1.1. Vision
MRU envisions being a Centre for: knowledge generation, dissemination & transfer in the frontier areas, which derives impetus from various disciplines of sciences, humanities and technology and generates globally relevant human resource and knowledge which addresses the future issues/needs of society.

1.2. Mission
1.2.1. To impart outcome based holistic education
1.2.2. To disseminate education in frontier areas
1.2.3. To produce globally competitive, ethical and socially responsible human resources
1.2.4. To produce human resources sensitive to issues of Environment and Sustainable Development
1.2.5. To develop Environment and Sustainable development as thrust area of research and development.

1.3. Quality Policy
To continuously learn from the best practices, study role models and develop transparent procedures for empowerment of stakeholders.

1.4. Strategic Objectives
1.4.1. To facilitate, enhance & promote innovation in curriculum design and delivery and have Outcome oriented Learning Culture
1.4.2. To promote Research Environment and Management Practices
1.4.3. To enhance the quality of the student learning experience
1.4.4. To provide Resources and Infrastructure for Academic Excellence

1.5. Ratings, Accreditations and Rankings
1.5.1. Awarded “QS I-Guage Gold Rating” under Indian University Rating
1.5.2. Ranked in top 3 among the emerging engineering Institutes of India by Times Engineering Survey 2019.
1.5.3. Among the top 2 emerging Institutes in terms of placements & research as per Times Engineering Survey 2019.

MANAV RACHNA UNIVERSITY

Manav Rachna University is a State Private University (established by Haryana State Legislature Act No 26 of 2014 of Haryana Private Universities (Second Short Title Amendment Act, 2014). MRU has evolved from Manav Rachna College of Engineering (MRCE) (A NAAC accredited GRADE ‘A’ Institution 2011-16), with NBA accredited programs of B.Tech. CSE, ECE & ME (2013-15))
2. ACADEMICS

2.1. Academic Program

2.1.1. The mode of instruction consists of:
   a. Core Courses: Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.
   b. Elective courses: Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.

2.1.2. The various courses shall comprise one or more of following four components:
   a. Lecture (L): Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.
   b. Tutorial (T): A smaller class or group session (typically 15-30 students) aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.
   c. Practical (P): Practical Lab: Module of the course aimed at doing practical work using different instruments, apparatus, systems or softwares.
   d. Outcome (O): Component of a course referring specifically to one or more outcomes of the course/program which are not achievable through regular L-T-P structure. This may include seminars/projects/presentations etc.

2.1.3. The core/elective courses offered may be:
   a. Hard courses having L-T-P and/or O component
   b. Soft courses having L-P and/or O component
   c. Workshop courses having P component
   d. Non-Teaching Credit Courses having P and/or O component
   e. Special Courses for development of hard skills etc. having L-T-P and/or O:

These courses are for development of hard skills and are specially designed to address different scholastic abilities of students. These courses would focus on applying tools and techniques for solving technical and domain specific problems.
2.1.4. In addition there would be:

a. **Summer Training modules**: These modules shall be designed with the purpose of developing hard and soft skills of the students. These modules shall deemphasize the lecture mode and will stress upon “learning by doing”.

b. **Bridge Courses**: Courses introduced to enhance the basic knowledge and skill set of students before undertaking the advanced courses of the program admitted to. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations.

2.2. **Program Credit distribution**:

University shall follow the choice based credit system (CBCS).

### A. FACULTY OF ENGINEERING

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits required for UG</th>
<th>Credits required for PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Engineering (ME)</td>
<td>B.Tech (ME): 160</td>
<td>M.Tech: 71 (68+3) Where 3 credits relate to summer training</td>
</tr>
<tr>
<td>Electronics &amp; Communication Engineering (ECE)</td>
<td>B.Tech (ECE): 153</td>
<td>68</td>
</tr>
</tbody>
</table>

**Requirements for Graduation:**

**For UG:**
Candidate shall have to earn the minimum credits as specified in the curriculum scheme of the Program, to be eligible for the award of degree. These credits should be earned under different categories. A student shall register and earn credits for:
1. All core courses as defined in curriculum scheme;
2. All summer trainings;
3. At least two elective courses offered by parent department;
4. At least one elective course offered by other Engineering department;
5. At least one elective course of Humanities;
6. At least one elective course by Department of Management and Commerce.

Student shall also pass all University mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the University from time to time.

**For PG:**
As specified in the curriculum scheme, completion of minimum number of credits, including all core courses, successful completion of summer training; and successful completion of all stages of dissertation work shall be the condition for becoming eligible for the award of M. Tech degree.

### B. FACULTY OF APPLIED SCIENCES

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits required for UG</th>
<th>Credits required for PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>120</td>
<td>82</td>
</tr>
<tr>
<td>Mathematics</td>
<td>122</td>
<td>81</td>
</tr>
<tr>
<td>Physics</td>
<td>121</td>
<td>81</td>
</tr>
</tbody>
</table>
Requirements for Graduation:

For UG:
Completion of a minimum credits as specified in the curriculum scheme of the program shall be the condition for award of degree. These credits should be earned under different categories as follows: A student shall register and earn credits for:
1. All core courses as defined in curriculum scheme.
2. All University mandatory courses.
3. All summer trainings.
4. At least two electives offered by parent department.
5. At least one elective offered by other engineering department.
6. At least one elective offered by sciences (Mathematics/ Physics/ Chemistry etc.) department.
7. At least one elective of Humanities.
8. At least one elective by Management department.

For PG:
As specified in the curriculum scheme, completion of minimum number of credits, including all core courses, successful completion of summer training; and successful completion of all stages of dissertation work shall be the condition for becoming eligible for award of degree. In addition, a student shall have to fulfill all other conditions as prescribed by the University from time to time.

C. FACULTY OF LAW

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits required for UG</th>
<th>Credits required for PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. LLB</td>
<td>245</td>
<td>NA</td>
</tr>
<tr>
<td>BBA LLB</td>
<td>245</td>
<td>NA</td>
</tr>
<tr>
<td>B.Com LLB</td>
<td>245</td>
<td>NA</td>
</tr>
</tbody>
</table>

Requirements for Graduation:
1. All core courses as defined in curriculum scheme;
2. All electives in chosen Specialization offered by parent department;
3. 20 Weeks' Internships as recognized by the University

D. FACULTY OF EDUCATION

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits required for UG</th>
<th>Credits required for PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.Sc. B.Ed</td>
<td>24</td>
<td>NA</td>
</tr>
<tr>
<td>B.A. B.Ed</td>
<td>24</td>
<td>NA</td>
</tr>
<tr>
<td>B.Ed</td>
<td>20</td>
<td>NA</td>
</tr>
</tbody>
</table>

Requirements for Graduation:
1. All core courses as defined in curriculum scheme;
2. All summer trainings;
3. At least two elective courses offered by parent department;
4. At least two elective course offered by Faculty of Law/Management/Engineering/Applied Sciences.

E. FACULTY OF MANAGEMENT & HUMANITIES

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits required for UG</th>
<th>Credits required for PG</th>
</tr>
</thead>
<tbody>
<tr>
<td>BBA (E&amp;FB)</td>
<td>15-34 per semester</td>
<td>NA</td>
</tr>
<tr>
<td>BBA (HCM)</td>
<td>15-34 per semester</td>
<td>NA</td>
</tr>
<tr>
<td>BBA (OM)</td>
<td>15-34 per semester</td>
<td>NA</td>
</tr>
<tr>
<td>BBA (FAA)</td>
<td>15-34 per semester</td>
<td>NA</td>
</tr>
</tbody>
</table>
2.3. GRADING SYSTEM AND SGPA & CGPA CALCULATIONS

2.3.1. The University shall offer programs in each semester on Choice Based Credit System. Based on the performance of the student in a semester, measured by grades and credits earned, the grade point average of a semester shall be calculated. The letter grade and its corresponding Grade Point indicate the results of both qualitative and quantitative assessment of a student's performance in a course.

2.3.2. Course and Grades:
A Course is a mix of Lecture, Tutorial, Practical and Outcome components i.e. L -T-P-O. Apart from Lecture (L), Tutorial (T) and Practical (P) Components, a course may have an Outcome (O) component. This may include mini projects/presentations etc. At the end of each semester, the student shall be awarded a letter grade in each course for which he/she had registered. The letter grades and corresponding numerical points are given in the table below:

Requirements for Graduation:
Candidate shall have to earn the minimum credits as specified in the curriculum scheme of the Program, to be eligible for the award of degree. These credits should be earned under different categories. A student shall register and earn credits for:
1. All core courses as defined in curriculum scheme;
2. All summer trainings;
3. All elective courses offered by parent department;
4. Student shall also pass all University mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the University from time to time.

