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# THE MREI GALAXY NOW, NAVIGATE EASILY

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

**HANDBOOK 20 - 21**



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



## MANAV RACHNA 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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# THE MANAV RACHNA PANORAMA

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**30,000+**

ALUMNI IMPRINTS,  
GLOBALLY.

**500+**

REPUTED MNCs &  
INDIAN CORPORATE  
PATRONISING MREI.

**58**

GLOBAL ACADEMIC  
COLLABORATIONS.

**403**

FILED/GRANTED  
PATENTS.

**80+**

ALUMNI & INCAMPUS  
START-UPS.

**17**

ARE THE COUNTRIES  
FROM WHICH MREI  
STUDENTS ARRIVE.

EXCELLENT TRACK  
RECORD OF  
PLACEMENTS  
YEAR AFTER YEAR.

**4800+**

RESEARCH PAPERS IN  
INTERNATIONAL/ NATIONAL  
JOURNALS AND CONFERENCES.

# 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. O.P Bhalla**

Founder Visionary

Manav Rachna Educational Institutions

**Ms. 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

**Dr. Naresh Grover**

Dean Academics, PVC, MRIIRS

**Dr. Pardeep Kumar**

Pro Vice Chancellor, MRIIRS

**Dr. H.C.Rai**

Dean, Faculty of Engineering and Technology

**Prof (Dr.) Chavi Bhargava Sharma**

Executive Director & Dean

Faculty of Behavioral & Social Sciences

**Prof. Nand L. Dhameja**

Dean, Faculty of Management Studies

**Dr. Monika Goel**

Dean, Faculty of Commerce & Business Studies

**Dr. Moattar Rizvi**

Dean, Faculty of Allied Health Sciences

**Prof. S. K Saluja**

Dean, Faculty of Hotel Management

**Col. Sanjeev Gupta**

Dean, Faculty of Architecture & Design

**Dr. Rashima Mahajan**

Director-IQAC, MRIIRS

**Prof. (Dr.) Brijesh Kumar**

Associate Dean-Academics, MRIIRS

**Prof. (Dr.) Amit Seth**

Director-Admissions

**Ms. Kanupriya Shekhar,**

Dy. Director, Admissions  
& Student Facilitation Centre

**Dr. Maithili Ganjoo;**

Dean, Faculty of Media Studies & Humanities

**Dr. Arundeeep Singh**

Principal, Manav Rachna Dental College under  
Faculty of Dental Sciences





## 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-astira agsamadukham, naastiyagasamasukham” 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 eerasyavyavasaayinah,” i.e “There is nothing unattainable to the one who has the courage and who works hard”.

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

# You SHOULD KNOW

## VISION

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.

## MISSION

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



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.

## 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
- Programme-specific orientation events
- Practical information sessions
- University Library tours
- Evening Social Events

Many more activities will take place throughout the term!



## MRIIRS: An Array of Accreditations/Ratings/Rankings/Collaborations

- National Assessment & Accreditation Council (NAAC): 'A' Grade
- National Board of Accreditation (NBA): B-Tech Programs in CSE, ECE, Mech & Bio Tech
- AICTE approved: Engineering, Management, Architecture & MCA programs
- UGC grants 12 B status to MRIIRS in affirmation to its strong focus in Research and Development

### • QS 4-star rating to MRIIRS:

■ QS 5 Star for Teaching, Employability, Academic Development, Facilities, Social Responsibility, and Inclusiveness.

■ QS 4-Star rating for the Program Strength of its Computer Science and Engineering degree courses.

- NIRF India Rankings 2020 for MRIIRS by MHRD, across two categories: Engineering (rank 174) and University (rank band 151-200).
- 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 in Aug 2020 by the Ministry of Education, Govt
- Faculty of Management Studies, MRIIRS is ranked 5 among Private Universities as per the Times B-School Survey 2020
- MRIIRS is amongst the Top 17 Multidisciplinary Universities of North Zone as per the Week-Hansa Research Survey 2020



- India Today places MRIIRS among India's Top 15 Private Universities of 2019 and Top 2 Private Universities of 2019 with the Highest No. of Patents Filed and campus life.
- Faculty of Engineering & Technology, MRIIRS is amongst the Top 7 Private Engineering Institutions all over India as per the Times Engineering Survey 2020.
- Faculty of Commerce & Business Studies, MRIIRS is ranked among the top 5 BBA Institutes for placements as per the Times BBA Survey 2020.
- Rated AAA+ for Engineering among the Universities of Haryana as per Careers 360 Best Engineering Colleges survey 2019.
- Active SWAYAM-NPTEL Local Chapter at MRIIRS

- Active ISTE (Indian Society for Technical Education) student chapter at MRIIRS
- Nodal Centre for Virtual Labs in association with IIT Delhi
- Remote Centre for Global National Knowledge Network (NKN) of Ministry of Electronics & Communication Govt. of India in association with E & ICT Academy Jaipur

# You

## 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.

### 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/activities are without credit (s) and are referred to as Audit Pass Courses (APC) but are mandatory to pass as a partial fulfillment of award of degree.



