HANDBOOK 2023 - 24

THE MREI GALAXY NOW, NAVIGATE EASILY

"These rules govern all students admitted to undergraduate & postgraduate programmes of MRIIRS. These rules can be amended, augmented, clarified, interpreted, added to, deleted from, and changed by the University's Academic Council."

MANAV RACHNA
vidyanatariksha

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

'Deemed-to-be-University' under section 3 of the UGC Act, 1956
NAAC ACCREDITED 'A++' GRADE INSTITUTION

THE MANAV RACHNA PANORAMA

39,000+
ALUMNI IMPRINTS, GLOBALLY.

600+
REPUTED MNCs & INDIAN CORPORATE PATRONISING MREI.

86+
GLOBAL ACADEMIC COLLABORATIONS.

165+
FILED/GRANTED PATENTS.

13
COUNTRIES STUDENTS STUDY AT MREI.

1600+
RESEARCH PAPERS IN INTERNATIONAL/ NATIONAL JOURNALS AND CONFERENCES.

60 LAKHS
HIGHEST CTC

80+
ALUMNI & INCAMPUS START-UPS.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
'Deemed to be University' under Section 3 of the UGC Act, 1956

MANAV RACHNA UNIVERSITY
Declared as State Private University under section 2f of the UGC Act, 1956

MANAV RACHNA DENTAL COLLEGE
A Constituent Institution of MRIIRS (Deemed to be University)
Recognized by DCI, Ministry of Health & Family Welfare, (GOI)

MANAV RACHNA CENTRE FOR DISTANCE AND ONLINE EDUCATION
UGC Approved Online Degrees

FOREWORD

The Student Handbook provides general information to students for smooth academic progression and successful completion of academic programme offered in Manav Rachna International Institute of Research & Studies (MRIIRS). The handbook also includes the students related MRIIRS policies, regulations, code of conduct, and details of resources of MRIIRS.

Manav Rachna International Institute of Research & Studies reserves the right to alter or modify the rules and regulations and the changes, if any, will be communicated to students through officially.

VISION & MISSION

To provide an environment in which teachers love to facilitate and students love to learn, consisting of infrastructure facilities at par with the best institutions in India and abroad with the aim:

MRIIRS is dedicated and committed to train and

equip its students with the latest knowledge and skills in the chosen fields in the backdrop of Indian ethos and values to enable them to face any global challenge with a view to transforming them into insightful, honourable and responsible citizens of this great country; and imbibe a work culture of theoretical and applied research leading to creation and dissemination of knowledge.

- To inculcate skills and impart knowledge to the ignited minds in the fields of science & technology and soft skills including leadership, team-building and communication.

- To create human beings with golden heart, who work and dedicate themselves for the advancement of humanity.

- To undertake research & development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, humanities, engineering & technology, management, health sciences & therapies, sports, multi-media, applied & performing arts.

QUALITY POLICY

MRIIRS strives continuously to improve quality of education to nurture the talent of our students to enable them to embark upon a successful career. Our team endeavors to achieve this objective through a proper blend of high conceptual and practical skills supported by excellent infrastructure, teaching methodology and commitment to Quality Management.

FROM THE CHANCELLOR'S DESK

"Dreams unfurl, horizons appear, paths unknown, cherished realms near."

DDear Students,

Greetings on your admission to MRIIRS!

Manav Rachna International Institute of Research & Studies provides top-notch education in various fields while also offering endless opportunities for intellectual growth and creative exploration. Our institution, established in 1997, is learner-centric and focuses on multidisciplinary learning and research. By joining us, you are now part of a distinguished community of MRites who are groomed to be future leaders capable of embracing global responsibilities with ethics and vision in the 21st Century. At MRIIRS, we provide students with invaluable opportunities to gain real-world experience. With over 500 renowned multinational corporations and Indian companies partnering with MRIIRS for student training and placement, we take pride in our reliably impressive placement record.

This upcoming year holds immense significance, shaping your future in numerous ways. The responsibility to shape your future lies in your hands. With your dedication and hard work as the driving force, our exceptional faculty, dedicated staff, and technological resources will support you every step of the way. We are here to facilitate your learning and help you achieve your aspirations. We will help to cultivate independence and self-reliance within you. I encourage you to embrace the challenge of actively shaping your own future rather than simply waiting for it to unfold. Congratulations once again to you, your family, and friends on taking the first step today towards realizing the future of your dreams!

Dr. Prashant Bhalla

FROM THE VICE CHANCELLOR'S DESK

The education that Manav Rachna International Institute of Research and Studies (MRIIRS) imparts, aspires students, irrespective of their background to put forth their creativity and lay foundations for a community's dreams.

"There is no vision as powerful as the vision of knowledge; there is no penance as the oath of truth, there is no pain as that caused by desire; there is no act that gives more happiness than sacrifice". MRIIRS strives to carve young minds with a bright vision of the future motivated by Integrity, Perseverance and Passion. This ensures that they are mentally wired to make a difference in their workplace. Making every Manav Rachna student a pragmatic and responsible citizen is at the helm of the objective that we as an educational institute strive to achieve. We firmly believe that each student shouldn't be a mere success story but become an incomparable example of achieving self-actualization and being a front runner in all the realms of life.

The Yoga sutra of Patanjali says," When you are inspired by some great purpose, some extraordinary projects, all your thoughts break their bounds. Your mind transcends limitations, your consciousness spans in every direction and you find yourself in a new, great and wonderful world".

Our biggest competitive edge as a country is our human resources. 71% or 742 Million Indians are below the age of 35. This is a great opportunity not just for the government but for all of us as responsible citizens of India. So, let us "Think in India, "Make in India" and "Make for the World". At Manav Rachna Educational Institutions, we are working on this mission as the business environment demands a new cadre of professionals with a Global outlook, yet a deep-rooted value system stringing from our vast cultural heritage & glorious past.

The program structure, teaching methodology and inimitable industry interaction with a focus on attitude, behavioural skills and global orientation have been the key features of our educational philosophy. Continuous learning is not a choice in today's business environment but a necessity. MRIIRS is committed to updating and revising the course curriculum in sync with the dynamic needs of the business world, thereby bridging the gap between the "desired" and the "produced".

