

# THE MREI GALAXY NOW, NAVIGATE EASILY

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



**HANDBOOK 2022 - 23**

[www.mriirs.edu.in](http://www.mriirs.edu.in)



**MANAV RACHNA**  
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**MANAV RACHNA INTERNATIONAL  
INSTITUTE OF RESEARCH AND STUDIES**

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



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## MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

'Deemed to be University' under Section 3 of the UGC Act, 1956

## MANAV RACHNA UNIVERSITY

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

## MANAV RACHNA DENTAL COLLEGE

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



# FOREWORD

This Student Handbook is intended to provide important information required by students for their smooth academic progression and successful completion of all academic programmes. By design, it covers the most important aspects of student life. If any information is required which is not detailed here, please contact either the academic or administrative department as relevant, our Student Facilitation Centre may also be able to provide further clarity.

In the case of any unforeseen issues arising, or not covered in the Student Handbook, or in the event of a difference in interpretation, the provisions contained in the regulations shall prevail and shall be final and binding. Manav Rachna International Institute of Research & Studies reserves the right to alter or modify any of the provisions. Every effort will be made to communicate such changes that have direct implications on students' learning, through one or more of the official communication systems.



# WELCOME TO MANAV RACHNA

It is our great pleasure to welcome you to Manav Rachna International Institute of Research & Studies, an institution that pushes further the limits and possibilities of the world. Manav Rachna is proud to host the largest community of students and we work hard to provide a supportive environment for all students and staff, regardless of where they're from. You have joined a sincere and welcoming community with a profound commitment to equity. MRIIRS comprises highly intensive and challenging academic program, zealous students, supportive parents/guardians, and dedicated, proficient faculty and staff committed to providing the students with the best of everything and a fierce desire to discover.

Explore our website to understand more about the mission, vision, and commitments, take a look at the activities that engage our faculty, staff, and students, and get yourself involved in the programs.

Our curricula and pedagogy are designed with a view to producing researchers who are knowledgeable, skilled and are critical thinkers. I would like you to rejoice the change, this is a time of transition, a time of adjustment and a time to find your own self. We look forward to working with all of you.

Your enrolling at MRIIRS marks the beginning of your lifetime association with us.



# YOU SHOULD KNOW

**Dr. OP Bhalla**

Founder Visionary,  
Manav Rachna Educational Institutions.

**Madam Satya Bhalla**

Chief Patron, MREI.

**Dr. Prashant Bhalla**

President,  
Manav Rachna Educational Institutions.

**Dr. Amit Bhalla**

Vice President, MREI.

**Dr. N.C. Wadhwa**

Director General, MREI.

**Dr. Sanjay Srivastava**

Vice Chancellor MRIIRS & MD MREI.

**Dr. Naresh Grover**

Pro Vice Chancellor, Dean Academics and  
Dean FBSS, MRIIRS.

**Dr. Pradeep Kumar**

Pro Vice Chancellor, Dean FET & FAD, MRIIRS.

**Dr. G.L Khanna**

Pro Vice Chancellor, MRIIRS.

**Mr. R.K Arora**

Registrar MRIIRS.

**Lt. General RK Anand**

DG MRIIRS, Dean FMS & FHM  
and Director MRCDOE.

**Dr. Arundeeep Singh**

Principal, Manav Rachna Dental College under  
Faculty of Dental Sciences.

**Prof. Sarita Sachdeva**

Professor, ED & Dean-Research FET, MRIIRS.

**Dr. Monika Goel**

Dean Faculty of Commerce  
Consultant MRIIC.

**Dr. Maithili Ganjoo**

Dean Faculty of Media Studies & Humanities.

**Dr. Moattar Raza Rizvi**

Dean Faculty of Allied Health Sciences, MRIIRS.

**Dr. Usha Batra**

Dean FCA, MRIIRS.

**Dr. Rashima Mahajan**

Professor & Director-IQAC.

**Dr. Brijesh Kumar**

Dean-Academics, MRIIRS.

**Dr. Nandini Srivastava**

Director Council for Doctoral Program.

**Dr. Deepti Dabas Hazarika**

Director cum HOD- Department of PG  
Management Studies, FMS, MRIIRS.

**Ms. Ritika Singh**

Director FHM, MRIIRS.

**Prof. (Dr.) Bhavesh Prakash Joshi**

Director cum HOD- Department of UG  
Management Studies, FMS, MRIIRS.

**Dr. Gauri Bhasin**

Executive Director- Marketing & Admissions.

**Mr. Atul Kalra**

Director Administration.

**Dr. Hanu Bhardwaj**

Director CDC.

**Ms. Kanupriya Shekhar**

Director- Admissions, SFC & MRCFL.

## FROM THE CHANCELLOR'S DESK



*'To see far is one thing,  
going there is another'*

Dear Students,

Congratulations on your admission to the Manav Rachna International Institute of Research & Studies (MRIIRS)! At MREI, we offer not only a comprehensive, high-quality education in the professions, but also endless opportunities to broaden your knowledge and creative experience, allowing you to explore the world from multiple points of view. MRIIRS is a learner-centric multidisciplinary / comprehensive and research-focused institution, established in 1997 and aims at becoming a leading international institution of higher

learning. Today you have joined the select group of MRites, who are nurtured here to be "the path-shapers of tomorrow, who can shoulder the challenges of globally responsible and ethical leadership in the 21st Century."

MRIIRS gives its students opportunities to experience what it feels to work in the professional world. With more than 500+ reputed MNCs and Indian corporates patronizing MREI for student training and placement, the organization boasts of a consistently high placement record.

This will be one of the most formative years of your life which will decide your destiny in many ways. You have to make the best of it and not waste any minute,

any second of it. These years will bring their own challenges as they will push you to move out of your comfort zones and evolve as a person and as a professional. You will learn to be independent.

The future is now yours to build, with your dedication and hard work, guided by our outstanding faculty, supported by our committed staff members, and enabled by technology. We will all be facilitators of your learning and your aspirations.

I invite you to the challenge of giving shape to your future, and not just wait for the future to arrive. I again congratulate you and your family & friends on your taking the first step today to the future of your dreams!

**Dr. Prashant Bhalla**

## FROM THE VICE CHANCELLOR'S DESK

The education at Manav Rachna International Institute of Research and Studies (MRIIRS) aspires to not only bestow knowledge and skills, but also a positive attitudinal change.

“Na-astiVidyasamachakshu, naastisatyasama tapa: Na-astiraagsamadukham, naastityagasamasukham” No vision is as powerful as the vision of knowledge, abiding by the truth is the foremost of all other austerities. There's no pain bigger than the pain caused by desire, however, happiness gained by sacrifice (of desires) is the ultimate one.

Team MRIIRS, strives to carve young minds with a bright vision of the future motivated by Integrity, Perseverance and Passion, so that they are able to make a difference in the workplace. We put in an unswerving effort to make every student at Manav Rachna a “Pragmatic” and a “Good” human being. We ensure that every student is not only a mere success story, but an incomparable example of achieving self-actualization and becoming a front-runner in all the realms of life.

Latest World Bank Projections indicate that India is the fastest growing economy in the World. In fact, we are on the threshold of achieving double-digit growth in the foreseeable future. This implies that we are on our way to an increased spend in the Social Sector with its consequential impact on



employment generation and reduction in poverty; thus making us a World Class Economy characterized by 3Es, i.e. Efficiency in quality, Effectiveness in cost, Excellence in the outcome.

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

Our biggest competitive edge is our Human Resource. 71% or 742 million Indians are below 35 year. This is a great opportunity for all of us as the responsible citizens of India and not just for the government. So, let us “Think in India,” “Make in India” and “Make for the World.” At Manav Rachna Educational Institutions, we are working on this mission as the business environment demands a new cadre of professionals with a global outlook, yet with a deep-rooted value system springing from our vast cultural heritage and glorious past.

With this paradigm, Manav Rachna International Institute of Research and Studies (MRIIRS) has been sensitively proactive in realizing this need. Anatomically, the culture at MRIIRS is marked by highly traditional ethos whereas physiologically it is originated by global perspectives. The programme structure, teaching methodology and inimitable industry interaction with the focus on attitude, behavioral skills, and global orientation have been the key features of our educational philosophy.

The Team MRIIRS is committed to update and revise the course curriculum in tune with the dynamic needs of the business world thereby abridging the gap between the “desired” and the “produced”. The way MRIIRS develops human capital for the industry is not only suitable for today or tomorrow, but also for times to come. We instill in our students that “Apraapyamnaamanehaastidh eerasavyavasaayinah,” i.e. “There is nothing unattainable to the one who has the courage and who works hard”.

