MANAV RACHNA UNIVERSITY
(Established vide Haryana Act 26 of 2014)

MINUTES

OF

ELEVENTH MEETING

OF THE

BOARD OF MANAGEMENT

Dated: 07.05.2019

MINUTES OF THE ELEVENTH MEETING OF THE BOARD OF MANAGEMENT OF THE UNIVERSITY HELD ON TUESDAY, DATED 07.05.2019 AT 11.00 A.M IN THE BOARD ROOM, A BLOCK, MR CAMPUS, FARIDABAD.

Eleventh meeting of the Board of Management of Manav Rachna University was held on Tuesday, Dated 07.05.2019 at 11.00 A.M in the A Block, Board Room, MR Campus, Faridabad to consider various administrative, academic and financial matters. The following were present:

1.   Prof. I.K. Bhat, Vice Chancellor; MRU
2.   Dr. Amit Bhalla, VP, MREI
3.   Dr, Shalini Tuli, Associate Professor, Govt College, Faridabad
      (Nominee of Addl. Chief Secretary to Govt., Haryana),
4.   Dr. M.M. Kathuria, Trustee, UET, 5E/1 BP, NIT Faridabad
5.   Sh. Rajiv Kapoor, ED; Group HR, Head, Uno Minda
6.   Prof. Sangeeta Banga, Dean, Academic;
7.   Prof. Parul Jhajaria, Dean, Mgt. & Comm,
8.   Prof. B.M. Bahal, Dean, Applied Sciences (Special Invitee)
9.   Dr. Babita Parashar, Dean, Education
10. Prof. Versha Vahini, HOD, Law
11. Ms. Hanu Bhardwaj, HoD, CSE
12. Dr. Kameshwar Singh, Registrar/ Member Secretary.

Shri Navdeep Chawla, M.D., Psychotropic India Ltd, Prof. Jose P. Varghese, Professor Emeritus, Law could not attend the meeting due to their other professional engagements; they were granted leave of absence.

The following are the minutes of the meeting:

The meeting commenced with singing the National Anthem. Registrar welcomed the Members and mentioned that Prof. I.K. Bhat, Hon'ble Vice Chancellor, who assumed the charge of his office on 01.02.2019is chairing the meeting of the Board of Management of MRU for the first time. He extended a special welcome to Hon'ble Vice Chancellor and other new members viz.Shri Rajiv Kapoor, ED &Head, Uno Minda, Prof. Versha Vahini, HoD,Law and Ms. Hanu Bhardwaj, HoD, CST who were attending the meeting of the Board of the University. Registrar also expressed his sincere thanks to outgoing Members Prof. Meenakshi S. Khurana, Ex Pro VC, Shri S.K. Jain, M.D., Dr. M.K. Miglani, Former VC, KU and in particular to Prof. Sanjay Srivastava, Founder VC of the University and Dr. N.C. Wadhwa, Former VC, MRIIRS for their valuable contribution in growth of the University. With these words, Registrar requested the Hon'ble VC to open the meeting with his brief remarks.

11.1 Opening remarks by the Chairman

Chairman welcomed all the members present in the meeting. He extended special welcome to the new members and said, with the versatile knowledge and experience which they possess with them, the Board would be further strengthened. He

expressed his deep appreciation and thanks to all outgoing members and in particular to Prof. Sanjay Srivastava, Founder VC and Dr. N.C. Wadhwa, Former VC, MRIIRS for their immense contribution in growth and development of the University during the last four and half years of its incorporation.

The Chairman then mentioned that MRNAT Examination 2019 was conducted on 19.03.2019 successfully on campus and outside in 10 different locations in different States of the country and said that the response of the candidates this time was better in comparison to last year.

He further mentioned that, in the Choice Based Credit System, policy is to frame the program structure and syllabus in such a way that it should have 60% core component and 40 % electives so that students should have more choice to choose the electives from different areas. This would help the students in developing lots of innovative ideas and work in the area of his passion. He requested all the Deans and HoDs to reduce the contract hours of time table so that students have an opportunity to utilize Library, Innovation Centre, Sports facilities, ED Cell and also make it possible for them to represent University at various platforms. He informed the members that in the revised curriculum subjects like AL, ML, Robotics, NT, Mechatronics etc. have been added to take care of digital disruptions. Such an approach is expected to make our students more employable.

