



**K.R. MANGALAM UNIVERSITY**

**THE COMPLETE WORLD OF EDUCATION**

# STUDENT HANDBOOK

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# 2022

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# 2023



We are delighted to welcome you to the 2023-24 academic session. The Student Handbook presents information relevant to the structure of these programs and the courses offered in the programs. It also provides detailed information about the facilities available to you and the rules and regulations related to a student's life on the KRMU campus. Our best wishes for a productive, exciting, and pleasant academic year



# K.R. MANGALAM UNIVERSITY

COMPLETE WORLD OF EDUCATION



“Education is the most powerful weapon which you can use  
to change the world.”

Nelson Mandela

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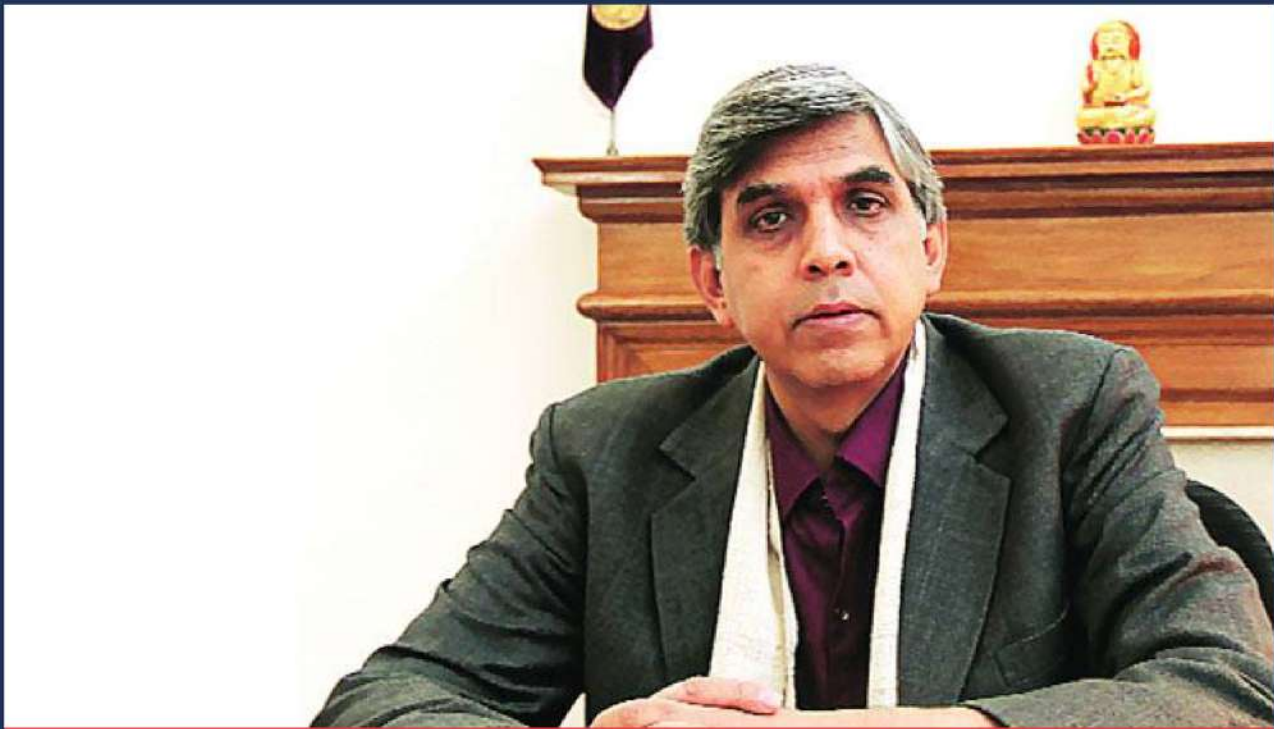
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**Facilities For Specially Abled**

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**Key Officials of KRMU**

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**Prof. (Dr) Dinesh Singh**

*Chancellor, KRMU*

# MESSAGE

K. R. Mangalam University, the strong ship has completed another year with its tough and steady anchors, namely its teachers, students and all other faculty and staff members and hence the report of 2020- 21 can see the light of day. Its accomplishments can be measured through its successful redefining of education through productive and constructive efforts. Our pedagogy relies on 'getting out there' and encouraging a 'hands on' project based learning. We have also redefined our assessment methods to make the examination process a means of enabling the student. We have truly embraced the digital spectrum in almost all respects, even more so during these heavy Pandemic times and we have emerged with flying colours. We encourage a culture of innovation, entrepreneurship and creativity. We offer and initiate activities like building a Smart Ashram and creating Engineering Kitchen. Our connections with universities such as Middlesex University, London and the HRD Ministry's E-Yantra robotics programme have proved to be very useful. We are very honoured to have partnered with the Pranab Mukherjee Foundation that has helped in great developments and learnings for our students. KRMU prizes its panel of professors and leading experts from the corporate and knowledge world. Our board of governors constitutes a list of charismatic and highly respected experts from across the world in finance, IT, design, management and industry. Our energy, creativity, and good name across the academic spectrum is testament to our hard work, that is inculcated in both our students and faculty. I congratulate, through this message, the entire K.R. Mangalam family for being the University's pillar of strength.