**Prof. (Dr.) Sanjay Srivastava**



# VISION & MISSION

Manav Rachna International Institute of Research and Studies (MRIIRS) is dedicated and committed



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

## Welcome Aboard: The Orientation Spree

Introduction to the new learning environment, a new community, new friends, industry interaction and much more. For all the new members of Manav Rachna International Institute of Research & Studies, a three - week long orientation programme is organized. This orientation programme familiarizes students with the facilities and resources available at the campus. The orientation includes Campus Tours, Fun Activities, interesting competitions, workshops, industry interaction, social initiatives etc.

Here is what we have planned for 'The Orientation Spree' to welcome you to the campus!

- Walking tours of Manav Rachna Campus
- Cultural and Social day-engagements to various prominent locations in campus



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

abroad with the aim:

- To inculcate skills and impart knowledge to the ignited minds in the fields of science & technology and soft skills including leadership, team-building & communication.
- To create human beings with golden heart, who work and dedicate themselves for the advancement of humanity.
- To undertake research and development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, humanities, engineering & technology, management, health sciences & therapies, sports, multi-media, applied & performing arts.
- Programme-specific orientation events
- Practical information sessions
- University Library tours
- Evening Social Events

Many more activities will take place throughout the term!

# RANKINGS



- MRIIRS has been rated among the top PERFORMERS in the Atal Ranking of Institutions on Innovation Achievements rankings 2021 released by the Ministry of Education, Gol.
- UGC has granted 12 B status to Manav Rachna International Institute of Research and Studies in affirmation to its strong focus in Research and Development
- As acknowledgment of the strong teaching learning processes, MRIIRS has been rated QS 5 Star for Teaching, Employability, Academic Development, Facilities, Social Responsibility and Inclusiveness. The university has also been accorded a QS 4-Star rating for the Program Strength of its Computer Science and Engg. degree courses.
- MRIIRS makes a massive leap in NIRF Rankings: Engg. - Rank 105, University-Rank Band 101-150 in 2022.
- Faculty of Dental Sciences, MRDC, MRIIRS ranked 39 among the Top Dental Institutions in 'NIRF India Rankings 2021' by MHRD, Government of India.
- MRIIRS has been ranked in Band A (rank between 6 & 25) under Private or Self-Financed Universities category in the 'Atal Ranking of Institutions on Innovation Achievements' released by the Ministry of Education, Gol.
- MRIIRS is ISO 50001:2018 Certified for Energy Management System, MRIIRS is also ISO 14001:2015 Certified for Environment Management System and MRIIRS is ISO 9001:2015 Certified Institution from Library Services. BSCIC Certifications Pvt. Limited Faridabad for Corporate Relations and Career Management Centre: Career Skills & Guidance; Guidance & Counselling for Employability, Employability & Pre-placement Training; and Corporate Relations & Support; Examination Cell: Conduct of Examinations, Result Declaration and Award Management; and Central Library: Acquisition, Organization and Dissemination of the Library Services.
- Faculty of Management Studies, MRIIRS ranked No. 9 among the Private B-Schools of Delhi-NCR as per Outlook-ICARE India MBA Rankings 2022.
- Faculty of Engg. and Technology (FET), MRIIRS is among the Top 4 Private Engg. Institutions of North India and among the Top 7 Private Engg. Institutions all over India as per Times Engg. Institute Rankings 2021. FET ranks 15 for its Research Capability among Engg. Institutes across India and No. 7 for placements among private engg. institutions of the country!
- Faculty of Management Studies, MRIIRS ranked among the Top 6 Private Universities, Top 7 among the B-Schools in North India, and Top 17 among the Top 100 B-Schools as per the Times B-School Survey 2021.
- MRDC has ranked No. 10 in the 'Best Dental Colleges' in Indian Institutional Ranking Framework (IIR-2021) by Education Post.
- MRDC ranked in the league of Top 10 Emerging Dental Colleges of India in India Today's Best Colleges Survey 2021.
- India Today places MRDC at rank 24 among the Top Dental Colleges of India in India Today's Best Colleges Survey 2021.
- Faculty of Engg. & Technology, MRIIRS ranks 58 among the Top Private Engineering Colleges of India in India Today's Best Colleges Survey 2021.
- MRIIRS ranked No.13 among the India's Best Private Universities in India Today-MDRA Best Universities Survey 2021.
- MRIIRS ranked No. 2 Private University in Haryana in Outlook-ICare India University Rankings 2021.
- 'Outstanding Contribution in Online Education and Pedagogy 2021' Award has been conferred to MRIIRS during the New Normal Education Leadership Awards and Summit 2021.

# YOU SHOULD BE AWARE ABOUT ACADEMICS

## ACADEMIC PROGRAMME

Academic Programme means programme of study leading to a Bachelor's degree, Master's degree, Diploma, Certificate etc. It is a cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree.

### Degree

Academic award conferred upon a student on successful completion of a program designed to achieve the defined attributes

### Class

Class means Students, normally 60 in number, who have been grouped together for delivery of academic programmes. It is a unit of teaching, which encompasses various topics, that typically lasts one semester, is led by one or more faculty and has fixed registered students.

Course means a component of the academic programme carrying a Distinctive code no. and specific credits assigned to it.

Credit means weightage assigned to a subject depending upon its lecture, tutorial and laboratory contact hours in a week. For this purpose one hour of Lecture and Tutorial class shall be equal to one credit and Practical/Lab class shall be equal to half credit.

Academic Year means period of 12 months devoted for completion of requirements specified in the Study Scheme and shall normally commence in July each year.

Semester means a term of approximately 21 weeks covering normal teaching. Semester may be read as year in case of Physiotherapy & Dental.



## CREDIT BASED SYSTEM

Education at the MRIIRS is organized around the credit based system of study.

A student's performance/progress is measured by the number of credits that he/she has earned, i.e. completed satisfactorily. Based on the course credits and grade obtained by the student, grade point average is calculated

### (a) Course Credits assignment

Each course has a certain number of credits assigned to it depending upon its duration in periods for lecture, tutorial & laboratory in a week.

A few courses are without credits and are referred to as Value Added courses. It is optional for students to take up such courses.

### (b) Earning Credits

At the end of every course, a letter "Grade" shall be awarded in each course for which a student has registered. On obtaining a minimum Pass Grade, student shall accumulate the course credits as Earned Credits. A student's performance shall be measured by the number of credits that he/she has earned and by the weighted grade point average.

Grades obtained in the audit courses shall not be counted for computation of grade point average.

# YOU SHOULD BE AWARE ABOUT ACADEMICS

## CHOICE BASED CREDIT SYSTEM

For Award of Degree of a programme, for which the student is enrolled, he/she has to earn minimum required credits as prescribed in the study scheme / curriculum booklet of that programme. During the entire programme the student is required to successfully complete various courses with minimum Pass Grade broadly classified under category of Compulsory Courses and Elective Courses. Under Compulsory Category courses mainly included are: Fundamental Courses, Core Courses, Basic Sciences, Ability Enhancement Courses, Skill Enhancement Courses, Project, Industrial Training, some Domain Specific Elective Courses etc. All the specified courses / activities covered under compulsory category are mandatory to successfully qualify without choice (except under Domain Specific Electives as mentioned in the prescribed study scheme) and it normally contains 2/3rd (\*) weightage of the total minimum credits required for award of Degree. Rest of 1/3rd (\*) of the total minimum credits required for award of Degree come under Open Elective Category and includes some Domain Specific Elective Courses, Interdisciplinary Courses and Generic Elective Courses which shall be notified by the Academic Branch of MRIIRS. The students shall have the complete option to select any



of the courses of his/her choice out of the listed courses under Open Elective category to earn the 1/3rd (\*) of the total minimum credits required for award of Degree. Under this category, the students shall also have the option to select any online course (MOOCs) or go for additional industry attachment / internship with prescribed credits as approved by Academic Council/ Vice Chancellor on the recommendation of Dean-Academics, MRIIRS.

Distribution of minimum required credits under Compulsory and Open Elective Category has been detailed in the prescribed approved study scheme for each programme.

The programme wise requirement of minimum credits required to be earned for Award of Degree and minimum credits required to be earned under compulsory category of courses and open electives category courses along with Study Scheme at a Glance and Detailed Study Scheme for the entire programme is available on the MRIIRS website under the respective departmental links.