MRIIRS endeavours to create human capital for the industry that is not only suitable for today or tomorrow, but also for times to come. Come and be part of a legacy where students are taught that nothing is unattainable to the one who has the courage & who works hard!

Prof. (Dr.) Sanjay Srivastava
Vice- Chancellor, (MRIIRS)

KEY FUNCTIONARIES

Dr. OP Bhalla
Founder Visionary,
Manav Rachna Educational Institutions.

Madam Satya Bhalla
Chief Patron, MREI.

Dr. Prashant Bhalla
President,
Manav Rachna Educational Institutions.

Dr. Amit Bhalla
Vice President, MREI.

Dr. N.C. Wadhwa
Director General, MREI.

Dr. Sanjay Srivastava
Vice Chancellor MRIIRS & MD MREI.

Mr. Rajiv Kapoor
MD - MREI & CEO-MRVPL

Dr. Naresh Grover
Pro Vice Chancellor - MRIIRS

Dr. Pardeep Kumar
Pro Vice Chancellor, Dean SET & SoD- MRIIRS

Dr. G.L Khanna
Pro Vice Chancellor - MRIIRS

Lt. General R K Anand
DG MRIIRS, Dean SLM & SCHM and
Director MRCDOE

Mr. R. K Arora
Registrar MRIIRS

Dr. Puneet Batra
Principal - MRDC, Prof. and Director PG Board
of Studies

Dr. Sarita Sachdeva
Prof. & ED & Dean - Research MRIIRS

Dr. Rashima Mahajan
Prof. & Director - IQAC, MRIIRS

Dr. Brijesh Kumar
Prof. & Dean Academics, MRIIRS

Dr. Monika Goel
Prof. & Dean SoC and Director - Manav
Rachna Center for Socio-Economic Research,
Consultancy, and Training, MRIIRS

Dr. Maithili Ganjoo
Prof.and Dean SMeH, MRIIRS

Dr. Moattar Raza Rizvi
Prof. (Medical Physiology) and
Dean SAHS, MRIIRS

Dr. Usha Batra
Prof. & Dean SCA, MRIIRS

Dr. Nandini Srivastava
Prof. and Director, Council for
Doctoral Programs

Dr. Deepti Dabas Hazarika
Prof. & Director - Department of PG
Management Studies, SLM, MRIIRS.

Prof. (Dr.) Bhavesh Prakash Joshi
Prof. & Director - Department of UG
Management Studies, SLM, MRIIRS.

Ms. Ritika Singh
Assistant Prof. & Director - SCHM, MRIIRS

Dr. Taranjeet Kaur
Prof. & Dean - SBSS, MRIIRS

Dr. Gauri Bhasin
COO- MRVPL, Executive Director Marketing,
Admisions, & Learning & Development- MREI,
and Professor of Practice- SLM, MRIIRS

Mr. Atul Kalra
Director- Administration

Prof. (Dr.) Hanu Bhardwaj
Prof. - Computer Science & Director - Career
Development Centre

Ms. Kanupriya Shekhar
Director- Admissions, SFC, MRCFL & Outreach

CONTENTS

STUDENT INDUCTION PROGRAMME

All the students duly admitted to the various programmes of the study will attend a three weeklong induction programme before regular classes start. The basic objective of the induction programme is to smoothen the entry of students in the institution and help them to feel comfortable in new environment. During Induction programme, information related to the governance structure and systems of the university, Teaching learning processes, Examination system, Student support system, infrastructural facilities, righteous conduct, mentor mentee system, and academic calendar has been shared with the students in addition to sessions on universal human values, life skill sessions, bridge courses etc.
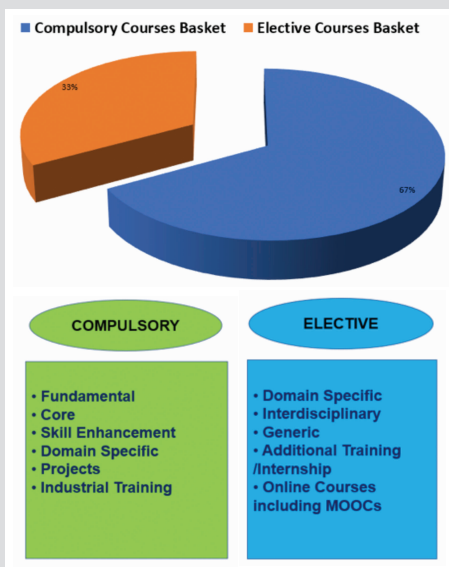
BROAD CURICULUM STRUCTURE

The curriculum of all the programmes shall follow the Choice Based Credit System (CBCS) that accelerates the teaching learning process and enables vertical and horizontal mobility in learning. Academic Programme means programme of study leading to a Bachelor's degree, Master's degree, Diploma, Certificate, Doctorate, etc. The academic terms mean semester (6 months)/year as per the guidelines specified for program. For BDS, MDS, BPT and MPT the duration of one term will be a year as per the regulations stipulated by respective regulatory bodies. For rest of the programs the term will be of 6 months duration i.e., semester. Term is a cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree. A good amount of flexibility shall be provided, in the form of elective courses to be opted by the students in each programme, following the choice-based credit system in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

YOU SHOULD BE AWARE ABOUT ACADEMICS

In principle, all the programmes shall comprise of two baskets: Compulsory Course Basket and Elective Courses Basket. The Compulsory basket shall, in principle, comprise of 2/3rd of total credits required for award of degree. Under Elective courses basket there can be a pool of courses which may be supportive to the discipline of study or providing an expanded scope or enabling an exposure to some other discipline/domain or nurturing student's proficiency/skill. Each course has a certain number of credits assigned to it depending upon its duration in periods for lecture, tutorial & laboratory in a week. A few courses are without credits and are referred to as audit pass courses. At the end of every course, a letter "Grade" shall be awarded in each course for which a student has registered. On obtaining a minimum Pass Grade, student shall accumulate the course credits as Earned Credits. Distribution of minimum required credits required to be earned for award of Degree under Compulsory and Elective Category has been detailed in the approved curriculum booklet for each programme. In case of programmes governed by Regulatory bodies, their rules will supersede the rules defined at university level. Curriculum booklet of each programme is also available on the MRIIRS website.