## (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.



## 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.

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# 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 Registrar 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 and 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 a 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.



- (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 and 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:

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

## CALCULATING CUMULATIVE GRADE POINT AVERAGE (CGPA)

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

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

**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 and approved by the Academic Council.
- A student is required to secure a minimum aggregate mark of 40% to pass the End of Semester Examinations and 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.





- This shall be followed by registration for current semester courses meeting the course pre-requisites and availability of slots in the time table.
- Student shall register for courses within the maximum notified credit limit.
- 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
- Exam for Supplementary in current semester shall be conducted in July

## 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.



## 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.

## 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 examquestions 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 Coordinator of Examinations if they 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 30 days of the end of the semester examination
- Grades are usually declared within 30 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

## 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 and 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; Computing, Gaming & App Development; Molecular Biosciences; Nutrition & Health Sciences; Material Science; Atmospheric & Environmental Sciences and Civil & Architecture Design 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 Pvt. Ltd., Tackyon Motor Sports Pvt. Ltd., Nature\_s Drop, Smart Watch, Greenity, Campus Dock, Noturoplast, 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 <http://manavrachna.edu.in/research-innovation-incubation-centre-mriic/>



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
Computing Cluster	L Block / LG-10
Mechanical, Automobile & Aerospace Cluster	Adjoining L Block
Civil, Architecture & Design Cluster	C Block / CG-21
CNR Rao Research & Experimentation Centre / Atmospheric & Environmental Science Cluster	M Block / MG-02
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
Center for Alternate Dispute Resolution	G Block Basement
Center for Peace & Sustainability	Swami Vivekananda Library, L Block
Mitsubishi Electric Centre	A Block / AF-25
Automotive Training & Research Centre (Honda Motors)	C Block/ CG-02
Sports Science and Rehabilitation Centre	J Block / Ground Floor
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

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

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

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

- 4.5. **Academic Proficiency Medal:** Awarded to highest scorer student who has successfully completed the program. This is applicable for each program.
- 4.6. **Student Leadership Medal(s):** Awarded to student(s) who has/ have evidenced ability to motivate other students & has/have successfully lead terms for specific organizational goals.
- 4.7. **Outstanding Achievers Awards in the Area of:** 1. Research 2. Sports 3. Creative arts 4. Community involvement 5. Professional
- 4.8. **RatanLalLahoti Memorial Gold Medal:** Awarded to a Law Student of the year, for his/her overall academic performance and excellence in during the 5 years at Law Faculty.



## 5. CAREER PROGRESSION

5.1. **'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 and help them be employable. The second one is the facilitating units of Manav Rachna Educational Institutions (MREI), which engages with the industry and constantly strives for expanding the industry-academia interface. It gathers information, through close and regular interactions

with the leading recruiters, regarding the knowledge and skills requirements of the industry and advises the institutions/faculties under MREI to incorporate them to make our students even more industry ready and job ready.

AMCAT & '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

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.

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

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



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

## PAYMENT OF FEES

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

- a) First Installment: At the time of ACCEPTANCE OF ADMISSION OFFER
- b) Second Installment: On or before 14th November 2020

### SCHEDULE OF PAYMENT OF FEES IN SUBSEQUENT YEARS

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

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 and 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.



## IMPORTANT INSTRUCTIONS FOR ADMISSION SEEKERS FOR PROGRAMMES AT MRDC

### SUBMISSION OF REGISTRATION FOR ADMISSION

Registration for enquiry admission shall be submitted online only at the College website [www.manavrachna.edu.in/dental-college](http://www.manavrachna.edu.in/dental-college) for which fee of Rs.1200/- is payable. Payment can be made through Credit/ Debit card at the time of submission of application.