# YOU SHOULDN'T SKIP CLASSES

## STUDENT ATTENDANCE POLICY

Clause 8 of Ordinance No. 3 titled, "Conduct and Evaluation of Examinations for Programmes Leading to All Bachelor's/ Master's Degrees and Diplomas following Semester System" provides as under:

"A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together and 75% in each individual theory/ lab course in a semester.

Student who fails to meet the minimum required attendance in any of the course for which he/she has registered, shall not be allowed to appear for End Semester Examination in such courses and he/she shall be required to re-register for such courses by making additional course fee as notified by the Institution in the subsequent year as detailed under heading of "Methodology for Registration of the Courses".

The office of Dean Academics shall notify the names of all such students who are not eligible to appear in the semester-end examination, at least 2 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations. In case any student appears by default, who in fact has been detained by the Faculty, his/ her result shall be treated as null and void."

The students are advised to ensure that they meet the minimum attendance requirement for appearing in the semester end examination failing which they shall not be allowed to sit in the examination.

Students are also advised to maintain utmost expected discipline in and outside the Institution Campus. Disturbance of tranquility of the



Campus in particular and society in general, through any means shall be treated as an act of indiscipline & suitable disciplinary action shall be taken against the defaulting students. Students are also advised to dress appropriately, while in campus, as per the demands of the occasion.

## EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Study Scheme shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Study Scheme:
  - (i) Evaluation through an end-semester examination
  - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) Normally there shall be equal weightage for these components of evaluation. However the details are prescribed for each course in the study scheme of each programme.
- (d) **Conduct of end-semester examinations**
  - (i) All end-semester examinations shall be conducted by the Controller of Examinations.
  - (ii) The schedule of examination shall be notified by the Controller of Examinations at least 15 days prior to the first day of the commencement of end-semester examinations.

# YOU SHOULDN'T SKIP CLASSES



## (e) Teacher's Continuous Evaluation:

(i) Theory Courses: Normally the teacher's continuous evaluation shall be based on Two class/sessional tests, Assignment/ Presentation/ Group Discussion, Viva-Voce/ Quizzes and Attendance. The weightages for different parameters shall be notified well in advance to the students. The two class tests shall be held in accordance with the centralized Institute Academic Calendar.

### (ii) Practical/ Laboratory Courses:

The teacher's continuous evaluation shall be based on performance in the laboratory, Viva Voce, quizzes, etc and assessment shall be made for each experiment separately.

(f) For any other type of examination, not covered above, the mode of conduct of examination shall be as specifically provided in the Study Scheme of the programme and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies concerned, with the approval of the Vice-Chancellor.

(g) The answer books for the class/ sessional tests & the end-semester examination shall be shown to the students as per the notified schedule, wherein the student can point out any discrepancy limiting to unmarked questions or totaling. However, in case the student has any grievance about the marks given in any question in the end-semester examination, he/she can apply for re-evaluation within stipulated notified time period as per provision of the Institution Ordinance.

(h) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be declared by the Controller of Examination.

(i) The Detailed Award List containing the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

## GRADING SYSTEM

Letter Grade System: Students' academic performance, as the aggregate of Continuous Evaluation & End of Semester Examinations, shall be reflected by letter grades on a 10 point scale, the descriptions of which are provided below.

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

## CALCULATING SEMESTER GRADE POINT AVERAGE (SGPA)

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

The formula for computing SGPA is given below:

$$\text{SGPA} = \frac{\sum (C_i \times G_i) \text{ for each course with atleast pass grade in a particular semester}}{\sum (C_i) \text{ for each semester}}$$

## CALCULATING CUMULATIVE GRADE POINT AVERAGE (CGPA)

The performance of a student over different semesters of study is indicated as Cumulative Grade Point Average (CGPA).

$$\text{CGPA} = \frac{\sum (C_i \times G_i) \text{ for each course with atleast pass grade in all completed semesters}}{\sum (C_i) \text{ for all completed semesters}}$$

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

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

**Example:** SGPA / CGPA of 6.4 is equivalent to  $6.4 \times 10 = 64\%$  marks

## PASSING CRITERIA

A student has to fulfill the following conditions to pass any academic programme of the University:

- A student who has earned the minimum number of credits prescribed for a particular programme as per the Programme Structure
- Credit Units for each programme shall be decided by the Board of Studies of the institution & approved by the Academic Council.
- A student is required to secure a minimum aggregate mark of 40% to pass the End of Semester Examinations & minimum of 50% in (B.Arch Program) to be considered 'PASS' in each course unit.



## PROMOTION TO HIGHER SEMESTERS

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

# YOU SHOULDN'T SKIP CLASSES

- This shall be followed by registration for current semester courses meeting the course pre-requisites & availability of slots in the time table.
- Student shall register for courses within the maximum notified credit limit and time.
- The maximum limit of credits for registration in a particular semester shall be 30 credits.

## CONDUCT OF SUPPLEMENTARY EXAM:

### Odd Semester:

- Previous Supplementary shall be scheduled with regular courses during the end semester exam in Nov/ Dec
- Exam for Supplementary in current semester shall be conducted in Dec/Jan

### Even Semester:

- Previous Supplementary shall be scheduled with regular courses during the end semester exam in May/June
- There will not be any supplementary exam for the open elective courses.

## METHODOLOGY FOR REGISTRATION OF THE COURSES:

**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\* (out of the lot of compulsory courses)

**Priority-3.** Other electives (being offered)

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

\*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.



## ADD/ DROP OF COURSES:

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.

A student is allowed to add/withdraw a course within one week after the commencement of the Semester and his attendance shall be monitored from the day he registers for the course. 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 necessary approvals from the Head of the department.

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

### Minimum Number of Students to be registered in Elective Course:

An undergraduate elective course shall run only if there is a minimum registration of 10 students/ 40% of the class strength, whichever is higher, in that course. However, Vice Chancellor may allow variation to this rule. The maximum strength for a group for any elective shall be 60 students and in case the enrollment is more than 60 for a particular elective course across University, a new section shall be created as per available resources.



# YOU SHOULDN'T SKIP CLASSES

## GRADE IMPROVEMENT

- Improvement of grades is applicable for all the Programmes of the University.
- Student shall be allowed to choose maximum two courses in case of PG and four courses in case of UG programme for improvement of his/her Grade /CGPA during the entire duration of the programme or by any number of courses within one year of his/ her passing out, by either of following process:
  - ♦ By re-appearing in the End Semester Examination for the course in which he/she wants to improve Grade without any improvement in his/her Internal Continuous Assessment. For this only one chance shall be given. In this case his/her earlier scored marks for internal assessment shall remain valid. The student shall be required to pay the re-appear fee only, as per laid down norms of the Institute.
  - ♦ By re-registering for the course in which he/she wants to improve Grade (for improvement both in Internal Continuous Assessment and End Semester performance). Such a course shall be indicated as 'Grade Improvement' course during the Course Registration. In this case his/her earlier scored marks shall be treated as null and void. The student shall pay appropriate fees for re-registration of the courses as laid down by the Institute from time to time.
- The final grade considered for CGPA calculations will be the better of the two grades that student has obtained for the course opted for improvement of its grade.



- No re-exam or retest will be allowed for the class improvement, in case of such students misses any of the tests or examinations. Absentee for end 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 and the fee deposited for the purpose shall be forfeited.
- Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.
- In case the syllabus / contents of the course, for which the candidate wants to improve, gets updated / changed and is running with modified course code at the time of registration for the improvement by the candidate, then the candidate shall have to register / appear with new existing course code running at that time.
- The student who improves his/her CGPA will be issued fresh grade card by the institute. with star (\*) against the subjects for which he/she has appeared for grade improvement and will state "Grade Improvement" course. The date on the new mark lists will be that as issued for other students appearing in those subjects.

# YOU SHOULDN'T SKIP CLASSES

## EXAMINATION CODE OF CONDUCT

- All students must abide by the instructions issued by the controller of examinations.
- Acts of dishonesty or attempts to disrupt the examinations will not be tolerated.
- Attempts to influence directly or indirectly, the examiner in order to obtain advance information relating to exam questions will result in referral to the Disciplinary Committee

## PENALTIES FOR IMPROPER CONDUCT

The Disciplinary Committee may recommend punitive action which may include, but is not limited to, the following:

- Examination(s) in which a student is found to have committed an act of disorder relating to the conduct of examinations may be cancelled in that course(s).
- A student found to have committed an act of disorder during the conduct of examinations may be disqualified at the discretion of competent authority from sitting in any University examination for a period to be specified by the Committee

## MISSED EXAMINATIONS

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

## EXAMINATION APPEALS

- A student may apply to the dept. of Examinations if He/She have reason to believe that a mistake has been made in connection with the published results. All challenges must be raised within 10 working days of the results being published.



