



MDU-CENTRE FOR PROFESSIONAL & ALLIED STUDIES
MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade University

Director
Prof. Pardeep K. Ahlawat

No. MDUCPAS/2025/525

Date: 31/03/2025

Notification

Subject: Compliance with Academic Conduct, Class Attendance & Private Coaching Regulations

It has come to the notice of the undersigned that certain deviations from institutional norms have recently surfaced which may undermine academic standards, student welfare, and the reputation of MDU-CPAS. In view of this, all teaching faculty are hereby formally notified to strictly adhere to the following norms, failing which appropriate disciplinary action will be initiated under University rules and relevant legal provisions:

1. Prohibition on Private Coaching:

- Engagement in any private coaching, tuition, consultancy, or academic instruction outside the University is strictly prohibited without prior written approval from the competent authority. Any such activity will attract disciplinary action as per the University regulations and the Haryana Registration and Regulation of Private Coaching Institutes Act, 2024.

2. Mandatory Class Presence & Leave Protocol:

Faculty must ensure their presence during all scheduled classes. In case of unavoidable leave, the following must be ensured:

- Prior written intimation and approval through proper channel.
- A suitable substitute arrangement must be made to avoid disruption in teaching.
- Station leave is mandatory for all out-of-station movements as per service rules.
- All the leave application must be routed through the concerned Coordinator (Law/Management) so that appropriate time gap arrangement can be made by them.

3. Academic Conduct & Ethical Boundaries:

Faculty members are expected to uphold the highest standards of academic ethics, including:

- Impartiality in internal assessments and student evaluations.
- Non-indulgence in any behavior that may compromise professional boundaries with students.
- Avoidance of favouritism, coercion, or undue influence in both curricular and co-curricular matters.


4. Minimum Mandatory Presence as per UGC Norms

All regular full-time teaching faculty members are required to maintain a minimum presence of 5 hours and 30 minutes per working day on campus, in line with the UGC (Minimum Qualifications and Workload) Regulations, 2018.

- This includes scheduled teaching hours, student mentoring, academic and administrative duties, and research-related work.
- The total weekly workload must align with the UGC-stipulated 40 hours per week for full-time teachers.
- Presence in the department/office shall be monitored accordingly.

This notification is being issued in the interest of institutional integrity, academic discipline, and student welfare. Any violation or non-compliance will be viewed seriously and may invite explanation or appropriate disciplinary proceedings.

Let us collectively strive to uphold the dignity and ethos of MDU-CPAS as an institution of excellence.


31/03/2025
Director
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Copy to:

- All the faculty members (regular and on contract) of MDU-CPAS.