2.2.1. Student shall also pass all University mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the University from time to time.
2.2.2. Credit Assignment to a course:
a. One credit for each lecture hour;
b. One credit for each tutorial hour;
c. One credit for each Outcome hour;
d. Credits for each Workshop/ laboratory/practical session of 2 hours is one credit
   e. Apart from the specified contact periods, a student is expected to devote equal number of hours in self study as defined under credits
<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade/Numerical Point</th>
<th>Marks</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>10</td>
<td>80% and above</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A (+)</td>
<td>9</td>
<td>&gt;=70% and &lt;80%</td>
<td>Excellent</td>
</tr>
<tr>
<td>A</td>
<td>8</td>
<td>&gt;=60% and &lt;70%</td>
<td>Very Good</td>
</tr>
<tr>
<td>B (+)</td>
<td>7</td>
<td>&gt;=55% and &lt;60%</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>&gt;=50% and &gt;55%</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>5</td>
<td>&gt;=45% and &lt;50%</td>
<td>Average</td>
</tr>
<tr>
<td>P</td>
<td>4</td>
<td>&gt;=40% and &lt;45%</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>&lt;40%</td>
<td>Fail</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td></td>
<td>Withdrawal from course</td>
</tr>
<tr>
<td>X</td>
<td>0</td>
<td></td>
<td>Incomplete work in a project type course</td>
</tr>
<tr>
<td>R</td>
<td>0</td>
<td></td>
<td>Detention on account of low attendance</td>
</tr>
<tr>
<td>ACP</td>
<td></td>
<td></td>
<td>Audit course Pass</td>
</tr>
<tr>
<td>ACF</td>
<td></td>
<td></td>
<td>Audit course Fail</td>
</tr>
</tbody>
</table>

**Note:** A student is considered to have completed a subject successfully and earned credits for the course if he/she scores a letter grade other than F/W/X/R.

2.3.3. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Based on grades earned in different courses of the semester, two indices shall be calculated:

a. **Semester Grade Point Average (SGPA):** The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his/her performance in a semester. SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester.

b. **Cumulative Grade Point Average (CGPA):** It is the grade point average of all the semesters completed by the student at the time. The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the programme to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester.

Both SGPA and CGPA are calculated at the end of every semester and indicated in the Grade Sheet. The SGPA will be calculated according to the formula:

\[
SGPA = \frac{\sum (Ci \times GPi)}{\sum Ci}
\]

Where \( Ci \) = credit for the course, \( GPi \) = the grade point obtained for the course and \( Ci \) = the sum of credits of all courses registered in that semester, except audit courses.

For the Cumulative Grade Point Average (CGPA), a similar formula is used where the sum \( Ci \) is the sum of credits of all courses registered, excluding audit course, up to the point in time.

**Classes:**
- First class with distinction shall be awarded to a student securing a CGPA of 7.50 or more;
- First class shall be awarded to a student securing a CGPA of 6.00 to 7.49;
- Second class shall be awarded to a student securing a CGPA of 5.00 to 5.99.

**Important point for consideration:**
A student shall be eligible for the award of a degree only if he scores a CGPA of 5.00 or more. CGPA can be converted to % of marks using the conversion formula % = 10*CGPA
2.4. EXAMINATION

2.4.1. The university shall follow a policy of continuous evaluation with the objective of training a student to put in sustained and disciplined effort over the entire period of study.

2.4.2. The evaluation will consist of Part A and Part B in the ratio of 4:1.

2.4.3. For Hard courses:
   a. Part A of the semester evaluation shall comprise of three written examinations namely: T1, T2 and T3 (End Term Exam) and PT1, PT2 and PT3 (Final External practical examination) for practical and Lab based courses. End Term exam will be minimum 50% of total weightage of the course.
   b. Part B of evaluation shall comprise of continuous evaluation components that may include assignments, quizzes, tutorials, surprise tests etc. Part B of evaluation will be minimum 20% of the total weightage of the course.

2.4.4. For Soft courses:
   a. The PART A of evaluation will consist of an end term examination. Faculty may have additional examination during course of semester. Lab/Practical component of the course shall be evaluated in same manner as hard courses.
   b. Part B of evaluation will be minimum 20% of the total weightage of the course.

2.4.5. Courses having only P and/or O components shall follow the structure of Practical examination as given above.

2.5. Attendance/Leave Rules

Manav Rachna University expects all undergraduate students to attend 100% classes in every registered course. However, a shortfall of not more than 25% may be condoned if the shortfall is caused by valid reasons beyond the student’s control and supported by appropriate evidence. In a nutshell, no classes can be missed without valid reasons, and the number of classes missed due to valid reasons (with supporting documents) should not exceed 25%.

2.5.1. A student shall be required to have a minimum attendance of 75% in a course to be eligible for appearing in end semester examination of that particular course.

2.5.2. A relaxation of 5% in attendance may be given by the Dean of respective faculty on the basis of genuine reasons such as illness, participation in university nominated extra and/or co-curricular activities.

2.5.3. Further relaxation of 5% may be given by the Vice Chancellor in case of participation in national/international competitions, natural calamities or ailment of parents etc.

2.5.4. All students detained, due to shortage of attendance, in a course shall be required to reregister for the course and all previous internal assessments/test scores shall become null and void.

2.5.5. In case of absenteeism due to different reasons, students are strongly advised to submit an application on the day of joining. The application should be duly signed by the parents. In case of hospitalization or prolonged sickness, along with the application, hospital discharge summary, fitness/medical certificate by the doctor and copies of lab investigation reports should be submitted at the time of joining. No medical certificate shall be accepted is submitted after a week of joining.
2.5.6. Students detained on account of attendance shall have to reregister for the courses during summers and shall have to do the course de-novo. There shall be registration fee for these courses @ 1000 per credit registered.

2.6. Summer Training

Students at MRU undergo mandatory summer training with a view to expose them to the real world situations where they could apply their learning and sharpen their expertise. This process enhances their employability. Summer training imparts education beyond the curricula and augments the class room teaching through:

a. Instructional cum research based laboratory work,
b. Project based learning,

c. Intense industrial exposure, and
d. Hands-on experience on design and fabrication of general products and machine components.

Open access to labs, involvement of students in faculty research and development projects, developing design skills using latest software, documentation, content development, instructional designing etc. has certainly given an edge to the students of MRU. Summer training shall culminate into submission of project report and evaluation. The mode of evaluation shall be announced at the beginning of the summer training.

2.7. Tie Ups

2.7.1 Knowledge Partners (as per brochure)
2.7.2 International Collaborations (as per brochure)

2.8. PROGRAMME COORDINATORS CONCEPT AT MRU

Mentorship is a dynamic shared relationship in which values, attitudes, passions and traditions are passed from one person to another. The main idea behind its inception is to provide a platform to the students beyond the realms of academics. Through Mentoring program, every student is assigned a Program Coordinator, who provides students with an honest insight as students explore and evaluate their potential education and career options. The unique Mentor Mentee Concept at MRU ensures a constant interaction between the faculty and the students. The faculty coordinator counsels the students on their academic and personal concerns. His/her experience will help the student to gain the confidence and skills they need success in their future endeavors. Mentoring functions are carried out within the context of an ongoing, supportive relationship between the coordinator and the student.

MRU has a unique 4-Tier Mentoring system. Student groups at MRU are mentored by:

2.8.1. Industry mentor:
The students have to work in the corporate world, the moment they step out of MRU. The industry mentor is a person from the industry who shall constantly guide the students about the latest happenings in the corporate world. It gives the student an opportunity to interact with the domain experts from India and Abroad and broaden his / her perspective.

2.8.2. Alumni mentor:
Similar to Industry mentorship, the students will have close interaction with alumni. This mentorship serves a dual purpose of providing industry interface and also guiding the student about the campus placement.
2.8.3. Parent Mentor:
Parent is the first and foremost guide. Your parent will mentor you in channelizing your energy and directing you in every walk of life, resulting in personal and professional development.

