



**MANAV RACHNA
UNIVERSITY**
Declared as State Private University vide Haryana Act 26 of 2014

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(Declared as State Private University vide Haryana Act no 26 of 2014)

MRU (Students' Welfare) Regulation, 2018

Approved in 8th Board of Management Meeting Held on 12th July 2018

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



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MRU (Students' Welfare) Regulation, 2018

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

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- i) This Regulation may be called Manav Rachna University (Students' Welfare) Regulations, 2018
- ii) These Regulations shall apply to entire students' community enrolled under any programme offered by the University.
- iii) These shall come in force w.e.f. 12.07.2018

2. DEFINITIONS

- i). 'Academic Programme/ Programme' means programme of study leading to a Bachelor's degree, Master's degree, PhD, Diploma, Certificate etc. It means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree.
- ii). '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.
- iii). 'CDC' means Career Development Centre of MRU that organizes all career development, soft skill, aptitude and personality development programmes etc. for the students of MRU in consultation with Corporate Resource Centre (CRC)
- iv). 'CRC' means Corporate Resource Centre which is one of the facilitating Centre of MRU, which engages with the industry and constantly strives for expanding the industry-academia interface. Basically it is the Placement Unit of MRU.
- v). 'IQAC' means Internal Quality Assurance Cell of the University
- vi). "Student Grievance Redressal Committee" means the committee which timely addresses the grievances received through students if any.
- vii). "Student Charter" means the expectations that students while studying, can have of the University and on the hand what the University expects of it.



viii). “Student Council” means an administrative group of students selected to help share ideas, interests, and to address matters of concern with teachers and institute administrative authorities and organize student events and activities.

ix). “Ragging” means where the senior or a significant person tends to discourage and defame the juniors through the means of verbal or physical exploitation and harassment

x). “Freeship” means full or partial remission of tuition fee awarded to the needy student

xi) “Co-curricular Activities” mean activities performed by students to enhance their life skills.

xii).” Extra-curricular Activities” mean activities done outside of the curriculum that is beneficial to a students’ education.

Words and expression used herein not defined but defined in the Act, Statues & Regulations. shall have the same meanings as are assigned in the Act, Statues & Regulations.

3. PURPOSE

The objective of the MRU (Students' Welfare) Regulations, 2018 , establish a framework for the welfare requirements of students, both as individuals and as a group, by creating a peaceful and harmonious environment on campus where everyone can live, work, and study together.

This regulation is intended to provide assistance and guidance to students so as they could shape them....as a responsible citizens while also addressing any behavior or actions that may be inconsistent with university policies.

4. OBJECTIVES

In order to enhance the well-being of students and meet their personal and social needs, the University provides a range of services that are collectively known as Student Welfare. The ultimate goal is to transform and develop each student into a responsible citizen within the context of society. The Students' Welfare Regulation outlines the policies, structures, and activities that MRU plans to implement in order to promote student welfare. It focuses on addressing the needs and behavioral issues of students at the university by ensuring that they adhere to the standards set out in the MRU (Second) ordinance, 2016. Additionally, it promotes an equitable, high-quality learning environment that enables students to perform to the best of their abilities. Furthermore, the document aims to create an environment in which students are committed to treating staff and fellow students with courtesy, respect, and care.

It includes the following:



- i) Scholarships and Freeship Support to meritorious and needy students
- ii) Redressal of Student Grievances
- iii) Effective participation in Co-curricular, Extra-curricular and Sports activities
- iv) Participation of students through Student Council
- v) Career Counseling, Skill enhancement, Competitive Guidance Support
- vi) Anti-Ragging Measures
- vii) Facilities for Specially-abled students and
- viii) Other welfare schemes for the students of University.

5. STUDENT CHARTER

(a) This enunciates responsibilities of the University towards students and students' responsibilities of learning with the aim to enhance and sustain quality education in the university. The main objective is to bring more transparency, openness, spirit of learning and knowledge generation in the university.

(b) The University is committed to remove the barriers to learning, keep students safe and ensures that students can achieve their full potential through appropriate care, guidance and support. The University would therefore:

- i). Value, social justice, equality and ethical practices for producing globally responsible citizens
- ii). provide safe, clean and healthy atmosphere to all the stake holders.
- iii). Promote healthy practices in both academics and administration and their adoption by all the stakeholders of the University.
- iv). Make its students aware of vision, mission, goals, study programs, means of delivery and assessment objectives at the time of admission.
- v) Conduct student induction and counseling for various programs.
- vi). Provide complete/ up-dated information to the students about admission procedures, fee structure, refund policies, scholarships, awards, financial aids, other support systems and also requirements for completion of various study programs.
- vii). Follow student centric approach towards learning
- viii) Ensure provision of efficient and timely student services.
- ix). Develop and implement an effective, reliable, and valid mechanism for student assessment, grading, examination, and certification based on merit.



- x). Design and implement a well-conceived plan for monitoring student progress in their study program provide necessary feedback
 - xi). Arrange remedial courses wherever possible for better training and skill improvement of the students in interdisciplinary learning programs.
 - xii). Create opportunities for impartial/unbiased/factual feedback for the overall growth, upliftment, and improvement of the University.
 - xiii). Undertake a wide range of teaching, research, and extension activities and programs keeping in view the ideals of higher education and their role in national development and integration and network.
 - xiv). Provide opportunities to all the stakeholders to participate in such activities which can ensure reaching out to communities/masses for extension activities such as socio-economic and environmental sustainability and monitoring the outcomes.
 - xv). Strive to motivate dynamic and innovative growth of the learners to achieve academic excellence.
 - xvi). Treat students with respect, tolerance and help them pursue their academic goals without fear or intimidation.
 - xvii). Provide all possible opportunities to engage with inclusive, accessible, and effective teaching and professional practices.
 - xvii). Ensure that University staff (both teaching and non-teaching) interacts with students with utmost honesty, integrity, politely and in a timely manner.
- (c) University shall also promote a high standard of discipline and behavior of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the University.

It is expected from every student of the University that he/she shall;

- i) Understand, and follow the University's Vision, Mission, goals of various study programs, delivery means, and assessment objectives, and contribute to the realization of the same.
- ii) Strictly follow the University Calendar, time schedules, norms, ordinances/rules, acts, and regulations of the various services provided by the University and participate in teaching, learning, professional, extra-curricular, and other research and developmental activities.



- iii) Have adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms, and other student services of the University.
- iv) Have faith and ability to carry on lifelong learning and support the University in all its academic pursuits as worthy alumni.
- v) Abide by the decisions of the University as decided by the various statutory bodies of the University or the executive authorities of the University from time to time.
- vi) Undertake regular and intense study of the various learning materials concerning their study program.
- vii) Make optimum use of the learning resources available in the Department/Institute Center/School and the University.
- viii) Actively participate in curricular, co-curricular, and extra-curricular institutional activities.
- ix) Participate in the continuous internal assessment process and annual/semester examinations.
- x) Provide unbiased/honest feedback for upliftment of the standards of the University.
- xi) Recognize the intellectual property rights of the work that others produce individually or collaboratively and not indulge in plagiarism.
- xii) Contribute to the organizational and cultural life of the University.
- xiii) Participate in various extension activities from time to time, e.g. protection of the environment, cleanliness, literacy programs, and reaching out to communities for equity, access, inclusiveness, sustainability, and other relevant issues.
- xiv) Respect the property and physical infrastructure of the University and shun all such acts that could damage them which may lead to damage to the property and breakdown of the basic services for the effective academic pursuits of the University.
- xv) Follow moral and constitutional values as enshrined in our multidimensional culture and Constitution of India.
- xvi) Respect and celebrate the diversity of ideas, multiculturalism, and inclusiveness without any preconceived notions of caste, creed, and religion.
- xvii) Abstain from any activity leading to violence, unhealthy atmosphere e.g. drugs, alcohol, intoxicants, ragging, and other unhealthy practices.



6. STUDENTS' WELFARE SCHEMES

(a). Scholarships and Freeship Support to Meritorious and Needy Students

Manav Rachna University is committed to ensuring that students have fair and equitable access to financial assistance when it comes to paying their fees. It is believed that education is not only important for personal development, but also for improving society as a whole. To help students find their academic path, guidance is offered to help them identify, analyze, and understand their options. One way to fulfill this objective is through scholarships and free-ships that motivate our students, faculty, and staff.

To achieve this goal, various scholarship and freeship schemes for meritorious and financially challenged students have been established. These schemes will be announced in the admission brochure every academic year after approval from the Board of Management. The brochure will clearly outline the scholarships available, along with the criteria for eligibility and the conditions for receiving the scholarship.