All candidates need to register themselves at [www.mcc.nic.in](http://www.mcc.nic.in) (UG Counselling & Deemed University section) for BDS and [www.mcc.nic.in](http://www.mcc.nic.in) (PG Counselling & Deemed University section) for MDS. Merit list generated on the basis of NEET score and accordingly seats are allotted. It is advised to kindly follow the website for any change of rules & regulations with respect to counseling. The candidate called for the counseling will be required to produce all the original documents/certificates/marks sheets etc. at the time of counseling. Under no circumstances, will any relaxation be allowed to the candidates as regards appearing in person before the board on the fixed date and time and producing the requisite original documents/certificates/ marksheets. The candidates will be called for the counseling before the Admission Committee according to the respective merit and will be entitled to exercise their choice regarding subject according to the availability of the seat (s) at their respective merit at the time of counseling. The admissions will close on as per the mandate of the Supreme Court of India. Note: If two or more candidates secure identical marks in the merit list of NEET, their relative merit will be determined as per the procedures laid down by the competent admission authority.



## Other Conditions for MDS Course

On receiving unsatisfactory report about any student from his/ her Supervisor and the Head of Department during the course, the admission is liable to be cancelled.

**Admission will also be subject to the following conditions:**

1. Students coming from universities other than MRIIRS, Faridabad will be required to deposit migration certificate and all other original certificates immediately after the start of the session.
2. Candidates admitted to the MDS course will be required to submit synopsis of research work to be undertaken by them to the concerned post - graduate Board of Studies within six months of their joining. The period of six months may be relaxed in exceptional cases, for which the candidates will have to apply to the concerned Board of Studies, along with the recommendations of the supervisor and head of the department. The students must submit their final thesis at least six months before the theory and clinical/practical examination. Relaxation up to one month may be given in exceptional cases.
3. The candidates will be required to pay the fees and other dues etc. as prescribed from time to time, by a prescribed date.
4. A candidate can be fined, suspended or expelled from the College/Hostel by the Principal / Director for reason like indiscipline, misconduct, absence from classes/ academic duties, non- payment of College/ hostel dues in time and use of unauthorized electrical/ electronic appliances etc. The quantum of punishment, mode of enquiry etc. will be decided by the concerned Principal/ Director/ head of the Department.
5. No candidate, after joining the P.G. course, will be allowed to apply for/ accept any appointment (including senior residency/Demonstrator-ship) till the completion of the course.
6. If a student absents himself / herself from duty, intimation to the effect will be sent by the concerned Head of the Dept. to the Principal / Director within 48 hrs. If the period of absence exceeds 2 days, the Head of the Department/ Unit, shall not allow any such student to join his / her duty without prior permission of the Director /Principal.

7. The candidates selected for the admission to the P.G. Degree course will be required to give an affidavit to the effect that they are not undergoing any training at any other Institution and will not appear in other All India Entrance Examination.
8. If a student remains absent continuously for two weeks or total of six weeks in one year (without getting leave sanctioned), his/ her Admission shall stand cancelled. For reasons like illness, certificate (up to for four weeks continuous or with breaks) issued only by the Director, P.G. Studies/ Principal will be accepted. If a candidate leaves the station with permission and falls ill, certificate on simple OPD card or prescription slip will not be treated as Medical Certificate. For Medical leave beyond four weeks, the candidate will have to apply and appear before a medical Board to be constituted by the Principal. Only a medical certificate issued by a medical Board will be accepted. However, the period of such leave sanctioned will have to be compensated by undergoing training for the extended period equal to the period of leave availed before appearing in the examination. If a candidate fails to appear before the medical Board, his/ her admission shall be cancelled without any further notice. Further, if a candidate leaves the country during his/her course without permission of the competent Authority, his/her admission shall be cancelled without any notice.
9. In case a female student avails maternity leave during the course, the same will be allowed as per the DCI instructions.



## Bank Guarantee Bond

Each candidate will be required to execute a bank guarantee / bond as per notification issued by MRIIRS, Faridabad

These guidelines are available on MRIIRS website- [www.manavrachna.edu.in](http://www.manavrachna.edu.in)

However, refund of fees is governed in accordance with the guideline issued by UGC/AICTE from time to time.

Candidates may withdraw their admission by submitting a request of withdrawal application in person along with the original copy of Admission letter, Receipt of the fee deposited and Temporary identity card issued at the time of admission to the office of the Registrar, MRIIRS through Deputy Registrar, Registration & Scholarships, MRIIRS in Block-'F' Ground Floor, MRIIRS Campus for which he/she must obtain acknowledgement.