2.8.4. Program Coordinator:
The Program Coordinator shall have the most important role to play during the stay of the student at MRU. He/she will be responsible for:
   a. Appointing Class Representatives
   b. Maintenance of students' database (Hard and Soft form) containing contact details of parents as well as ward.
   c. Contacting Parents as & when required
   d. Attendance Monitoring (as per Academic Calendar)
   e. Sessional and Internal Assessment Compilation.
   f. Conduct of PTM (as per Academic Calendar).
   g. Monitoring the lecture schedule to ensure smooth and regular conduct of classes.
   h. Communicating the Departmental/University Directives & Information to the Students.
   i. Maintaining records for medical cases (for attendance benefits & Resessional exam)
   j. Facilitating Pre Registration for Courses in the coming semester
   k. Handholding Students to register for Previous Semester courses (in case of Detentions/Migration/change of branch)

2.9. Industrial Visits
MRU is very keen in giving practical knowledge along with theoretical. To meet this objective, MRU has taken this up as one mode of pedagogy, in which students are taken to prestigious Industrial establishments, where they can acquire good piece of knowledge by observing the operations and ambience of that company/industry. Students of MRU always give an excellent account of themselves during their interaction with the corporate colleagues and mentors. There has been good response when they visit industries. Some of the recently visited companies include Tata Motors, Infosys, Shriram Pistons, Maruti Udyog, Honda Siel Cars, Mother Dairy, Perfect Bake, Fortis Hospital, Parle, ITC Hotels, India TV, Hyatt Regency, Godrej, Vita Milk, Yamaha, Aajtak & Tricolite. Moserbear.

The Main objectives of these visits are:
   a. Insight into how the Organization works
   b. Different strategies used by the organization to improve their market
   c. Information about different departments in the plant and importance of each department.
   d. Importance of 'Team Work' in an Organization.
3. RESEARCH, INNOVATION & INCUBATION

3.1. Manav Rachna Innovation & Incubation Centre (MRiIC) is a seminal initiative of Manav Rachna Educational Institutions, which has been established in the Manav Rachna Campus to cater the needs of students and faculty members who are inclined towards research, innovation, novel ideas and are buzzing with out-of-box thinking. The Centre through its various activities encourages both engineering and non-engineering students across various departments to develop innovative and creative business ideas undergoing experiential learning, which in the subsequent stages are incubated to convert into successful startups/enterprises.

3.2. Eight Research & Innovation Clusters namely Mechanical, Automobile & Aerospace, Electronics & Electrical, Computing, Molecular Biosciences, Health Sciences & Nutrition, Civil & Architecture Design, CNR Rao Research & Experimentation/Atmospheric & Environment and Material Science are actively engaged in research projects by adopting interdisciplinary approach in addition to other activities like Competitions and Projects, Publishing, Sponsored R&D projects, Training in Advanced Areas or future technologies, Product Development, Collaboration & Consultancy and Patents & IPR.

3.3. One unit each of IPR cell, Research Incubator and Business Incubator are also setup in the campus to provide a platform for all kind of assistance to the teams in terms of design reviews, expert comments, provision of raw materials, manufacturing facilities, testing arrangements.

3.4. Centres of Excellence are established in collaboration with industry partners to train the students and faculty in advanced areas in order to enhance their skill development and employability of students.

3.5. Four startups Technoplanet Labs Pvt. Ltd., HyFnt Games Pvt. Ltd., Pramukh Pvt. Ltd. and Tricho Agronica Pvt. Ltd. (TAPL in support of Rs. 1.73 Crores by Indian Oil Corporation, Faridabad) are running in the campus under Manav Rachna Business Incubator. In addition to these, Aarkaya Solar Solutions Pvt. Ltd., Tackyson Motor Sports Pvt. Ltd., Nature’s Drop, Smart Watch, Greenity, Campus Dock, Naturoplast, Medlife Care, Dear Diet, TFT Innovations, Night Labs, Vagabond Brains, Thap Krida etc are progressing in the Manav Rachna New Generation Innovation and Entrepreneurship Development Centre (MRNewGen-IEDC), with a financial support worth Rs. 2.87 Crores from Department of Science & Technology (DST)-NESTEDB, Govt. of India to nurture the talent of students of Manav Rachna. Each startup is getting a financial support of Rs. 2.5 Lakhs for the developmental work alongwith recurring grant and total 85 such startups will be incubated in next five years times. 23 alumni entrepreneurs are also running their ventures. For details you may visit at http://manavrachna.edu.in/research-innovation-incubation-centre-mric/.
### 1. Research & Innovation Clusters

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Block/ Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical &amp; Electronics Cluster</td>
<td>A Block / AS-29</td>
</tr>
<tr>
<td>Molecular Biosciences Cluster</td>
<td>A Block / AT-09 &amp;10</td>
</tr>
<tr>
<td>Computing Cluster</td>
<td>L Block / LG-10</td>
</tr>
<tr>
<td>Mechanical, Automobile &amp; Aerospace Cluster</td>
<td>Adjoining L Block</td>
</tr>
<tr>
<td>Civil, Architecture &amp; Design Cluster</td>
<td>C Block / CG-21</td>
</tr>
<tr>
<td>CNR Rao Research &amp; Experimentation Centre / Atmospheric &amp; Environmental Science Cluster</td>
<td>M Block / MG-02</td>
</tr>
<tr>
<td>Material Science Cluster</td>
<td>C Block/ CUG-02</td>
</tr>
</tbody>
</table>

### 2. Research Incubator

| Incubator/ MR NewGen IEDC                                              | C Block/ CUG-02       |

### 3. Business Incubator/ MR NewGen IEDC

| Business Incubator/ MR NewGen IEDC                                    | C Block/ CUG-02       |

### 4. IPR Cell

| IPR Cell                                                               | C Block/ CUG-02       |

### 5. Centres of Excellence

<table>
<thead>
<tr>
<th>Centre</th>
<th>Block/ Room No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Energy Centre</td>
<td>H Block / HF-03</td>
</tr>
<tr>
<td>SAP Centre</td>
<td>C Block / CF-21</td>
</tr>
<tr>
<td>Mitsubishi Electric Centre</td>
<td>A Block / AF-25</td>
</tr>
<tr>
<td>Automotive Training &amp; Research Centre (Honda Motors)</td>
<td>C Block/ CG-02</td>
</tr>
<tr>
<td>Sports Science and Rehabilitation Centre</td>
<td>J Block / Ground Floor</td>
</tr>
<tr>
<td>Advance Water Technology &amp; Management Centre</td>
<td>A Block /AT-25</td>
</tr>
<tr>
<td>Daikin Centre</td>
<td>M Block / MG-11</td>
</tr>
</tbody>
</table>

## 4. MOTIVATION & REWARDS

MRU aims to make a difference in the accomplishments and success of its students. Through Awards & Medals to the deserving students, Manav Rachna provides an opportunity to be the catalyst that sets its students on an upward path. By motivating, rewarding and honoring them, we encourage students to set high goals and meet the challenges with stretched limits. MRU has institutionalized a certain awards which are hoped to instill the value of persistence, and perhaps, inspire a lifelong passion for learning.

### 4.1. President Medal:

This medal will honor a student who has evidenced significant achievement at International level in the following areas: 1. Research 2. Sports 3. Creative arts 4. Community involvement 5. Professional

### 4.2. Vice President Medal:

This medal will honor a student who has evidenced significant achievement at National level in the following areas: 1. Research 2. Sports 3. Creative arts 4. Community involvement 5. Professional

### 4.3. Patron Medal:

Awarded to a female student who best exemplifies the attributes of engaged leadership; inexhaustible optimistic aptitude about challenges and opportunities, integrity, courage and honesty.

### 4.4. Vice Chancellor Medal:

This medal will honor a student who has successfully passed out and has the best academic record (highest CGPA) in the University examinations across all UG Programmes offered by the University.

### 4.5. Academic Proficiency Medal:

Awarded to highest scorer student who has successfully completed the program. This is applicable for each program.

### 4.6. Student Leadership Medal(s):

Awarded to student(s) who has/ have evidenced ability to motivate other students & has/have successfully lead terms for specific organizational goals.