■ Compulsory Courses Basket ■ Elective Courses Basket

33%

67%

COMPULSORY

- Fundamental
- Core
- Skill Enhancement
- Domain Specific
- Projects
- Industrial Training

ELECTIVE

- Domain Specific
- Interdisciplinary
- Generic
- Additional Training /Internship
- Online Courses including MOOCs

ACADEMIC REGULATIONS AND PROCEDURE

The institution at the beginning of each session provides the academic calendar to the students for each programme of the University. Academic calendar gives the complete details regarding commencement of classes, orientation/re-orientation sessions, dates of sessional examination, end term examination and list of holidays, declaration of result and start of next term etc. Each school is headed by Dean of the school and each department is headed by head of the department. Head of Department notifies the programme wise time table and activity calendar of department before the start of term.

Student shall register for courses in each term on EMS as per the date notified in the Academic Calendar. A student is allowed to add/withdraw the elective course within one week after the commencement of the Term and his attendance shall be monitored from the day he registers for the course. At the time of completing the registration process or any subsequent change in the registration, every student shall consult his/her faculty adviser/ nominated mentor

appointed by the Department. An undergraduate elective course shall run only if there is a minimum registration of 10 students/ 40% of the class strength, whichever is higher, in that course. However, Vice Chancellor may allow relaxation in some special cases. The maximum strength for a group for any elective shall be 60 students and in case the enrolment is more than 60 for a particular elective course across university, a new section shall be created as per available resources.

University allows up to 40% of the total credits being offered in a particular program through the online learning courses provided through SWAYAM platform as per provisions under UGC regulations but with the approval of the Academic Council/Competent authority. Every year the list of MOOCs(Massive Open Online Courses) on offering is notified on SWAYAM platform of UGC/AICTE for the forthcoming even and odd term (wherever applicable). The list of courses available on SWAYAM platform will be selected by the respected Head of the Department (HoD) and the recommended list under Credit Transfer Course under the basket of Open Elective Courses or as Value-Added

YOU SHOULD BE AWARE ABOUT ACADEMICS

Course shall be forwarded by him/her to the office of Dean Academics for further approval of the competent authority. The list of approved MOOCs shall be then notified by the office of Dean Academics for registration by the students for the courses which can be opted by them in the coming term/year. MOOCs to be considered under Credit Transfer shall be chosen as replacement for open elective courses or compulsory courses in some exigency. The MRIIRS credits transfer scheme will be applicable for the successfully qualified MOOCs. The student who successfully qualifies/clear the opted MOOCs shall be required to submit their certificate issued by the competent authority to the office of their respective HoDs/MOOCs coordinator, for getting the equivalent credit transferred as per credit transfer scheme of the Institute/University. For any MOOCs being opted by the student, the examination fee for the same shall have to be borne by the student himself/herself. In case any student fails to clear/qualify the opted MOOCs against any Elective Basket Course, he/she then can have the flexibility to choose any other course out of the courses either being offered by MRIIRS or other MOOCs listed in the Elective Basket Course of MRIIRS in subsequent term(s).

Students are expected to reach the campus well in time as per timetable. Attendance is being taken for each class as per notified timetable and also uploaded on EMS after the respective class. 75% attendance in each course and minimum of

25% marks in the Continuous Term Evaluation is compulsory. Student who fails to meet the minimum required attendance/marks in any of the course for which he/she has registered, shall not be allowed to appear for End Term Examination in such courses and he/she shall be required to re-register for such courses by making additional course fee as notified by the Institution in the subsequent year. The office of Dean Academics shall notify the names of all such students who are not eligible to appear in the term-end examination, at least 2 calendar days before the start of the term-end examination and simultaneously intimate the same to the Controller of Examinations. In case any student appears by default, who in fact has been detained / due to requirement of minimum attendance/marks, his/ her result shall not be declared.

Students working on Innovative Idea or Start Up, participating in National/International level competitions including sports may request for relaxation in Attendance Criteria / extra Credits for award of degree as per the detailed procedures available on University web site.
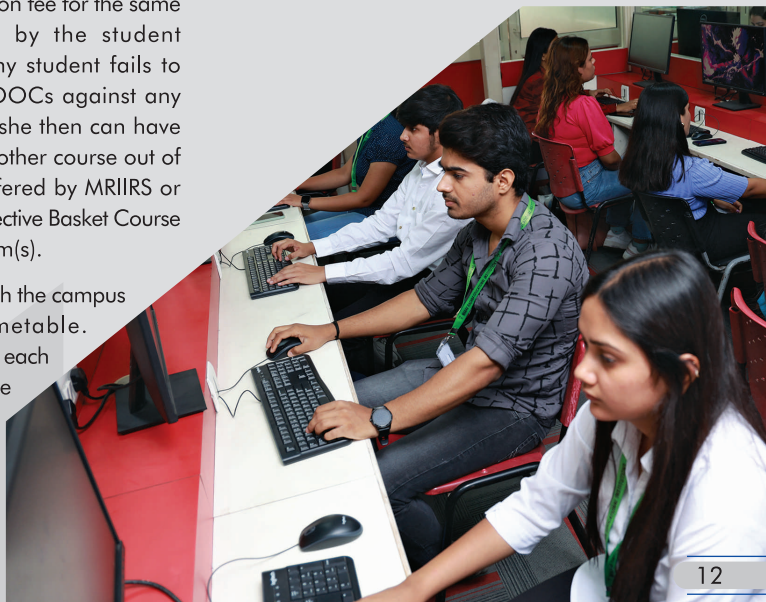
GRADING SYSTEM EXAMINATION RULES AND REGULATIONS

Evaluation and grading system

The overall weightage of a course in the Study Scheme shall be determined in terms of credits assigned to the course. The evaluation of students in a course shall have two components (Evaluation through end-term examination and continuous evaluation) unless specifically stated otherwise in the Study Scheme. Normally there shall be equal weightage for these components of evaluation. However, the details are prescribed for each course in the study scheme of each programme.