The various scholarship and freeship schemes which are broadly classified under the following

categories and notified in the admission brochure are:

- i. Scholarships on the basis of Marks in Qualifying Exam
- ii. Merit Cum Means Scholarship to poor students
- iii. Freeships to the Alumni of Manav Rachna Educational Institutions
- iv. Freeships for Outstanding Achievers in Sports Category
- v. Free Ships based on Societal Needs
- vi. Freeships to Ph.D. Scholars
- vii. Branch Toppers Scholarship

The processes to be followed for its deployment are mentioned in **Appendix-A**

(b). Redressal of Student Grievances

Manav Rachna University (MRU) is dedicated to providing a safe and welcoming environment for its students. In order to create a student-friendly atmosphere and ensure the well-being of students, the university has established Departmental Students Grievance Redressal Committee (SGRC) and Institutional Students Grievance Redressal



Committee. These committees will serve as an essential component of MRU's administrative framework.

Students who have any complaints or grievances can file their complaints either at the department level or escalate their concerns to the university level through faculty or student representatives. The DSGRCs/ISGRC will provide a fair and impartial platform for students to express their grievances and seek Redressal of their concerns.

The committee will ensure that all complaints and grievances are heard and addressed in a timely and effective manner. This will foster a positive learning environment where students can focus on their academic pursuits without any distractions.

It is a reflection of the university's dedication to providing a supportive and nurturing environment for all students. Through the SGRC, a proactive steps is taken to ensure that students feel valued and supported throughout their academic pursuit.

The role, objectives, and procedure to be followed by SGRC for the redressal of student grievances are detailed in a separate document titled Procedures for Student Grievance Redressal mentioned in **Appendix-B**

(c). Effective Participation in Co-curricular, Extra-curricular, and Sports Activities:

The university recognizes that Co-curricular, extra-curricular, and sports activities hold significant importance, contribute to the overall personal development of students. The activities complement and supplement the in-university learning process and provide an opportunity to students from diverse regions to broaden their horizons.

With the firm belief that participation in sports helps channelize youth energy in a positive direction and instills ethical and moral values, university lays great emphasis on sports activities. It strives to produce individuals who exhibit good sportsmanship and competitiveness in every aspect of their lives as sports teach discipline, responsibility, self-confidence, sacrifice, and accountability. The ultimate goal is to prepare them for their future. All necessary infrastructure and training & coaching support shall be provided by the university.

To have transparency, openness, spirit of learning and encouragement for more and more participation in Co-curricular, Extra-curricular and Sports activities two separate documents are available for the concerned stakeholders with following titles:

- Guidelines for Students' Extra Curricular Activities is mentioned in **Appendix-C**



- Sports guidelines and Procedure is mentioned in **Appendix-D**

(d). Participation of students through Students' Council in other bodies of the University

The primary goal of the Student Council is to enhance student participation in various university activities, and ensure that students are able to articulate their aspirations without any hindrance. The university recognizes the importance of involving students in decision making processes, especially when it comes to organizing student activities both on and off campus. Therefore, the university will establish a Student Council to provide a platform for students to express their thoughts and ideas in a democratic and sustainable manner.

The **selection process** for the Student Council will be defined, and nominees will be selected based on their outstanding performance in sports, cultural activities, academics, and leadership qualities. The order of the constitution of Student Council will be made by the office of the Registrar after approval from the Vice Chancellor. Student Council members will also be part of various academic and administrative committees like IQAC, Library Advisory Committee and Student Grievance Redressal Committee etc.

The Student Council will encourage the development of leadership qualities among students and provide them with opportunities to organize and execute various activities, including extension activities that contribute to the university ethos and community welfare. The Council will coordinate in organizing various activities such as festivals, workshops, sessions, games, competitions, sports activities, and establishing an alumni network.

The Student Council will also encourage active citizenship and the development of leadership abilities within the youth of today, as well as in the community, state, and nation. Overall, the Student Council will play an important role in promoting the well-being and involvement of students in the university's activities.

Selection process of Student Council

Phase 1: Inviting nominations from the Department:

- Head of the Department shall be requested to nominate one student from each section of the program considering the area of interest in co-curricular activities.



Phase 2: Interaction by the Student Committee

- i. Student Committee comprising the existing President/Vice President, General Secretary, Clan Head and one of the Clan Chiefs shall interact with the students nominated by the HoDs.
- ii. After interaction with the nominated students, Committee will identify three to four candidates for each position of the Students' Council i.e. President, Vice-President, General Secretary and Treasurer. And the recommends the name to DSW with their particulars for further selection by the DSW Committee.

Phase 3: Selection of Students by DSW Committee:

- i. The students recommended by the Students' Committee will be interviewed by a panel comprising of Dean DSW, Clan chief and Vice Chiefs.
- ii. DSW Committee shall recommend two candidates for each position of Students' Council as above for consideration of Pro-Vice Chancellor Committee for final selection of candidates of the Students's Council.

Phase 4: Final Selection by Pro-Vice Chancellor Committee

- i. The recommendations of Dean (SW) Committee relating to candidates will be submitted to the University Level Selection Committee for final selection.
- ii. The University Level Selection Committee shall comprise of
 - Pro Vice Chancellor
 - Dean Academics
 - Dean, Student Welfare
 - Registrar

The University Level Selection Committee shall consider the recommendations of DSW Committee and further recommend the names of the students for various positions of the Students' Council i.e President, Vice-President, General Secretary, Treasurer to the Vice-Chancellor for approval and issuance of the order by the office of the Registrar regarding Constitution of Students' Council.

The selection of candidates for the position of President should preferably be from Final year, Vice-President from Third year and General Secretary/Treasurer should be from the Second year of the program.



DSW will lay down a proper schedule for formation of Students' Council and will get it notified through Registrar office for information to all students.

(e) Career Counseling, Skill enhancement, Competitive Guidance Support

MRU shall establish the Career Development Centre (CDC) for an effective, accountable and transparent framework for managing New Generations and nurturing humanistic and futuristic leaders with the objective to make all the students' job ready by enhancing the employability skills for students and providing continuous support to them to achieve their future goals.

Manav Rachna University is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow. All the details i.e its objective, purpose, focused domains and all processes to be followed for providing support for Career Counseling, Skill enhancement, competitive Guidance for the students, a separate document is available titled as "Career Development Centre, its role and process" mentioned in **Appendix-E**

(f) Anti-Ragging Measures

The University will establish an Anti-Ragging Committee, as well as Anti Ragging squads responsible for maintaining discipline and floor management, to ensure that directives from regulatory bodies regarding ragging are strictly implemented. To ensure compliance, University level Anti-Ragging Committee and Anti Ragging Squads, Department-wise anti-ragging squads and floor management squads will be established, if the Committee receives a complaint of ragging, they will investigate and take immediate action, including filing an FIR with the local police depending on the severity of the case. Any student who participates in or facilitates ragging will face severe punishment, including being barred from higher education institutions in the country.

The SOP for Anti-Ragging Measures is mentioned in **Appendix-F**.

(g). Facilities for Specially-Abled students

The University firmly believes in the importance of removing any barriers that may prevent specially-abled students from accessing educational resources and participating in campus life. The University is committed to creating a welcoming and inclusive



environment that values diversity and ensures equal opportunities for all students, including those with disabilities, disadvantages, and special needs.

To achieve this, the University will ensure that the campus is fully accessible and free from discrimination. These facilities may include wheelchair, ramps, elevators, and accessible restrooms.

The University will also publish a Guide/Handbook specifically designed for specially-abled students to provide them with comprehensive information on available facilities, resources, and support services, technologies available on campus, as well as information on disability services and support programs.

The University firmly believes that providing necessary resources and support to specially disabled students is necessary to ensure their academic success and personal growth during their stay at the University.

(h) .Inclusiveness:

The University shall treat everyone fairly and allowing equal opportunities to all regardless of gender, race, religion, sexual orientation, culture or background. Manav Rachna demonstrate inclusivity among students by providing an opportunity to display and share their own culture by enhancing their representation in all committees.

(i) Other Welfare Schemes:

Besides above, the university shall have the following students' welfare support and schemes:

- Extensive training and guidance for entrepreneurship and start-ups through IIC. Facility for learning foreign languages with certification.
- Highly supportive system for training/internship/in-campus placement through Corporate Resource Centre-Placement Cell and the respective departments.
- Excellent Facilities in terms of Cafeteria and canteens etc. Tuck / Stationery shops with photocopy facility and Departmental Store.
- Establishment of Student Branches and Chapter of Professional Bodies like: IEEE —Computer Society, Institution of Engineers (India), Indian Society of Technical Education(ISTE), Society of Automotive Engineers (SAE), and Air Conditioning



Engineers (ISHRAE), Association of Computing Machinery (ACM), Indian Green Building Council (IGBC) and others as per areas of the departments.