### 4.7. Outstanding Achievers Awards in the Area of:


### 4.8. Ratan Lal Lahoti Memorial Gold Medal:

Awarded to a Law Student of the year, for his/her overall academic performance and excellence in during the 5 years at Law Faculty.
5. CAREER PROGRESSION

5.1. CRCMC: Corporate Relations & Career Management Center has two arms; one is the training arm of Manav Rachna Educational Institutions which looks after the skill enhancement requirements of Higher Education and Schools. It works with a mission of helping students realize their full potential and help them be employable. The second one is the facilitating units of Manav Rachna Educational Institutions (MREI), which engages with the industry and constantly strives for expanding the industry-academia interface. It gathers information, through close and regular interactions with the leading recruiters, regarding the knowledge and skills requirements of the industry and advises the institutions/faculties under MREI to incorporate them to make our students even more industry ready and job ready. AMCAT & Co-cubes are leading Skills assessment platforms dealing with employability solutions. Their state of the art assessment tools are being used across Industry verticals to help recruit the right people, develop profile-wise employability benchmarks and assess workforce health. Their intelligent adaptive assessments span across language, cognitive skills, domain knowledge and personality. They have a strong in-house research and development team with alumni from India’s premier engineering & management institutions. These Employability Assessment tests are taken by over 25,00,000 candidates across 5000+ campuses which enables them to secure their dream jobs every year. They help leading brands across verticals to improve their recruitment process efficiency and the quality of talent they hire. Their corporate clients are spread across sectors as diverse as BFSI, IT, ITeS, Hospitality, Retail etc.

5.2. MRCFL: Manav Rachna Centre of Foreign Languages is a language institute that offers professional courses in various foreign languages, namely - Spanish, German, Chinese, Japanese, French and Arabic. MRCFL is committed to adhere to international standards in the field of academics and promotes various cultures through fun and interactive experiences. The Foreign Languages Centre aims to make Foreign Languages accessible to everyone. One need not be a linguist to study at MRCFL; the classes are open to undergraduates, graduates and postgraduates of all disciplines.

6. PLACEMENT PROCESS & MAJOR RECRUITERS

6.1. Pre-placement process
The pre - placement process begins in the third year and implicates the following activities:

6.1.1. Building the Student Master Database: The student data of pre-final year students are collected and a master database is built for record and contact purposes.

6.1.2. Resume collection: The students are emailed the resume format, which are to be filled by them and the details are collected and maintained by the placement coordinators of the department.
6.1.3. Filtration of the student database: Once the database is built, it is filtered to retain records of students eligible for the specific placement drive. The eligibility criteria is decided as per the requirements stated by the companies coming for recruitment.

6.1.4. Company list intimation: As and when arrival of companies is being confirmed, the eligible students are informed about the upcoming placement drives.

6.1.5. Implicating the interested students: The preparatory classes and mock interview sessions are arranged for the interested students and they are implicated into the placement process as stated below.

6.2. Placement Process

The placement activity broadly involves:

6.2.1. Receipt of Job Description (JD): The recruiting companies submit the JD which includes Company profile, Job Profile, Designation, Job Location(s), Eligibility Criteria, CTC and selection process.

6.2.2. Consent from Eligible Students: JD is circulated among all the eligible candidates through personal email and the consent of participation is individually obtained.

6.2.3. Conduct of Placement Drives: Information about the consenting students is shared with the company and placement drive is conducted as mutually agreed between the CRC and the recruiting company. Company starts with a pre-placement talk (PPT) - a session in which the Company presents the attractiveness of the company and the job on offer. It also affords students one last chance to seek any clarification first hand from the company representatives.

6.2.4. Final Selection & Results: At the end of the process, the results are declared by the company. Sometimes, students are asked to meet the senior managerial staff for a final round of interview before the final interview round.

6.2.5. Fine for Non Participation: Placement process is based on the relationship developed by the institute with the industry over the years. The association is symbolic of repute & trust enjoyed by the institution with the industries hence non participation post conformation to appear at the scheduled placement drive shall lead to imposition of fine/panalty. An amount of Rs. 1000 per placement drive shall be imposed.
7. STUDENT LIFE AT MRU

MRU believes in creating an all-round individual. Curricular aspect helps attain jobs but co-curricular and extracurricular aspects help in grooming the overall personality of the student. Student’s co-curricular and extracurricular activities are an integral part of university life and used as the means of developing wholesome attitudes and good human relations as well as knowledge and skills.

7.1. Manav Rachna Life Skills Program:
MRU encourages the participation of students in such activities. It is a strong belief that the educational goals and objectives of the MRU are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom programs. Participation in the regular curriculum is a right offered to each student, while participation in the extracurricular activities and sports program is a privilege that carries additional expectations for acceptable conduct. University has formalized the participation in such activities and introduced award of credits for the same under the aegis of “Manav Rachna Life Skills Programme”. To initiate and propagate the spirit of camaraderie and to provide a rich nurturing ground for honing the life skills of our students Manav Rachna has introduced the concept of a close-knitted family, that of a CLAN, striving for common goal. There are 4 Clans, each represented by an environmental element and a mascot- The Air Falcons, The Water Sharks, The Forest Rhinos and The Wild Cats. The clans shall be dedicated to their environmental element and shall hold up their clan and the brotherhood at all times.

7.1.1. Credit Allocation and Calculation of Awards:
a. Students shall earn activity points in the normal duration of the programme, during their academic stay at the University, covering gamut of activities. All students have to earn a minimum of total activity points from various activity segments listed to qualify for their degree. Earning of these points shall make a student eligible for the award of Degree and the number of points earned shall be reflected in the Grade Card.
b. For a programme of normal duration of 'n' years, the total minimum number of points to be earned shall be “25 x n”. (For lateral entry students/Migrating students the number of Points shall be proportionately reduced depending on the year/semester in which entry/migration is being made.)
c. Grade sheet of final semester shall indicate the Grade Earned, minimum points for Pass Grade and total points earned under the heading/course “Manav Rachna Life Skills Programme”. Process owners shall make provisions for consolidation of activity points earned by students on a semester basis and shall upload the points regularly within a defined time line (5 working days after end of activity) of earning of points by the students. Any grievance related to the same shall be resolved at the level of process owner. All documental proof for awarding the activity points shall be verified and forwarded by the process owners to the parent Department to which student belongs and shall be available for verification/Academic Auditing.
## A. LIFE SKILLS AREA 1: EXTRA-CURRICULAR
**PROCESS OWNER: CLAN CHIEFS / DEAN (STUDENTS' WELFARE)**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Maximum Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC1</td>
<td>Office bearer of Clan</td>
<td>40</td>
<td>20 points awarded for successfully fulfilling responsibilities attached to the post for 1 semester</td>
</tr>
<tr>
<td>EC2</td>
<td>Member of Clan/University Competing Team</td>
<td>80</td>
<td>10 points for being Member of team for 1 semester</td>
</tr>
<tr>
<td>EC3</td>
<td>Volunteer for Clan/University Events</td>
<td>40</td>
<td>5 points for each event for which student volunteered</td>
</tr>
<tr>
<td>EC4</td>
<td>Winner of University/Clan level event</td>
<td>50</td>
<td>Maximum 10 points for 1 event</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Maximum Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC5</td>
<td>Participation in University/Clan level event or intra clan event</td>
<td>40</td>
<td>2 points/1 point for each participation</td>
</tr>
<tr>
<td>EC6</td>
<td>Committee member/organizer of University/Clan level event</td>
<td>40</td>
<td>5 points/ 10 points for each event</td>
</tr>
<tr>
<td>EC7</td>
<td>Committee member/organizer of Technical Fest/Cultural Fest/Conference</td>
<td>40/60</td>
<td>20 points/ 40 points for each event</td>
</tr>
<tr>
<td>EC8</td>
<td>Placed within top 3 in competitions at International/National/State/Others level activity</td>
<td>150</td>
<td>International: 80 points; National: 40 points; State: 25 points; Others: 10 points</td>
</tr>
<tr>
<td>EC9</td>
<td>Raising sponsorship for events</td>
<td>50</td>
<td>1 point for each 1000 Rs. Sponsorship raised</td>
</tr>
</tbody>
</table>

## B. LIFE SKILLS AREA 2: CO-CURRICULAR
**PROCESS OWNER: DEAN OF RESPECTIVE FACULTY**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Maximum Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC1</td>
<td>Office bearer of Professional Bodies</td>
<td>40</td>
<td>10 points for 1 semester</td>
</tr>
<tr>
<td>CC2</td>
<td>Member of Professional Bodies</td>
<td>40</td>
<td>5 points for 1 semester</td>
</tr>
<tr>
<td>CC3</td>
<td>Participating/Organising Intra/Inter Departmental Technical Workshops/ Value Added Courses/events</td>
<td>30</td>
<td>5 points/ 10 points</td>
</tr>
<tr>
<td>CC4</td>
<td>Foreign Language Certification</td>
<td>20</td>
<td>10 points per certification</td>
</tr>
<tr>
<td>CC5</td>
<td>Online courses / Certification courses successfully completed</td>
<td>40</td>
<td>10 points per course. Ex. By registering for MOOCs at EDX, COURSER/ Credit transfer as approved by academic council</td>
</tr>
<tr>
<td>CC6</td>
<td>Published an article</td>
<td>40</td>
<td>10 points per Newspaper/Magazine etc. article</td>
</tr>
</tbody>
</table>
C. LIFE SKILLS AREA 3: ENTREPRENEURSHIP/ INNOVATION/ INCUBATION
PROCESS OWNER: DIRECTOR MIIIC/ DEAN (RESEARCH)