# MESSAGE



**Prof. C.S. Dubey**  
*Vice-Chancellor, KRMU*

Congratulations on your admission to K.R. Mangalam University!

Dear Student,

I welcome you for joining K R Mangalam University.

You have taken the first step toward one of the most exciting times in your life, and everyone on the campus is committed to making your experience at KRMU worth remembering.

Established in 2013 KRMU has been implementing and adapting the ever-changing industry trends to be germane. At KRMU, we provide its students with the opportunity to excel in academics and in activities that make them global leaders altogether.

We have developed on a mission mode a system of preparing highly talented faculty in large numbers with specializations in diverse areas (interdisciplinary and trans disciplinary areas) with more autonomy and awards for productivity in terms of pedagogy, skill enhancement, research and mentor for creativity and innovations.

Our programs have been tailored with the help of industry/Alumni especially catering to the career paths for each student based on his STEM (Science Technology, Engineering & Math's) or STEAMM and Arts, commerce and Management with skills that match industry needs, updated curriculum, focus on employability skills, Internship Programs, Corporate/Company Trips, Case Competitions, Consulting Field Projects, Teamwork and mentor's mentee relationships.

The curriculum is updated based on Values framework of NAAC (National Accreditation and Assessment Council) i.e., Contributing to National Development, Fostering National Global Competencies, inculcating a Value System, Promoting the Use of Technology and quest of excellence among Students. Our programs are customized with career paths for placements with high salaried jobs and the upcoming 4th Industrial Revolution the advent of "cyber-physical systems" involving entirely new capabilities for people and machines.

Employability is being enhanced by Cross cultural programs, International Exchange Student Programs, Global Education/Knowledge, Global Scoring Systems, Corporate Alliances, Mentoring by Alumni, Dedicated Career Management Center and entrepreneurship program through Innovation Ecosystem.

The endorsement of the quality of education imparted at K.R. Mangalam University and its allied schools are the trust of over 150+ companies who have visited the campus year after year to recruit our corporate-ready students.

We are pleased to offer you provisional admission to KRMU. Your admission to the university will be confirmed and you will be registered as our student when we have scrutinized your documents and eligibility as per the university policies.

Wishing you all the very best for a great academic journey at KRMU!

# ABOUT US

**K.R. Mangalam University is the fastest-growing higher education institute in Gurugram, India. Since its inception in 2013, the University has been striving to fulfil its prime objective of transforming young lives through ground-breaking pedagogy, global collaborations, and world-class infrastructure.**



KRMU proactively organizes seminars, industrial visits, experts' lectures, internships, symposiums, campaigns and many more activities, providing students with a 360-degree exposure to various trends, helping them build diverse viewpoints. Along with advanced learning, the university gives paramount importance to co-curricular activities such as vibrant festival celebrations, social responsibility activities, tech training, research and many more activities. Recognized for its virtues of quality, equality, inclusiveness, sustainability, and professional ethics, KRMU is synonymous to academic excellence and innovation.

# Vision & Mission



## Vision

K.R. Mangalam University aspires to become an internationally recognized institution of higher learning through excellence in inter-disciplinary education, research and innovation, preparing social responsible lifelong learners contribute to nation building.

## Mission

- Foster employability and entrepreneurship through futuristic curriculum and progressive pedagogy with cutting-edge technology
- Instill notion of lifelong learning through stimulating research, Outcomes-based education and innovative thinking
- Integrate global needs and expectations through collaborative programs with premier universities, research centers, industries and professional bodies
- Enhance leadership qualities among the youth having understanding of ethical values and environmental realities

# MEET OUR TEAM



**Prof. Dinesh Singh**

Chancellor



**Prof. C.S. Dubey**

Vice-Chancellor



**Prof. Pushplata Tripathi**

Pro Vice-Chancellor



**Professor Dr Krishan Lal**

C. V. Raman Chair  
Professor of Physics



**Dr Mehraj Uddin Mir**

Chair Professor (Motilal  
Nehru Chair)



**Gp Capt Praveen  
Mahajan**

Registrar and Controller  
of Examination (COE)



**Prof. Dr. N. K. Chadha**

Professor Emeritus, KRMU





# SYMBOL OF EXCELLENCE

K.R. Mangalam group is committed to impart excellence in education. To attain our goals, we, at KRMU, follow the KASAM approach

**K**NOWLEDGE  
**A**TTITUDE  
**S**KILL  
**A**MBITION  
**M**ORAL VALUES

We groom future leaders through the KASAM model and encourage them to make the world a better place to live and sustain.