End-term examinations shall be conducted under the Controller of Examinations. The schedule of examination shall be notified by the Controller of Examinations at least 15 days prior to the first day of the commencement of end-term examinations.Continuous evaluation for theory courses shall be based on sessional tests, Assignment/ Presentation/ Group Discussion, Viva-Voce/ Quizzes and Attendance. The weightages for different parameters are prescribed for each course in the curriculum booklet of the programme. The two sessiona tests shall be held in accordance with the centralized Academic Calendar. Continuous evaluation for Practical/ Laboratory Courses l shall be based on performance in the laboratory,

Viva Voce, quizzes, etc. and assessment shall be made for each experiment separately.For any other type of examination, not covered above, the mode of conduct of examination shall be as specifically provided in the Study Scheme of the programme and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

The answer books for the class/ sessional tests & the end-term examination shall be shown to the students as per the notified schedule, wherein the student can point out any discrepancy limiting to unmarked questions or totalling error. However, in case the student has any grievance about the marks given in any question in the end-term examination, he/she can apply for re-evaluation within stipulated notified time period as per provision of the Institution Ordinance. Question wise evaluation of sessional examination and marks for other defined parameters are uploaded on EMS and visible to the students.

Examination result shall be declared on EMS within 15 days of the end of the term examination. A student's performance shall be measured by the number of credits that he/she has earned and by the weighted grade point average. Grades obtained in the audit pass shall not be counted for computation of grade point average. The performance of a student is expressed in terms of two indices, viz. the Semester/Annual Grade Point Average (SGPA/AGPA) for a semester/term and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed terms at any point in time.

SEMESTER/ANNUAL GRADE POINT A.VERAGE (SGPA/AGPA)

The performance of a student in a particular term is indicated as the Semester/Annual Grade Point Average (SGPA/AGPA). The SGPA/AGPA is the weighted average of Grade Points of all letter grades received by a student for all the course units in the semester/Annual-term.

The formula for computing SGPA/AGPA is given below:

$$\frac{\Sigma \ (Ci \times Gi) \ \text{for each course with at least pass grade in a particular term}}{\Sigma \ (Ci) \ \text{for each term}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The performance of a student over different terms of study is indicated as Cumulative Grade Point Average (CGPA) using formula given below:

$$\frac{\Sigma \ (Ci \times Gi) \ \text{for each course with at least pass grade in all completed terms}}{\Sigma \ (Ci) \ \text{for all completed terms}}$$

Note: Conversion of SGPA/ AGPA/ CGPA to Percentage Marks:

SGPA /AGPA / CGPA obtained by a student shall be multiplied by a factor of 10.0 to convert it to percentage marks.

Example: SGPA/ CGPA of 6.4 is equivalent to 6.4 x 10 = 64% marks

- The Detailed Award List containing the SGPA/AGPA and Cumulative CGPA obtained by a student in various courses shall be available on EMS at the end of each term, after the declaration of the result. Student's academic performance, as the aggregate of Continuous Evaluation & End of term Examinations, shall be reflected by letter grades on a 10-point scale, the descriptions of which are provided below:

GRADE AND GRADE POINTS

Range of Marks in Percent	Grade	Grade Point	Description of Performance
95.0-100	O	10	Outstanding
85.0-94.9	A+	9	Excellent
75.0-84.9	A	8	Very Good
65.0-74.9	B+	7	Good
55.0-64.9	B	6	Above Average
45.0-54.9	C	5	Average
40.0-44.9	P	4	Pass
0-39.9	F	0	Fail
	Ab	0	Absent
	AP		Audit pass

A student may request for re-verification of result if He/ She have reason to believe that a mistake has been made in connection with the published results. All challenges must be raised within 10 working days of the results being published. The University convocation ceremony is usually conducted towards the end of the calendar year. Eligible students will be notified of the date by the competent authority.

Passing criteria & other regulations

- Student has to score minimum of 25% marks in the Continuous Term Evaluation and 25% in the End Term Evaluation separately in each course. In case he/she will not obtain minimum of 25% marks in the Continuous Term Evaluation or have less than 75% attendance in a particular course, he/she shall be required to re-register for that course as Previous Term Course. Student shall register for courses within the maximum notified credit limit and time. The maximum limit of credits for registration in a particular term shall be 32 credits (for semester term) & 64 credits (for annual term). A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course, if specified.

- It shall be responsibility of the student to plan and register for the backlog courses as and when offered. The time table shall be announced well in advance before the registration dates so that students are able to make conscious choices after taking advice from the faculty mentors.

- In case if student will not obtain minimum of 25%marks in the End Term Evaluation in a particular course, he/she will be required to re-appear for that course to improve and attain the minimum of 25% marks. However, the minimum Pass-percentage to pass a course is 40%.

- Student can download the admit card for examination from the EMS provided he/she does not have any outstanding dues, have submitted the feedback on EMS and have no disciplinary action pending against him/her.

- A student has to earn the minimum number of credits and CGPA prescribed for a particular programme as per the guidelines to become eligible for award of degree.

- Student shall be allowed only for 2 supplementary chances to convert the F (Fail) Grade/ Absent into a P (Pass) Grade. The two chances must be availed by the student within 1 year of declaration result- 1st chance immediately after the Main exam and the 2nd chance after the very next term.

- For a core course, if the grade is not converted to a pass grade in 2 attempts, the student shall have to re- register for the course on priority whenever the course is offered by the department. However, for an elective course, student being unable to pass in 2 attempts, may register for any other elective of his/her choice as a replacement course.

- Students who have missed their examination due to unavoidable situations are marked 'Absent' and are required to re-appear for the examination as per the schedule announced by the authorities.

- Supplementary examination date will be notified by the Controller of Examinations. No supplementary examination will be conducted for open elective courses.

- A separate permission approval process exists for the students, who fail to complete their degree in the stipulated max duration (max duration is n+2 for a two year program and n+3 for a three/ four year long program, where n is the duration of the program).

Provision for grade improvement

Improvement of grades is applicable for all the Programmes of the University. Student shall be allowed to choose maximum two courses in case of PG and four courses in case of UG programme for improvement of his/ her Grade/ CGPA during the entire duration of the programme or by any number of courses within one year of his/ her passing out, by either of following process:

- By re-appearing in the End Term Examination for the course in which he/ she wants to improve Grade without any improvement in his/ her Internal Continuous Assessment. For this only one chance shall be given. In this case his/ her earlier scored marks for internal assessment shall remain valid. The student shall be required to pay the re-appear fee only, as per laid down norms of the Institute.