The Chairman, further mentioned that during the last three months, a three days Faculty Development Program on Teaching Pedagogies was conducted for Deans & HoDs of the university during the period from 13th to 15th March, 2019. Further, two FDPs for the faculty members of MRIIRS were also conducted on Outcome Based Education and Blooms Taxonomy & Quality Question papers in the month of April. It will help MRIIRS prepare themselves for ABET accreditation.

He informed the Board that Second Convocation of the university was organized on 19th March, 2019. Padam Bhushan Dr D R Mehta was the chief guest of the ceremony. Sh. Rakeysh Om Prakash Mehra, Renowned Filmmaker and Sh. Daisaku Ikeda President Sokka Gakkai were conferred Honoris Causa, Doctorate of Philosophy. 386 graduands were also conferred the degrees apart from recipient of awards and Medals.

The Chairman further mentioned that University has been organizing public lecture series. The 5th Manav Rachna public lectures was organized on 31st January on the topic **"Be Selfish -- Embrace Gratitude and Mindfulness"**, resource person for which was Dr. Tanu Shree Singh, a positive Psychologist and a famous author on Parenting, Sixth Manav Rachna Public lecture was organized on March 16, 2019 on the topic **"Cancer, Is It Lethal"** by **Dr. Sumant Gupta and Dr. Shivam Vatsal,** a renowned Medical Oncologist & Bone Marrow Transplant Specialist at Sarvodya hospital, Faridabad.

In the recent past, Manav Rachna Excellence Award Ceremony was organized in the MR campus on 5th May, 2019. Shri D.P. Singh, Hon'ble Chairman, UGC was the Chief Guest on the occasion. Eleven awards under different categories viz. special Achiever Award, Manav Rachna Alumni Award, A Sports Icon Award, Young Leader

Award, People Builder Award, Global Thought Leader Award, Corporate and Industry Award, Change Maestro Award, Nation Building Award, Faridabad Industry Icon Award and Life Time Achievement Award were presented to Ms. Aashlesha Sharma and Team Caely, Mr. Roopam Sharma, Ms. Deepa Malik, Shot Put Silver Medalist   Mr. Anurag Batra, Chairman, Editor –in-Chief, Business World, Mr. Harbhajan Singh, Director General, HMSIO Pvt Ltd. & C Mr. David Coleman, President & CEO, College Board, USA, Mr. Kawal Jeet Jawa, CEO & MD, Daikin India, Dr. Anil Sahasrabudhe, Chairman, AICTE, Mr. Atul Sobti, Chairman & MD, BHEL, Mr. K.C. Lakhani, Chairman Lakhani Armaan Group , Mr. M. Damodaran, Ex-Chairman-SEBI/UTI respectively.

Chairman also apprised the members that university would be entering into a MOU with M/s Altair Engineering, Inc. which is a leading provider of enterprise product development and concept design solutions to manufacturing companies worldwide Innovative products and services for setting up a Centre of Excellence (COE) in the University, which would provide access to 30 users at a time. This would be immensely beneficial to the students as well as faculty of the Department of Mechanical Engineering, Civil Engineering, Aeronautical Engineering, besides Electronics and Communication Engineering.

He further mentioned that the every department has been asked to submit more R & D Projects for Grant-in- Aid to make Ph.D. program more effective as research is an important component these days for the Universities for ranking, accreditation etc.

He also mentioned that budget has been allocated for the Depts. for the ensuing academic year as per the request of the departments. He suggested that every department should conduct at least one conference and submit their proposals to Deans for coordination in this regard.

All the departments have shared their five year Strategic plan, accordingly, they have been asked to work upon the faculty trainings, development & up gradation of Labs, consultancy & research project.

With these words he concluded his remarks and requested Registrar to take up the Agenda meant for today's deliberation. The Registrar took up the Agenda one by one for deliberation.

11.2 Confirmation of the Minutes of the last meeting held on 15.12. 2018

The Board was informed that Minutes of the Tenth Meeting of the Board held on 15.12.2018 were circulated to all the members vide letter no. MRU/ BoM (A&M)/ (Vol. IV) 2018, dated 21.12.2018 / through email dated 21.12.2018, no comments were received from any one of the members. Hon'ble Members were requested to confirm the Minutes

Decision: Board confirmed the Minutes of the Tenth Meeting.