# Admission



1. Fee Structure
2. Modes of Fee Payment
3. Mandatory documents
4. Refund Policy



## Fee Structure

2022-23

### 01 School of Management and Commerce

School of Management and Commerce						
1	BBA (HR/Mktng/Fin/IB/Travel & Tourism)	90	3 Years	75000	70000	145000
2	BBA with specialization in Business Intelligence & Analytics	30	3 Years	85000	80000	165000
3	B.Com. (Hons.)	60	3 Years	60000	60000	120000
4	B.Com. Programme	30	3 Years	55000	50000	105000

## 02 School of Engineering and Technology

1	B.Tech. (Computer & Electronics Engineering) (CEE)	30	4 Years	90000	85000	175000
2	B.Tech. (Civil Engineering)	30	4 Years	75000	70000	145000
3	B.Tech. (Computer Science and Engineering) (CSE)	60	4 Years	90000	85000	175000
4	B.Tech. in (Computer Science and Engineering) (CSE) with AI & ML	60	4 Years	105000	105000	210000
5	B.Tech. in (Computer Science and Engineering) (CSE) with specialization in <b>Cloud Computing</b>	30	4 Years	105000	105000	210000
6	B.Tech. in (Computer Science and Engineering) (CSE) with specialization in <b>Full Stack Development</b>	30	4 Years	105000	105000	210000
7	B.Tech. in (Computer Science & Engineering) (CSE) with specialization in <b>UX/UI</b>	30	4 Years	105000	105000	210000
8	B.Tech. in Mechanical Engineering ( <u>Automotive Designs &amp; Electric Vehicle</u> )	30	4 Years	90000	85000	175000
9	BCA with specialization in AI & Data Science	30	3 Years	70000	65000	135000
10	B.Sc. (Hons.) Computer Science	30	3 Years	53000	50000	103000

11	B.Sc. (Hons.) Cyber Security	20	3 Years	<b>53000</b>	<b>50000</b>	<b>103000</b>
12	B.Sc. (Hons.) Data Science	20	3 Years	<b>53000</b>	<b>50000</b>	<b>103000</b>

## 03 School of Basic and Applied Sciences

1	<u>B.Pharm.</u>	100	4 Years	75000	75000	150000
2	<u>D.Pharm.</u>	60	2 Years	45000	45000	90000
3	Bachelor of Physiotherapy (BPT)	60	4 Years	55000	50000	105000

## 04 School of Medical and Allied Sciences

1	B.Sc. (Hons.) Physics	20	3 Years	40000	35000	75000
2	B.Sc. (Hons.) Chemistry	20	3 Years	<b>40000</b>	<b>35000</b>	<b>75000</b>
3	B.Sc. (Hons.) Maths	20	3 Years	<b>40000</b>	<b>35000</b>	<b>75000</b>
4	B.Sc. (Hons.) Forensic Science	20	3 Years	<b>55000</b>	<b>50000</b>	<b>105000</b>

## School of Architecture and Design

1	<b>Bachelor of Architecture (B.Arch)</b>	20	5 Years	75000	70000	145000
2	Bachelor of Design (B.Des.)	30	4 Years	75000	70000	145000
3	Bachelor of Interior Design (BID)	30	4 Years	75000	70000	145000
4	B.Sc. (Hons.) Interior Design	30	3 Years	55000	50000	105000
5	B.A. (Fashion Design)	30	3 Years	70000	65000	135000
6	Bachelor of Design(B.Des.) in Game Design & Animation	30	4 Years	105000	105000	210000
7	Professional Diploma in Interior Design	20	1 Year	55000	50000	105000

06

## School of Legal Studies

1	BBA LL.B. (Hons.)	60	5 Years	75000	70000	145000
2	B.Com. LL.B. (Hons.)	60	5 Years	75000	70000	145000
3	B.A. LL.B. (Hons.)	120	5 Years	75000	70000	145000
4	LL.B. (Hons.)	60	3 Years	70000	70000	140000

07

## School of Education

1	Bachelor of Elementary Education B.El.Ed.	50	4 Years	50000	50000	100000
2	Bachelor of Education (B.Ed.)	100	2 Years	50000	50000	100000

1	B.A. (Hons.) English	30	3 Years	55000	50000	105000
2	B.A. (Hons.) Economics	30	3 Years	55000	50000	105000
3	B.A. (Hons.) Psychology	30	3 Years	55000	50000	105000
4	B.A. (Hons.) Chinese	30	3 Years	55000	50000	105000
5	B.A. (Hons.) Political Science	30	3 Years	55000	50000	105000
6	B.A. Programme	30	3 Years	55000	50000	105000

1	B.A.(Journalism And Mass Communication)	60	3 Years	70000	70000	140000
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1	Bachelor of Hotel Management and catering Technology (B.HMCT.)	30	4 Years	90000	85000	175000
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## || School of Agriculture Sciences

1	B.Sc. (Hons.) (Agriculture)	60	4 Years	60000	60000	120000
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## 12 Integrated Programmes

1	Integrated B.Tech. (CSE) + MBA	30	5 Years	115000	110000	225000
2	Integrated BBA + MBA	60	5 Years	100000	99000	199000

# Post Graduate

## 1. School of Engineering and Technology

1	<u>M.Tech.</u>	30	2 Years	50000	50000	100000
2	MCA	10	2 Years	50000	50000	100000

## 2. School of Management and Commerce

1	MBA	40	2 Years	130000	130000	260000
2	M.Com.	15	2 Years	50000	50000	100000

## 3. School of Basic and Applied Sciences

1	M.Sc. (Hons.) (Part Time)	30	2 Years	25000	25000	50000
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## 4. School of Medical and Allied Sciences