- By re-registering for the course in which he/ she wants to improve Grade (for improvement both in Internal Continuous Assessment and End Term performance). Such a course shall be indicated as 'Grade Improvement' course during the Course Registration. In this case his/ her earlier scored marks shall be treated as null and void. The student shall pay appropriate fees for re-registration of the courses as laid down by the Institute from time to time.

The final grade considered for CGPA calculation will be the better of the two grades that student has obtained for the course opted for improvement of its grade. No re-exam or retest will be allowed for the class improvement, in case of such students misses any of the tests or examinations. Absentee for end term examination will automatically lead to the consideration of old grades of that subject and candidate will not be entitled for re-examination in such cases and the fee deposited for the purpose shall be forfeited. Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained. In case the syllabus/ contents of the course, for which the candidate wants to improve, gets updated/ changed and is running with modified course code at the time of registration for the improvement by the candidate, then the candidate shall have to register/ appear with new existing course code running at that time. The student who improves his/ her CGPA will be issued fresh grade card by the institute. With star (*) against the subjects for which he/ she has appeared for grade improvement and will state "Grade Improvement" course. The date on the new mark lists will be that as for other students appearing in those subjects.

Student conduct during examination

All students must abide by the instructions issued by the controller of examinations. Acts of dishonesty or attempts to disrupt the examinations will not be tolerated. Attempts to influence directly or indirectly, the examiner in order to obtain advance information relating to examination questions will result in referral to the Disciplinary Committee. The Disciplinary Committee may recommend punitive action which may include, but is not limited to, the following:

- Examinations in which a student is found to have committed disorderly conduct relating to the conduct of examinations may be cancelled in that courses.

- A student found to have committed an act of disorder during the conduct of examinations may be disqualified at the discretion of competent authority from sitting in any University examination for a period to be specified by the Committee.

PAYMENT OF FEES

Schedule of payment of fees at the time of admission/ first year

a) **First Instalment**: At the time of acceptance of admission offer.

b) **Second Instalment**: On or before 14th November of calendar year.

Schedule of payment of fees in subsequent years

a) **First Instalment**: On or before 30th April of the calendar year.

b) **Second Instalment**: On or before 14th November of the calendar year.

### SCHOLARSHIPS OFFERED DURING THE PROGRAMME

Merit scholarship

As notified in the admission brochure, in addition to scholarship availed by any student at the time of admission, if any, in order to motivate the students for better and sustained academic performance, MRIIRS offers 'Merit Scholarship'to students securing 1st, 2nd and 3rd positions in the Odd & Even term exams (Based on the amalgamated SGPA/ AGPA/ CGPA) every year for each programme being run at MRIIRS, as under:

a. **First Position**: Rs.15000/-

b. **Second Position**: Rs.10000/-

c. **Third Position**: Rs. 7500/-

The following are the guidelines for granting these Merit Scholarships:

1. Any programme having strength of 90 students or more in term exam shall qualify for first, second and third position scholarship.

2. Any programme having strength more than 50 students and less than 90 students in term exam shall qualify for first and second position scholarship, otherwise only a solitary topper shall be given a first position scholarship.

3. If the strength of a course is 10 or less no scholarship will be awarded for that course.
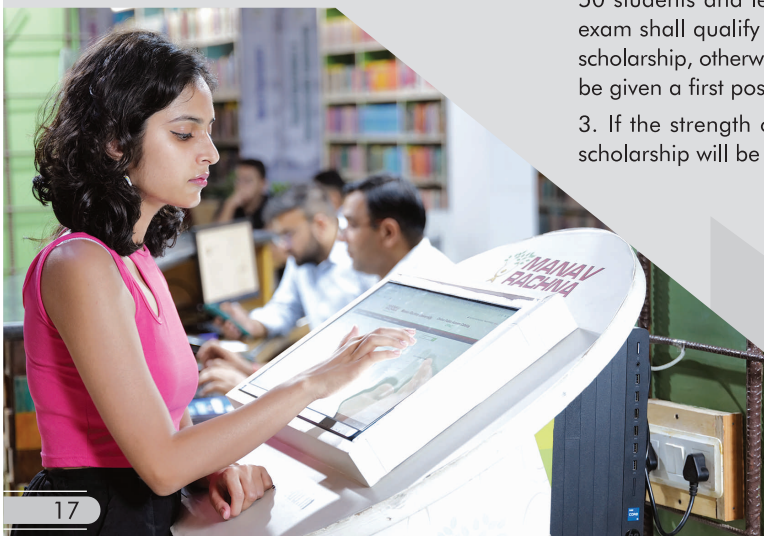
Scholarships Based on Innovation/ Publication/ Patent filing/ International or National Level Competition

There is a provision of scholarship for outstanding achievers in the area of research, innovation, prototype development & their outstanding achievements at national & international level competitions for students at Higher Educational Institutions for the following categories as per policy of the University:

Category	Points for Scholarship
Patent published/ Granted/ Revenue earned on patents	**Published:** 2 points for first author, 1 point for co-author/ second author
	Granted: 4 points for first author, 2 points for co-author/ second author
	Revenue Earned in association with MRIIRS: 5 points
Research Paper Published in Scopus/ WoS/ PubMed listed Journal	8 points for Q1, 7 for points Q2, 5 points for Q3, 3 points for Q4 as first author. Half of the assigned points for second author and subsequent positions.
Book/Chapter published with National/ International Publisher with ISBN	5 points as first author, 2 points for second author and subsequent positions.
Prototype development for Govt. of India through funding	4 points for each such development.
a. Startup launch (Registration as a company or LLP/ MSME Registration/ Opening of Bank Account in the name of Company) or, b. Revenue of Rs. 50,000 for past startup or, c. External funding of at least Rs. 2 Lakh, approved by the committee.	7 points for each such activity, once a year only
Winner in a National/ International competitive event in design, engineering, science, and idea pitching.	**International Level:** 6 points for each event as first winner & 3 point for each second and third position. **National Level:** 4 points for each event as first winner & 2 point for each second and third position.

Dr O P Bhalla Foundation special fees scholarships

Dr. O P Bhalla Foundation has been continuously working towards the betterment of the society with one of its major objectives to provide Education for all. In MRIIRS special fee scholarship is also given to help the needy people through Dr. O P Bhalla Foundation when needed and feasible on case to case basis. The application can be filled online. Based on the merits of the applicant, the final special fees scholarship would be decided for each applicant. The amount would be credited in the fees accounts of the students and will also be informed to the concerned authorities.