<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Maximum Points</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI1</td>
<td>Creative Project Execution</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>EI2</td>
<td>Awards for Projects</td>
<td>150</td>
<td>International: 80 points; National: 40 points; State: 25 points; Others: 15 points</td>
</tr>
<tr>
<td>EI3</td>
<td>Registration of Start-Ups</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>EI4</td>
<td>Attracted Venture-Capital</td>
<td>100</td>
<td>@20 points for Rs. 50,000/-</td>
</tr>
<tr>
<td>EI5</td>
<td>Filed a Patent</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>EI6</td>
<td>Completed Prototype Development</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>EI7</td>
<td>Attended International/ National Conference/Convention</td>
<td>40</td>
<td>20 points/ 10 points</td>
</tr>
<tr>
<td>EI8</td>
<td>Published a Paper</td>
<td>80</td>
<td>Peer reviewed Journal: 40 points; Indexed Conference Proceedings: 20 points</td>
</tr>
</tbody>
</table>

7.2. Student Clubs and Chapters: Guidelines for Participation & Event Organization within MRU

Any recognized club or student organization has the right to organize educational or recreational events, panel discussions, workshops, exhibitions, debates etc. with the approval of Dean Students' Welfare.

7.2.1. Participation in National Events/Events Organized by other Institutes:

Students are encouraged to participate in the following activities organized by other institutes/universities from time to time:

a. Cultural cum social activity/festivals.
b. Technical fests, Quiz, Conference or any other Technical event.
c. Any competition such as Debate, Essay writing etc.
d. Sports

A prior approval by Dean Student & Welfare is required for such participation.

7.2.2. Policy for Attendance and Reimbursement:

a. For participation in activities within or outside MRU, the student shall be provided attendance for a maximum of 5% during the semester. It is the responsibility of the student to maintain the minimum attendance required in all subjects of his/her course.
b. If the student/team of students is approved for participation in other national organization then the following facilities may be provided by the university.
   • Transport/reimbursement of fares (bus fare/train fare)
   • Registration fees
   • DA @ Rs 150 Per day (in case it is not included in registration fees)
   • Lodging @ Rs 200 per day (in case no accommodation is provided by the Host university)

c. In exceptional cases, student may be given an opportunity to participate in any event being organized in any foreign country.
7.2.3. **General Guidelines:**

a. Prior approval for participation in such events is must, failing which the benefits of attendance and reimbursement shall not be provided. The application for approval must be submitted to Dean Students' Welfare at least 10 days in advance.

b. Student shall submit a report with the vouchers in specified formats available with the respective faculty coordinator within a week of arriving back at MRU after such participation.

c. Student may be asked for raising funds from the sponsors to subsidize transport and equipment costs.

d. Strict adherence to any safety and health precautions associated with a particular activity is necessary.

e. Due respect must be shown to the organizers of the activities and property of others during the time of these activities.

7.2.4. **Student Club:**

Student club is a body with a minimum of five student members, which organize activities with some specific objective based on their interest and inclination and recognized by Dean Student Welfare. To encourage students' participation in extracurricular activities, the institute has constituted different clubs, namely Technical, Literary, Sports and Cultural.

a. **Technical Club:** The Technical Club comprises IEEE Student Branch, Electronic Club, Google Students' Club, Paryavaran Club, SAE Chapter, ISHRAE Chapter and Management Club. These organize workshops, competitions and other awareness sessions to train and equip the students of the upcoming new technologies in Electronics, Computer Science and Mechanical Engineering. The students as part of these clubs also participate in technical activities outside MRU and have regularly won laurels.

b. **Literary Club:** The literary Club organizes various activities like debate, declamation, and essay writing to enhance the communication and persona of the student.

c. **Sports Club:** The Sports Club arranges various inter-university and intra-university tournaments. The main sports activities include competitions for Cricket, Volley ball, Basket Ball, Football and so on.

d. **Cultural Club:** The Cultural Club organizes various cultural activities pertaining to music and dance and also ensures participation in such activities outside MRU.

7.3. **Student Council at MRU**

7.3.1. **The Council:**

MRU Student council is the representative student body of University with number of students from all the faculties. The student council works throughout the year to coordinate the activities and events of all the Technical, Cultural, Literary and Sports Clubs. The annual Technical cum Cultural fest of the University is also organized by the student council.

7.3.2. **Objective:**

Main objective of the student council is to represent the students of our University. This means that the student council shares the concerns of students in a variety of different areas.
a. Members of the council play a role in decision-making about university policy, in listening to students with problems or good ideas but also with regard to sport and recreation.
b. The student council allows students to have their voices heard.
c. In addition, student council is accessible to all, and helps in many ways to solve any problems that arise.
d. Finally, the student council is an enjoyable and fun group to which students feel some kind of bond.

8. STUDENT SUPPORT SERVICES

8.1. Student Facilitation Centre: With a global outlook, strategic vision and passion for enterprise and institution building, Manav Rachna is all about 'evolution'. In these progressive series, 'Students Facilitation Center (SFC)' is the latest addition. SFC compliments the services available on campus and is the first point of contact for prospective as well as admitted students for most of their general queries during their academic life at Manav Rachna.

Erstwhile, assistance to services is categorized under five broader areas:

- Academic Queries
- Financial Queries
- Examination Aids
- Housing Facilities
- General Services

In addition, special help to integrate International Students into campus life is available.

Located at the Ground Floor of the Block E in the campus, Students Facilitation Center aims at providing important services under one roof to the stakeholders. SFC makes inroads with joint collaborative intra department efforts to ensure that the students have world class experience at their home for the coming years.

8.2. Orientation
8.3. ERP/ ID Cards
8.4. Feedback
8.5. Issuance of certificates on demand (Bonafide certificates, certificates for railway concession, certificates for bank loans, any other certificates)
8.6. Issue of Transcripts
8.7. Alumni Association:

To promote and foster interaction amongst the Alumni, teaching faculty and students of MRU, university has an Alumni Association. The Alumni Association encourages the Alumni to take active and abiding interest in the work and progress of the university. University provides vibrant forum to the Alumni by inviting them for interactions with MRU students. The Alumni Association organizes its annual Alumni Meet and T 20 cricket match between MRU Team and Alumni team.
9. SECURITY & VIGILANCE

MRU campus is growing with each passing day, thus, safety and security on campus is given utmost importance. The state-of-the-art campus has boundary walls with security guards deployed all along the campus for guarding and controlling ingress and egress. The campus has a three-layer protection, namely—the Main Gate, Inner gates, and Hostel Entrances. The security is deployed round the clock, throughout the year making it intense yet non-obtrusive and are well connected through a portable wireless system.

Additionally, areas including the main gate, inner gate (operational area surrounded by iron fencing) and hostel common areas are monitored by more than 725 CCTV cameras. The Administration Department operates Campus Security and Safety and provides aid and relief in unplanned incidents even outside the campus radius. In addition to campus patrols, the University has many safety programs in place, a campus wide notification system for all concerned, for up-dates and whistle alert program besides walkie talkies and CCTV.

10. STUDENT'S CONDUCT AND DISCIPLINARY CODE:

10.1. Responsibility of the students:

It shall be the responsibility of the students to:

10.1.1. To read, become familiar with; adhere to this and any future amendments in this code.
10.1.2. To carry their university I-Card at all the time.
10.1.3. To behave & conduct themselves in the university Campus, hostels and premises in a dignified & courteous manner & show due respect to the authorities, employees & elders.

10.1.4. To dress up decently as mentioned in the dress code (Annexure 4) so as to suit the academic environment of the university.
10.1.5. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the university.
10.1.6. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
10.2. Acts of Indiscipline and misconduct:

10.2.1. Discipline includes the observance of good conduct and orderly behavior by the students of University.

10.2.2. A student shall be guilty of misconduct and breach of discipline if she/he violates any of the rules and regulations of the University or is guilty of indecorous behavior or has involved in any offence under the Indian Penal Code in respect of which FIR or complaint is filed, allegedly committed inside or outside the campus; shall make him/her liable for disciplinary action against him/her.