1	Master of Pharmacy ( <u>M.Pharm.</u> ) - Pharmaceutics	15	2 Years	55000	55000	110000
2	Master of Pharmacy ( <u>M.Pharm.</u> ) - Pharmacology	6	2 Years	55000	55000	110000

## 5. School of Legal Studies

1	LL.M.	60	1 Year	65000	65000	130000
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## 6. School of Journalism & Mass Communication

1	M.A. (Journalism <u>And</u> Mass Communication)	30	2 Years	50000	50000	100000
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# Post Graduate

## 1. School of Engineering and Technology

1	<u>M.Tech.</u>	30	2 Years	50000	50000	100000
2	MCA	10	2 Years	50000	50000	100000

## 2. School of Management and Commerce

1	MBA	40	2 Years	130000	130000	260000
2	M.Com.	15	2 Years	50000	50000	100000

## 3. School of Basic and Applied Sciences

1	M.Sc. (Hons.) (Part Time)	30	2 Years	25000	25000	50000
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## 4. School of Medical and Allied Sciences

1	Master of Pharmacy ( <u>M.Pharm.</u> ) - Pharmaceutics	15	2 Years	55000	55000	110000
2	Master of Pharmacy ( <u>M.Pharm.</u> ) - Pharmacology	6	2 Years	55000	55000	110000

## 5. School of Legal Studies

1	LL.M.	60	1 Year	65000	65000	130000
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## 6. School of Journalism & Mass Communication

1	M.A. (Journalism <u>And</u> Mass Communication)	30	2 Years	50000	50000	100000
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# Post Graduate

## 7. School of Humanities

1	M.A. English	20	2 Years	50000	50000	100000
2	M.A. Economics	20	2 Years	50000	50000	100000
3	M.A. Applied Psychology*	20	2 Years	50000	50000	100000

## 8. School of Education

1	M.A. (Education)	20	2 Years	50000	50000	100000
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## Ph.D.

60	Ph.D (All Disciplines)	90		45000	45000	90000
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Application Fee (one time)	900
Security Deposit (Refundable)	10000
Registration Fee (To be paid on offer of Admission, adjusted in Semester Fee)	25000
Hostel Security Deposit (Refundable)	20000
Hostel Fee (per annum)	140000
Transport Fee (per annum)	36000
Shuttle Transport (per annum)	18000

Note: "The fee payable in subsequent years may increase UPTO 10% per annum"

Hostel Fee (Applicable if Hostel facility availed):  
Hostel Security Deposit (Refundable on leaving hostel, after adjusting dues, if any) A copy of bank transfer/transaction acknowledgement/receipt should be sent by e- mail to [accounts@krmangalam.edu.in](mailto:accounts@krmangalam.edu.in)

# MODES OF PAYMENT



## 1. UPI OR NEFT

Beneficiary Name (Account Holder Name)	<b>K.R. MANGALAM UNIVERSITY</b>
Account No.	<b>091101000622</b>
Bank Name	<b>ICICI Bank Ltd.</b>
Account Type	<b>Saving</b>
Branch Name	<b>Sohna, Gurugram, Haryana-122103</b>
IFSC Code	<b>ICIC0000911</b>

**Note:** UPI QR code and Bank details are available on University website.  
Link: <https://www.krmangalam.edu.in/payment-procedure>

## 2. DD OR CHEQUE

The DD/ Cheque should be in favour of “K. R. MANGALAM UNIVERSITY”  
Payable at New Delhi.

## 3. CASH



**No Cash will be accepted.**

# MANDATORY DOCUMENTS



- Photographs for Application (three extra photos)
- Filled Application Form
- Complete Admission Summary Sheet
- Certificate and Marksheet of 10th
- Certificate and Marksheet of 12th / 10+2 or equivalent
- Mark Sheet of UG Degree ( All Semester Mark Sheets)
- UG Degree / Provisional UG Degree
- Mark Sheet PG Degree ( All Mark Sheets)
- PG Degree / Provisional PG Degree\
- TC or Migration / Character Certificate
- Aadhaar Card
- Undertaking by Student for NOT Submitted documents
- Medical Certificate by Registered Doctor
- Gap Year Affidavit (If any)
- Compartment Result Undertaking and marksheet (If any)
- Anti-ragging Undertaking - Student
- Anti-ragging Undertaking - Parent
- Cast Certificate (Cast \_\_\_\_\_)
- JEE / UPSEE / MAT / CAT / NATA or other qualifying examination Score Card (if applicable)  
N.B.: NATA/JEE is mandatory for B.Arch.

# ADDITIONAL DOCUMENTS

Passport (Valid upto .....)

Indian Visa (Valid upto.....)

Equivalence Certificate issued by AIU

# REFUND POLICY



Refund of fees is governed in accordance with the guideline issued by UGC/AICTE from time to time for students seeking admission in 2022-23 (new Admission). Any notice of withdrawal prior to the date of commencement of class i. e. before the date of Freshmen Orientation is eligible for 100% refund.