- Financial Assistance for development of Projects, Participation in Projects / Technical Fest/Co-curricular, Extra Curricular and Sports Competitions at National / International level on the recommendations of the respective HoD.
- Necessary transport facility with fleet of buses.
- Round-the-clock security services
- Dispensary with basic and emergency day care facilities with qualified Doctor and Nurse. Ambulance for Emergency.
- Tie-up with local reputed hospitals to provide Health Services to students and staff.
- Accidental insurance cover for students and a comprehensive insurance cover for hostlers

7. EXIGENCY, IF ANY

Notwithstanding anything stated in this MRU Students' Welfare Regulations, 2018 for any unforeseen issues arising, and not covered under this, or in the event of differences of interpretation, decision of the Vice-Chancellor shall be final.



Appendix- A

Processes for Deployment of Scholarship and Freeship Schemes of University

To have transparency in the system, the under mentioned processes shall be followed for the various scholarship and free-ship schemes which will be broadly classified in the following categories and notified in the admission brochure of every Academic Year:

- (i). Merit Scholarships on the basis of Marks in Entrance Exam/Qualifying Exam
- (ii). Merit Cum Means Scholarship to poor students
- (iii). Freeships to the Alumni of Manav Rachna Educational Institutions
- (iv). Freeships for Outstanding Achievers in Sports Category
- (v). Free Ships based on Societal Needs
- (vi). Freeships to Ph.D. Scholars
- (vii). Branch Toppers Scholarship (Semester wise)

The scholarship and free-ship schemes stated at (i) and (iii), are available at the time of admission as per criteria notified in the admission brochure. The automated process available in the deployed EMS shall be followed after due verification of the documents and certificates for the eligibility of the candidate as per notified eligibility criteria for the scholarship and free-ship.

Accordingly, a candidate seeking admission in any of the programmes (UG or PG) and found eligible for the scholarship and freeship, shall be required to pay the less fee equivalent to the amount of scholarship/freeship for which he/she is eligible as per the schemes notified in the admission brochure.

The designated official from the office of Registrar shall verify the eligibility of the candidate seeking admission in any programme at UG or PG level from the certificates of qualifying examination or relevant documents as a proof of his/her eligibility for scholarships/free-ship. If found eligible based on the range of percentage of marks in the qualifying examination or entrance tests or being Alumni of Manav Rachna Educational Institutions as per notified criteria in the admission brochure for the Academic Year, the designated official shall send the a copy of the certificate to the Accounts Department for the same to be marked on EMS for the purpose of charging less fee from the candidate for which he/she is eligible.



Applicants must fulfill the following criteria for claiming the fee concession in Subsequent Years/Semester as applicable

- The attendance criteria of the university.
- Maintain a minimum CGPA of 7.0. However, if any student considered for fee concession in the first year fails in any of the subject, he/she may not be considered for the continuation of Fee Concession.
- 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 scholarship from any other source whatsoever, for which a certificate signed by student & parents is to be provided.

After admission process for the academic year is over, the office of Registrar will issue an office order with a consolidated list of beneficiaries under these categories to all the concerned. However, for continuation of the scholarship/ free ship granted to the students at the time of admission under these categories in subsequent semesters, their attendance during the last semester and SGPA shall be verified by the examination departments and forwarded to the office of Registrar for further verification and issuance of office order for all concerned including Accounts for crediting the amount equivalent to the scholarship/freeship to the account/ Ledger of individual student maintained in that office.

Merit cum Means Scholarship MRU offers Scholarship based on merit cum means, to the candidates admitted under reservation for Haryana Domicile category. Scheme shall be applicable to all UG and PG Programs. The students whose parents have annual income up to Rs. 2.80 Lac from all sources shall be given fee waiver Under the scheme, limited to the tuition fee as per the following scale.

- One fifth of the twenty five percent shall be granted full tuition fee concession;
- Two fifth of the twenty five percent shall be granted fifty percent fee concession;
- The balance two fifth of the twenty five percent shall be granted twenty five percent
- Fee concession.

Candidates are required to pay other fees as applicable to the programme concerned.

Applicants must fulfill the following criteria for claiming the fee concession in Subsequent Years/Semester as applicable

- The attendance criteria of the university.
- Maintain a minimum CGPA of 7.0. However, if any student considered for fee concession in the first year fails in any of the subject, he/she may not be considered for the continuation of Fee Concession.
- 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 scholarship from any other source whatsoever, for which a certificate signed by student & parents is to be provided.

For free ships to the Outstanding Achievers in Sports category, the candidate shall be required to submit an application either in the office of Director at Admissions or directly in the office of Director Sports. The application submitted with Director Admissions shall be forwarded to the office of Director Sports for further recommendations, based on the achievements of the candidate in sports and seeking admission in any program at MRU. Based on the recommendations of the Directors Sports the competent authority shall approve the extent of fee waiver to the individual. A copy of the same shall be forwarded to the Accounts Department to be marked on EMS for the purpose of charging less fee from the candidate for which he/she has been granted the fee waiver.

After the end of admission process for the academic year is over, the office of Registrar will issue and send the office order with a consolidated list of beneficiaries under this category for record and reconciliation. However, for continuation of scholarship/freeship granted to the students at the time of admission under this category, the office of Director of Sports shall send its recommendations for continuation and extent of fee waiver to be granted in the every subsequent year/semester, as decided for it's final approval by the competent authority and issuance of office order by the office of Registrar for all concerned including Accounts for crediting the amount equivalent to the scholarship/free ship to the account/ Ledger of individual student maintained in that office.

For freeships/fee waiver based on societal needs, the candidate should be required to submit an application either in the office of Director Admissions or directly to the respective HoD/Dean of Faculty in which the candidate is seeking admission. The application submitted with the Director Admissions shall also be forwarded to the office of respective HoD/ Dean of Faculty for its further recommendations based on need and background of the student concerned.

After ascertaining the facts of the case The office of Dean Faculty/School, shall forward his/her application with its recommendation to the competent authority for its final approval with the extent of fee waiver to be granted to the individual. A copy of the same shall be forwarded to the Accounts Department of the University for marking on EMS and charging the less amount of



fee from the candidate for which he/she has been granted the fee waiver keeping into consideration the needs of the students on the case to case basis.

Freeship to PhD Scholars:

Full tuition fee waiver shall be permissible to all the faculty and staff members seeking admissions in PhD program at MRU for four years. For availing the tuition fee waiver, the faculty and staff members of MREI shall be required to submit an application through respective head of department/ section with a request for granting tuition fee waiver as per the provisions along with a bond for serving at least three years after completion of his/ her PhD program in the institution of MREI, he/she is employed.

Branch Toppers Scholarship (Semester Wise):

The Examination Branch shall be requested to provide a list of branch toppers in every semester in the month of January/August after the declaration of result of end semester examination of odd and even semesters by the office of Registrar. Based on SGPA of the Semester as per the provision and notified criteria in the admission brochure, a committee constituted by the Vice Chancellor for the purpose, shall examine all the cases and shall forward its recommendations for approval of Vice Chancellor.

Accordingly, the office of Registrar shall notify the approved list of students for grant of toppers scholarships based on the strength of the class as per the provision notified in the Admission Brochure with a copy to CAD for the purpose of crediting the amount of scholarship in the account leisure of students granted with the Topper Scholarship.



“Standard operating Procedures for Student Grievance Redressal Committee”

1 Preamble

Student Grievance Redressal Committee (SGRC) is an integral part of Manav Rachna University (MRU) administrative affairs. Thus, to make the environment student friendly, student grievance Redressal committee is formed, whereby students can lodge their complaints either at department level or they can escalate their grievances at university level through the faculty/student representatives. This Appendix defines the process of lodging complaints at first place and mechanism to resolve it.

Policy Statement:

The University is students centric and strives to provide a safe, secure and friendly environment. It endeavors that students need not face any problems in their career progression, upbringing and acquaintances with the operational guidelines as well for their stay in campus.

Student's happiness is prime for the university. Happy students can devote proper attention to study have better learning and contribute to the society in positive manner.

Objective:

- A. To provide cordial relationship among the students and faculty members and faculty members.
- B. To augment the faith of students and faculty members in the institution.
- C. To provide a sound, effective and efficient system for Redressal of grievances of students of the university, including the applicants during the admission cycle.
- D. To ensure confidentiality of grievances thorough evaluation and prompt resolution.
- E. To provide a fair and just mechanism for redressal of any grievance.

4. Definitions:

A. Grievance: A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the university that a student thinks, or even feels, is unfair, unjust or inequitable.

B. Grievant: Student, group of student submitting the grievance.

5. Scope:

Student Grievance Redressal Committee (SGRC) helps to



- Create awareness where to lodge grievances.
- To develop mechanism/process to resolve grievances.
- Creating safe, secure and friendly environment.
- Keeping all the relevant records intact.