11.3 Action Taken Report on the Decisions taken in the Tenth Meeting of the Board of Management.

Action Taken Report on the decisions, which were taken in the last meeting, was presented before the Board for perusal of the Hon'ble members as given below:

A. No	Agenda	Decisions	Action taken thereon
10.1	Opening Remarks by the Chairman	-	No action required
10.2	Confirmation of the Minutes of the Ninth Meeting held on 16.10.2018	Confirmed the Minutes of the last meeting	No action was required
10.3	Action Taken Report on the Decisions taken in the Ninth Meeting of the Board.	Took the Action Taken Report on record	No action required
10.4	Matter for Information (i) Faculty / Student Achievements (ii) Faculty joined / resigned from the Service (iii) Conferment of Honoris causa, Doctorate of Philosophy during the Second Convocation to be held in the December, 2018. (iv) Appointment of Deans and HoDs	The Board took the information on record.	No action required
10.5	Matter for Ratification (i) Appointment of Faculty and the Staff in the University.	The Board ratified the decisions taken by the University.	No action required

10.6	Approval of decisions of the Academic Council taken in its Ninth Meeting held on 07.12.2018.	The Board approved the decisions of the Academic Council.	Action was taken accordingly.
10.7	Amendment in Manav Rachna University (Third) Regulation, 2017 in light of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in HEIs) Regulations 2018.	Board considered the proposal and approved the same	Amendment in Regulation was notified for information of all the concerned.
10.8	Amendment in First Ordinance in light of the AICTE New Model Guidelines.	Board considered the amendments and approved the same	Proposed amendment is kept in abeyance as a fresh review on the provisions is to be made. After review the proposed amendment in the Ordinance shall be taken up with the Govt. for approval.
10.9	Approval of Annual Report of the University for the Year, 2017-18.	Board approved the same for submission to the Governing Body for their approval.	Annual Report for the year 2017-18 was approved by the Governing Body. The approved Annual Report is under printing and the same shall be sent to the all concerned soon.
S.A. 10.1	Approval of MRU (Leave) Regulation, 2018	Board approved the MRU (Leave) Regulation, 2018	Approved regulation circulated to Department for implementation

S.A. 10.2	Introduction of 4 Years Integrated Teachers Education Program (ITEP) from the Session 2019-20.	Board approved the Introduction of 4 Years Integrated Teachers Education Program (ITEP) from the Session 2019-20	No action required
10.10	Any other matter with the permission of Chair. (i) Ph.D. Admissions (ii) Revision of fee for Ph.D Programs		

Decision: The Board took the Action taken Report on record.

11.4 Matter for information

The following information were placed before the Board for record:
(i) Assumption of charge by Prof. I.K. Bhat , Vice Chancellor
(ii) Appointment of Dean, Research
(iii) Details of Faculty joined / resigned during the past 4-5 months
(iv) Matter considered by the Academic Council in its 10th Meeting
(v) Establishment of Centre of excellence for Alternative Dispute Resolution
(vi) Gazette Notification of MRU (First) & (Second) Ordinance.
(vii) Status on approval of MRU (Third) Ordinance, 2018.
(viii) Receipt of NOC from State Govt. for starting new UG/PG Programs from the Academic Session 2019-20.
(ix) Organizing of Second Convocation of the University on 19.03.2019.
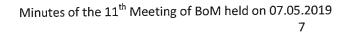(x) Student Achievements

Decision: Board took the above information on record.

11.5 Matter for Ratification:

(i) Appointment of Faculty and Staff

Board was apprised that on recommendations of the Selection Committees, the following 05 persons, who were issued offer of appointment, have joined the posts in the University from the date indicated against their names.

S. No.	DISCIPLINE	NAME	DESIGNATION	D.O.J
1	MBA	Rashi Banerji	Assistant Professor	28.01.2019

2	MBA	Manmeet Nag	Associate Professor	15.02.2019
3	Chemistry	Pradeep Kumar Varshney	Professor & Dean	01.03.2019
4	Admin	Deepak Khurana	Office Coordinator	01.03.2019
5	MBA	Subodh Saluja	Assistant Professor	11.03.2019

The Board was requested to ratify the appointments made by the University.

Decision: Board ratified the appointments made by the University.

11.6 Rewording of the Vision of the University

The proposal of the university regarding rewording of the vision to make it concise without changing its notion was considered by the Board. This matter was deliberated at length. Every one appreciated the view that vision should be short and concise but it should encompass from schools to higher education. It was decided to have opinion of larger group and therefore, deferred'

Decision: Board deferred the matter with advice to have a relook on the same.