10.2.3. The following shall amount to acts of indiscipline or misconduct on the part of a student in the University:

a. Physical assault and affray, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or against any student of the University;

b. Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in;

c. Carrying of, use of or threat to use, any weapon;

d. Misbehavior or cruelty towards any other student, teacher or any other employee of the University.

e. Use of drugs or other intoxicants except those prescribed by a qualified doctor;

f. Any violation of the provisions of the Civil Rights Protection Act, 1976;

g. Indulging in or encouraging violence or any conduct which involves moral turpitude;

h. Eve teasing, or outraging the modesty of female employee or student of the University;

i. Any form of gambling;

j. Violation of the status, dignity and honour of a student belonging to a scheduled caste or scheduled tribe;

k. Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;

l. Practicing casteism & untouchability in any form or inciting any other person to do so;

m. Any act whether verbal or otherwise, derogatory to women;

n. Indulgence in cyber crimes/pornography/use or display of lurid material or sending obscene SMS's;

o. Consuming tobacco, intoxicating drinks/liquor or smoking;
p. Any attempt at bribing or corruption of any manner or description;
q. Willful destruction of the property of the University.
r. Behaving in a rowdy, intemperate or disorderly manner in the premises of the University, or encouraging or inciting any other person to do so;
s. Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
t. Causing disruption in any manner of academic functioning of the University system;
u. Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University;
v. Truancy and unpunctuality;
w. Ragging as defined by the Apex Court.
x. Indulging into any other activity which is considered objectionable by the University.

10.2.4. Penalties for breach of discipline:
For maintenance of discipline in university, on recommendations of Board of Discipline,
a. A student may be expelled from the University, in which case he/she shall not be readmitted to the university.
b. A student may be, for a stated period rusticated in which case he/she shall not be admitted to the University till the expiry of the period of rustication; or
c. A student may be not, for a stated period, admitted to a program of study of the University; or
d. A student may be imposed with the fine of a specified amount of money; or
e. A student may be debarred from taking a University examination(s) for one or more years.
f. The result of the student concerned of the examination(s) in which he/she has appeared, be cancelled.

The Chairperson, Board of Discipline, Head of Teaching Departments, Wardens of different hostels, Librarian and In charge of any centralized facilities in the university shall have the authority to exercise disciplinary power over students in their respective domain, in the University as may be necessary for the proper functioning of the department, hostel, library, central facility, which may include issue warning, suspensions from the classes/hostels and/or debarred from using the central facilities for a maximum period for one month.

10.3. Ragging
As per the directives issued by the Hon’ble Supreme Court of India and the University Grants Commission, Ragging is cognizable and punishable offence and is totally banned in or out of the university campus. The university shall take action in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

10.3.1. Board of Discipline shall prepare plan and procedure to monitor and ensure that ragging does not take place in the campus/outside the campus including PG, Hostel, Sports field, Buses (both private & public) used by students to commute to from the University.
10.3.2. Ragging for the purpose of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts of practices which:
   a. Involve physical assault or threat to use physical force;
   b. Violate the status, dignity and honour of students, in particular woman/girl students and those belonging to a scheduled caste or a scheduled tribe;
   c. Expose students to ridicule to contempt or commit an act which may lower their self esteem; and
   d. Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
   e. Forced homework including assignment and forcing to juniors to consume any material or substance including alcohol or tobacco in any form against the wish of the junior etc.

11. GRIEVANCE REDRESSAL

MRU has three level grievance redressal system. There is committee at every level to deal with all the grievances directly which are related to the common problems at Department / University level both Academic and Administrative.

11.1. Procedure for Redressal of Grievance of Students

11.1.1. An aggrieved student who has the Grievance or Grievances at the Department level shall make an application first to the office of the Registrar who shall refer the complaint to the HOD of the concerned department.

11.1.2. The HOD after verifying the facts will try to redress the Grievance at his/her level within a reasonable time, however he/she feels that the matter be placed before the departmental level grievance redressal committee he/she would place it before the departmental committee for action.
11.1.3. If the student is not satisfied with the redressal offered by the Departmental level Committee still feels that committee he/she would make an appeal to Faculty level Redressal Committee.

11.1.4. In case the student still feels that his/her Grievance is not redressed, he/she can submit an appeal to the University level Grievance Redressal Committee within a week from the date of receipt of decision with the relevant details. The student will submit the application of grievance of appeal to the Faculty level committee or University level Grievance Redressal Committee, as the case may be, through the Head of Department concerned.

11.1.5. While dealing with the complaint, the committee at all levels will observe law of natural justice and hear the complaint and concerned person. While making its recommendation on any Grievance at any levels the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

12. SEXUAL HARASSMENT CELL

Internal Complaint Committee has been set up by the University for inquiring into such complaints that fall under the category as per regulations of Sexual Harassment of women (Prevention, Prohibition and Redressal) at work place.

12.1. Procedure of Enquiry:

12.1.1. Any person aggrieved shall prefer complaint before the complaint committees at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.

12.1.2. The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of contravener and the complaint shall be addressed to the complaint committees.

12.1.3. If the complainant feels that she cannot disclose her identity for any particular reason, the complainant shall address the complaint to the Vice Chancellor and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself / herself and send to the Complaint Committee a gist of complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.

12.1.4. The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

12.1.5. The Complaints Committee shall thereafter submit its report to the Vice Chancellor recommending the penalty to be imposed.

12.1.6. Vice Chancellor on receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the persons complaint against, confirm with or without modifications the penalty recommended after duly following the prescribed procedure.

12.1.7. In cases, pertaining to the officer holding the posts of Assistant Registrar / Assistant Professors and above, the case shall be submitted to the Board of Management of the University, which shall with or without modification confirm the penalty recommended.
13. SCHOLARSHIP/FREE-SHIP POLICY OF MRU FOR 2019-20

13.1. Merit Scholarships
Aimed at promoting meritorious students, scholarship includes tuition fee waiver and is awarded to the students of UG/PG Programmes on the basis of marks/CGPA in the qualifying examination as per following scale. However, the students are required to pay other fees as applicable to the programme concerned.

<table>
<thead>
<tr>
<th>UG Level Courses</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% and above</td>
<td>100% Tuition Fee Waiver</td>
</tr>
<tr>
<td>85% and above but below 90%</td>
<td>50% Tuition Fee Waiver</td>
</tr>
<tr>
<td>80% and above but below 80%</td>
<td>25% Tuition Fee Waiver</td>
</tr>
<tr>
<td>PG Level Courses other than M.Tech</td>
<td>Scholarship</td>
</tr>
<tr>
<td>80% and above</td>
<td>100% Tuition Fee Waiver</td>
</tr>
<tr>
<td>75% and above but below 80%</td>
<td>50% Tuition Fee Waiver</td>
</tr>
<tr>
<td>70% and above but below 75%</td>
<td>25% Tuition Fee Waiver</td>
</tr>
</tbody>
</table>

13.2. Conditions for Continuation of Scholarship in Subsequent Years
Progress, of students who have been awarded scholarship for academic year, shall be reviewed for continuation in the subsequent years. The performance of 1st & 2nd Semester shall be reviewed at the end of 2nd Semester. For continuation of scholarship, a student shall be required to:

13.2.1. Maintain a minimum CGPA of 7.0.
13.2.2. Have 75% attendance in all courses (excluding education programmes) in each semester. (Candidates pursuing B.Ed and Integrated B.Ed programmes should have 80% attendance in all course work and practicum and 90% in school internship.)
13.2.3. Register for all courses and earn credits for these courses as defined in curriculum scheme of programme of admission i.e. the student shall not pursue the semester in under load mode (registering lesser number of credits).

13.2.4. Applicants should not have been suspended for any grave act of indiscipline by the university.

13.2.5. No disciplinary action against the applicant is established or pending in case of ragging or eve teasing.

13.2.6. The applicant should not be receiving any other scholarship from any other source whatsoever, for which a certificate signed by student & parents is to be provided.