Correspondence in respect of refund of fee against withdrawal shall not be entertained until and unless it is in reference to the Acknowledgement No. and Date given by the Deputy Registrar, Registration & Scholarships, MRIIRS at the time of receipt of Withdrawal application.

A student admitted in the MRIIRS shall be required to pay the fee for the entire duration of the course on annual basis in two installments. If a student is detained due to whatsoever reason, he/ she shall be required to pay the fees again, when he/she is re-admitted, as per rules/ policy.

Once a candidate has been admitted and has reported to respective faculty, all further dealings including withdrawal are to be made through the respective head of the faculty/ Registrar of the MRIIRS.



## PHYSICAL VERIFICATION FOR ADMISSION

- It is absolutely mandatory for the candidates to appear in person for physical verification for admission before the Admission Committee. No relaxation of any kind is permissible in this regard.
- Candidate must bring the following documents in original along with two sets of attested photocopies:
  1. Secondary School Examination Certificate (10th) - as proof of Date of Birth
  2. Senior Secondary School Examination Certificate (10+ 2)
  3. Detailed Mark sheets / Provisional Certificate / Degree / Diploma Certificate of the qualifying examination.

On the day of physical counseling , candidates shall report on the Registration Desk, arrange documents in the specified sequence in the file cover given on the spot, appear before the Document Verification Committee for verification of documents and move to the Admission Committee if found eligible.

4. Character Certificate from the Institution last attended.
  5. Result card of the NEET entrance examination.
  6. 4 passport size coloured photographs in formal dress.
  7. All other documents must be submitted during orientation after start of classes or within 3 days from the date of admission, whichever is later
- Admission committee shall allot the seats to the Candidates in order of merit subject to its availability and the candidates shall be required to deposit fee on the spot either through Demand Draft, Credit / Debit Card or in Cash. Cheques shall not be accepted. Additional convenience charges are payable as per rules in case of payment is made through Credit / Debit Card.
  - The seat shall be deemed to be allotted only on submission of fee. If a candidate fails to deposit the fee on the spot, the right to admission shall be forfeited and the seat shall be offered to the candidate next in the merit list.

- If a candidate reports late for admission on the designated day and time, he / she will be offered the seat available at the time of his appearance before the Admission Committee.
- All Candidates are advised to report on the day of physical counseling in a formal and presentable dress as a fresh photograph may be required to be clicked on the spot.
- All Students admitted in various programs shall collect their original testimonials / certificates at the time of allotment of seat against acknowledgement. All such students are also advised to keep a watch on MRDC Website for further instructions if any.
- The Admission Committee shall ensure allotment of seats purely on merit. Canvassing of any kind may result in denial of admission.
- All fees through Demand Draft are payable in the name of Manav Rachna International Institute of Research and Studies only.
- Mere inclusion of the name of a candidate in the merit list would not ensure his / her admission. Candidate would be required to prove his / her eligibility for admission by providing original and genuine documents in support of the claims made.
- The admission made by MRDC shall be provisional, till the same is confirmed by the Registration Branch of MRIIRS.
- If the Institutions Authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the College. In order to ensure academic standards, discipline and congenial atmosphere in the College, the Vice-Chancellor of MRIIRS may cancel the admission of any student who is found to be involved in activities which are prejudicial to maintaining harmony on the campus.

## LIST OF OTHER DOCUMENTS TO BE DEPOSITED AFTER ADMISSION

In addition to the documents mentioned under clause 4 above, all students will be required to deposit following documents either during the orientation program or within 3 days from the date of admission whichever is later:

1. Certificate of Medical Fitness
2. Migration Certificate
3. Proof of Residence (Ration Card/Electricity Bill/ Telephone Bill/PAN Card/Driving License etc.)
4. Affidavit by candidate and by parents for "Anti Ragging"
5. Any other document required/ notified later

## GENERAL INSTRUCTIONS

- The student would be liable for necessary action as deemed fit by the MRDC for any wrong information filled in the application form. If a candidate is admitted on the basis of information submitted by him/ her, which is found to be incorrect or false on a later date, his/ her admission shall be cancelled and all fees & other dues paid by him/ her shall be forfeited. The University may also take further action as deemed fit against such candidate &/ or his/ her parents/ guardians as considered suitable.

- The College has a streamlined method of redressal of grievances. The Grievances Redressal Committee addresses all kinds of grievances including those pertaining to admissions, examinations, conduct on the campus etc. on top priority.
- The College has a Vishakha Committee to deal with all Sexual Harassment related issues, which are handled on utmost priority. The candidates who are admitted in the College would be required to follow all rules and regulations in letter and spirit, conduct themselves in an orderly manner and maintain the best decorum, failing which suitable penal action would be taken against them.