- The Coordinator of Examinations will re-check the answer script to ensure that all marks awarded are included in the total and that no section of any answer is un-evaluated.
- If the recheck reveals, subject to the provisions of the Regulations any discrepancy resulting in the students' marks being revised, the record shall be corrected accordingly and a revised grade sheet shall be issued after the previous grade sheet is surrendered.

## ISSUE OF RESULTS, GRADE SHEETS AND DEGREE CERTIFICATES

- Results are usually declared within 15 days of the end of the semester examination
- Grades are usually declared within 15 days of the declaration of results
- Duplicate Grade Sheets can be issued on payment of the required fee.
- If grades are revised following appeals or re-appear, the original grade sheet will be required to be returned prior to using a new one.
- Degree Certificates are issued after six months of the completion of Course

\* For Further Details Refer to the Website

## CONVOCATION

The University convocation ceremony is usually conducted towards the end of the calendar year. Eligible students will be notified of the date by the competent authority

# YOU SHOULD KNOW

## RESEARCH, INNOVATION & INCUBATION

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

Eight Research & Innovation Clusters namely Mechanical; Electrical & Electronics; Automobile and Aerospace; Civil; Architecture and Design Cluster are actively engaged in research projects by adopting interdisciplinary approach in addition to other activities like Projects and Competition Participations; Research Publications; Sponsored R & D Projects; Training in Advanced Areas or Future Technologies; Product Development; Collaboration & Consultancy and Patents & IPR.

Manav Rachna IPR Cell is governed by the University Intellectual Property Rights Policy which was established in April 2017. Intellectual property (IP) encompasses the expression of ideas, information and knowledge. IP includes not only discoveries and inventions but also music, literature and other artistic works, as well as words, phrases, symbols and designs. Intellectual Property Rights (IPR) are the legal rights protecting the owners of IP. The first owner of IP is normally either the person



who invents, authors or designs the IP, or his/her employer (depending on the contractual arrangements governing his/her work). Commercial exploitation of the IP can occur directly by the owner of the IP, or by licensing the IP to be used by other companies.

Four startups Technoplanet Labs Pvt. Ltd., HyFn Games Pvt. Ltd., Parimukh Pvt. Ltd. and Tricho Agronico Pvt. Ltd. (TAPLin 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, Aarkayo Solar Solutions Pv. Ltd., Tackyon Motor Sports Pvt. Ltd., Nature\_s Drop, Smart Watch, Greenity, Campus Dock, Naturoplast, Medlife Care, Dear Diet, TFT Innovations, Night Lobs, 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 <https://mriirs.edu.in/research-innovation-incubation-centre-mriic/>

# YOU SHOULD KNOW

Centres of Excellence (CEs) are established in collaboration with reputed industry partners to train the students and faculty members in advanced areas in order to impart skill based training exposure and enhance the employability of students.



Research & Innovation Clusters	Block/ Room No.
Electrical & Electronics Cluster	A Block / AS-29
Molecular Biosciences Cluster	A Block / AT-09 &10
Civil, Architecture & Design Cluster	C Block / CG-21
Material Science Cluster	C Block/ CUG-02
2. Research Incubator	C Block/ CUG-02
3. Business Incubator/ MR NewGen IEDC	C Block/ CUG-02
4. IPR Cell	C Block/ CUG-02
5. Centres of Excellence	Block/ Room No.
Smart Energy Centre	H Block / HF-03
CoE in Product Design & Development By Altair & DesignTech	KG02
Mitsubishi Electric Centre	A Block / AF-25
Automotive Training & Research Centre (Honda Motors)	C Block/ CG-02
Advance Water Technology & Management Centre	A Block /AT-25
Infineon Centre	A Block / AG-21
INTEL Intelligent System Lab	A Block/ AS-28

## 4. MOTIVATION & REWARDS

MRIIRS 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. MRIIRS 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

# YOU SHOULD KNOW

- 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 & 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:** 1. Research 2. Sports 3. Creative arts 4. Community involvement 5. Professional

## 5. CAREER PROGRESSION

- 5.1. **'CDC & CRC':** Career Development Centre and Career Resource Centres is the training & placement arms of Manav Rachna Educational Institution 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 & 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. At the same time it is the responsibility of students to keep his/ her academic credentials such as to be eligible for campus recruitments.

AMCAT & 'Aon Cocubes' 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.

# YOU SHOULD KNOW

- 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 English. 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.

# YOU SHOULD KNOW

- 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/penalty. An amount of Rs. 1000 per placement drive shall be imposed.

## PAYMENT OF FEES

### SCHEDULE OF PAYMENT OF FEES AT THE TIME OF ADMISSION/FIRST YEAR

- First Installment: At the time of acceptance of admission offer
- Second Installment: On or before 14th November



### SCHEDULE OF PAYMENT OF FEES IN SUBSEQUENT YEARS

- First Installment: On or before 30th April of the calendar year.
- Second Installment: On or before 14th November of the calendar year.

**INSTRUCTION FOR STUDENTS OPTING BBA (GLOBAL) IB, B.Sc. IT AND B.Sc. ID PROGRAM**  
The students will be required to open their accounts in any Branch and provide us the proof of it.

Further, students of above Programs are expected to be in possession of their Aadhar Card/ Passport and PAN Card while reporting for Physical Counseling for Admissions.

The above mentioned documents are required for the payment of their Foreign Educational Institution fee through Zenith Leisure Holidays Limited, New Delhi to AIS St. Helens, New Zealand for **BBA (G)-IB & B.Sc. IT Programs & Algonquin College, Canada** for B.Sc. ID Program.

## PROCEDURE FOR CHANGE OF PROGRAM

Under exceptional circumstances, request for change of program may be considered with the approval of competent authority the recommendations of the Dean of Faculty concerned in which admission has been already sought on payment of requisite processing charge of Rs. 3000/, provided the seat in which the candidate wants to shift is/are lying vacant.

# MRIIRS SCHOLARSHIP/ FREE SHIP SCHEMES/ POLICIES



A) Schemes 'Utkarsh' and 'Uttam' for the candidates on the basis of MRNAT-2022 Score for UG & PG programmes:

MRNAT 2022 Score	'Utkarsh' *	'Uttam' **
90.00% & above	100% Tuition Fee Waiver	100% Tuition Fee Waiver
80.00% & above but below 90.00%	50% Tuition Fee Waiver	25% Tuition Fee Waiver
70.00% & above but below 80.00%	25% Tuition Fee Waiver	10% Tuition Fee Waiver

\*Scheme 'Utkarsh' is for candidates taking Admission within a period from 19th February 2022 to 10th July 2022.

\*\*Scheme 'Uttam' is for candidates taking Admission within a period from 11th July 2022 to 31st August 2022.

B) Free ship/ Scholarships to students on the basis of marks/CGPA in the qualifying examination as per following criteria:

UG level Programmes  
(Except BDS Programme)

Marks / CGPA in Qualifying Examination	Tuition Fee Waiver
95% and above	100%
90% to 94.99%	50%
85% to 89.99%	25%
80% to 84.99%	10%

PG level Programme  
(other than MDS programme)

Marks / CGPA in Qualifying Examination	Tuition Fee Waiver
85% and above	100%
80% to 84.99%	50%
75% to 79.99%	25%
70% to 74.99%	10%

C) Free ship/ Scholarships to students seeking admission for B.Tech. programmes on the basis their JEE Mains -2022 Overall All India Rank as per following criteria

JEE-2022 Overall All India Rank	Tuition Fee Waiver
Upto 50000	100%
50001 - 100000	50%
100001-150000	25%



**MRIIRS  
SCHOLARSHIP/  
FREE SHIP SCHEMES/  
POLICIES**



**D) Free ship/ Scholarships to students seeking admission for BDS Programmes on the basis their NEET-2022 Score/Marks as per following criteria**

NEET-2022 Score/Marks	Tuition Fee Waiver
501 & above	100%
451-500	50%
351-450	25%
250- 350	20%

**E) Free ship/Scholarships to students seeking admission for MBA programmes on the basis their CAT/MAT/CMAT/ATMA-2022 Score/Marks as per following criteria**

**(i) On the basis of CAT-2022**

Score/ Marks	Tuition Fee Waiver
80% and above	100%
75% to 79.99%	50%
70% to 74.99%	25%

**(ii) On the basis of MAT/CMAT/ATMA-2022**

Score/ Marks	Tuition Fee Waiver
95% and above	100%
90% to 94.99%	50%
85% to 89.99%	25%

**F) Free ship/ Scholarships to students seeking admission for any UG programmes on the basis their SAT-2022 Marks/ Score as per following criteria**

SAT-2022 Marks/Score	Tuition Fee Waiver
1301 & above	100%
1201 to 1300	50%
1101 to 1200	25%

## MRIIRS SCHOLARSHIP/ FREE SHIP SCHEMES/ POLICIES

There is a Provision of Teaching Assistantship for the candidate enrolled for M.Tech. and MPT Programmes, as detailed below:

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 per 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 and MPT programme.