STUDENT SERVICES & LEARNING RESOURCES

Career Development Centre (CDC)

MRIIRS is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow. Career Development Centre (CDC) in MRIIRS has been established for an effective, accountable and transparent framework for managing new Generations and nurturing humanistic and futuristic leaders with the objective to make all the students, job ready by enhancing their employability skills and providing continuous support to them to achieve their future goals. Through a robust mechanism CDC support students through Career Guidance and providing training in the areas of Verbal Ability, Personality Development, Communication, Preparation of Competitive Exams, Awareness of Recent Technological Trends, Refresher Courses, Crash Course, Soft Skills & Aptitude Development.

Corporate Resource Centre (CRC)

Corporate Resource Centre (CRC) is one of the facilitating centres of MRIIRS, which engages with the industry and constantly strives for expanding the industry-academia interface. Fulfilling the dreams of the students to get placed in the companies of his/her choice has been a constant endeavour of CRC. By connecting to

external organizations, the Placement Office aims to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students. CRC invite relevant companies/ organizations to come to campus and help them conduct the recruitment drive. CRC inform students about the placement drives being conducted in or outside the campus. The CRC also publish/notify the advertisements about walk-ins or recruitment and inform students about internship opportunities. More than connecting the students to the prospective employers, the CRC shall play a much larger role in the students' employment and facilitate by becoming a catalyst to improve the employability skills of students and thus, bridge the skill gap through Career Development Centre of the University or respective departments. The respective departments also through placement cells devise plans to up-skill students, which may help them to get hired in a reputed organization. The CRC closely coordinate with the other departments and CDC to bridge the gap between the employer and talented students who may not find such bright opportunities so quickly in this competitive world. It shall also coordinate to organize career guidance programmes that help students in gaining useful insights into career prospects and thus assisting students in goal setting and career planning. Students participating in the campus placement are required to be present in formal attire. For male students, light colour shirt and dark colour trousers with tie and blazer and leather shoes are suggested and for female students, business suits with scarf or formal kurti with low to medium heeled shoes are preferred.

Manav Rachna Innovation and Incubation Centre (MRIIC)

MRIIC encourages the spirit of knowledge-backed creativity that can translate concepts from the classroom to products of utility and implement them in a scalable manner. MRIIC is also instrumental in coordinating entrepreneurial training to develop the necessary background of industry-ready skills required for viable and feasible start-up ventures. It's a place to foster out of the box thinking for providing solutions to global challenges. Manav Rachna Innovation and Incubation Centre is also associated with a wide spectrum of Industry partners to provide best possible research opportunities for students and look forward to hearing from you all your innovation, research and entrepreneurship related queries. MRIIC encourage students to participate at national and global level forums to challenge themselves and broaden their horizon. The institution promises to imbibe a strong culture of original thinking and out-of-the-box ideas in its endeavour towards becoming one of the best incubators of research in the country.

Manovriti Counselling & Wellness Centre (Counselling Cell)

Manovriti Counselling & Wellness Centre provides guidance and counselling support to students for psychological and wellness needs with mission to provide holistic psychological support by integrating various aspects of mind and body.

The Centre is functional currently at the following:

Location: B-Block, (BG-15), MRIIRS,

Time: 12:00 pm to 3:30 pm on all working days

Appointments can be booked through mriirs.manovriti@gmail.com

Vertical Student Mentoring System

Manav Rachna International Institute of Research and Studies have vertical mentoring system throughout the university that allows the teacher to focus on the key groups of the students. There will be a vertical faculty Mentor for a group of 20-25 students/ mentees. Faculty Mentors regularly meet students to solve their problems, track their progress in academics, co-curricular activities, personality development, communication skills, career counselling, holistic development, life skills and interpersonal relationships. Each vertical mentor group include random students from each batch of a particular programme for two stage mentoring- first is mentoring by mentor to vertical mentees and second is through peer mentoring (mentoring by senior students). This helps in developing responsibility and leadership skills among senior batch students by sharing their personal and professional experiences including course related guidance, internship related guidance, project assistance, preparation towards placement guidance and many more with junior batch students in a vertical mentor-mentee group. Moreover, with peer group vertical mentoring, the senior students take responsibility for induction of junior students and positive relationship gets flourished between them.

Student Grievance Redressal

University is focused to the well-being, safety, security and his/her upbringing without any hassles. Thus, to make the environment student friendly there is Student Grievance Redressal Committee (SGRC) whereby students can lodge their complaints either at department level or they can escalate their grievances at university level through the faculty/ Student representatives. The student can approach in person or through the digital platform i.e., Education Management System (EMS).

Student Council

To ensure the participation in the decision making especially for organizing any student related activities in the campus or outside campus and for upliftment of the student community, there is a provision of student's council in the university.

The objective of the Student Council shall be to enhance student's involvement in different activities of the university and to provide a sustainable and viable platform for voicing their thoughts. Student Council at MRIIRS is formed through a defined selection process. The students based on outstanding performance in Sports, Cultural Activities and Academics are nominated from various departments. The final selection of the members for Student Council is notified from the office of Registrar after approval from Vice Chancellor. The members of Student Council can also be a part of various academic and administrative bodies like IQAC, Department Academic Committee and Students Grievance Redressal Committee etc. The Council also provides the students an excellent opportunity to develop leadership by organizing and executing different activities including extension activities. In addition to planning and organizing events that contribute to the University ethos and community welfare, the Student Council is the true representative and spokesperson of the student community.

Student Welfare Office

MRIIRS lay special emphasis on Extra/ Co-Curricular Activities which is taken care by Students Welfare office that serves as a liaison between students and administration. Student welfare office is in 'F' Block Basement. It endeavours to develop the personality of the student in all spheres of life which it undertakes through various student- oriented programmes. It aims at promoting extra - curricular and developmental activities among students by identifying talented and interested students in the areas of Music, Dance, Literature, Fashion, Arts, Social Responsibility, Theatre, Photography, Health etc. and thereafter, nurturing their individual talent and giving them a supportive environment to plan and execute various activities in the said areas, thus making a major contribution towardstheir holistic development.