Sr. No.	Point of time when notice of withdrawal of admission is informed to the University	Percentage of Refund of Aggregate Fees* (Refund Admissible when class attended)	Percentage of Refund of Aggregate Fees* (Refund Admissible when class NOT attended)
1.	Within 15 days from the date of commencement of Classes i.e. the Odd Semester Academic Session 2022-23	75%	100%
2.	More than 15 days but less than equal to 30 days from the date of commencement of Classes i.e. the Odd Semester Academic Session 2022-23	0%	100%
3.	More than 30 days after formally notified the last date of admission.	0%	0%



# ADDITIONAL INFORMATION

1. Dates for withdrawal of admissions for refund might change as per the Department of Higher Education Haryana State / UGC/ or any other statutory councils and regularity authorities norms.
2. In case of 100% refund of aggregate fee, Rs. 1,000/- will be deducted as processing charges from the refundable amount exclusive of security deposit.
3. Fee of Rs.900/- paid for Application form for admission is non-refundable.
4. Validity of date for submission of application for refund is as per the date of email received on [refund@krmangalam.edu.in](mailto:refund@krmangalam.edu.in) / official email id or Refund Form submitted in Hard copy.



# HOSTEL FEE

Hostel fee for the academic year 2023-24 is Rs. 70,000/- per semester.

**Late joining:** In case a student wants to avail the hostel facility after the beginning of semester:

S. No.	Hostel facility availed after commencement of classes	Hostel fee to be charged
1.	> 30 days & $\leq$ 60 days	Rs. 60,000/-
2.	> 60 days & $\leq$ 90 days	Rs. 50,000/-
3.	> 90 days	Rs. 40,000/-

**Refund Policy:** In case of student leaves hostel and apply for hostel fee refund will be calculated after making the deductions given below:

S. No.	Days after commencement of classes	Deductions
1.	$\leq$ 30 days	Rs. 17,500/-
2.	> 30 days & $\leq$ 60 days	Rs. 35,000/-
3.	> 60 days & $\leq$ 90 days	Rs. 52,500/-
4.	> 90 days	Rs. 70,000/-

Hostel security deposit will be refunded on leaving the hostel, after adjusting dues, if any.

# TRANSPORT FEE

Transport fee for the academic year 2023-24 is Rs. 18,000/- per semester

Late joining: In case a student wants to avail the transport facility from in between the semester:

S. No.	Joining of days of commencement of classes	Transport fee to be charged
1.	> 30 days & ≤ 60 days	Rs. 15000/-
2.	> 60 days & ≤ 90 days	Rs. 12,000/-
3.	> 90 days	Rs. 9,000/-

Refund Policy: In case of student discontinue use of transport facility, the transport fee refund will be calculated after making the deductions given below:

S. No.	Days after commencement of classes	Deductions
1.	≤ 5 days (Transport route not available as desired)	NIL
2.	> 5 days & ≤ 30 days	Rs. 4,500/-
3.	> 30 days & ≤ 60 days	Rs. 9,000/-
4.	> 60 days & ≤ 90 days	Rs. 13,500/-
5.	> 90 days	Rs. 18,000/-



Academic \_\_\_\_\_

# STRUCTURE

The Next-Generation Institution

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# ACADEMIC SYSTEM

The University follows a semester system for all programmes. The Academic Session is divided into

**i. Odd Semester**

August - December

**ii Even Semester**

January - June

All rules and regulations applicable to a course offered during a regular semester will be applicable to the course offered during the summer semester. A summer semester may be offered to help students to clear their backlogs or for practical/industrial training etc.



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# SCHOOLS & Programmes

There are Eleven Schools with the one Institute offering Under Graduate, Post Graduate and Doctoral Degree programmes. All programmes offered by the University have the approval of appropriate regulatory bodies like Council of Architecture (COA), Bar Council of India (BCI), Pharmacy Council of India (PCI), NCTE and guidelines of UGC/AICTE etc., wherever applicable. More Schools and Programmes including Professional Diploma courses are in the offing. The programmes that are currently offered by these schools can be viewed at the University website: [www.krmangalm.edu.in](http://www.krmangalm.edu.in)



# COURSE REGISTRATION

It is mandatory for all students to register online in every semester for the courses they have been advised to enroll online by the faculty advisors through a course registration process. The course registration days will be announced in advance by the University to enable an easy and systematic registration. The advisors will be available during that period to provide advice and counsel the students. Students having any outstanding dues to the University will not be permitted to register for the course. Late registration after a maximum of 10 calendar days from the commencement of the semester may be permitted in extenuating circumstances only with the approval of the HOD and only after clearing all the dues and paying the late registration fees. If a student fails to register for any course(s) during any semester, his/her admission to the University will be subject to cancellation. Necessary approval from the faculty advisor is necessary for a student to continue his/her active admission status and subsequent registration.

Link for the online registration is **<http://www.krmangalam.edu.in/krmu-login>**.



# ATTENDANCE

## Policy

- 1** Every student shall aim to achieve 100% attendance in all the lecture, tutorial, practical, studio classes and participate in seminars arranged in the School/ constituent units and events organized at the Institution/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% may be granted. Thus, the attendance requirement for appearing in the End-Term examinations will be a minimum of 75% of the classes actually held in each Course separately.