The candidate of M.Tech. and MPT Programmes can either avail the above free ship policy for PG programme or Teaching Assistantship.

**Note:** Total Free ship/ Scholarships to students under all categories stated above (from B to F) put to together shall be limited to maximum 25% (10% for 100% of Tuition Fee waiver cases, 5% for 50% of Tuition Fee waiver cases, 5% for 25% of Tuition Fee waiver cases and 5% for 10% of Tuition Fee waiver cases) of the sanctioned intake for the programme of admission.

**G) Free ship/ Scholarships to the Wards of MREI Employee:** 25% Tuition fee Waiver (limiting up to maximum of Rs. 12500/ per semester) to First Child only, however, if first child is already getting scholarship on the basis of Merit then this benefit would be passed to second child, if applicable.

**H) Free ship/ Scholarships to the Siblings of Manav Rachna Student in any of the HEIs of Manav Rachna:** 10% Tuition fee Waiver (limiting up to maximum of Rs. 5000/ per semester) to the Sibling (brother/sister) of Student already enrolled in any of the Programme at HEI of MREI. Only elder one of the siblings would get the said benefit.



**I) Free ship/ Scholarships to the Alumni of Manav Rachna Educational Institution (except MDS):** Student who is an Alumnus of any of the Manav Rachna Educational Institutions (Schools or HEI), eligible for 10% Tuition fee waiver (limiting up to maximum of Rs. 5000/ per semester) during admission to the programs offered by any of the HEI.

A student of BDS, MRIIRS opting for Admission in MDS at MRIIRS shall be eligible for 5% tuition fee waiver.

**J) Free ship/ Scholarships to Girl candidates:** 10% Tuition fee Waiver (limiting up to maximum of Rs. 5000/ per semester) shall be available to all girl candidates in all the UG & PG Programmes provided candidate has scored 60% aggregate marks in the qualifying exam. In case, candidate is eligible for any free ships/ scholarships in either of above stated categories from A to F, he/she shall be getting the benefit stated in G, H, I, & J category over and above to free ship/ scholarship of that category with a maximum limit upto 100% Tuition Fee Waiver.

Otherwise, candidate can avail a maximum of one scholarship at a time, amongst A to F categories as listed above.

**Note:**

- Proof of relationship is to be provided wherever applicable
- For continuity, University Scholarship policy would be applicable from 2nd semester

## **MRIIRS SCHOLARSHIP/ FREE SHIP SCHEMES/ POLICIES**

### **K) Merit Cum Means Scholarship for Domicile Students of Haryana**

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

- One fifth of the 25% shall be granted 100% tuition fee concession,
- Two fifth of the 25% shall be granted 50% tuition fee concession,
- The balance two fifth of the 25% shall be granted 25% tuition fee concession.

### **L) RESERVATION OF SEATS AND WAIVER IN TUITION FEES FOR WARDS OF SERVING AND RETIRED PERSONNEL OF ARMY**

Manav Rachna has persistently celebrated merit and holds Indian Army personnel in very high regard for their selfless service to our nation. Exclusive scholarships granted to the wards of army personnel include:

- 25% waiver on the 1st installment of the tuition fee
- Reserved seat up to 45 days after the declaration of results
- Reservation of hostel seat up to 30 days after the declaration of your result

### **Requisite Documents Needed to Avail Army Scholarship**

#### **For wards of current service holders**

A bonafide letter of proof of current posting by the current service holder.

#### **For wards of ex-service holders (Retired army personnel):**

A copy of the soldier's book

### **Conditions for Continuation of Free ship/ Scholarship in Subsequent semesters for categories- B to F and K mentioned above:**

Progress of students awarded scholarship in subsequent semesters shall be reviewed after end of every semester for continuation, based upon his/her performance in the previous semester. For continuation of scholarship student shall be required to:

- Maintain a minimum SGPA of 7.0 in each semester without any backlog.
- Have 75% attendance in all courses in each semester.
- Applicant should not have been suspended for any grave act of indiscipline by the university.
- No disciplinary action against the applicant is established or pending in case of ragging or eve teasing.
- 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.

#### **NOTE:**

- 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).

M) 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.

### **N) Scholarship for outstanding achievers in sports category**

A provision of scholarship for outstanding achievers in sports is available for admission seeker at Higher Educational Institutions (HEIs) as per following categories:

# MRIIRS SCHOLARSHIP/ FREE SHIP SCHEMES/ POLICIES

Event/ Level	Participation	Medal Win
Olympics	100% of Tuition Fee	100% of Tuition Fee
Asian Games / Asian Championship	75% of Tuition Fee	100% of Tuition Fee
Common Wealth Games	50% of Tuition Fee	75% of Tuition Fee
World Cup	50% of Tuition Fee	75% of Tuition Fee
National	25% of Tuition Fee	50% of Tuition Fee
State (with compulsory participation in National)	-	25% of Tuition Fee

The candidate seeking admission under any of the above categories of sports shall be required to produce the relevant documents of proof of his/her participation and Medal Won. Sports Committee under Director-Sports will take the final decision regarding Scholarship.

The scholarship under this category shall be given in the first semester and its continuation shall be decided by a committee constituted by the Competent Authority of the Institution / University.

## Merit Scholarship to Semester/ Branch Toppers

In order to motivate the students for better and sustained academic performance, MRIIRS offers 'Merit Scholarship to Semester/Branch Toppers' enumerated below for students securing 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 MRIIRS, as under:

- First Position: Rs.15000/-
- Second Position: Rs.10000/-
- Third Position: Rs. 7500/-

The following are the guidelines for granting these Merit Scholarships:

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

- Any programme having strength more than 10 students and less than 90 students in semester exam shall qualify for first and second position scholarship, otherwise only a solitary topper shall be given a first position scholarship.
- If the strength of a course is 10 or less no scholarship will be awarded for that course.

## Scholarships Based on Innovation/ Publication/ Patent filing/ International or National Level Competition:

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

- Startup Registration after generating grant from Govt. / Pvt. Funding organizations
- Competition Winner for Innovative projects
- Patent Granted
- Patent Published
- Patent Filed
- Research Publications

# SPECIAL FEE SCHOLARSHIP

Dr. O P Bhalla Foundation has been continuously working towards the betterment of the society with one of its major objectives to provide Education for all. In recent times, it has been observed that the number of requests related to fees concession from various institutes and schools of Manav Rachna have increased due to the impact of the pandemic. It has been therefore decided by the organization to help the needy people through Dr O P Bhalla Foundation by giving special fees scholarships as and when needed and feasible.

## Application Process

- Fill the application form
- Based on the merits of the applicant, the final special fees scholarship would be decided for each applicant from Manav Rachna International Schools as well as MRIIRS, MRDC and MRU.



- The amount would be credited in the fees accounts of the students and will also be informed to the concerned authorities.
- In case of higher education, the scholarship would be applicable to the current semester and will be reconsidered against a fresh application by the student for the next semester.
- In the case of Schools, the scholarship would be applicable for the current quarter and will be reconsidered against a fresh application by the student for the next quarter.

## Note:

- Proof of relationship is to be provided wherever applicable
- For continuity, University Scholarship policy would be applicable from 2nd semester

Conditions for Continuation of Free ship/ Scholarship in Subsequent semesters for above categories

Progress of students awarded scholarship in subsequent semesters shall be reviewed after end of every semester for continuation, based upon his/her performance in the previous semester. For continuation of scholarship student shall be required to:

# SPECIAL FEE SCHOLARSHIP



- Maintain a minimum SGPA of 7.0 in each semester without any backlog.
- Have 75% attendance in all courses in each semester.
- Applicants should not have been suspended for any grave act of indiscipline by the university.
- No disciplinary action against the applicant is established or pending in case of ragging or eve teasing.
- 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.

## NOTE:

- 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).

K) 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.