A large number of workshops and courses like, Youth Leadership Training Camps, Value-based Spiritual Course, Personality Development Camp, Youth Parliament, Students Talent Hunt, Documentary, Literary, Photography, Festivals celebration, Treasure Hunt, Talent Competitions for Faculty and Staff, Film and Book reviews, Debates and Declamations, Folk Dance competitions, etc. are being organized every year. Annual Cultural FestRESURRECTION consisting of many events of Music, Dance, Theatre, Literary, Fine Arts and Fashion is also organized during an academic session which aims in promoting rich culture and heritage of the country based on different folk dance and singing competitions of different states.

Sports facilities

Sports facilities at MRIIRS are also an integral part of the ethos of university with the philosophy that the participation in sports is an effective way of channelizing the energy of youth in constructive way while imbibing higher moral & ethical values, spirit of comradeship and desire to excel in any field chosen by the student. The main aim is to produce young men & women to play with good sportsmanship and to become competitive every time they step in any phase of their life. MRIIRS has generous resources for sports, cultural activities leading to overall development of students in the campus in addition to the academic infrastructure and resources including Cricket Ground, Volleyball courts, Basketball Courts, Soccer Ground, Indoor Sports Arena, Indoor Gymnasium, Shooting Range, and Squash court.
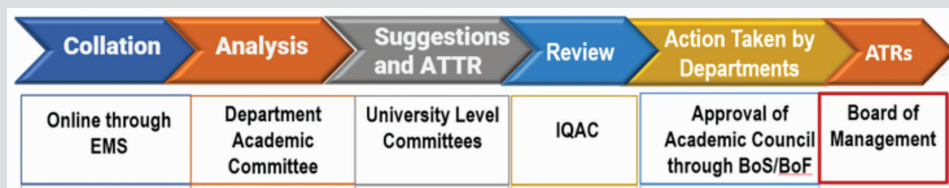
Dr. O.P. Bhalla Central Library

A state-of-art library rendered with rich digital resources, necessary amenities and technological supportprovides a huge repository of knowledge. The library opens 8:00 A.M. - 8:00 P.M. Monday to Saturday and 9:00 A.M. - 2:00 P.M. on Sundays for the physical access. The digital resources including e-books, e-journals and databases are available 24x7 through online public access catalogue portal. Students can use their allotted login credentials to access the e-resources outside the campus. The rules & regulations related to library resources are available on university website.

FEEDBACK MECHANISM

The Institution is committed to continuous improvement in Quality in every aspect of its functioning. This is ensured through well-defined online feedback system. Student feedback on quality of Curricula, teaching learning facilities, generic facilities and course delivery is collated online through EMS. Feedback is analysed and action to be taken report (ATTR) is compiled at the University level by Feedback committee and then action taken report (ATR) is presented before the Internal quality Insurance cell (IQAC) and Board of Management for its final perusal and further directions as per the mechanism depicted below:

Collation	Analysis	Suggestions and ATTR	Review	Action Taken by Departments	ATRs
Online through EMS	Department Academic Committee	University Level Committees	IQAC	Approval of Academic Council through BoS/BoF	Board of Management

OTHER FACILITIES WITHIN THE CAMPUS

- The University has separate hostels for Boys and girls within the campus and outside campus. Well-furnished rooms and the Mess provide a very congenial homely environment for the hostellers.

- In order to ensure maximum comfort and smooth learning, all the classrooms, tutorial rooms, seminar halls and most of the labs are provided comfortable seating with AC facility.

- The campus has divyangjan friendly, barrier free environment. There are Ramps, Lifts, tactile path, Divyangjan friendly washrooms lights, display board, sign posts, accessible website, screen-reading software, reader, scribe, soft copies of reading material.

- The university has its own clinic to take up the medical emergencies and 24x7 ambulance services to take care of the urgencies. The university has tied up with Asian Multispecialty and Sarvodaya Hospitals for critical cases. The well-equipped ambulances stationed at the campus ensure that no time is lost in case of emergencies. In addition to this, there is provision of Dental, Physiotherapy and Nutrition counselling OPD in campus. Pharmacy is also available within the campus.

- The complete campus is monitored through CCTV cameras, to keep a vigil over the campus in addition to a large number of male and female security personnel.

- The campus also has a branch of Punjab National Bank along with PNB ATM.

- The campus has a variety of food courts, cafeteria with high culinary offerings. A couple of them are ventures of students from food and Nutrition and hotel management student entrepreneurs. In addition to this, most of the buildings have self-service-based kiosks/ dispensers for potato-chips, chocolates or refreshing drinks etc.

- Stationary shop is available within the campus to meet the day-to-day requirement of students.

- The campus is fully Wi-Fi with high-speed internet facility.

- Parking space in the campus for two and four-wheeler.

- Robust security system to maintain the discipline in the campus.

- R.O. filtered drinking water is available in all blocks all around the campus. Maintenance of the water facilities are done regularly.

- Facility for learning foreign languages with certification.

ANTI-RAGGING MEASURES

The University has constituted the Anti-Ragging Committee and Anti-Ragging Squads/ Discipline & Floor Management Squads for overseeing the strict and meticulous implementation of the directives of regulatory bodies. A high-powered anti-ragging committee under the chairmanship of Vice-chancellor of the University, quick reaction anti-ragging committee ensure that the institution Campus is 100% ragging- free. In addition to this, monitoring cell and Faculty wise /Department-wise anti-raging squad, discipline squad, floor management squad, along with student representatives, parent representatives & Nodal officer has been constituted for strict compliance. If the committee finds that prima facie there is a case of ragging on the complaint it received, the committee take immediate action including the filing of FIR with the local police depending on the seriousness of the case. Any student of the University found indulging and / or abetting any form of ragging shall be meted out with exemplary and justifiably harsh punishment including debarring such students from taking admissions in any institutions of higher learning in the country.

STUDENT CODE OF CONDUCT

Discipline being the foremost priority of the MRIIRS, we endeavour graciousness in behaviour of the students and indiscipline in campus is seriously viewed with necessary punitive action after proper inquiry. Students are requested to maintain the decorum of institute adhering to the guidelines. It shall be the responsibility of the students:

- To carry their Identity Card issued by MRIIRS while being in campus.

- To behave and conduct themselves in the Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders. The use of profane or improper language is not acceptable.

