

MANAV RACHNA UNIVERSITY, FARIDABAD

**Manav Rachna University (Student Promotion)
Regulation, 2018**

(Approved by Board of Management on 07.05.2019)

MANAV RACHNA UNIVERSITY

Sector 43, Faridabad

Student Promotion Regulations-2019

In exercise of the power conferred by the clause 8 (iv) (e) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Board of Management of the Manav Rachna University hereby makes the Regulation relating to Student Promotion.

(1) Short Title, Application and Commencement

- (a) These Regulation shall be called the Manav Rachna University (Student Promotion) Regulation, 2018
- (b) This shall come in force from July, 2019

(2) Scope

These regulations shall apply to student of under graduate programs offered by the University.

(3) Definitions:

- (a) "Grade Improvement" shall mean improvement in CGPA of a course.
- (b) "Higher Semester" shall mean subsequent semesters of the program of studies after first semester.
- (c) "Supplementary Examination" shall mean supplementary examination conducted by the University during odd and even semesters.
- (d) "Supplementary Chances" shall mean number of chances to appear in the supplementary examination
- (e) "Academic Calendar" shall mean the schedule of various academic activities that will take place during a particular semester/year

Words and expression used but not defined in the Regulation and defined Act, Statute and Ordinances shall have the meaning respectively as assigned them in the Act, Statute and Ordinances.

(4) Grade Improvement

- (a) Student shall be allowed to choose maximum two courses for improvement of his/her CGPA during the entire duration of the programme. Such a course should be indicated as 'Grade Improvement' course during the Course Registration.
- (b) The final grade considered for CGPA calculations will be the better of the two grades student has obtained for the course. However, the student shall pay appropriate fees as laid down by the University from time to time.

- (c) Student wishing to appear for grade improvement is exempted from attending regular classes as he/she has already undergone the course instructions. It is optional for student to appear in T1, T2 and other informal assessments conducted for particular subjects but mandatory to appear in end term examination of that subject. Candidate must specify these options while registering for the improvement course. In case, candidate wishing to appear only in T3 for improving the grade, his old marks in T1, T2 and all internal assessments would be valid as such.
- (d) 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 semester 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.
- (e) 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.
- (f) Student who improves his/her CGPA will be issued fresh mark lists by the institute. These mark lists will have 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 issued for other students appearing in those subjects.

(5) Promotion to Higher Semesters

- (a) Student shall be allowed only for 2 supplementary chances to convert the F (Fail) Grade into a P (Pass) Grade. The two chances must be availed by the student within 1 year of declaration of F Grade- 1st chance immediately after the Main exam and the 2nd chance after a semester.
- (b) 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. Whereas 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.
- (c) Student while registering for the 3rd, 5th, 7th, 9th semester courses must register for those courses of 1st, 3rd, 5th, 7th semester respectively that he/she was unable to clear even in the two chances provided by the university.
- (d) Student while registering for the 4th, 6th, 8th, 10th semester courses must register for those courses of 2nd, 4th, 6th, 8th semester respectively that he/she was unable to clear even in the two chances provided by the university
- (e) This shall be followed by registration for current semester courses meeting the course pre-requisites and availability of slots in the time table.
- (f) Student shall register for courses within the maximum credit limit.

(g) **Student re-registering 3rd time for a course shall be allowed to register for other courses as per the credit limit offered in the programme structure of that semester (registration with upper credit limits is not permitted in such cases).**

(6) Conduct of Supplementary Exam:

(a) **Odd Semester:** Student having backlogs, if any shall have the option to appear in Supplementary examination scheduled concurrently with End Term Exam (T3) in December.

(b) For any backlog in the End Term Exam of current semester student shall have the option to appear in the supplementary exam conducted in January.

(c) **Even Semester:** Student having backlogs, if any shall have the option to appear in Supplementary examination scheduled concurrently with End Term Exam (T3) in May.

(d) For any backlog in the End Term Exam of current semester student shall have the option to appear in the supplementary exam conducted in July.

(7) Methodology for registration of the courses:

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.

Priority-1 Register for Backlog courses (if any, either due to detention in a semester due to short attendance or due to F grade and unable to clear in 2 chances)

Priority-2 Foundation/ Core Courses of the semester*

Priority-3 Other electives

*Pre requisites: 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.

(8) Add / Drop of Courses:

(a) A student shall have the option to add or drop courses from the list of registered courses in a semester on or before a date notified in the Academic Calendar.

(b) A student is allowed to add a course within one week of the start of semester and his attendance shall be monitored from the day he registers for the course. A student can withdraw from a course up to two weeks after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the University after taking approvals from the Head of the department.

(c) At the time of completing the registration form or any subsequent change in the registration, every student shall consult his/her faculty adviser/nominated mentor appointed by the Departments.

(9) Minimum Number of Students to be Registered in a Elective Course:

An undergraduate elective course shall run only if there is a minimum registration of 15 students in that course. However, Vice Chancellor may allow variation to this rule. No elective shall be offered to a section of more than 60 students.

Note:.

- Except Final year students graduating in 2020, all the students of 2nd & 3rd year of any programme must clear their previous backlogs if any, by July 2020, failing which they will have to re-register for the course on priority, whenever the course is offered by the department as per the methodology for registration of the courses.

**For and on behalf of
Manav Rachna University**

Registrar