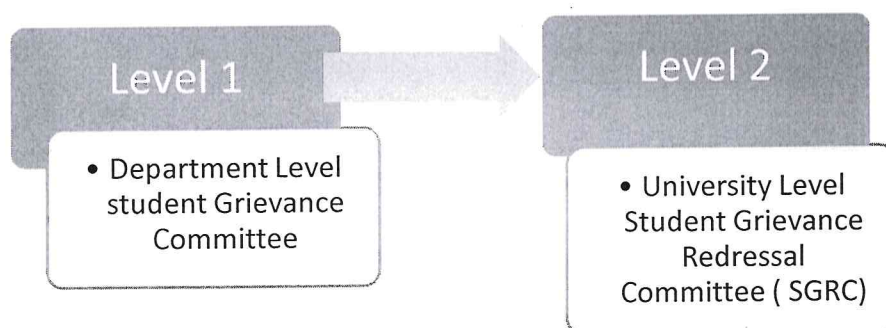
1. Procedures:

To augment an effective grievance Redressal mechanism for students, guidelines for implementation has been put in place.

There are two regulatory bodies for handing students grievances:

1. Departmental level Students Grievance Redressal Cell
2. University level Students Grievance Redressal Committee (SGRC)

Mechanism for effective Redressal Mechanism level



Level 1: Department Level Student Grievance Committee (DSGRC)

A complaint by aggrieved students relating to a Department or schools of a University shall be addressed to the Department Student Grievance Redressal Committee, constituted at the level of Department/School as case may be with the following compositions;

- (i) Head of the Department-Chairperson
 - (ii) Two Professor from outside the Department to be nominated by Vice-Chancellor- Members
 - (iii) A member of faculty nominated by the Chairperson-Member
 - (iv) A representative from amongst the students to be nominated by Vice-Chancellor based on academic merit/performance in Sports/Co-Curricular Activities-Special Invitee
- a) The term of the members of the committee shall be two years.
 - b) Quorum for the meeting of DSGRC including the chairperson shall be three.



c) DSGRC shall submit its report with recommendation if any to the head of institution/Vice-Chancellor within period of 15 days from the date of receipt of complaint.

Installation of suggestion boxes at each department:

- Students' grievances submitted in complaint suggestion boxes placed at premises of the department.
- The suggestions boxes are opened at least once in a month and the grievances received are recorded in the register.
- Member secretary of constituted committee takes necessary action to resolve the issues depending upon the nature of grievance.
- Problems are either resolved at departmental level if possible. In case assistance of supportive department is required, committee may seek help from them.
- SCGC is supported to record the minutes of meeting of the grievance/issues, they have deliberated and then after action taken report should be prepared and be kept for record purpose.
- The resolution of concerns is recorded and is intimated to the student (if communication details are available).
- The summary of all the grievances at the end of academic session is to be submitted to the office of Registrar.
- Fake Grievances: The grievances submitted, if found false will not be entertained for process and the grievant will be either fined or strict disciplinary action will be taken.

Level 2; Institutional Student Grievance Redressal Committee (ISGRC)

Where complaint does not relating to any other Department/School of a University, as the case may be the matter shall be referred to **Institutional Student Grievance Committee (ISGRC)** to be constituted by the Vice-Chancellor with the following composition:

- (i) Pro-Vice Chancellor/Senior Professor of the University-Chairperson
- (ii) Dean Student welfare-Member
- (iii) One senior Professor from Academics other than Chairperson-Member
- (iv) Proctor/Senior Academic Person-Member
- (v) A representative from amongst the students to be nominated by Vice-Chancellor based on academic merit/performance in Sports/Co-Curricular Activities-Special Invitee.



- a) Term of the members of the Committee shall be of two year.
- b) Quorum for the meeting of ISGRC including the chairperson shall be three.
- c) ISGRC shall submit its report with recommendation if any to the head of institution/Vice-Chancellor within period of 15 days from the date of receipt of complaint.

6. Organization wide awareness:

To get the students aware about contact details of the authorities like medical, ambulances, transport, sports, accounts, academia or cultural activities posters to be affixed across campus in all notice boards whereby any issue can be sorted out thereupon.

2. Exigency, if any:

Notwithstanding anything stated in this policy and procedures, for any unforeseen issues arising, and not covered by this policy and procedures, or in the event of differences of interpretation, decision of the Vice Chancellor shall be final.



Policy for Students' Extra-curricular Activities

Preamble:

MRU believe that participation in sports is an effective way of channelizing the energy of youth in constructive way while imbibing higher moral and ethical values, spirit of comradeship and desire to excel in any field chosen by the student. Extra-curricular at Manav Rachna University are an integral part of the ethos of university. The main aim is to focus on life skills, cultural extension, spiritual, ethical and human values. Its a preparation for their real tomorrow .

Objectives:

Extra-curricular activities provide students with an opportunity to enhance their personal development and self-image. Its supplement and complement in-university learning and activities and provide opportunities for students from different states or regions to broaden their horizons in ways that would not be possible with the confines of the university premises alone. Activities and clubs shall be available to all students keeping in view the competent of inclusiveness.

Policy Statement:

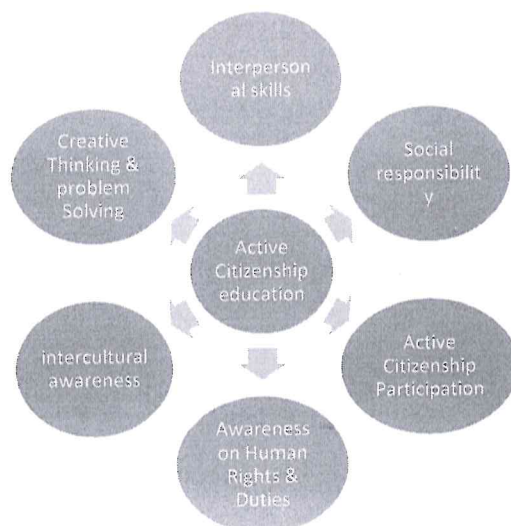
University strives to provide friendly, inclusive, happy, secure and well ordered learning environment drawing from universal human values. University considers that an important element in a comprehensive education is the provision of a wide range of extra-curricular activities (ECA) including life skills, cultural, extension, spiritual, ethical and human values.

Scope:

- An extra-curricular activities program helps to increase awareness, skills responsibility and empathy amongst students. It helps to:
- Enhance student's self-image, social and emotional development.
- Develop and encourage experience and skill sets which are not the part of formal curriculum.
- Enhance the ethos and image of the university in the community.
- Encourage student's active participation in a variety of extracurricular activities providing an opportunity to represent university, at state, national level and international level.



- Encourage effective utilization of time and resources both in sporting and other competitive pursuits.



Six blossoms of extra-curricular activities in Active Citizenship Education:

Guidelines for participation:

- All students shall be encouraged to participate in some form of extracurricular activity.
- A variety of extra-curricular activities shall be available to all students from every state or region of the country.
- Activities should take place with due regard to health and safety requirements.
- Students' endeavours and experiences should be acknowledged and recorded through certification.
- Clubs and activities are planned and published on a termly basis in the university website and displayed at other social media portals.
- While planning activities, which involve activities outside and beyond the university hours and off site locations referral should be made to the planning trips procedures.

For students' participation in extracurricular activities outside University (National):

- Student with a good academic record shall be allowed to participate in inter university events. Students' having more than two reappears/backlogs shall not be allowed to participate.
- Student can participate in maximum of two events (other states) for which they shall be provided with attendance for maximum of 10 days.

- Student can participate in maximum of three Delhi NCR colleges universities for which they shall be provided with attendance for maximum of Six days.

For students participation in extracurricular activities outside University (International)

Students with a good academic record shall be allowed to participate in international events. Following are the steps to be followed for permission to participate in the extracurricular activities to be held outside university both national and international:

Students should contact concerned faculty coordinator/ DSW for deciding team members of the events. The complete application along with railway bus concession form in all respect should be submitted at least three weeks prior to the commencement of the event to DSW office with following enclosures:

- Credentials/ certificates/ selection to support eligibility for participation
- Undertaking by parent and student duly signed in actual
- Code of conduct by student duly signed in actual
- Event brochure, registration fee detail and or invitation letter

All the formats can be collected from DSW office. In case parents are not physically available for signature scanned copy of signed proforma from parents duly countersigned by the student in original must be attached. The application must clearly mention the financial budget in the event towards falling expenditure as per university norms:

- Registration fee
- Outstation travel expenses

After the application is received in the DSW office it shall be sent for recommendation verification and subsequently it shall be forwarded by office of DSW to the competent authority. The permission and NoC for the concerned event shall be issued only after approval of the competent authority.