- Canvassing in any form for influencing the admission by any candidate and / or his/her parents/guardians would result in his/her summary rejection for admission.
- The admission procedure is subject to modification, without notice, as per directions of DCI/ State Govt./ Affiliating University or any competent authority.
- The final cut off date for admission to all the courses is 31st May for MDS and 30th September for BDS course, as per guidelines of DCI.
- All applicants are instructed to follow the MRDC website on a regular basis for date of counseling and other details related to the admission process.
- The contents of the Admission Brochure are subject to change without prior notice. All disputes pertaining to admission under the domain of Admission Brochure are subject to the jurisdiction of Courts at Faridabad only
- The cost of Registration form will not be refunded under any circumstance.
- The candidate is admitted on the basis of information submitted by him/her and if, at any subsequent stage, it is discovered that any portion of this information is incorrect, the student will be removed from the Institution and all fees & other dues paid/ liable to be paid up till the date of such removal shall be forfeited/ charged. Any further action, as deemed suitable, may also be taken by the institution against such student.
- In case of any ambiguity in the rules, the interpretation of the same as drawn by the Director-Principal, MRDC.
- A student who violates the above conditions willfully or otherwise shall be liable to expulsion.
- Instructions/direction to modify / change the condition (s) can be issued by the MRDC prior to counseling with the prior approval of the competent authority.
- The candidates placed in the merit list provisionally must produce all the documents in original along with their attested copies at the time of counseling.
- The Admission Committee shall have the power to call any document from the candidate in support of his / her claim and reject any certificate not considered valid.
- The decision of the Admission Committee in this regard shall be final. • A I I admissions are subject to their approval by the affiliating university, after completing necessary requirements as per rules/ordinance.
- A candidate already admitted in any Dental College in BDS/ MDS course will not be considered eligible for admission to BDS / MDS course
- It is clarified that BDS / MDS course is a regular full time course. A candidate selected for the same is barred from private practice during the tenure of the course.
- The selection for admission will be treated as cancelled, if the selected candidate does not join the college on the stipulated date fixed by the Admission Committee.
- If any candidate or his / her parents or guardian are found to have submitted any false undertaking / affidavit / certificate, not only the candidate's admission will be cancelled but the person filing the undertaking / affidavit will also be liable to be prosecuted in accordance with law.
- On the failure of the selected candidate to report for admission, the vacancies caused would be filled from the candidates from the waiting list in the order of merit Method of Selection and Admission

**The account details for bank transfer are as follows:**

Particulars	Details
Account Name	MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES IBL ESCROW A/C
Account Number	201003220642
Customer ID	38291452
Bank	IndusInd Bank
Branch	0005 (Barakhamba Road, Delhi)
IFSC Code	INDB0000005
MICR	110234002

## SCHOLARSHIP/ FREE SHIP SCHEMES/ POLICIES

A) Schemes 'Utkarsh' and 'Uttam' for the candidates on the basis of MRNAT-2020 Score for UG & PG programmes:

MRNAT 2020 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 1st April 2020 to 31st May 2020

\*\* Scheme 'Uttam' is for candidates taking Admission within a period from 1st June 2020 to 31st July 2020)

B) Free ship/Scholarships to students on the basis of marks/CGPA in the qualifying examination as per following criteria: UG level programmes (Except B.Tech. Mechanical Engg. Industry Integrated (in association with JBM) & BDS Programme)

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

B.Tech. Mechanical Engg. Industry Integrated (in association with JBM)

Marks/ CGPA in Qualifying Examination	Tuition Fee Waiver
90% and above	50%
85% to 89.99%	25%

PG level Programme (other than MDS programme)

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

C) Free ship/ Scholarships to students seeking admission for B.Tech-Engineering programmes on the basis their JEE-2020 Overall All India Rank as per following criteria

JEE-2020 Overall All India Rank	Tuition Fee Waiver
Upto 50000	100%
50001 - 100000	50%
100001-150000	25%

D) Free ship/ Scholarships to students seeking admission for BDS programmes on the basis their NEET-2020 Score/Marks as per following criteria

NEET-2020 Score/ Marks	Tuition Fee Waiver
501 & above	100%
451 - 500	50%
401 - 450	25%

E) Free ship/ Scholarships to students seeking admission for MBA programmes on the basis their CAT/MAT/CMAT/ATMA-2020 Score/Marks as per following criteria: On the basis of CAT-2020