11.6 Approval of MRU (Students Promotion Policy) Regulation, 2019.

Dean Academics and Member of the Board apprised the Members about the necessity of the Regulation. She said that Manav Rachna University follows Choice Based Credit System which allows students to study at their own pace by taking under-load or overload condition with the approval of concerned Dean & Head of the Department. There are cases of students who-

1. are detained in a course/course(s) owing to not maintaining their attendance as per the cutoff limit decided for that course. In many cases, the number of such detained courses for a student are piling up since the students are either not registering for the course or are again failing to maintain the attendance.

2. are unable to cope with the academic rigor of the program and accumulate large number of standing backlogs which they are unable to clear even after repeated attempts.

Also, the Continuous Evaluation System followed by University has a rule under which a student failing a course is allowed to take supplementary examination in which he/she can score a maximum of 55% marks (75% in case of special medical/emergency cases) and all internal assessments are

null and void. In many cases the students fail to clear their supplementary examinations even after repeated attempts. The slow learners have bleak chances of maintaining a decent CGPA at the end of the programme and are acting as a demotivator for many students.

Draft Regulation addresses the issues relating to Grade Improvement, Promotion, Course Registration and provides for promotion in higher studies in case, a student has backlogs. It provides a framework for students to complete the studies within prescribed timeline. The Board after deliberation approved the proposed regulation with advice to remove the word "Policy' in the bracket.

Decision: Board approved the MRU (Students Promotion) Regulation, 2019. Approved Regulation is annexed as Annexure-1.

11.1   Amendment in MRU (First), (Second) & (Third) Regulations.

Board considered the proposed amendment in three Regulations and approved the proposed amendments in respective clauses of the Regulations. as below:

➤ Words "Manav Rachna University (First) Regulation, 2016" in Clause 1(a) under caption "Short Title, Application and Commencement" be substituted with "Manav Rachna University (Prevention of Unfair Means) Regulation, 2016".

➤ Words "Manav Rachna University (Third) Regulation, 2017" in Clause 1(a) under caption "Short Title, Application and Commencement" be substituted with "Manav Rachna University (Plagiarism Policy) Regulation, 2017".

➤ Words "MRU (Second) Regulation, 2016" in Clause 1.1 under caption "Short Title and Application" be substituted with "Manav Rachna University Sexual Harassment of women (Prevention, Prohibition and Redressal) Regulation, 2016"

Decision: Board approved the proposed amendment in the MRU (First), (Second) & (Third) Regulations.

11.2   Consideration of Annual Budget for the Financial Year 2019-20.

Board was apprised that the receipts/income for the year 2019-20 has been worked out on the basis of anticipated admissions during the ensuing Academic Session as 750. Further, with the passing out of first batch of students (2015-19) who were small in number, it is expected that receipts would definitely increase during the current financial year and the shortfall in receipt and proposed expenditure would come down substantially. As per the budget estimate, receipt/income is projected as Rs.3751,41 Lakh and anticipated expenditure during the current Financial Year is projected Rs. 4204.49. Projected shortfall is worked out as Rs.453.08 lakh which is stated to be met from Loans or from the Trust.

The Annual Budget for the Financial Year 2019-20 was considered by the Board and concurred for placing before the Governing Body for approval.

Decision: Board approved the Budget for the year 2019-20 with recommendation that the same be placed before the Governing Body for their approval.

11.3 Ratification of Fee Structure for two new programmes to be offered under Faculty of Education from the Academic Year, 2019-20

Hon'ble Members were informed that two new programmes are proposed to offered under Faculty of Education from the ensuing Academic Session 2019-20 with fee structure as below:

➢ PG Diploma in Educational Leadership & Management
➢ Certificate Course in Early Childhood Care & Education,

S. No	Program	Tuition Fee	Development. Fee	University Fee	Student Resource fee	Total
1	PG Diploma	75,000/-	25,000/-	12,000/-	14,000/-	1,26,000/-
2	Certificate Course	38,000/-	25,000/-	12,000/-	5,000/-	80,000/-

Tuition fee & Development fee is payable in two installments.

Board considered the Fee Structure proposed for the programs and ratified the same

Decision: Board ratified the same for placing before the Governing Body for their concurrence.

11.4 Opening of a Bank Account with Punjab National Bank, Campus Branch to facilitate payments of urgent nature.

Board was informed that the University has been facing difficulty in arranging payments to experts / members of the statutory Bodies attending the Meeting and procurement of lab consumables of urgent nature due to non-availability of Imprest. In order to address the above issues, a proposal of the University for empowering Registrar Office/Dean, Academic was placed before the Finance Committee in its last meeting held on 27.04.2019. The FC after deliberation has resolved that the University shall open a Bank Account with PNB Branch of the campus to facilitate payments of the following kind

(a) Expenses relating to payment of Honorarium to Experts invited for FDP and Expert Members of Academic Council, Board of Management & Governing Body attending Meetings of the Bodies. (A sum of   Rs. 1,00,000/- per month shall be provided for the purpose in the Account).