Issue of Calendar of Activities

Calendar of all proposed extracurricular activities is notified by the office of Dean students welfare in the beginning of each academic session.



The extracurricular activities shall include Cultural, Observance of National and International days, Ethical and Human values and Life Skills etc. apart from activities as and when shared by UGC/AICTE/ ministry of HRD or by any other recognized body or association.

At the end of each academic session a detailed report regarding number of activities organized as per activity calendar or additional events will be notified to the office of university IQAC.

Institutional Support:

- **For Students Participation in Extracurricular Activities Outside the University (National);**

Registration fee including accommodation/ lodging charges shall be reimbursed in case accommodation/ lodging is not included in registration fees. In that case accommodation/ lodging charges shall be paid @ Rupees 250 per day.

- Travel expenses to other states shall be reimbursed @ second class sleeper train or equivalent. For participation in Colleges, Universities of Delhi NCR, the university transport shall be provided.
- For the dresses and costumes in case of new dresses as a stock of department 50% shall be reimbursed and full amount shall be reimbursed against rental dresses (In case of both In House and Inter University competitions)
- Prize money shall be deposited in the University Operations out of which 60% shall be reimbursed to the students and 40% shall be the part of Student Society fund.

For students' participation in extracurricular activities and outside the University (International):

- 50% registration fee including accommodation lodging charges shall be reimbursed
- No travel expenses shall be reimbursed by the university.

For accompanying faculty member to various extracurricular events (National and international):

- Registration fee including accommodation lodging charges shall be reimbursed.
- T.A-D.A as per rules norms of the university shall be provided.
- **Code of Conduct**
- The use of disrespectful or improper language is not acceptable.
- All the students should be courteous, mature, cooperative and respectful at all time.



- All the individuals are themselves responsible for their own actions and may be punished accordingly.
- Sportsmanship and fair play to team mate's opponents and officials should be in the forefront of the team's basic philosophy and attitude.
- Smoking, use of alcohol and drugs shall not be tolerated under any circumstances.
- Teams must obey orders of faculty members and team leaders/staff /coach associated.
- No one is allowed to move out of the university premise/ venue without the prior permission of concerned faculty member/ university authority.
- Every student must inform to the concerned faculty member about the schedule of the event/ fest/ trip.
- Every student shall carry original university identity card all the time during the event.

I hereby declare that I shall abide the rules regulations of the university concerned and code of conduct mentioned above and liable for disciplinary action, if failed to follow my of the rules code of conduct. I have taken proper consent of my parent/ guardian for participation infor the event(s)..... scheduled during..... at.....

Signature:

Name of Student:

Roll No.

Course Name:

Department:

Email id:

Mobile No. :

Date:

Undertaking by Parent/ Guardian



I....., hereby state that my ward..... Roll Number..... Student ofyear,Branch/ Department..... of MRU, is going to participate inwhich is going to be held..... at I'm taking the full responsibility of my ward during the event. The university shall not be responsible for any act of indiscipline of my ward. I have read the content of Code of Conduct given by my word in the proforma and fully endorse the undertaking given by him/her.

Parent Signature (with date):

Parent Name:

Address:

Contact Number:

Counter Signature by student (with date):



Undertaking By Student

IRoll number..... student ofyear,
branch/department..... of MRU Faridabad am going to participate in..... which
is going to be held at..... I am taking the full responsibility and hereby undertake
that I shall not commit any act of indiscipline. The university shall not be responsible for any act
of indiscipline.

Signature (with Date):

Name of Student:

Contact No.:

Email Id:

Date:

NOC By HoD's:

It is submitted that Mr. / Ms..... bearing Roll No. is eligible
to participate inevent to be held on..... at
.....

Attendance:

SGPA:

No. of Reappear:



Reporting Mechanism:

Students are advised to submit the event report and copy of certificates of participation/ credentials in the DSW office within two weeks of the completion of the event along with reimbursement of the expenditure. The letter for reimbursement must be addressed to DSW through coordinators. It should be noted that all the expenditure must be supported by valid cash memo/ receipts/tickets in original. All such original receipts must be signed by the student with the remark verified and paid by me include detail of their expenditure in tabular form and the sifts tickets in original all such original receipts must be signed by the student with the remark “**Verified and Paid By Me**”. Include detail of their expenditure in tabular form and right their complete bank account details for the transfer of fund or issue of Cheques.

Compliance Mechanism:

For participation in Inter-University competition interested student shall submit their application of interest at least three weeks before the competition/event. After receiving their application of participation they shall submit the self-attested undertaking from their parents / guardian along with the NOC from their respective HoD/ Dean of the faculty within the within one week. Within one week after receiving all the documents, office of Dean students welfare shall notify the same to the office of registrar and the office of Vice Chancellor for approval.

Record Management:

Records of all the students participating in extracurricular activities shall be maintained by the office of the department of students’ welfare. At the end of each semester departments shall also share details of participating students Co-curricular activities at departmental level. Students shall submit their required documents like proof of participation, registration fees and travel receipts, photographs, certificates etc. to the office of Dean Student Welfare within two days of participation. After receiving the required documents attendance of the participating students shall be notified to the office of Dean Academics for communication to all Heads for their records. All records shall be managed by the DSW for further compliances.



"Sports Policy and Procedures"

Preamble

MRU believe that participation in sports is an effective way of channelizing the energy of youth in constructive way while imbibing higher moral & ethical values, spirit of comradeship and desire to excel in any field chosen by the student. The main aim is to produce young men & women to play with good sportsmanship and to become competitive every time they step in any phase of their life. It's a preparation for their real tomorrow as sports teach them with values like discipline, responsibility, self-confidence, sacrifice and accountability.

Purpose and Objectives

This policy and procedures establish an effective, accountable and transparent framework for managing sports activities in the campus with following objectives:

- ❖ Optimum utilization of the world class sports infrastructure available within university.
- ❖ Providing equal opportunities and encouraging mass participation among students & staff.
- ❖ To create a melting pot where students from different places, religion and socio economic status come together and play as a team in different tournaments.
- ❖ Encourage, train & support athletes to participate in Intra & Inter University competitions.
- ❖ Reviewing the progress on developing, maintaining and optimally utilizing sports and fitness infrastructure.
- ❖ Organizing, workshops, seminars from various renowned sports dignitaries.
- ❖ To facilitate the development of sports clubs.
- ❖ To support students and alumni with outstanding achievement in sports.
- ❖ To create employment and training for students by organizing various competition among corporate in order to promote communal ties.

Scope

This policy and Procedures shall mainly apply to entire students' community enrolled under any programme offered by the University. The faculty and staff members participating in any sports activities shall also be governed by this policy.



Approach

- ❖ The university shall be encouraging and inviting talented sports men & women to join by offering them suitable scholarship.
- ❖ The university shall be providing all the necessary funding and infrastructure to bring sports at the optimum level of its recognition.
- ❖ The timetables of students shall be prepared while keeping in view their involvement in competitive & recreational sports.
- ❖ The sports policy shall be binding to one and all and any student not obeying is subjected to suitable action against them.
- ❖ Adequate opportunities shall be provided to students to improve their competitiveness.

Department of Sports

Department of Sports in Manav Rachna University (MRU) shall constitute Director-Sports and his team working towards and together for common goals. They shall be responsible to organize, supervise and administrate competitive, recreational and leisure time sports activities.

The Director Sports shall remain ahead in his search for talented sportsmen to provide the opportunities to deserving athletes to join at graduate and post graduate levels in university.

He shall also facilitate the orientation program for students for better understanding of sports facilities and different competitions at various levels.

Admission under Sports Category

The following guidelines shall be followed for admission under Sports category

- ❖ The candidate shall submit a self-attested copy of the certificates along with Application/ Form.
- ❖ An undertaking on Judicial Stamp paper of Rs. 20/- shall be submitted by the selected sportspersons at the time of admission stating that he/she will play for the College & University, all the years during his/her course of Study.
- ❖ The University authority shall have all the right to give admission to any upcoming sports person as per notified eligibility criteria.
- ❖ Sports Committee under Director Sports shall send its recommendations to the Vice Chancellor/ Director Admissions regarding admission of the candidate under sports category.



- ❖ On the recommendations of the Sports Committee, scholarships/tuition fee waivers shall be granted to sports persons based on their level of achievement as per notified scholarship policy of the university.