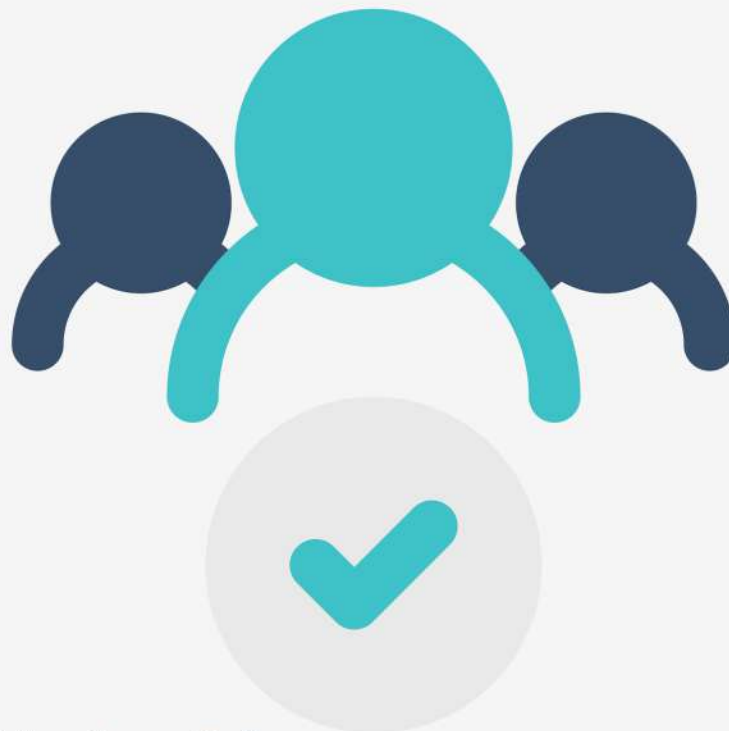
**2** If a student is found to be continuously absent from the classes without any information for a period of 10 days, a notice will be sent to the student about his unauthorized absence, asking him to explain why his name should not be struck off the rolls of University, under intimation to his guardian/parents. If student still remains absent unauthorizedly for another 10 days after the date of issue of the notice, the name of such a student will be struck off the rolls. Such a student may, however, apply for re-admission which may be considered by the Head of School/constituent unit as per prescribed procedure, and only after the Admission Committee approves the recommendations, student will be re-admitted on payment of prescribed re-admission fee and settlement of all pending dues.

**3** A student with less than 75% of attendance in lectures, tutorials, seminars, practical and studio classes, separately in each Course, in a semester, will be debarred from appearing in the examinations of such Course. Under no circumstances, the student shall be allowed to sit for the examination of relevant Course if his attendance in concerned Course unit is below 75%.

**4** The Vice-Chancellor may, however, consider a written request made on very genuine grounds for the condonation of deficiency in attendance up to 15% on the recommendations of the Head of School/constituent Unit, before the commencement of the examinations, for the reasons listed below:

- Hospitalization due to prolonged in-patient treatment.
- Serious accident.
- Tragedy in family.
- Other serious unavoidable circumstance(s).

- 5** Dean Academic/Dean of School/HOD will announce the names of all such students who are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), on the last day of teaching, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).
- 6** In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course by error, his ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.



## Attendance Policy

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2022  
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2023

# EXAMINATION SYSTEM

01	Evaluation Components
02	Absence in any Evaluation Component
03	Grading Systems
04	Additional Criteria for B.Arch. Degree
05	Computation of SGPA and CGPA
06	Policy on Improvement of Grade
07	Reappearing in a course with 'F' Grade
08	Promotion Rules for all Schools, except SMAS
09	Passing Criteria and Award of Degree
10	Award of Division
11	Award of Medals
12	Award of Regulations and Standards leading to award of Degree of Doctor Of Philosophy (Ph.D.) of Medals
13	Promotion of Academic Integrity and Prevention of Plagiarism

# EVALUATION COMPONENTS

## ASSESSMENT & EVALUATION

1. The University will adopt the guidelines issued from time to time by the UGC and other regulatory/statutory bodies concerned with the conduct of examinations. The question papers for the examinations will be set in such a manner as to ensure that they cover the entire syllabus. The tests and examinations shall aim at evaluating not only the student's ability to recall information but also his/her understanding of the subject and its applications. Some of the questions will be analytical and invite original thinking or application of theory.

2. The entire evaluation system comprising of the Policies, Procedures, Mechanisms, Guidelines etc., has been designed and developed to meet the most fundamental (basic) quality characteristics of being fair (justifiable), objective (unbiased) reliable (precise), robust (resilient), while also being flexible (responsive) and transparent (variable). It will be ensured that appropriate level of confidentiality is maintained in terms of certain specific details, in order to achieve the above quality characteristics

3. While the actual process of evaluation will be confidential, the system of evaluation will be sufficiently transparent. The performance of a student in a Course will be assessed continuously in a semester through, Attendance, Assignments, Jury, Seminars etc. and End Term Examination (ETE) or other relevant evaluation components.