(b) Students' related expenses falling under the sub head Students' Welfare / Students' Training etc. – (A sum of Rs. 1,00,000/- per month shall be provided for the purpose in the Account).

(c) Expenses on procurement of Lab Consumables – (A sum of Rs. 50,000/- per month shall be provided for the purpose in the Account).

(d) Payments under other heads will be made by Head Office.

The bank Account shall be jointly operated by any two of the three signatories viz. 1-Vice President;   2-Vice Chancellor;   3-Registrar

Registrar's office shall be responsible for maintenance of this account.

Decision: Board approved the Opening of a Bank Account to facilitate payments of urgent nature.

11.5   Any other matter with the permission of Chair.

Ratification of revised Fee for Ph.D. Program from the Academic Session 2019-20.

Board was informed that the Fee for Ph.D. Program (Full Time) has been revised from the Academic Session 2019-20 as under:

Description	Amount in Rs.	Remarks
Registration fee*	25000/-	One time, to be paid at the time of registration
Course work fee	35,000/-	One time, to be paid at the time of registration
Research fee	70,000/-	Per annum Rs. 35,000/- to be paid at the time of Registration and balance Rs. 35,000/- within 6 months from the date of registration
Thesis Evaluation fee	35000/-	One time, to be paid at the time of submission of thesis.

*There is no change in the Registration Fee

Fee for NRI / PIO / Foreign Nationals:
1. Course Fee (One Time) - USD 650
2. Research Fee (Annual) - USD 1800
3. Thesis Evaluation Fee (One Time) - USD 650

In 3rd year and onwards, Research fee shall be payable at USD 900 per semester till the date of final submission of thesis.

> A Research Scholar will be required to pay Research Fee of Rs. 70,000/- per annum for a minimum period of 3 years, in two equal installments per year.

> If a Research Scholar submits his/her Thesis within 15 days from completion of 3 years from the date of Registration, he/she shall be required to pay Research fee only for 3 Academic Sessions aggregating to Rs. 2,10,000/-. However, if the Research Scholar submits his/her Thesis after 15 days from the completion of 3 years from the date of Registration, he/she will be required to deposit the Research Fee @ Rs. 35,000/- per semester with the same analogy.

> **In case of existing Ph.D. Scholars, who do not submit their Ph.D. Thesis within 15 days from completion of 3 years from the date of Registration, he/she shall also be required to pay Research fee @ Rs. 35,000/- per semester. (Revised fee).**

Hon'ble Members of the view that 15 days time given for submission of thesis after completion of 3 years period is too short and therefore, after deliberation, resolved unanimously that the time allowed for submission of thesis after 3 years duration should be 3 Months. With this modification, Revised Fee Structure for the Program was ratified by the Board.

Decision:

(1): Board ratified the revised Fee for Ph.D. Program from the Academic Session 2019-20 with the stipulation that in case, Research Scholars fails to submit Thesis within 3 months after the completion of 3 years from the date of Registration he/she shall be required to pay Research Fee at Rs.35,000/- Per Semester.

(2): The existing Research Scholars pursuing Ph.D. programs shall also pay Research fee at the rate Rs. 35,000/- per semester after completion of 3 years duration, in case they do not submit their Thesis within 3 Months after completion of 3 years duration.

Meeting ended with a vote of thanks to the Chair.

(Dr. K. Singh)
Registrar

F.NO. MRU / BoM (A&M) /Vol. IV / 2017

Dated: 09.05.2019

To,

1. PS to Chancellor for kind information of the Hon'ble Chancellor
2. PS to VC for kind information of the Hon'ble Vice Chancellor
3. Additional Chief Secretary to Government, Haryana Higher Edu. Department, Room No. 403, 4th Floor, Mini Secretariat, Sector-17, Chandigarh.
4. PS to VP for kind information of the Hon'ble Vice President, MREI