CAT-2020 Score / Marks	Tuition Fee Waiver
80% and above	100%
75% to 79.99%	50%
70% to 74.99%	25%

On the basis of MAT/CMAT/ATMA-2020



**MAT/CMAT/ATMA-2020 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 B.Arch programmes on the basis their NATA-2020 Marks/Score as per following criteria



**NATA-2020 Marks/Score Tuition Fee Waiver**

121 & above	100%
101 to 120	50%
91 to 100	25%

G) Free ship/ Scholarships to students seeking admission for any UG programmes on the basis their SAT-2020 Marks/Score as per following criteria

**SAT-2020 Marks/Score Tuition Fee Waiver**

1301 & above	100%
1201 to 1300	50%
1101 to 1200	25%

**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/week and they

shall be paid stipend of Rs. 10000/- per month with a maximum limit of payment for 12 months during the complete duration of the M.Tech programme.

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 G) put to together shall be limited to maximum 10% of the sanctioned intake for the programme of admission.

H) 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.

I) Free ship /Scholarships to the Siblings of Manav Rachna Student in the same HEI: 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. In case, candidate is eligible for any freeships/ scholarships in either of above stated categories from A to I, he/she shall be getting this benefit over and above to freeship/ scholarship of that category with a maximum limit upto 100% Tuition Fee Waiver.

Candidate can avail a maximum of one Scholarship at a time, amongst clause A, B, C, D, E, F, G& I as listed above.



J) Free ship /Scholarships to the Alumni of Manav Rachna Educational Institution: Student who is an Alumnus of any of the ManavRachna Educational Institutions (Schools or HEI), eligible for 10% Tuition fee waiver (limiting up to maximum of Rs. Rs. 5000/ per semester) during admission to the programs offered by any of the HEI. In case, candidate is eligible for any freeships/ scholarships in either of above stated categories from A to I, he/she shall be getting this benefit over and above to freeship/scholarship of that category with a maximum limit upto 100% Tuition Fee Waiver.

**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:

- 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.

L) 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:

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 -25% of Tuition Fee in National)



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 OTHER THAN ABOVE SCHOLARSHIP/ FREESHIP**

In order to motivate the students for better and sustained academic performance MRIIRS offers Merit Scholarship other than Scholarship/ free ship enumerated below, for students securing first, Second and Third positions in the Odd & Even semester exams (based on the amalgamated SGPA/ CGPA) every year for each programme being run at MRIIRS, as under:

- a) First Position : 25% of Tuition Fee or Rs. 25000/- whichever is less
- b) Second Position: 15% of Tuition Fee or Rs. 15000/- whichever is less
- c) Third Position: 10% of Tuition Fee or Rs. 10000/- whichever is less

**The following are the guidelines for grant of above Merit Scholarships:**

1. Any programme must have strength of 90 or more in semester exam to qualify for first, second and third position scholarship; otherwise only a solitary topper shall be given a solitary first position scholarship.
2. If the strength of a course is 10 or less no scholarship will be awarded for that course.
3. A student shall be eligible to benefit for tuition fee waiver only from one source only.

### **MOTIVATION AND REWARDS**

Manav Rachna International Institute of Research and Studies (Deemed to be University), Faridabad aims to make a difference in the accomplishments and success of its students. Through Awards & Medals to the deserving students, MRIIRS provides an opportunity to be the catalyst that sets our 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. Teach them the value of persistence. And perhaps, inspire a lifelong passion for learning.





# You SHOULD KNOW

## 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 (Annexure 4) 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.

## 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 and untouchability in any form or inciting any other person to do so.
- 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 maintenance of discipline 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. The table below details who to contact across a range of areas within the university. The Student Services Team will be able to help to direct any issues outside of these areas.

### 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

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 visit DSW Office, CG - 25, C - Block.

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.



# 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 and 1 Pool Table. This sports arena is open to all the Manav Rachna Students and 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

**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 Ground:** 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.

## 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.

**CAFETERIAS:** Sumptuous multi-cuisine food options - HM Cafe, Hot Shot, Needs, Chaigaram, and Toodles, Dominos, Café Woody's, 34 Chowringhee Lane, a Juice Lounge, a Dosa Plaza, Momo Box, Sugar Shacks (Waffles) among others.

**WH SMITH:** UK's most 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

## POLICY AGAINST SEXUAL HARASSMENT AND THE GENDER COMMITTEE

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 Anti-Ragging Squads/ Discipline & Floor Management Squads for overseeing the strict and meticulous implementation of the directives for the academic year 2019 - 2020.