4. For every Course that a student registers in a semester, a letter grade will be awarded based upon his performance over the entire semester. The letter grade and its 'Grade Point' will indicate the results of both, qualitative and quantitative assessment of student's performance in a Course.

5. The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his performance during a semester. For each registered Course, the grade points earned are multiplied by the credits for that Course. The total of all credit points earned is calculated and this is divided by total credits in semester to give the SGPA. The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he joined the University.

6. All students who have registered for a particular Course are eligible to write the End-Term Examination for that Course, unless found to be ineligible due to shortage of attendance/acts of indiscipline/withdrawal from a Course or any other actions by the university.

# EVALUATION COMPONENTS

The grade awarded to a student in a Course, except for a practical Course & studio Course, Shall be based on Class Test/Class Participation/ Assignments/ / Presentations/ Tutorials / /Quizzes/Viva etc., as applicable, in addition to one Mid Term Exam and End Term Exam. The weightage of various components of continuous evaluation for all Schools shall be as follows:

Exam	Weightage
End Term Exam	50%
Mid Term Exam	20%
Class Test/Class Participation/ Assignments /Presentations/Tutorials/Quizzes/Viva	20%
Attendance	10%
Total	100%

Attendance (%)	Marks
< 60	0
$60 \leq \% \text{ attendance} < 70$	5
$70 \leq \% \text{ attendance} < 75$	6
$75 \leq \% \text{ attendance} < 80$	7
$80 \leq \% \text{ attendance} < 85$	8
$85 \leq \% \text{ attendance} < 90$	9
$\geq 90$	10

The grade awarded to a student in a Laboratory/Practical Course will be based on the performance in a regular conduct of experiment, Lab Record/ Quizzes/Viva Voce, in addition to End Term Practical Exam. The weightage of various components of continuous evaluation for all Practical Courses for all Schools shall be as follows:

<b>Exam</b>	<b>Weightage</b>
End Term Exam	50%
Lab Record/ Quizzes/Viva Voce	20%
Conduct of Experiment	20%
Attendance	10%
Total	100%

# BPT EVALUATION PATTERN

(2021 onwards)

The evaluation of all courses will be cumulative of continuous evaluation (Internal Assessment) and End Term Examinations. Weightage of components will be 40% for Internal Assessment and 60% for End Term Examination, as given in the table below

Type of Courses	Category Exam Name	Weightage (in %)
Theory Course	Attendance	10%
	Sessional-I	15%
	Sessional-II	15%
	End Term Examination	60%
	<b>Total</b>	<b>100%</b>

Type of Courses	Category Exam Name	
Lab Course	Attendance	10%
	Conduct/Lab Record	10%
	Quiz/ Class Test/ Viva	20%
	End Term Examination	60%
	<b>Total</b>	<b>100%</b>

Type of Courses	Category Exam Name	
Lab Course	Attendance	10%
	Conduct/Case Records	30%
	Conduct/Lab Record	60%
	<b>Total</b>	<b>100%</b>



# RE-APPEAR

## Examinations

The evaluation pattern is structured as follows:

### End Term Exam: (50 marks)

Written exam for three hours having descriptive questions will be conducted and the assessment criteria will be as given below:-

End Term Exam: 50%

Marks obtained in continuous assessment earlier during the semester: 50%

**Total: 100%**

#### 1. Re-appear Examination for Pharmacy PCI Courses (B.Pharma/M.Pharma.)

End Term Exam	75%
Marks obtained in continuous assessment earlier during the semester	25%
<b>Total</b>	<b>100%</b>

#### 2. Re-appear Examination for Pharmacy Diploma Courses

End Term Exam	80%
Marks obtained in continuous assessment earlier during the semester	20%
<b>Total</b>	<b>100%</b>

#### 3. Re-appear Examination for BPT Courses (2021 onwards)

End Term Exam	80%
Marks obtained in continuous assessment earlier during the semester	20%
<b>Total</b>	<b>100%</b>

# ABSENCE IN ANY EVALUATION COMPONENT

If a student fails to take Assignment/Quiz/Tutorial/other evaluation component for any reason whatsoever, including ill-health, no second chance will be given and zero marks will be awarded for that component. However, in case of pre-excused absence by the Dean of concerned School, the concerned faculty may provide an opportunity to the student to appear in that evaluation component.

## GRADING SYSTEMS

Based on the performance in all evaluation components of a Course, each student will be awarded a final grade in the Course registered, at the end of the semester. The total marks obtained by a student in the Course will be converted to a corresponding letter grade as described below.



# GRADING SYSTEMS

## 1. For All Courses except Pharmacy PCI Courses and Diploma

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
%marks > 90%	O	10.0	Outstanding
80 < %marks ≤ 90	A+	9.0	Excellent
70 < %marks ≤ 80	A	8.0	Very Good
60 < %marks ≤ 70	B+	7.0	Good
55 < %marks ≤ 60	B	6.0	Above Average
50 < %marks ≤ 55	C	5.5	Average
40 ≤ %marks ≤ 50 (For B.Arch. & <u>B.Pharm.</u> = 50)	P	5.0	Pass
%marks < 40 (For B.Arch. & <u>B.Pharm.</u> < 50)	F	0	Fail
-	AB	0	Absent
%marks ≥ 50	S	-	Satisfactory
%marks < 50	U	-	Unsatisfactory
-	W	0	Withdrawal
-	AB	0	Absent

# GRADING SYSTEMS

## 2. For Pharmacy PCI Courses

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding
80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail

A Student is declared to have passed/cleared a course, if he/she has earned any one of the following grades: O,A,B,C and D.