## STUDENTS' CONDUCT AND DISCIPLINARY CODE

### Responsibility of the Students

It shall be the responsibility of the students:

- a) To read, become familiar with; adhere to this and any future amendments in this code. To carry their College I-Card at all the time.
- b) To behave and conduct themselves in the Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- c) To dress up decently as mentioned in the dress code so as to suit the academic environment of the Campus.
- d) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- e) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.

# YOU SHOULD KNOW



## ACTS OF INDISCIPLINE & MISCONDUCT

- a) Discipline includes the observance of good conduct and orderly behavior by the students of Manav Rachna.
- b) A student shall be guilty of misconduct and breach of discipline if she/he violates any of the rules and regulations of the Institute 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.
- c) The following shall amount to acts of indiscipline or misconduct on the part of a student in the Campus:
  - i. Physical assault and affray, or threat to use physical force, against any member of the teaching or non-teaching staff of the Institute or against any student of the Institute.
  - ii. Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in.
  - iii. Carrying of, use of or threat to use, any weapon.
  - iv. Misbehavior or cruelty towards any other student, teacher or any other employee of the Manav Rachna.
  - v. Use of drugs or other intoxicants except those prescribed by a qualified doctor.
  - vi. Any violation of the provisions of the Civil Rights Protection Act, 1976.
  - vii. Indulging in or encouraging violence or any conduct which involves moral turpitude.
  - viii. Eve teasing, or outraging the modesty of female employee or student of the Institute.
  - ix. Any form of gambling.
  - x. Violation of the status, dignity and honor of a student belonging to a scheduled caste or scheduled tribe.
  - xi. 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.
  - xii. Practicing casteism & untouchability in any form or inciting any other person to do so.

## YOU SHOULD KNOW

- xiii. Any act whether verbal or otherwise, derogatory to women.
- xiv. Indulgence in cyber crimes/ pornography/use or display of lurid material or sending obscene SMSs.
- xv. Consuming tobacco, intoxicating drinks/liquor or smoking.
- xvi. Any attempt at bribing or corruption of any manner or description.
- xvii. Willful destruction of the property of the Institute.
- xviii. Behaving in a rowdy, intemperate or disorderly manner in the premises of the Campus, or encouraging or inciting any other person to do so.
- xix. Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- xx. Causing disruption in any manner of academic functioning of the Institute system.
- xxi. Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the Institute.
- xxii. Truancy and unpunctuality.
- xxiii. Ragging as defined by the Apex Court
- xxiv. Indulging into any other activity which is considered objectionable by the Institute. Penalties for breach of discipline



### For Indiscipline in campus, on recommendations of Board of Discipline

- a) A student may be expelled from the Institute, 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 Institute till the expiry of the period of rustication.
- c) A student may be not, for a stated period, admitted to a program of study of the Institute.
- d) A student may be imposed with the fine of a specified amount of money.
- e) A student may be debarred from taking a Institute 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.
- g) The Chairperson, Board of Discipline, Head of Teaching Departments, Wardens of different hostels, Librarian and In charge of any centralized facilities in the Institute shall have the authority to exercise disciplinary power over students in their respective domain, in the Institute 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 debarring from using the central facilities for a maximum period for one month.



# YOU SHOULD AVOID

## ACADEMIC MALPRACTICE AND PLAGIARISM

Any activity, conducted willfully or unknowingly, can be considered as Academic Malpractice if that activity results in the loss of integrity of the processes of teaching, learning and research.

Academic Malpractice includes, but is not restricted to, activities such as the following

- (a) Plagiarism
- (b) Cheating, or helping to cheat, in assignments, laboratories, and exams
- (c) Fabrication or falsification of data, results and outputs in research and coursework



(d) Tampering with answer sheets of exams, checked assignments and reports

(e) Forging documents such as letters of recommendation, transcripts, and certificates.

Manav Rachna has a zero-tolerance approach to such malpractice. Students found guilty of academic malpractice by the Proctoral Board face punishments such as loss of scholarship, suspension and even expulsion from the Institute.



# YOU MUST BE AWARE ABOUT

## DEALING WITH GRIEVANCES

### STUDENT GRIEVANCE PROCESS

Though we try to ensure that University days are happy and run smoothly, we understand that there may be issues which need to be resolved and suggestions for improvements which should be heard. If there is an issue, please contact the person in charge of the relevant department to try to resolve the concern. Complaints can also be registered and will be forwarded to the appropriate person to be resolved. In the event of an unresolved issue, a complaint can be made in writing to the Pro Vice Chancellor. Students should approach their mentors for guidance and support. However, the contact details of the senior officials of the University are available in the following pages.



## DISCIPLINARY MATTERS

The Disciplinary Committee aims to treat all students fairly and to resolve any disputes quickly.

## PENALTIES FOR BREACH OF DISCIPLINE

If a student's conduct requires punitive action, the Pro Vice Chancellor, Disciplinary Committee or Programme Leaders may impose the following:

- a. Expelling a student from the University. In such cases, the student will not be readmitted to Manav Rachna
- b. Suspending attendance for a period of time. In such cases, the student shall not be permitted to enter the University, until the expiry of the suspension or may not attend their programme.
- c. A fine
- d. Prevention from sitting examinations for one or more years
- e. Cancelling exam results

**YOU SHOULD BE  
EXCITED ABOUT**



### **DEPARTMENT OF STUDENTS WELFARE**

The office of the Dean Student welfare strives for the development and welfare of Manav Rachna's students ever since it was established. The office provides abundant openings and facilities for the overall development of personality and leadership skills among the students. In addition, it promotes the effective participation of students cultural and literary activities etc. For more information contact DSW.

Various Groups for Extra Curricular Activities for Manav Rachna Students are as follows-

1. Manav Rachna Music Group
2. Manav Rachna Dance Troupe - MRIDAKSH
3. Manav Rachna Literary Forum
4. Manav Rachna Arts Club - AAREKH
5. Manav Rachna Theatrical Troupe - PAIGAM
6. Manav Rachna Fashionistas - NOORA
7. Manav Rachna Photography Club
8. Manav Rachna Health Club
9. Manav Rachna National Service Scheme

## **MANAV RACHNA LIFE SKILLS PROGRAMME**

In tandem with the ethos of Manav Rachna, we work on multiple strategic initiatives to create a holistic development of all the stakeholders, maintaining the high standard of quality and skill sets; The time is ripe for us to introduce one of the most important ones - MANAV RACHNA LIFE SKILLS PROGRAMME (MRLSP). 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 shall be 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.

## Activities and Associated Points

LIFE SKILLS: AREA 1: EXTRA- CURRICULAR PROCESS OWNER CLAN CHIEF/DEAN STUDENTS' WELFARE			
S. No	Activities	Maximum Points	Remarks
EC1	Office bearer of Clan	40	20 points awarded for successfully fulfilling responsibilities attached to the post for 1 semester
EC2	Member of Clan/University Competing Team	80	@10 points for being Member of team for 1 semester
EC3	Volunteer for Clan/University Events	40	@ 5 points for each event for which student volunteered.
EC4	Winner of University/Clan level event	50	@ Maximum 10 points for 1 event.
EC5	Participation in University/Clan level event	40	@ 2 points for each participation
EC6	Committee member/organizer of University/Clan level event	40	@ 5/10 for each event
EC7	Committee member/organizer of Technical Fest/Cultural Fest /Conference	40/60	@ 20/40 for each event
EC8	Placed within top 3 in competitions at International/National/State/Others level activity	150	International=80; National=40, State=25, Others 10.
EC9	Raising sponsorship for events	50	1 point for each 1000 Rs. Sponsorship raised.
LIFE SKILLS: AREA 2: CO- CURRICULAR PROCESS OWNER DEAN OF FACULTY			
CC1	Office bearer of Professional Bodies	40	@ 10 points for 1 semester
CC2	Member of Professional Bodies	40	@ 5 points for 1 semester
CC3	Participating/Organizing Intra/Inter Departmental Technical Workshops/Value Added Courses/events	30	5/10
CC4	Foreign Language Certification	20	@10 per certification
CC5	Online courses / Certification courses successfully completed	40	@ 10 per course. Ex. By registering for MOOCs at EDX, COURSES
CC6	Published an article	40	@10 per Newspaper/Magazine etc. article
LIFE SKILLS: AREA 3: ENTREPRENEURSHIP/INCUBATION/INNOVATION PROCESS OWNER Director MRIIC /Dean Research			
E11	Creative Project Execution	40	
E12	Awards for Projects	150	International=80; National=40, State=25, Others= 15.
E13	Registration of Start-Ups	40	
E14	Attracted Venture-Capital	100	@20 points for Rs. 50,000/-
E15	Filed a Patent	100	
E16	Completed Prototype Development	60	
E17	Attended International/ National Conference/Convention	40	20/10
E18	Published a Paper	80	Peer reviewed Journal=40; Indexed Conference Proceedings=20

\*Students need to earn additional points as described in the table to become eligible for the degree, they have enrolled in.