## 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 AWARE ABOUT

### STUDENT FACILITATION CENTRE

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

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

#### Office of the Registrar

Office of the Registrar performs a wide range of functions related to student records and academic administration.

**Shri R.K. Arora**

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

#### Office of the Dean Academics

The Office of the Dean of Academics has the responsibility for developing and implementing the academic policies pertaining to the all programs & students of the Institute

**Dr. Naresh Grover**

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

**Dr Brajesh Kumar**

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

#### Office of Dean-Research

**Dr. Sarita Sachdeva**

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

#### Office of Controller of Examination

**Mr. 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)



## 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. Vikram Sharma

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

Dean, Students Welfare  
dean.dsw@mriu.edu.in

### Office of Director Sports

#### Mr. Sarkar Talwar

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

### Prof (Dr.) Amit Seth

Director, Admissions & Student Facilitation Centre  
[director.admissions@mriu.edu.in](mailto:director.admissions@mriu.edu.in)



### Ms. Kanupriya Shekhar

Deputy Director, Admissions & Student Facilitation Centre  
[dydir.admissions@mrvpl.in](mailto:dydir.admissions@mrvpl.in)

### Office of International Education Centre

#### Col. Girish Kumar Sharma

Director-Planning & Coordination  
[director.planning@mrei.ac.in](mailto:director.planning@mrei.ac.in)

### 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.

### Mr. Gautam Srivastava

Head, Career Development Centre  
[gautamsrivastava@mrei.ac.in](mailto:gautamsrivastava@mrei.ac.in)

### 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](mailto:rakhi.crc@mriu.edu.in)

### Finance Department (CAD)

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

### Mr. Pradeep Kumar Chawla

General Manager, CAD  
[chawla.accounts@mriu.edu.in](mailto:chawla.accounts@mriu.edu.in)





## ANTI RAGGING COMMITTEE & GRIEVANCE 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.

**All complaints shall be reported to the below committee for immediate action under the rules:**

<b>Dr. Sanjay Srivastava,</b> Vice-Chancellor, MRIIRS	Chairman
<b>Dr. Naresh Grover</b> Pro-Vice Chancellor, MRIIRS Chairperson	
<b>Sh. R. K. Arora, Registrar, MRIIRS</b>	Member
<b>Dr. Chavi Bharagava Sharma,</b> ED & Dean-FBSS, MRIIRS	Member
<b>Dr. S. S. Tyagi, Dean-FCA, MRIIRS</b>	Member
<b>Dr. H. C. Rai,</b> Dean FET, MRIIRS	Member
<b>Dr. Maithili Ganjoo,</b> Dean FMeH, MRIIRS	Member
<b>Dr. Monika Goel,</b> Member Dean FCBS, MRIIRS	
<b>Dr. Nandlal Dhamija,</b> Dean FMS	
<b>Prof. Moattar Raza Razvi,</b> Dean- FAHS, MRIIRS	Member

<b>Dr. Geeta Nijhawan,</b> Assoc. Dean-FET	Member
<b>Dr. Arundeeep Singh,</b> Principal-MRDC/Dean-FDS	Member
<b>Sh. Atul Kalra,</b> Director-Administration, MRIIRS	Member
<b>Dr. Aseem Agrawal,</b> Vice Principal-MRDC	Member
<b>Dr. Kameshwar Singh,</b> Registrar-MRU	Member
<b>Sh. K. S. Mishra,</b> GM-Projects, MRIIRS	Member
<b>Sh. Satish Arora, CVO, MRIIRS</b>	Member
<b>Sh. Sabyasachi Sen, GM-IT, MRIIRS</b>	Member
<b>Sh. T. D. Jatwani,</b> Chairman MCF & HUDA Panel FCCI, MAF, & Laghu Udhod Bharti, Faridabad	Member
<b>Sh. Anil Jain, Media Representative</b> Representative of District Commissioner, Faridabad	Member Member
<b>Sh. Deepak Sharma,</b> DR (R&S/Acad), MRIIRS	Member
<b>Dr. Shobha Shrivastava,</b> DR (Administration)	Member Secretary