- To dress up decently as mentioned in the dress code so as to suit the academic environment of the Campus.

- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute. Smoking, use of alcohol and drugs shall not be tolerated under any circumstances.

- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.

Administrative action in case of indiscipline:

The MRIIRS shall punish the wrongdoers/ suspected students if he/ she found guilty after due enquiry by the Proctorial Board/ Enquiry Committee which may include:

- Debarring from appearing in any test/ examination or other evaluation

- Suspension from attending classes or institute

- Cancellation of admission

- Debarring from representing the institute in any regional, national or international meet, tournament, youth festival, etc;

- Suspension/ expulsion from the hostel

- Withholding/ withdrawing scholarship/ fellowship and other benefits (if any)

- Withholding result of examination

CAMPUS HELPLINE NUMBERS

CAMPUS HELPLINE NUMBERS

Central Line: 0129 425 9000
Campus Security: 0129 419 8400
Chief Vigilance Officer: 9717881555
Health Services: 0129 419 8342
Chief Medical Officer: 9873517746
Dean Student's Welfare Office: 0129 419 8772
Housing Facility: 0129 426 8867; 8868
Student Facilitation Centre: 73038 19911; 73038 29911
University library: 0129 426 8800; 8901; 8902
Central Accounts Department: 0129 419 8344; 426 8726

UNIVERSITY OFFICE HOURS

(Most Manav Rachna's offices follow a Monday - Saturday 9:00 a.m. to 5:00 p.m. schedule.)

ACCOUNTS:

Student Dealing Hours
(Monday - Friday: 9:00 a.m. - 4:00 p.m.)
Closed 2nd & 4th Saturday,
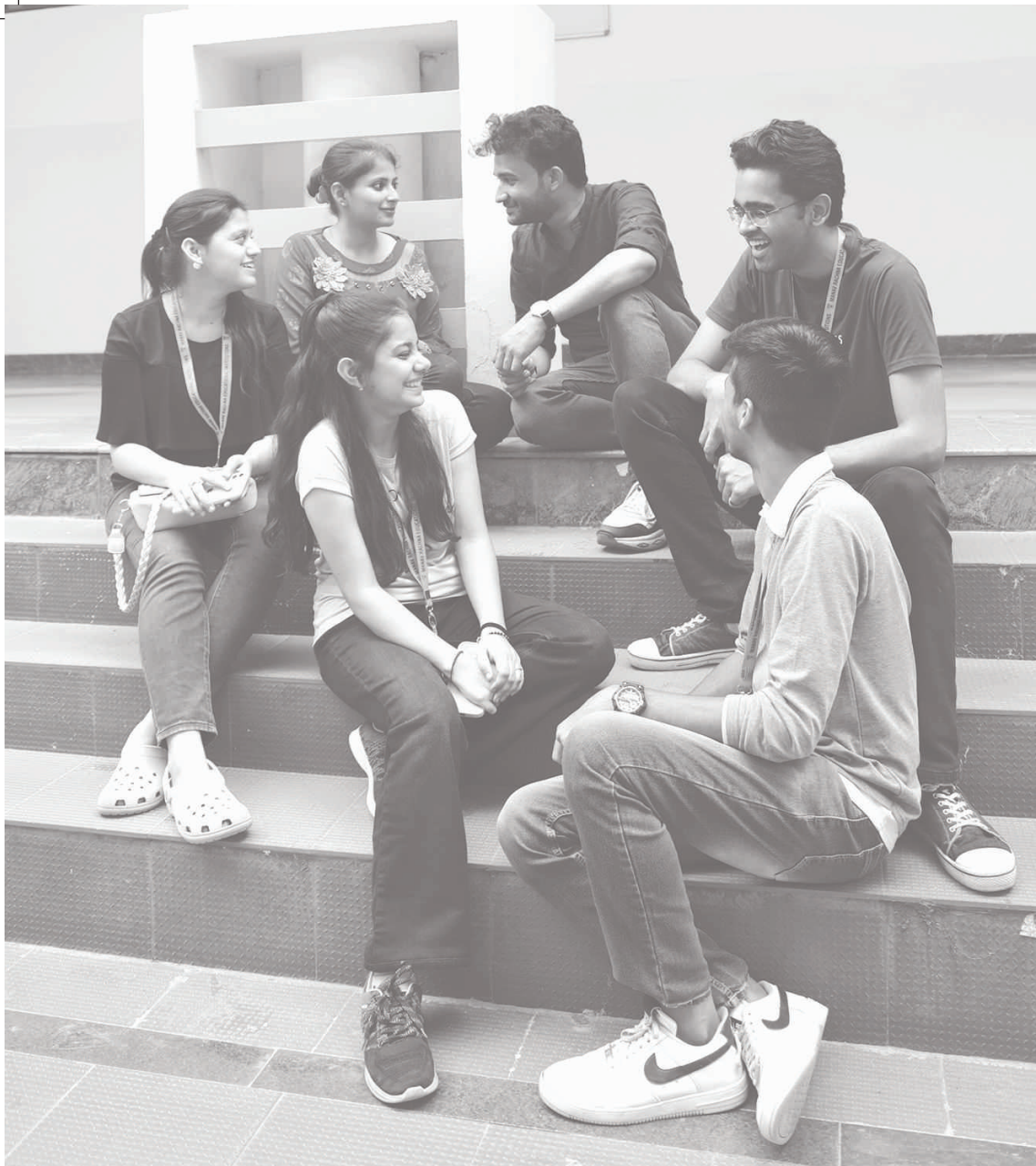Sunday and during listed holidays

SPORTS ACADEMY:

Monday - Saturday: 9:00 a.m. - 5:00 p.m.
Special hours for holidays will be posted in the Academy and Institute's web portal

UNIVERSITY LIBRARY:

Monday to Saturday: 8:00 a.m. - 5:00 p.m.
Sunday: 8:00 a.m. - 2:00 p.m.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

'Deemed-to-be-University' under section 3 of the UGC Act, 1956
NAAC ACCREDITED 'A++' GRADE INSTITUTION

MRIIRS Campus: Sector- 43, Aravalli Hills, Delhi- Surajkund Road, Faridabad.
Phone: 0129-4198100/4198600, URL: www.mriirs.edu.in