13.3. Provision of Teaching Assistantship for M.Tech Programmes

The selected candidates having more than 70% overall marks or 7.00 CGPA in the qualifying examination shall be provided teaching assistantship on the recommendations of the committee constituted by the Vice-Chancellor of the University. Under this provision, such candidates shall be required to engage with Professors/Associate Professors of the University for Practical and Tutorial Classes with total assignments of 8-10 periods/week and they shall be paid stipend of Rs. 10000/- per month with a maximum limit of payment for 12 months during the complete duration of the M.Tech programme. Continuation of assistantship shall be based on the performance review report by a Committee constituted by the Vice Chancellor of the University.

13.4. Merit Cum Means Scholarship

MRU offers Scholarship based on merit cum means, to the candidates admitted under reservation for Haryana Candidates. Scheme shall be applicable to all Undergraduate and Post Graduate Programs. The Scheme is applicable to all the students whose parents have annual income up to Rs.2.80 Lac from all sources.

13.4.1. Under the scheme, the students shall be given fee waiver limited to the tuition fee as per the following scale, but are required to pay other fee as applicable to the programme concerned:

a. One fifth of the twenty five percent shall be granted full tuition fee concession.

b. Two fifth of the twenty five percent shall be granted fifty percent fee concession.

c. The balance two fifth of the twenty five percent shall be granted twenty five percent fee concession.

13.4.2. Conditions for Continuation of Scholarship in Subsequent Years:

a. Fulfill the attendance criteria of the university.

b. Maintain a minimum CGPA of 7.0. However, if any student considered for fee concession in the first year fails in any of the subject, he/she may be considered for continuation of fee concession provided that he/she shall have to clear the subjects in the subsequent academic year failing which he/she may not be considered for the continuation of Fee Concession.

c. Applicants should not have been suspended for any grave act of indiscipline by the university.

d. No disciplinary action against the applicant is contemplated or pending in case of ragging or eve teasing.
e. The applicant should not be receiving any other scholarship from any other source whatsoever, for which a certificate signed by student & parents is to be provided.

13.4.3. Important points for consideration:

a. For purpose of Scholarship/ tuition fee waiver, the marks will not be rounded off to the next higher figure and calculation of percentage of marks shall be made on the basis of eligibility subjects in the qualifying examination (same number of subjects).

b. In addition, suitable free ship shall be available to high achievers in the field of sports, persons suffering with Thalassaemia Major, sons/daughters of Army Personnel who have been killed in war/terrorist attack, physically handicapped students etc. on case to case basis.

c. Candidates passing out from any of the Manav Rachna Educational Institutions and wards of faculty/staff member of any of the MREI will get one time concession of Rs. 5000/- at the time of admission in any of the programs being offered at Manav Rachna University.

13.5. Merit Scholarship To Semester/ Branch Toppers

In order to motivate the students for better and sustained academic performance, MRU offers ‘Merit Scholarship to Semester/Branch Toppers’ already in place, for students bagging 1st, 2nd and 3rd positions in the Odd & Even semester exams (Based on the amalgamated SGPA/CGPA) every year for each programme being run at MRU, as under:

Important points for consideration:

a. Any programme must have strength of 90 or more in semester exam to qualify for consideration of merit scholarship, in the absence of which, only the first position scholarship shall be announced.

b. If the strength of a course is 10 or less, no scholarship will be awarded for that course.

c. A student shall be eligible to benefit for tuition fee waiver only from one source.

<table>
<thead>
<tr>
<th>Position Secured</th>
<th>Scholarship Awarded</th>
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</thead>
<tbody>
<tr>
<td>First Position</td>
<td>25% of Tuition Fee or INR 25,000, whichever is less</td>
</tr>
<tr>
<td>Second Position</td>
<td>15% of Tuition Fee or INR 15,000, whichever is less</td>
</tr>
<tr>
<td>Third Position</td>
<td>10% of Tuition Fee or INR 10,000, whichever is less</td>
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14. FEE PAYMENT

14.1. Mode of Deposit of Fee by the students:

Institution has provided various modes for depositing the fees as per details given below:

14.1.1. Payment Gateway from ERP. Please follow the following steps:

a. Login to your ERP account by following the link app1.cloudeducationerp.com/mrei
b. Click on Fee Tab
c. Click on Challan button to print challan after entering the mode of payment.
d. Pay Fees online by clicking on Pay Online button, using Credit Card or Internet Banking.
e. After successful transaction, download fee receipt from Academic Paid transaction head below challan head.
14.1.2. Cash payment at any of the branches of Punjab National Bank in India through Pre-Printed Payment Challan:
In this case, students are required to download challan from their ERP portal and submit the same at PNB along with the requisite fee. Students having their accounts in PNB can also deposit fee through challan by issuing cheque in favour of “Yourself”. Convenience Charges @ Rs. 10 per transaction are payable to the Bank.

14.1.3. Through NEFT/RTGS both online and at any bank’s branch:
Details to be mentioned for NEFT transaction are given as below:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the beneficiary</td>
<td>Manav Rachna University</td>
</tr>
</tbody>
</table>
| Bank Name & Branch      | Punjab National Bank
                         | Manav Rachna International University Faridabad, Haryana - 121004     |
| Beneficiary Account No. | 3179002100108316                                                        |
| IFS Code                | PUNB0889500                                                            |

14.1.4. Through Credit Card at Campus:
In this case the convenience charges @1.50% are payable in addition to fee due.

14.1.5. Through login at Paytm.com/education:
Please choose ‘Manav Rachna University’ on Paytm page/app. Transaction charges for payment through this mode are NIL at present.

14.1.6. Through Demand Draft / Pay Order:
It must be drawn in favour of Manav Rachna University payable at Faridabad / Delhi. For Fee detail please see schedule of payment at page no. 21 of Admission Brochure

14.2. Payment of Fees Schedule:
(as per MRU Brochure)

14.2.1. First year
a. First Installment: At the time of acceptance of Admission Offer
b. Second Installment: On or before 14th November 2019

14.2.2. Subsequent years
a. First Installment: On or before 30th April of the Calendar Year
b. Second Installment: On or before 14th November of the Calendar Year

14.3. Late Fee Payment:
14.3.1. In semesters subsequent to 1st, those students who fail to deposit fee by the due date shall be levied a fine of Rs. 100/- per day including Sunday / Holidays up to 15 days.

14.3.2. The name of those students, who fail to deposit the fee with requisite fine within 15 days from the due date as mentioned above, shall be struck off from the rolls of the University immediately thereafter. However, such students may be re-admitted with the approval from Registrar after they deposit Rs. 2000/- as re-admission charges along with the fees and fine Rs. 1500/-. The period during which the name of the student remains struck off, will not be treated as inactive period for the purpose of calculation of attendance.

14.3.3. For any further query contact Admissions & Student Facilitation Centre at: +911129-4198480 / +911229-4198499 / +91 73038-19911 / +91 73038-29911 or e-mail at sfc@manav Rachna.edu.in
15. IMPORTANT FUNCTIONARIES

Details that you may need at many instances in the forthcoming days:

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name</th>
<th>Email id</th>
<th>Extn. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor</td>
<td>Prof. (Dr.) I. K. Bhat</td>
<td><a href="mailto:vc@mru.edu.in">vc@mru.edu.in</a></td>
<td>8502</td>
</tr>
<tr>
<td>Registrar</td>
<td>Dr. Kameshwar Singh</td>
<td><a href="mailto:registrar@mru.edu.in">registrar@mru.edu.in</a></td>
<td>8584</td>
</tr>
<tr>
<td>Dean-Academics</td>
<td>Prof. (Dr.) Sangita Banga</td>
<td><a href="mailto:deanacademics@mru.edu.in">deanacademics@mru.edu.in</a></td>
<td>8597</td>
</tr>
<tr>
<td>Dean-Faculty of Applied Sciences &amp; Research</td>
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<td><a href="mailto:dean.research@mru.edu.in">dean.research@mru.edu.in</a></td>
<td>8519</td>
</tr>
<tr>
<td>Dean &amp; HoD-Faculty of Management &amp; Commerce</td>
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<td><a href="mailto:paruljhajharia@mru.edu.in">paruljhajharia@mru.edu.in</a></td>
<td>8534</td>
</tr>
<tr>
<td>Dean-Faculty of Education &amp; Humanities</td>
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<td>8644</td>
</tr>
<tr>
<td>Professor Emeritus-Faculty of Law</td>
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<td>8656</td>
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<tr>
<td>Director-Industry Interaction</td>
<td>Prof. Jaideep Singh</td>
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<td>8607</td>
</tr>
<tr>
<td>Dean-Students &amp; Welfare</td>
<td>Prof. (Dr.) Shruti Vashist</td>
<td><a href="mailto:deanstudents@mru.edu.in">deanstudents@mru.edu.in</a></td>
<td>8619</td>
</tr>
<tr>
<td>Proctor</td>
<td>Prof. (Dr.) D.K. Sharma</td>
<td><a href="mailto:jointcoe@mru.edu.in">jointcoe@mru.edu.in</a></td>
<td>8590</td>
</tr>
<tr>
<td>HoD-CST</td>
<td>Ms. Hanu Bhardwaj</td>
<td><a href="mailto:hodcst@mru.edu.in">hodcst@mru.edu.in</a></td>
<td>8568</td>
</tr>
<tr>
<td>Assoc. HoD-CST</td>
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<td><a href="mailto:jyoti@mru.edu.in">jyoti@mru.edu.in</a></td>
<td>8567</td>
</tr>
<tr>
<td>HoD-ME</td>
<td>Prof. (Dr.) Sujata Nayak</td>
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</tr>
<tr>
<td>Assoc. HoD-ME</td>
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</tr>
<tr>
<td>Assoc. HoD-ECE</td>
<td>Ms. Yogita Gupta</td>
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<td>8614</td>
</tr>
<tr>
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<td>8629</td>
</tr>
<tr>
<td>Assoc. HoD-Physics</td>
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<td>8500</td>
</tr>
<tr>
<td>HoD-Chemistry</td>
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<td>Assoc. HoD-Chemistry</td>
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<td>8633</td>
</tr>
<tr>
<td>HoD-Maths</td>
<td>Dr. Deepa Arora</td>
<td><a href="mailto:deepa@mru.edu.in">deepa@mru.edu.in</a></td>
<td>8535</td>
</tr>
<tr>
<td>Assoc. HoD-Maths</td>
<td>Dr. Aparna Vyas</td>
<td><a href="mailto:aparna@mru.edu.in">aparna@mru.edu.in</a></td>
<td>8536</td>
</tr>
<tr>
<td>HoD-Education</td>
<td>Dr. Rashee Singh</td>
<td><a href="mailto:rashee@mru.edu.in">rashee@mru.edu.in</a></td>
<td>8643</td>
</tr>
<tr>
<td>HoD-Law</td>
<td>Dr. Versha Vahini</td>
<td><a href="mailto:versha@mru.edu.in">versha@mru.edu.in</a></td>
<td>8660</td>
</tr>
</tbody>
</table>

We invite you to the challenge of giving shape to the future!!
Stay strong, stay stellar.
### 16. LIST OF PROGRAMME COORDINATORS (1st YEAR) 2019-20

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>Program Coordinator</th>
<th>Email ID</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law</td>
<td>B.A. LL.B.</td>
<td>Ms. Priyanka Maderna</td>
<td><a href="mailto:priyankamaderna@mru.edu.in">priyankamaderna@mru.edu.in</a></td>
<td>8920643820</td>
</tr>
<tr>
<td></td>
<td>BBA. LL.B.</td>
<td>Mr. Aditya Dhawan</td>
<td><a href="mailto:aditya@mru.edu.in">aditya@mru.edu.in</a></td>
<td>9654683753</td>
</tr>
<tr>
<td></td>
<td>B.Com. LL.B.</td>
<td>Mr. Aditya Dhawan</td>
<td><a href="mailto:aditya@mru.edu.in">aditya@mru.edu.in</a></td>
<td>9654683753</td>
</tr>
<tr>
<td>Mechanical</td>
<td>B.Tech Mechanical Engg. with Specialization in Smart Manufacturing and Automation</td>
<td>Mr. Gianender Kajal</td>
<td><a href="mailto:gianender@mru.edu.in">gianender@mru.edu.in</a></td>
<td>8800997655</td>
</tr>
<tr>
<td>Computer Science &amp; Technology</td>
<td>B.Tech Computer Science</td>
<td>A- Mr. Ram Chatterjee</td>
<td><a href="mailto:ram@mru.edu.in">ram@mru.edu.in</a></td>
<td>9996005136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B- Ms. Shailja Gupta</td>
<td><a href="mailto:shailja@mru.edu.in">shailja@mru.edu.in</a></td>
<td>9953146342</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C- Mr. Sanjay Kumar</td>
<td><a href="mailto:sanjaykumar@mru.edu.in">sanjaykumar@mru.edu.in</a></td>
<td>8700711344</td>
</tr>
<tr>
<td></td>
<td>B.Tech Computer Science with Specialization in Machine Learning in association with Xebia</td>
<td>Mr. Ankur Kumar Aggarwal</td>
<td><a href="mailto:ankur@mru.edu.in">ankur@mru.edu.in</a></td>
<td>9911888492</td>
</tr>
<tr>
<td></td>
<td>B.Tech Computer Science with Specialization in Data Transformation Engg. in association with Xebia</td>
<td>Ms. Bharti Jha</td>
<td><a href="mailto:bharti@mru.edu.in">bharti@mru.edu.in</a></td>
<td>9717049965</td>
</tr>
<tr>
<td>Electronics &amp; Communication</td>
<td>B.Tech Electronics and Computer Engineering</td>
<td>Dr. Charu Pathak</td>
<td><a href="mailto:charu@mru.edu.in">charu@mru.edu.in</a></td>
<td>8860040511</td>
</tr>
<tr>
<td>Education</td>
<td>B.Ed</td>
<td>Dr. Savita Sharma</td>
<td><a href="mailto:savita@mru.edu.in">savita@mru.edu.in</a></td>
<td>9643354654</td>
</tr>
<tr>
<td></td>
<td>BA B.Ed</td>
<td>Dr. Seema Sharma</td>
<td><a href="mailto:seemasharma@mru.edu.in">seemasharma@mru.edu.in</a></td>
<td>8130087501</td>
</tr>
<tr>
<td></td>
<td>B.Sc. B.Ed</td>
<td>Ms. Shreyasi Das</td>
<td><a href="mailto:shreyasi@mru.edu.in">shreyasi@mru.edu.in</a></td>
<td>9015592413</td>
</tr>
<tr>
<td>Management &amp; Commerce</td>
<td>BBA- Health Care Management</td>
<td>Dr. Vikas Goya</td>
<td><a href="mailto:drgoyaddc@gmail.com">drgoyaddc@gmail.com</a></td>
<td>+230 5921 9857</td>
</tr>
<tr>
<td></td>
<td>BBA- Entrepreneurship &amp; Family Business</td>
<td>Prof. Subodh Saluja</td>
<td><a href="mailto:subodh@mru.edu.in">subodh@mru.edu.in</a></td>
<td>9999657435</td>
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<td>&amp; BBA- Operations Management</td>
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<tr>
<td></td>
<td>BBA- Finance &amp; Accounts</td>
<td>Dr. Poopia Kapoor</td>
<td><a href="mailto:poopia@mru.edu.in">poopia@mru.edu.in</a></td>
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</tr>
<tr>
<td>Mathematics</td>
<td>B.Sc. (H) Maths</td>
<td>Dr. Ankita Panday</td>
<td><a href="mailto:ankita@mru.edu.in">ankita@mru.edu.in</a></td>
<td>8860448319</td>
</tr>
<tr>
<td></td>
<td>M.Sc. Maths</td>
<td>Dr. Ruchi Gupta</td>
<td><a href="mailto:ruchigupta@mru.edu.in">ruchigupta@mru.edu.in</a></td>
<td>7042884515</td>
</tr>
<tr>
<td>Physics</td>
<td>B.Sc. Physics</td>
<td>Aditya</td>
<td><a href="mailto:adityasharma@mru.edu.in">adityasharma@mru.edu.in</a></td>
<td>8745864881</td>
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<tr>
<td></td>
<td>M.Sc. Physics</td>
<td>Anshuman</td>
<td><a href="mailto:anshuman@mru.edu.in">anshuman@mru.edu.in</a></td>
<td>9211912300</td>
</tr>
<tr>
<td>Chemistry</td>
<td>B.Sc. (H) Chemistry</td>
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<td><a href="mailto:pkpatnala@mru.edu.in">pkpatnala@mru.edu.in</a></td>
<td>7409006678</td>
</tr>
<tr>
<td></td>
<td>M.Sc. Chemistry</td>
<td>Dr. Jayata Tuteja</td>
<td><a href="mailto:jaya@mru.edu.in">jaya@mru.edu.in</a></td>
<td>9599495856</td>
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