Rules for selection in for University tournaments, North Zone & All India Universities Sports tournaments/Championships

- ❖ Only bonafide students who are currently enrolled/ registered for a degree at the University/College whose status is recognize by the appropriate authority of country, which is of a minimum duration of one academic year and whose examination is conducted by the university shall be eligible to participate in National university games and fulfill the following condition.
- ❖ The students studying in open universities and distance mode are not eligible to participate in the National University games.
- ❖ Foreign students are eligible to participate only the national inter university tournament however, the total number of foreign players in a team should not be more than 10% of the team, however for small teams where the total number of players is less than 10 members one foreign student be allowed in the same.
- ❖ All eligible students while participating in National university games/ Championships shall fulfill the following essential conditions. He/she should be less than 28 year of age as on 1st July of that academic year. In case, Basketball and football the upper age limit is 25 years as per FISU rules Not more than 10 years have elapsed since a student's passed the examination qualifying him/her for first admission to a degree or diploma course of university of college affiliated to a university. The 10 years eligibility period for participation of students in competitions shall be distributed as under.
 - Not more than 5 years after passing 12th or equivalent examination while studying in under graduate course/degrees or diploma course of university or college affiliated to a university.
 - Not more than 5 year after passing 10+2 or equivalent examination while studying in post graduate course/degrees. There are no restrictions for student to change the course or moving from higher class to lower class within the 5 years



after passing graduate degree. There are no restrictions for students to change the course or moving from higher class to lower class within the five years.

- Students who are employed on full time basis shall not be eligible to participate in national university games/championships however students who are receiving nominal sports stipend from public or private sector are eligible to participate.
- A student shall not be allowed to represent more than one university in national university games during a single or same academic year.
- Provisional admission to course/degree of university or college shall not make the students eligible to represent the university in national university games.
- In the case of student migrating from own university to another higher migration case will be considered eligible only after his/her admission in the new university is regularized and he/she is admitted as a bonafide and eligible student by the new university.

Selection Process for Sports tournaments/ Championships

The given below fair selection process shall be ensured by Director Sports of the University:

- ❖ All Players shall be duly notified for the selection process
- ❖ Required camps shall be organized and then short listing of deserving candidates shall be done in open trials.
- ❖ Players shall be chosen from Intra & Inter teams based on their performances.

Code of Conduct

The student must have 75% attendance in the course he or she is admitted in to participate in any tournament.

- ❖ The student must represent the university team in the Inter Institutional and other tournaments authorized by university.
- ❖ The student must appear in all the intra semester and semester end examinations of the university.
- ❖ The use of profane or improper language is not acceptable.
- ❖ All students to remain courteous, mature, cooperative and respectful at all times.



- ❖ Sportsmanship and fair play to team mates, opponents and officials should be in the forefront of the team's basic philosophy and attitude. •• Teams must obey orders of faculty members and team leaders/staff/ coach/ associated.
- ❖ The student snail carry original university Identity Card at all times during the event.
- ❖ Smoking, use of alcohol and drugs should not be tolerated under any circumstances and may result in strict action.

Issuance of Activities Calendar

All the activities shall be planned and notified amongst different heads of the department to timely plan the circulation keeping in view the broad academic calendar of the University. The Director Sports shall notify the detailed activity calendar as per the perspective approved plan of a particular academic year.

Approval & allocation of Budget shall be actively planned by the Sports Department and approved before the beginning of the session to ensure smooth functioning throughout the year.

Responsibilities

Compliance, monitoring and review

The entire team members under Director Sports shall be responsible for the compliance and the effective implementation of this policy.

The Director Sports shall be sending the perspective plan for next year before start of every academic year along with Action Taken Report and outcomes of the previous year's perspective plan to IQAC for its review and further recommendations.

The Director Sports shall also be responsible for getting all relevant records maintained related to the sports activities for further review by the competent authority.

Exigency, if any

Notwithstanding anything stated in this Policy and Procedures, for any unforeseen issues arising, and not covered by this Policy and Procedures, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee constituted for this purpose. The decision of the Vice-Chancellor shall be final.



Career Development Centre its Role and Processes

1. Purpose

Career Development Centre under the banner of Corporate Resource and Career Management Centre is a facilitating unit of Manav Rachna University which is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow.

CDC establishes an effective, accountable and transparent framework for managing New Generations and nurturing humanistic and futuristic leaders. The purpose of Career Development Centre is to make all our students' job ready by enhancing the employability skills for students. CDC also guides & provides continuous support to students to achieve their future goals.

2. About the Centre

Industry — Academia gap remains to be one of the most talked about factors in the employability scenario in the country. MRU not only provides a world of opportunities to students, but also aims at equipping them with the right blend of skills necessary to face the world of work and life in general. Career Development Centre under Corporate Relations and Career Management Centre (CRCMC) at MRU, engages with the industry and constantly strives for expanding the industry- academia interface.

CDC is accorded with the profound responsibility of enhancing employability skills of the students — an aspect that in today's world has taken as much prominence as the technical knowhow. Through a robust mechanism CDC imparts training in Career Guidance, Verbal Ability, Personality Development, Communication, Preparation of Competitive Exams, Awareness of Recent Technological Trends, Refresher Courses, Crash Course, Soft Skills & Aptitude Development, by organizing series of training and development programmes for students across MRU.

3. Vision & Mission

Vision

Fostering new generations of people imbued with a profound respect for the sanctity of life and nurturing them to become humanistic and futuristic *Global Citizens*.

Mission

Developing a network of highly skilled and motivated professionals who are excellent in their Cognitive aptitude, Linguistic Acumen, Soft-Skills and Employability Skills.



4. Major Domains focused by the Centre-

- Soft Skills and Aptitude Development
- Career Guidance
- Preparation of Competitive Exams
- Crash Course and Refresher Courses
- Awareness about Recent Technological Trends

5. Overview & Processes —

I Soft Skills and Aptitude Development

Career Development Centre focuses towards guiding the students to enhance a combination of people skills, social skills, communication skills, character or personality traits, attitudes, mind-sets, career attributes, social intelligence and emotional intelligence quotients, among others.

CDC train the students; not only in the field of soft skills but also communication, verbal ability, cognition, personality development, quantitative aptitude and leadership skills. The team is involved at every step in the student's journey from Campus to Corporate.

II Career Guidance

Career Development Centre dedicates itself towards imparting Quality Education and guiding students in realizing their aspirations and goals. Career Guidance by CDC helps student to resolve queries related to career options.

CDC sends an invite to the departments to organize the sessions for the students. Department/CDC coordinator confirms the speaker & notifies the students. Students receive handholding from experts with several years of industry experience, who guide and counsel students whether they are in a dilemma about appearing for competitive exams to pursue higher studies or to hone their skills enrolling in skill based courses. CDC also provides guidance to enhance their overall well-being by facilitating their interpersonal and intellectual development by employability helpdesk.

III Language Lab

CDC provides students state of the art facilities to make communication enhancement engaging and fun filled. The module focuses on each skill viz. Listening, Speaking, Reading and Writing.

IV Preparation for Competitive Exams

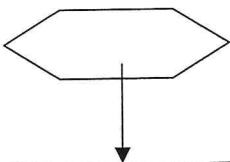
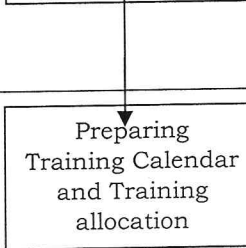
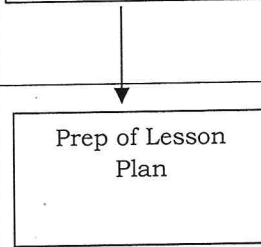
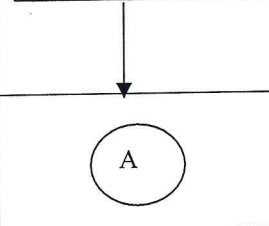



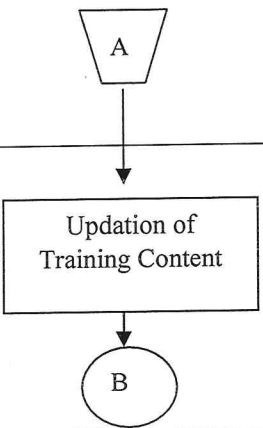
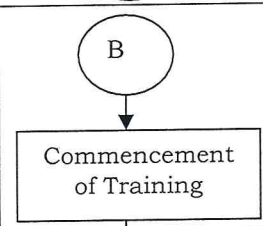
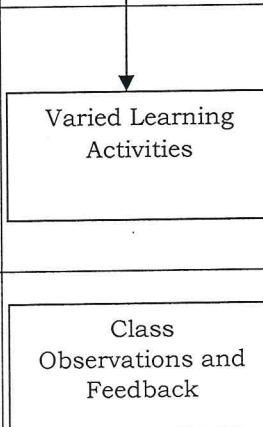
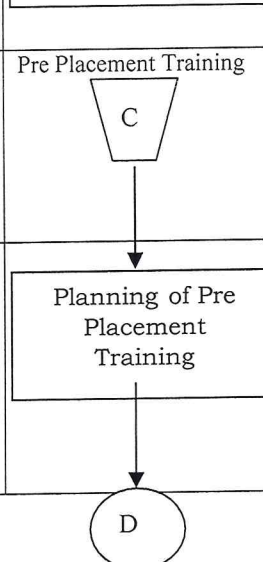
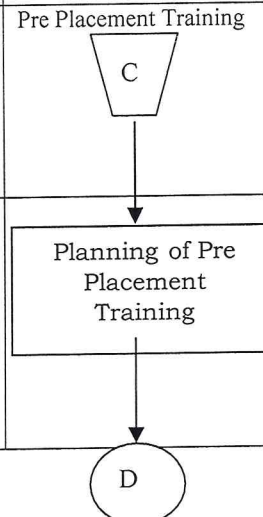
CDC collaborates with multiple Educational Institutions to provide quality coaching and assistance for various National Level Competitive Exams (SSC, Railway, IBPS) and also MBA entrance exam (CAT, MAT, SNAP, GMAT) as per the student's need and other Competitive Exams. It builds confidence and sharpens the skills of our students and prepares them for these exams.