# QUICK REACTION ANTI-RAGGING COMMITTEE

**Dr. Naresh Grover**

Pro-Vice Chancellor, MRIIRS Chairperson  
pvc@mriu.edu.in

**Dr. S. S. Tyagi**

Dean-FCA, MRIIRS Member  
dean.fca@mriu.edu.in

**Dr. Moattar Raza Rizvi**

Dean- FAHS, MRIIRS Member  
dean.fahs@mriu.edu.in

**Dr. Amit Seth**

Prof. & Director Admissions, MRIIRS Member  
director.admissions@mrei.ac.in

**Dr. Deepti Dabas Hazarika**

Professor & Director-FMS, MRIIRS Member  
director.fms@mriu.edu.in

**Air Cmde Devender Sharma**

HoD -Aero, FET, MRIIRS Member  
devendersharma.fet@mriu.edu.in

**Dr. Anita Khosla**

HoD- EECE, FET, MRIIRS Member  
anitakhosla.fet@mriu.edu.in

**Dr. Supriya. P. Panda**

HoD -CSE, FET, MRIIRS Member  
supriya.fet@mriu.edu.in

**Dr. Tapas Kumar**

HoD -CSE (IBM), FET, MRIIRS Member  
tapaskumar.fet@mriu.edu.in

**Dr. Manoj Nayak**

HoD -ME, FET, MRIIRS Member  
manojnayak.fet@mriu.edu.in



**Dr. Sunita Bansal**

HoD -Civil, FET, MRIIRS Member  
sunitabansal.fet@mriu.edu.in

**Dr. Manu Solanki**

HoD -BT, FET, MRIIRS Member  
solankimanu.fet@mriu.edu.in

**Dr. Jyoti Chawla**

HoD ASH, FET, MRIIRS Member  
jyoti.fet@mriu.edu.in

**Dr. Divya Sanghi**

HoD -N&D, FAHS, MRIIRS Member  
divya.fas@mriu.edu.in

**Dr. Jayender Verma**

HoD-Commerce, FCBS, MRIIRS Member  
jayender.fcbs@mriu.edu.in

**Mr. Gautam Srivastava**

HoD-Business Studies, FCBS Member  
gautamsrivastava@mrei.ac.in

**Dr. Shivani Vashist**

HoD -English, FMeH, MRIIRS Member  
shivani.fmeh@mriu.edu.in

**Sh. Manoj Raut**

HoD -J&MC, FMeH, MRIIRS Member  
manoj.fmeh@mriu.edu.in



**Dr. Shridhar Kannan**  
Professor, FDS, MRIIRS Member  
sridhar.mrdc@mrei.ac.in

**Dr. Maneesh Bhargav**  
Professor, FDS, MRIIRS Member  
manishbhargav.mrdc@mrei.ac.in

**Dr. Shaveta Bhatia**  
HoD -CA, FCA, MRIIRS Member  
shaveta.fca@mriu.edu.in

**Ms. Ritika Singh**  
HoD -HM, FHM, MRIIRS Member  
ritika.fms@mriu.edu.in

**Dr. Nimai Das**  
HoD-Economics, FBSS, MRIIRS Member  
nimaidas.fbss@mriu.edu.in

**Dr. K. M. Tripathi**  
HoD -Psychology, FBSS, MRIIRS Member  
kmtripathi.fms@mriu.edu.in

**Mr. Sanjay Kumar Surya**  
HoD-Arch., FAD, MRIIRS Member  
sksurya.fad@mriu.edu.in

**Mr. Anangshu Mukherjee**  
HoD- Earth Sciences & Environment Member  
arunangshu.fet@mriu.edu.in

**Dr. Vikram Sharma**  
University Librarian Member  
librarian@mriu.edu.in

**Dr. Devender Vashisht**  
HoD-Auto, FET, MRIIRS Member Secretary  
devendra.fet@mriu.edu.in



## 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	Contact Details	Email ID
Dr. Chavi Bhargava Sharma	Presiding Officer	9818399898	ed.fbss@mriu.edu.in
Dr. Rashmi Agrawal	Member	9810123398	rashmi.fca@mriu.edu.in
Dr. Gurjeet Chawla	Member	8447780247	associatedean.dsw@mriu.edu.in
Dr. Vikram Sharma	Member	9873456478	librarian@mriu.edu.in
Dr. Shobha Shrivastava	Member Secretary	8800495710	reputyregistrar.fet@mriu.edu.in
Ms. Ratna Saxena	External Member	9971172587	ratna.saxena35@gmail.com

# CAMPUS

## HELPLINE NUMBERS

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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.)

### FINANCE:

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**

MRIIRS Campus: Sector-43, Delhi-Surajkund Road, Faridabad. Phone: 0129-4198100/4198600