



## MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

(Deemed to be University under Section 3 of UGC Act, 1956)

NAAC Accredited "A" Grade

### FACULTY OF ENGINEERING AND TECHNOLOGY

Ref: MRIU/FET/Acad/2017-18/2

Date: 30.12.2017

#### LETTER TO PARENTS

Dear Parent,

At the outset, I congratulate you that your ward has completed the current semester and wish him/her for better performance in the new semester starting from 4<sup>th</sup> Jan 2018. Before your ward joins the coming session I would like to bring to your notice the following points which will help you to monitor the overall performance of your ward here at Manav Rachna International University:

- **Academic Calendar**

The following academic calendar shall be followed for the coming semester:

Registration for the Semester : 4<sup>th</sup> Jan 2018 to 6<sup>th</sup> Jan 2018

**Fine for late registration**

- With a fine of Rs. 100/- day from 8/01/2018 to 19/01/2018
- Re-admission with charges as applicable from 22/01/2018 onward.

Start of Classes : 4<sup>th</sup> Jan 2018

End Semester Practical Examination : 30/04/2018 to 03/05/2018

Preparatory Holidays : 04/05/2018 to 07/05/2018

End Semester University Theory Examination: 08/05/2018 to 08/06/2018 (including Saturdays)

There will be two Sessional Tests during the semester on the following dates:

Sessional-I Tests: **19/02/2018 to 24/02/2018**

Sessional-II Tests: **16/04/2018 to 21/04/2018**

(This academic calendar is tentative, subject to changes with the orders of competent authority)

- **Attendance**

- It is mandatory for a student to attend minimum 75% of the total classes held for individual course and 75% of the total classes held in the semester to become eligible to appear in the End Semester University Examinations. I would like to further emphasize that you must advise your ward to maintain 75% attendance in a particular course at the time of Sessional I, Sessional II and End Semester exam, failing which he may be debarred from appearing in these exams in that course and he shall be required to register himself during Summer Semester as per MRIIRS rules.

**So please be careful about your ward's attendance and monitor the same regularly by contacting / meeting the Class Mentor or HOD.**

- **Eligibility Condition for Promotion**

Every subject (Theory as well as Practical) offered to the student in each semester has some credits. Only when a student passes in a subject, he/she earns the credits assigned to that subject and not otherwise. The credits allotted to each subject in each semester have been indicated in the study scheme.

- For promotion to 5<sup>th</sup> semester of B.Tech a student must earn minimum 60 credits up to his/her 4<sup>th</sup> semester.
- For promotion to 6<sup>th</sup> semester of B.Tech a student must earn minimum 80 credits up to his/her 5<sup>th</sup> semester.
- For promotion to 7<sup>th</sup> semester of B.Tech a student must earn minimum 105 credits up to his/her 6<sup>th</sup> semester.
- For promotion to 8<sup>th</sup> semester of B.Tech a student must earn minimum 130 credits up to his/her 7<sup>th</sup> semester.

- **Registration**

The registration form is handed over to each student at the closure of End Semester Examinations. You please read the same thoroughly and sign the undertaking (parents) para of the registration form after filling the details in respect of contact no. and e-mail address, which your ward shall be required to submit to the mentor at the time of registration for next semester on 4<sup>th</sup> Jan 2018. On submission of registration form, Mentor will contact you for confirmation of the information/ detail filled in the registration form. The attendance shall be counted from the day of start of classes i.e. 4<sup>th</sup> Jan 2018 irrespective of the date/day of registration of students, it is therefore requested to advise your ward to register himself/herself before the start of classes i.e. 4<sup>th</sup> Jan 2018 to avoid any further consequences of fine for late registration, striking of name and shortage of attendance. You are also requested to maintain Mentor contact details to keep yourself abreast with the academic performance (1st Sessional, 2nd Sessional and final End Semester Examinations) and attendance on regular basis. Normally the Sessional result of all subjects is made available to the mentor within one week after the Sessional examinations. The 60% of the total internal marks is on the basis of two Sessional tests, which is calculated as average of the two Sessional tests. Therefore you please advise your ward to appear for both the Sessional tests sincerely and with full preparation. You can also access Final End Semester Result on University website i.e. [www.manavrachna.edu.in](http://www.manavrachna.edu.in) 3-4 weeks after the examination.

- **Fees**

Annual Course fees in two installments as mentioned in the admission brochure or as notified is required to be deposited within given time and schedule before the last date to avoid payment of late fine and striking off name from the rolls of the institution.

- **Dress and ID card**

Guide your ward to attend classes by wearing neat formal dress to maintain decorum in the University and carry Identity Card every time inside or outside the University campus. It is mandatory for every student to have his/her I card in the University campus.

Please update the change of address, mobile phone number (in use), email address, if any, to the mentor concerned. You are also requested to meet the Mentor, Concerned Head of the Department and visit our website [www.manavrachna.edu.in](http://www.manavrachna.edu.in) frequently to keep yourself abreast about the progress of your ward from time to time.

Your cooperation is highly solicited for making the bright future of your ward.

With Regards



**Dr Krishna Kant**  
**Executive Director & Dean, Faculty of Engineering and Technology**  
**Manav Rachna International University**