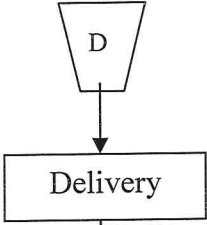
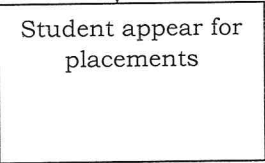
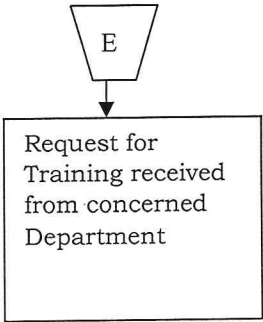
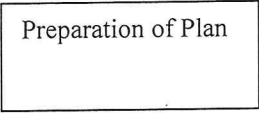
V Awareness about recent technological trends

CDC in collaboration with various Departments organizes various programs to provide awareness about the recent technological trends related to the domains of the students.

Process Workflow & Procedure: Soft Skills & Aptitude Development

Sr. No.	Flowchart	Description	Responsibility	Review & Approving Authority
	Planning 			
	TNA — Training Needs Analysis 	To evaluate the need of specific training based on students requirement and branch. To determine whether training will indeed address the problem <ul style="list-style-type: none"> • Pre Assessments • Assessing Areas of Improvement 	Sr. Manager Skills & Trainers Manager & Career Concerned	Head-CDC
	Preparing Training Calendar and Training allocation 	Preparation of Time Table and communication to Trainers	Time Table Coordinator	Head-CDC
	Prep of Lesson Plan 	Preparation of Lesson Plan and Updating on ERP	Concerned Trainers	Head-CDC
	A 			Head-CDC

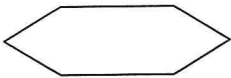

II	Delivery 			Head-CDC
		Preparation of Training Material and updation of Training Material as per requirement of concerned semester	Sr. Manager & Manager -Career Skills & Concerned Trainers	Head-CDC
		On the day of training arranging everything as per schedule. Coordination with all students and departments	Concerned Trainers	Head-CDC
		Learning Activities through Class Assignments, Class Presentations and Online Assignments	Sr. Manager & Manager -Career Skills & Concerned Trainers	Head-CDC
		Formal and Informal Observations are undertaken. Student's feedback through ERP is collected and discussed.	ERP Coordinator	Head CDC
III	Pre Placement Training			Head CDC
		Placement Training is planned for students who are interested in the month of July/August and have given their consent for placements. Training Outline is prepared basis input from CRC, Employability Assessment Partner, and Recruiter's feedback. Schedule is prepared and batches are formed	Team CDC	Head-CDC

		Based on the Employability, Verbal Ability and Aptitude Handbook a structured training is delivered	Sr. Manager & Manager - Career Skills	Head-CDC
		Student appear for placements Student appear for placements	CRC	Head-CDC
	<p>Demand Based Company Specific Training</p> 	Departments/CRC give demand based training requirements to CRC	Concerned Trainer	Head-CDC
		Schedule is prepared and shared with relevant stakeholders, Company specific materials are made ready	Team CDC	Head-CDC
		Based on preparations of the demand based trainings, a structured training is delivered.	Concerned Trainer	Head-CDC
		Students are tooled to be job ready for their placements	Team CDC	Head-CDC

Process Workflow & Procedure: Career Guidance

Sr. No.	Flowchart	Description	Responsibility	Review & Approving Authority
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	Planning 			
	↓ Raising request to the department	CDC would raise request to the departments to organize sessions before training/ workshop commencement	CDC Coordinator	Head-CDC
	Alignment/Confirmation of speakers	Finalization of speakers by CDC/Department according to their availability to conduct the workshops for registered students	CDC/Department Coordinator	Head-CDC
	↓ A		Department Coordinator	
II	Execution 			
	↓ Student Notification	Department sends the notification to the students	Department Coordinator	Head-CDC
	↓ Conduction of session/ workshop/seminar	Conduction of session/ workshop/seminar basis of availability of the speaker.	Department Coordinator	Head-CDC
	Submit report to CDC ↓	Department submits the complete report to the event to CDC	Department Coordinator	Head-CDC

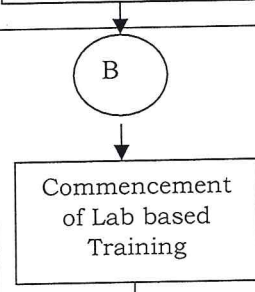


		On the day of training arranging everything as per schedule. Coordination with all students and departments	Concerned Trainers	Head-CDC
		Employability helpdesk is setup to provide the extra career guidance to the students	Sr. Manager Career Skills	
		Skills mapping, technical & non-technical		

Process Workflow & Procedure: Language Lab/

Sr. No.	Flowchart	Description	Responsibility	Review & Approving Authority
I		Brainstorming- In which semesters Language Lab should be included	Communication Faculties/Trainer	
		Selection of Language lab software vendor with clear focus on course outcomes	Language lab Coordinator	Head-CDC
		Installing the entire software	Language Lab Coordinator with the vendor	Head-CDC
		To ensure that the software is working properly and taking understanding of modules	Sr. Manager Career Skills	
		Faculties to undergo training so that they are well equipped with the working of software.	Sr. Manager Career Skills	








	Finalization of training, load, time table preparation deciding the training and faculties the time slot and faculty	Deciding the time slot and faculty for each class	Sr. Manager Career Skills	Head-CDC
	Creation of unique ID's of students	Creating Students database.	Respective Faculty	Head-CDC
	Training students regarding software and the module	Respective Faculty	Faculty-In-charge	Head-CDC
II		Training delivery commences. Risk involved is low attendance of students, which is mitigated beforehand, since minimum 75% attendance all students have to maintain, failing which lead to detention in the subject and repeat of semester. Department also does periodic monitoring of attendance	Faculty-In-charge	Head-CDC
	Varied Learning Activities	Learning Activities through Class Assignments, Class Presentations.	Faculty-In-charge	Head-CDC
	Class Observations and Feedback	Formal and Informal Observations are undertaken. Student's feedback through ERP is collected and discussed	Sr. Manager Career Skills	Head-CDC
	Reward & Recognition	Facilitation of top performers from each semester	Sr. Manager Career Skills	Head-CDC



	Students appear for final exam to which helps in knowing outcome of a the course	Students appear for exams as per eligibility criteria	Students appear for final exam	Head-CDC
	Stop			

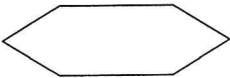
Process Workflow & Procedure: Preparation of Competitive Exams

Sr. No.	Flowchart	Description	Responsibility	Review & Approving Authority
	Planning 			
	Raising request to the department 	CDC would raise request to the departments to organize sessions before training/ workshop commencement	CDC Coordinator	Head-CDC
	Alignment and Confirmation of speakers 	Finalization of speakers by CDC/Department according to their availability to conduct the workshops for registered students	CDC/Department Coordinator	Head-CDC
	A 			
II	Execution 			



	<div style="border: 1px solid black; padding: 5px; text-align: center;">Student Notification</div> <div style="text-align: center;">↓</div>	Department sends the notification to the students	Department Coordinator	Head-CDC
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Conduction of session/ workshop/seminar</div> <div style="text-align: center;">↓</div>	Conduction of session/ workshop/seminar basis the requirement	Department Coordinator	Head-CDC
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Submit report to CDC</div> <div style="text-align: center;">↓</div>	Department submits the complete report to the event to CDC	Department Coordinator	Head-CDC
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Annual report to IQAC</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">B</div>	CDC Submits the annual report to IQAC		Head-CDC
	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;">Stop</div>			

Process Workflow & Procedure: Awareness about recent trends in Technology-

Sr. No.	Flowchart	Description	Responsibility	Review & Approving Authority
	Planning <div style="text-align: center;">  <div style="text-align: center;">↓</div> </div>			



	Raising request to the department	CDC would raise request to the departments to organize sessions before training/ workshop commencement	CDC Coordinator	Head-CDC
	Alignment and Confirmation of speakers	Finalization of speakers by CDC/Department according to their availability to conduct the workshops for registered students	CDC/Department Coordinator	Head-CDC
	A			
II	Execution			
	A			
	Student Notification	Department sends the notification to the students	Coordinator	Head-CDC
	Conduction of session/ workshop/seminar	Conduction of session/ workshop/seminar basis the requirement	Coordinator	Head-CDC
	Annual report to IQAC	CDC Submits the annual report to IQAC		Head-CDC
	B			
	Stop			



Appendix-F

Standard Operating Procedure (Sop) for Curbing the Menace of Ragging at Manav Rachna University

In pursuance to the guidelines of the University Grants Commission Regulations, 2009 and UGC Act 1956, the Board of Management of the Manav Rachna University have enacted MRU (Second) ordinance ,2016 relating to maintenance of Discipline among Students which also comprehensive the provisions regarding curbing of menace of ragging in the University. The said ordinance has come in force w.e.f 3rd October 2018.