5. Dr. M.M. Kathuria, Trustee, NIT Faridabad
6. Ms. Shalini Tuli, Associate Professor, (Nominee of the Govt)., Govt. College, Sector 16, Faridabad.
7. Sh. Rajiv Kapoor, ED & Group HR, Head, Uno Minda
8. Sh. Navdeep Chawla, Chairman / Managing Director, Psychotropic India Ltd. 214-216, Sector-15, Faridabad
9. Prof. Sangeeta Banga, Dean (Academics)
10. Prof. Parul Jhajaria, Dean, Faculty of Management & Humanities
11. Dr. Babita Parashar, Dean, Faculty of Education
12. Prof. Joshe P. Verghese, Professor Emeritus, Faculty of law
13. Prof. B.M. Bahal, Dean Applied Sciences (Special Invitee)
14. Prof. Versha Vahini, HoD, Dept. of Law
15. Ms. Hanu Bhardwaj, HoD, Dept. of CSE

MANAV RACHNA UNIVERSITY

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

MRU (Student Promotion) Regulation, 2019

Approved in 11th Board of Management Meeting Held on 7th May 2019

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

HARYANA

Student Promotion Regulations-2019

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

(1) Short Title, Application and Commencement

(a)   These Regulation shall be called the Manav Rachna University (Student Promotion) Regulation, 2018

(b)   This shall come in force from July, 2019

(2) Scope

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

(3) Definitions:

(a) "Grade Improvement" shall mean improvement in CGPA of a course.

(b) "Higher Semester" shall mean subsequent semesters of the program of studies after first semester.

(c) "Supplementary Examination" shall mean supplementary examination conducted by the University during odd and even semesters.

(d) "Supplementary Chances" shall mean number of chances to appear in the supplementary examination

(e) "Academic Calendar" shall mean the schedule of various academic activities that will take place during a particular semester/year

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

(4) Grade Improvement

(a) Student shall be allowed to choose maximum two courses for improvement of his/her CGPA during the entire duration of the programme. Such a course should be indicated as 'Grade Improvement' course during the Course Registration.

(b) The final grade considered for CGPA calculations will be the better of the two grades student has obtained for the course. However, the student shall pay appropriate fees as laid down by the University from time to time.

(c) Student wishing to appear for grade improvement is exempted from attending regular classes as he/she has already undergone the course instructions. It is optional for student to appear in T1, T2 and other informal assessments conducted for particular subjects but mandatory to appear in end term examination of that subject. Candidate must specify these options while registering for the improvement course. In case, candidate wishing to appear only in T3 for improving the grade, his old marks in T1, T2 and all internal assessments would be valid as such.

(d) No re-exam or retest will be allowed for the class improvement, in case of such students misses any of the tests or examinations. Absentee for end semester examination will automatically lead to the consideration of old grades of that subject and candidate will not be entitled for re-examination in such cases.

(e) Only one attempt will be permissible for any candidate wishing to use the facility of grade improvement. If the student fails to secure higher grades resulting in reduction in overall CGPA then the original result of the student before registering for grade improvement will be retained.

(f) Student who improves his/her CGPA will be issued fresh mark lists by the institute. These mark lists will have star against the subjects for which he/she has appeared for grade improvement and will state "Grade Improvement" course. The date on the new mark lists will be that as issued for other students appearing in those subjects.

(5) Promotion to Higher Semesters

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

(b) For a core course, if the grade is not converted to a pass grade in 2 attempts, the student shall have to re- register for the course on priority whenever the course is offered by the department.Whereas for an elective course, student being unable to pass in 2 attempts, may register for any other elective of his/her choice as a replacement course.

(c) Student while registering for the 3rd, 5th, 7th, 9th semester courses must register for those courses of 1st, 3rd, 5th, 7th semester respectively that he/she was unable to clear even in the two chances provided by the university.

(d) Student while registering for the 4th, 6th, 8th, 10th semester courses must register for those courses of 2nd, 4th, 6th, 8th semester respectivelythat he/she was unable to clear even in the two chances provided by the university

(e) This shall be followed by registration for current semester coursesmeeting the course pre-requisites and availability of slots in the time table.

(f) Student shall register for courses within the maximum credit limit.

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

(6) Conduct of Supplementary Exam:

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

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

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

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

(7) Methodology for registration of the courses:

It shall be responsibility of the student to plan and register for the backlog courses as and when offered. The time table shall be announced well in advance before the registration dates so that students are able to make conscious choices after taking advice from the faculty mentors.

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

Priority-2 Foundation/ Core Courses of the semester*

Priority-3 Other electives

*Pre requisites: A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course, if specified.

(8) Add / Drop of Courses:

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

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

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

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

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

Note:.

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

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

Registrar