# YOU SHOULD LOOK FORWARD

From better student grades to strong community roots, Manav Rachna provides the gears that streamline the lifestyle of students and maintain a great balance of physical and mental development with positive spirit towards achievement of goals in their career with ease.

## WORLD CLASS SPORTS FACILITIES

**Sports Infrastructure:** Manav Rachna has a variety of sports facilities spread over the campus as well as sports academy located within Faridabad. Highlights of various facilities are mentioned below.

**Indoor Sports Arena:** Manav Rachna has an Indoor Sports Arena covering an area of 7000 Square feet at Q block basement. It has One Badminton Court, 6 T. T Tables, 4 Chess Stations, 4 Carrom Stations, 2 Billiards Tables & 1 Pool Table. This sports arena is open to all the Manav Rachna Students & Hostellers from 8.00 am to 8.00 pm.

**Open Gym For Women Hostellers:** A special facility of an open Gym has been made available only for all women hostellers. It is located near the Staff Quarters of the Manav Rachna Campus. The gym is equipped with all necessary training gadgets.

## OPEN GROUNDS & PLAY COURTS

**Shooting Range:** Manav Rachna is home to 4 state of the art shooting ranges - one of 25mtr. & 2 of 10 mtrs each. Shooting Range No. 1-25 meters range with 2 Bays of SIUS ASCOR electronic targets, each Bay consists of 5 Targets with Monitors. This range is located near staff quarters. Shooting Range No-2 & 3 - Newly constructed sports arena in Q Block Basement houses two 10 mtr. fully A.C Shooting Ranges; one is having 13 Manual targets and second range has 8 SIUS electronics targets with Monitors. Both the ranges have all the modern facilities



for shooters as well as for spectators, including locker rooms, modern wash rooms, exercise area amongst others.

At Manav Rachna Shooting Range, Pali, we conduct shotgun competition with experience of Night shooting.

**Cricket Ground:** The Cricket Ground in Campus is located in front of K and L Block. This 40 x 40 meters lush green ground is equipped with flood lights and has 2 well maintained turf pitches.

**Squash Court:** The Squash Court has been recently re-laid by Syncotts International with Maple Wood Flooring and is located at A Block 2nd Floor. This is equipped with lights & A.C facilities. There are other sports facilities are also available as carom & chess boards.

**Volleyball Courts:** Manav Rachna Campus has Volleyball Court in front of B Block that is available to all the Manav Rachna Students and Hostellers from morning to evening.

**Soccer Court:** This is the newest addition to the existing sports facilities. With work in high speed progress, the ground would be of International Standards and would be available for use in near future.

**Basketball Courts:** There are 3 Basketball Courts in MRIIRS Campus. 1 Basketball Court cum Tennis Court is in front of E & F Block & 1 Basketball Court is in front of B Block & 1 Basketball Court is in front of International Boys Hostel. It is also available for all the Manav Rachna Students & Hostellers from Morning to Evening.

# YOU SHOULD LOOK FORWARD

## Learning is made beautiful for YOU WORLD CLASS LIBRARIES

**Dr. O. P. Bhalla Central Library (T - Block):** A collection of more than 3 lac documents in print & electronic format; smart card, RFID and Wi-Fi enabled! Additional dedicated libraries across department blocks.

**Swami Vivekananda Library & Resource Center (L - Block):** The library has an excellent collection of about 45398 Volumes and 11020 Titles in the different areas of engineering, applied science, management, education, law and etc. The resources subscribed by the library are a range of National and International Journals, Magazines, Periodicals, Newspapers etc. The e-Resources subscribed by the Library are ACM Digital Library, ASME, ASTM Digital Library, J-Gate- Science & Technology, J-Gate- Social Science and Humanities, SCC Online, Institutional Membership of DELNET (Developing Library Network) and Knimbus- e-Library Platform + Remote Access+ Federated Search. All resources covers variety of National/ International Journals and books from reputed publishers.

## RULES OF BOOK CHECK-OUT/CHECK-IN:

- Student should have their Manav Rachna ID Card with Library Card.
- Student can borrow books in one day.
- Books can be re-issued twice.

## LIBRARY RULES:

- Student's ID card is mandatory to enter in the library.
- Talking over mobile phones inside the library is strictly prohibited.
- Food and beverages are not allowed inside the library.



- Playing games and watching movies in library is not allowed.
- Do not take books out of library without issuing them, if caught disciplinary action will be taken.

## YOUR in-campus Recreational Pursuits STATE OF THE ART CAFETERIAS SERVING WORLD CUISINES

**SUBWAY:** The world's largest fast food chain "SUBWAY" has an outlet at the Manav Rachna campus. So, to "bhagao" the hunger pangs walk into the SUBWAY restaurant at A - Block (near Sports Arena 1) of the MREI campus. Brighten your day with the "Sub of the Day" and your favourite sandwiches from 8:00 am to 10:00 pm.

## TRANSPORT

- Manav Rachna Education Institutions have a fleet of luxury A/C buses to provide transport to the students for Delhi-NCR covering various locations of Delhi, Noida and Gurgaon. It has also fleet of Non-AC Delux buses for the Faridabad, Ballabhgarh and Palwal students. MREI buses are equipped with all safety devices like Fire Extinguisher, First-aid Kit etc. These are also equipped with GPS to track the bus location, route, speed etc. and speed governor to restrict the speed of the buses (as per the guidelines of the Supreme Court). Buses of MREI board & de-board the students inside the campus premises only at the scheduled time at arrival & departure.

# YOU SHOULD LOOK FORWARD

- As a facility to M.R. campus students, MREI provides free Shuttle Service to & from Manav Rachna Badkhal Metro Station in the morning and afternoon.
- During end semester exam days, apart from regular routes, MREI provides shuttle service for Tughlakabad Metro Station, Delhi, Mathura Road (Badkhal Chowk) Faridabad & Pali Chowk from the campus.
- Seat numbers are allotted to all transport users on the basis of first come first serve. Transport Fee is collected one time in advance for the whole academic session at the time of availing transport facility. Transport ID Cards are given to the users for academic session every year. MREI provides free transport facility for the off campus hostlers. The complete transport information such as routes, fee structure, transport refund policy, guidelines etc. is also available at the website of MREI.

## CANTEEN & CAFETERIAS

Manav Rachna Campus has well stocked canteen and cafeteria such as Nescafe, Subway etc., Besides a Food Court consisting of Eight brands including HM Cafe, MYM, Café Woody's, 34 Chowringhee Lane, a Juice Lounge, a Dosa Plaza, Momo box, Sugar Shacks (Waffles) and an Indian Kitchen; Chaigaram, have also commissioned their outlet at MREI Campus. These outlets can cater to all daily needs of students at campus and the hostellers alike. popular retail outlet WH Smith has been the in-campus shopping haven for our students.

Open Air Theatres A cultural haven and the "Manch" for creative expressions!

Auditoriums Fully-air conditioned auditoriums across the campus (with multiple seating capacities)



## FOOD SHOPS & MINI MARTS

- Start your day with a hot coffee or chilled shakes along with a light breakfast. We have a variety of options to kill your hunger with Rolls, sandwiches, burgers and other snacks.
- Assignment due tomorrow, out of sheets? Well, this is not a worry at Manav Rachna as we have Mini Mart to cater to your stationery needs. The Mini Mart stocks items of basic needs such as snacks, fruits, milk, toiletries etc.

## HOUSING FACILITY

MREI provides both on-campus and off-campus hostel accommodation for boys and girls with single, double and triple, AC & Non - AC Rooms. The hostel rooms are well furnished with essential modern facilities like TV, PCs, Wi-fi, Telephone, RO Drinking water, newspapers as well as games like Table Tennis etc. It has a well managed and hygienic mess, where nutritional needs and taste of students are taken care of. An ergonomically and aesthetically designed hostel basically meant for International students, is available with all state-of-the-art facilities. Medical facilities, medical insurance, library facilities and laundry facilities are also provided within the hostel fee charges. For more details, kindly login [www.manavrachna.edu.in](http://www.manavrachna.edu.in) and go through hostel rules booklet.

