized community service initiatives.

2. On-Campus Mental Health and Wellness Support

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2.1 **Mental Health Support for Students and Staff:** The University, through its Counselling and Guidance Cell (CGC), shall provide access to confidential, personalized mental health support for all students and staff members. Services shall include, but not be limited to, one-on-one sessions with a qualified professional counselor and group therapy sessions. **All mental health and wellness services provided to enrolled students and confirmed staff shall be entirely free of cost.**

2.2 **Holistic Wellness Programs:** To foster resilience and prevent stress, the University shall conduct and promote regular, free-of-cost wellness activities for the campus community, including organized **Yoga and meditation classes** and sports/exercise initiatives.

3. Sexual and Reproductive Health Services

3.1 **Access to Services:** The University's Medical Aid Centre shall provide students with access to essential sexual and reproductive health-care services in a confidential and non-judgmental manner. **All sexual and reproductive health-care services, including consultation and education, provided to enrolled students shall be entirely free of cost.**

3.2 **Information and Education:** The University shall regularly deliver awareness and education services concerning sexual and reproductive health. These programs shall cover essential topics, including family planning, contraception, prevention of sexually transmitted infections (STIs), and informed consent, facilitated through workshops, seminars, and distribution of informational material.

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4. Community Health and Well-being Outreach

4.1 **Mandate and Geographic Scope:** The University shall regularly deliver targeted outreach programs and projects in the local community to improve public health and well-being outcomes. This mandate shall be executed primarily through the Faculty of Medical Sciences, NSS (National Service Scheme) units, and student volunteering programs, focusing **exclusively on local villages near Jaipur city.**

4.2 **Financial Provisions for Community Outreach:** All basic educational workshops, health awareness campaigns, and initial screenings provided under the outreach mandate shall be **free of cost** to community members. Where specialized services, such as lab testing or advanced medical procedures, are provided at the outreach site, the pricing shall adhere to **subsidized rates consistent with relevant State or Central Government norms** to ensure accessibility.

4.3 **Program Scope:** Outreach programs shall focus on a range of public health topics, including: * Hygiene and Sanitation awareness campaigns. * Nutrition and balanced diet education. * Family planning and reproductive health. * Promotion of Sports and physical exercise. * Aging Well and geriatric care management.

4.4 **Implementation and Reporting:** Each outreach program shall be documented in an official report detailing the scope, community impact, and number of beneficiaries. These reports shall be compiled annually by the Dean of Student Welfare for institutional reporting purposes.

5. Governance

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5.1 The Dean of Student Welfare, in conjunction with the Head of the Medical Aid Centre and the Counselling and Guidance Cell (CGC), shall be responsible for the effective implementation and monitoring of this policy.

All Deans, Directors, and Heads of Departments are hereby directed to ensure full support for the implementation of this policy.

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