1. Objectives:-

Manav Rachna University is committed to maintain a 'Zero Tolerance Ragging Environment's in its Campus for all the Students, Faculty and Staff within the campus.

2. Scope:-

To prohibit and conduct by any student or students whether by words spoken or written or by-an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or group of students, which causes annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking / forcing a student to do any act(s) which he/she is not ordinarily willing to do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in the higher educational institutions by prohibiting / preventing its occurrence and punishing those who indulge in such ragging activities, under the UGC Regulations , 2009 and subsequent amendments and the appropriate law in force.

To control over the Ragging incidents, MRU have the following mechanism:-

- (a). Constitution of Anti-ragging Committees;
- (b). Display of Hoardings and Posters at prominent places / locations at all vulnerable places within the campus including class rooms / terrace, stairs of all buildings, Libraries,



- Playgrounds, Food Courts, Auditorium, Lawns, Hostels, Main gate and any other places locations of sports grounds within the campus of the MRU;
- (c). Uploading the details of Anti-Ragging Guidelines on MRU Website with contact details of the responsible officials;
 - (d). Installation of CCTV and Alarm Bells at conspicuous places in all MRU Buildings;
 - (e). Printing of Banners, hoardings,, bill boards, Posters, booklets, Prospectus, admission brochures indicating Ragging consequences & punishments with Helpline numbers, contact details of the Key persons for information of the MRU students;
 - (f). Vide publicity of the ill effects of ragging and its prevention, from time to time, and Broadcast special programs on ragging through Radio Manav Rachna (FM-107.8) atleast for initial three months of an Academic Year.
 - (g). Sensitizing Freshers and senior students of MRU by conducting special programs / debate inviting external experts / speakers to address students;
 - (h). Close watch and liaison with local police to guard against any violence / incidence of ragging in due course of time;
 - (i) Organizing Workshops on Anti ragging;
 - (ii) Deployment of adequate staff with Whatsapp groups at various locations of the campus

3. Formation of Anti-Ragging Committees at University level in MRU:-

To Monitoring the menace of Ragging, from time to time, MRU shall constitute the following Committee(s) to perform smoothly to ensure strong and strict vigilance on anti-ragging mechanism by way of various sources to make it effective in the MRU campus and to develop ragging free environment among the students, faculty and staff within the campus.

The anti-Ragging committee is empowered to take action as per the provisions envisaged in Rule 9.1 of the UGC Regulation, 2009 on curbing the Menace of Ragging in Higher Educational Institution.

(a). Formation of Anti-Ragging Squads at University Level;

University Level Anti-Ragging Committee shall be constituted comprising with the internal members like Heads of the Teaching Departments / Central Units and external members from the district administration, police administration and the members from the social sector and media



to set its guidelines for operation, goals and repose responsibilities thereby organize & monitor the entire anti-ragging system within the MRU campus.

The Anti Ragging Squad will make surprise raids on hostels, and other vulnerable places having potential of, ragging and will be empowered to inspect such places. The Anti Ragging Squad will conduct an on the spot enquiry into any incident of ragging referred to it by the head of the University or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be and the enquiry report along with recommendations will be submitted to the Anti Ragging Committee for action under cause (a) Rule 9.1 of the UGC Regulations on Curbing the Menace of ragging in higher educational institutions, 2009. The squads shall work under the overall guidance of Anti Ragging Committee.

(b). Formation of Anti-Ragging Squads at Department level : Department level Anti-Ragging Squads shall be constituted comprising with the internal members like Heads of the Teaching Departments / Central Units to set its guidelines for operation, goals and repose responsibilities thereby organize & monitor the anti-ragging system at level of Department and report the cases if any found to the University level Anti Ragging Committee for further action.

(c) Sub-Committees at Block level/Floor level : School wise/ Department-wise sub committees shall be constituted to ensure that no cases of ragging take place any floor of the Department. These Committee also act under overall supervision of Department level committee/University level Committee.

4. What constitutes Ragging.-Ragging constitutes one or more of any of the following acts.

- (a).** Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b).** Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c).** Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or



embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

- (d). Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e). Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f). Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g). Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h). Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

5. Measures to be taken for prevention of ragging by MRU:-

- (a). All the Heads of the Departments shall constitute the Anti-Ragging sub-Committees at their department level.
- (b). All the admission seekers shall be advised to submit duly signed undertaking regarding ragging rules which shall mandatory and be a part of the application form, enrolment or registration form in English and Hindi as per Appendix-I & Appendix—II attached with to aware of the consequences and the related punishments of Ragging.
- (c). Request for issue of hostel shall also form the part admission and countersigned by his/her parents/guardians shall be submitted before allotment.
- (d). Before the commencement of the academic session, MRU, the Head of the Faculties shall convene seminars of expert / counselors for sensitizing the students from time to time.
- (e). A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by MRU.
- (f). It shall be the responsibility of the parents / guardians of freshers to promptly bring any instance of ragging to the notice of the Vice-Chancellor. (9) It will be mandatory for all



students, Faculty and staff, to inform contact details and address of his/her present place of residence.

- (g). The Monitoring Cell shall also review the efforts made by institute to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from the students, in each academic year,

6. Consequences / Administrative action in case of reporting Ragging.-

The MRU shall punish the wrongdoers/suspected students if he/she found guilty in any act or acts of ragging after due enquiry by the Proctorial Board /Enquiry Committee which may cause:-

- (i) Suspension from attending classes or institute;
- (ii) Withholding/ withdrawing scholarship/ fellowship and other benefits (if any) ;
- (iii) Debarring from appearing in any test/ examination or other evaluation process;
- (iv) Withholding results;
- (v) Debarring from representing the institute in any regional, national or international meet, tournament, youth festival, etc;
- (vi) Suspension / expulsion from the hostel;
- (vii) Cancellation of admission;
- (viii) Rustication from the institution for period ranging from one to four semesters;
- (ix) Expulsion from the institute and consequent debarring from admission to any other institutes for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, MRU shall resort to collective punishment.
- (x) The Vice-Chancellor shall submit fortnightly reports of the University on Ragging, including State Level Monitoring Cell.

7. Action to be taken by the Vice-Chancellor.-

On receipt of-the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Vice Chancellor shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i) Abetment to ragging;



- ii) Criminal conspiracy to rag;
- iii) Unlawful assembly and rioting while ragging
- iv) Public nuisance created during ragging;
- v) Violation of decency and morals through ragging;
- vi) Injury to body, causing hurt or grievous hurt;
- vii) Wrongful restraint;
- viii) Wrongful confinement;
- ix) Use of criminal force;
- x) Assault as well as sexual offences or unnatural offences;
- xi) Extortion;
- xii) Criminal trespass;
- xiii) Offences against property;
- xiv) Criminal intimidation;
- xv) Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi) Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii) Physical or psychological humiliation;
- xviii) All other offences following from the definition of "Ragging". Provided that the Vice Chancellor shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee.

Provided further that the institution shall also continue with its own enquiry under laid down measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately not later than a period of seven days of the reported occurrence of the incident of ragging.



ANNEXURE - I

AFFIDAVIT BY THE STUDENT

1. I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, having been admitted to (name of the institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
 2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
 4. I hereby solemnly aver and undertake that
 - i) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - ii) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
 5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
 6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- Declared this _____ day of _____ month of year.

Signature of Deponent

Name:



VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) on this the (day) of (month), (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER



AFFIDAVIT BY PARENT/GUARDIAN

1) Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with admission/registration/enrolment number), having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:



VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein. Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the (day) of (month), (year) after reading the contents of this affidavit.

OATH COMMISSIONER