**YOU  
SHOULD BE  
CAREFUL  
ABOUT**



### **INTERNAL COMPLAINTS COMMITTEE (ICC)**

Manav Rachna is committed to providing a place of work and study free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty and staff will treat one another and visitors to the University with respect. Towards this end, all members of the University community, including those who are in temporary or short-term positions, are subject to Manav Rachna's Policy Against Sexual Harassment.

All students are required to read and familiarise themselves with this policy. Anyone violating this policy is subject to disciplinary action.

Reports of sexual harassment are taken seriously and will be dealt promptly by a designated Committee on Sensitization of Gender, Prevention and Redressal of Sexual Harassment. The specific action taken in any particular case will depend on the nature and gravity of the conduct reported.

The Committee works to initiate and sustain a respectful and responsive conversation with all members of the University, especially the student community on issues related to gender on and beyond our campus

### **RAGGING FREE CAMPUS**

Pursuant to the directives of the Hon'ble Supreme Court, UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009, The Haryana Prohibition of Ragging in Educational Institutions Ordinance, 2012 and AICTE Regulations 2009 on Prevention and Prohibition of Ragging in Technical Institutions Universities including Deemed to be Universities imparting Technical Education, the Institute has constituted the following Anti-Ragging Committees and High Powered Anti-Ragging Squads/ Discipline & Floor Management Squads for overseeing the strict and meticulous implementation of the directives further the details are available on the University website.

### **BANKING**

The Campus has a fully functional Punjab National Bank with ATM facility. It is recommended that the students get a bank account with Punjab National Bank with a debit card facility for their convenience. PNB - Business Hours: Monday to Saturday 10 a.m to 4 p.m (As per guidelines issued by Reserve Bank of India, banks will not be operational on 2nd and 4th Saturdays and all Sundays of a month).



**YOU  
SHOULD BE  
CAREFUL  
ABOUT**

## **STUDENT FACILITATION CENTRE**

With a global outlook, strategic vision & 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.

**Assistance to services is categorized under five broader areas:**

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



The centre is located at E - Block, Ground Floor, and students may approach for any queries or Contact at E - Mail: [sfc@manavrachna.edu.in](mailto:sfc@manavrachna.edu.in)  
Contact: +91 - 73038 19911;  
+91 - 73038 29911

## **FEW MORE THINGS FOR YOU**

### **OFFICES & SERVICES**

**Dr. Naresh Grover**

Pro-Vice Chancellor, MRIIRS  
[pvc@mriu.edu.in](mailto:pvc@mriu.edu.in)

**Dr. Pardeep Kumar**

Pro-Vice Chancellor, Dean FET &  
Dean FAD, MRIIRS  
[pvc.pk@mriu.edu.in](mailto:pvc.pk@mriu.edu.in)

**Dr. G.L Khanna**

Pro-Vice Chancellor - MRIIRS  
[pvc.glk@mriu.edu.in](mailto:pvc.glk@mriu.edu.in)

**Shri R.K. Arora**

Registrar,  
[registrar@mriu.edu.in](mailto:registrar@mriu.edu.in)

**Dr. Brijesh Kumar**

Dean Academics, MRIIRS  
[dean.academics@mriu.edu.in](mailto:dean.academics@mriu.edu.in)

**Office of Dean-Research**

**Dr. Sarita Sachdeva**

Prof., ED and Dean- Research  
[dean.research@mriu.edu.in](mailto:dean.research@mriu.edu.in)

**Office of Controller of Examination**

**Dr. N.K. Sharma**

Controller of Examination  
[coe@mriu.edu.in](mailto:coe@mriu.edu.in)

**Office of Director IQAC**

**Dr. Rashima Mahajan**

Director-IQAC  
[director.qa@mriu.edu.in](mailto:director.qa@mriu.edu.in)

**YOU  
SHOULD BE  
CAREFUL  
ABOUT**

### **University Library**

University Central Library is housed in a huge block with an extensive collection of books, scientific and technical journals and electronic reference material, which is updated regularly

#### **Dr. Rajesh Jha**

University Librarian  
librarian@mriu.edu.in

#### **Office of the Dean of Students' Welfare**

The Office provides assistance for student in extra-curricular initiatives and encourage involvement in campus life.

#### **Dr. Gurjeet Chawla**

Prof. Nutrition & Dietetics, Dean- Students welfare and Director, Radio Manav Rachna  
dean.dsw@mriu.edu.in

#### **Office of Director Sports**

##### **Mr. Sarkar Talwar**

Lifetime Dronacharya Awardee, Director- Sports  
sarkartalwar.sports@mriu.edu.in

#### **Admissions Office,**

Located in Ground Floor in E block, addresses all queries related to admission, joining, notifications, scholarships etc. For any generic admission related query, write to [sfc@manavrachna.edu.in](mailto:sfc@manavrachna.edu.in) or call 7303819911 or 7303829911

#### **Dr. Gauri Bhasin**

Executive Director - Marketing & Admissions  
director.admissions@mriu.edu.in

#### **Ms. Kanupriya Shekhar**

Director-Admissions, SFC & MRCFL  
director.admissions@mrvgl.in



#### **Office of International Education Centre**

##### **Col. Girish Kumar Sharma**

Executive Director, International Affairs  
director.planning@mrei.ac.in

#### **Dr. Hanu Bhardwaj**

Head CDC

#### **Career Development Center (CDC)**

The Career Development Centre supports the students in shaping and managing their careers by building key ingredients required for a student to be a complete professional.

#### **Corporate Resource Centre (CRC)**

Today's global environment offers many more opportunities to fresh graduates after college than ever before. CRC looks after the placement of it's students.

#### **Ms. Rakhi Pruthi**

Head, Corporate Resource Centre  
rakhi.crc@mriu.edu.in

#### **Central Accounts Department (CAD)**

Central Accounts Department (CAD) provides guidance & support for all finance related concerns.

#### **Mr. Amarash Kumar Jha**

Sr. Manager CAD

# ANTI RAGGING MONITORING CELL

The University gives paramount importance to safety and security of every student and follow a zero tolerance policy against Ragging. Any student found indulging in ragging or any related activity will be dealt with strictly by appropriate disciplinary action as prescribed under the Anti-Ragging Regulation of UGC. Information about the Anti Ragging Committee and Committee Members is available at University Website @ <http://mriirs.edu.in/>



# QUICK REACTION ANTI-RAGGING COMMITTEE



## INTERNAL COMPLAINTS COMMITTEE

All complaints of sexual harassment by any employee/student shall report to the below committee for immediate action under the rules:

Name of the Associate	Designation	Email ID
Dr. Anita Khosla	Presiding Officer	anitakhosla.fet@mriu.edu.in
Dr. Anandajit Goswami	Member	anandajit.fbss@mriu.edu.in
Dr. Parul Gandhi	Member	parul.fca@mriu.edu.in
Ms. Payal Mehta	Member	payal.hr@mriu.edu.in
Dr. Shobha Srivastava (Chief Warden- Hostels)	Member Secretary	Cw.hostel@mriu.edu.in

# CAMPUS HELPLINE NUMBERS

## CAMPUS HELPLINE NUMBERS

Central Line: 0129 425 9000

Campus Security: 0129 419 8400

Chief Vigilance Officer: 9717881555

Health Services: 0129 419 8342

Chief Medical Officer: 9873517746

Dean Student's Welfare Office: 0129 419 8772

Housing Facility: 0129 426 8867; 8868

Student Facilitation Centre: 73038 19911;  
73038 29911

University library: 0129 426 8800; 8901; 8902

Central Accounts Department: 0129 419 8344;  
426 8726

## UNIVERSITY OFFICE HOURS

(Most Manav Rachna's offices follow a Monday - Saturday 9:00 a.m. to 5:30 p.m. schedule.)

### ACCOUNTS:

Student Dealing Hours  
(Monday - Friday: 9:00 a.m. - 4:00 p.m.)

Closed 2nd & 4th Saturday,  
Sunday and during listed holidays

### SPORTS ACADEMY:

Monday - Saturday: 9:00 a.m. - 5:30 p.m.

Special hours for holidays will be posted in the Academy and Institute's web portal

### UNIVERSITY LIBRARY:

Monday to Saturday: 8:00 a.m. - 8:00 p.m.

Sunday: 8:00 a.m. - 2:00 p.m.





## **MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES**

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

**MRIIRS Campus: Sector- 43, Aravalli Hills, Delhi- Surajkund Road, Faridabad.**

**Phone: 0129-4198100/4198600, URL: [www.mriirs.edu.in](http://www.mriirs.edu.in)**