- **'F' Grade:** A student obtaining Grade 'F' shall be considered failed in the Course and will be required to reappear in the End-Term examination to pass the Course. When 'F' is converted to another grade, 'F' will be replaced and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.
- **'P' Grade:** The 'P' grade stands for marginal performance and is the minimum passing letter grade.
- **'D' Grade:** The 'D' grade stands for marginal performance and is the minimum passing letter grade.
- **'AB' Grade:** A student "Absent" in all components of evaluation of a Course shall be reported as Absent (AB) and shall be considered failed in the Course. For all practical purposes like promotion, SGPA/CGPA calculation, 'AB' (absent) shall be treated as 'F' (failed).
- **'S' and 'U' Grade:** This grade is awarded for non-credit/audit Courses outside the Scheme. 'Satisfactory (S)' or 'Unsatisfactory (U)' shall be awarded in non-credit/audit courses and this will not be counted for the computation of SGPA/CGPA. For a non-credit/audit Course, the student will have to go through same process of evaluation and also the minimum attendance requirement. Extra courses that may result from transfer from one degree program to another degree programme or change of Scheme shall be considered as non-credit courses, and grade obtained in them be suitably converted to 'S' or 'U'.
- **'W' Grade:** A 'W' grade is awarded when the student withdraws from a Course. 'W' will not be counted for the computation of SGPA/CGPA. In subsequent Semester when student registers for the same course and gets a grade, 'W' will be replaced and result of the semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

# GRADING SYSTEMS

## 3. For Pharmacy Diploma Course

Division	Condition to be fulfilled
<b>First Division with Distinction</b>	$\geq 75\%$
<b>First Division</b>	$\geq 60\%$ but $< 75\%$
<b>Second Division</b>	$\geq 50\%$ but $< 60\%$
<b>Third Division (Pass)</b>	$\geq 40\%$ but $< 50\%$
<b>Fail</b>	Less Than 40%

a. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations, as the case may be. Candidates securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he/she passes in all the subjects in a single attempt.

b. The Candidates should also satisfactorily complete practical training of minimum 500 hours (Part-III).

c. Diploma Eligibility: A student has to fulfill the following conditions to pass any academic programme (D.Pharma.) of the University and become eligible for award of Diploma Certificates. Student should have obtained a minimum Pass percentage (40%) in all prescribed courses as per the Scheme. Student should have a minimum 40% at the end final year of programme and should have cleared all dues.

# GRADING SYSTEMS

## 4. Grading System for Agriculture Sciences

Percentage of Marks Obtained	Conversion into Points
100	10 Points
90 to < 100	9 to < 10
80 to < 90	8 to < 9
70 to < 80	7 to < 8
60 to < 70	6 to < 7
50 to < 60	5 to < 6
<50 (Fail)	<5

### Example

Percentage of Marks Obtained	Conversion into Points
Percentage of Marks Obtained	Conversion into Points
80.76	8.076
43.60	4.360
72.50 (but shortage in attendance)	Fail (1 point)

OGPA	Division
5.000-5.999	Pass
6.000-6.999	II division
7.000-7.999	I division
8.000 and above	I division with distinction

GPA = Total points scored / Total credits (for 1 semester)

CGPA = Total points scored / Course credits

OGPA = Total points scored (after excluding failure points) / Course credits

% of Marks =  $OGPA * 100 / 10$

# ADDITIONAL CRITERIA FOR

## B.Arch. Degree

i. The pass percentage of student shall not be less than 45% (in both, continuous assessment as well as End-Term examination) and shall not be less than 50% in overall, in each Course.

ii. Students, who have passed in the continuous assessments of a Course, shall ONLY be permitted to appear in End-Term examination of that Course.

iii. The B.Arch. programme comprises of two stages:

Stage-I (First 3 years)

Stage-II (Fourth & Fifth year)

iv. The students admitted to the program shall have to complete the first stage within five years of admission to the program. However, the maximum time allotted to complete both the stages (I and II) is 8 years

v. Award Of Degree: The degree will be awarded to those students who successfully complete stage I and stage II of B.Arch. programme with 100% credits of all 5 years as per above mentioned promotional rules, failing which the student shall be declared unfit for architectural degree.

# COMPUTATION OF SGPA AND CGPA

The Semester Grade Point Average (SGPA) for a semester and Cumulative Grade Point Average (CGPA) for all semesters, are calculated as follows. SGPA is computed for a particular semester while CGPA is computed from admissions to a particular semester.

## (i) Calculation of Semester Grade Point Average (SGPA)

The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the weighted average of the grade points obtained in all Courses registered by the student in that semester. The SGPA is calculated as follows:

**SGPA =  $\Sigma$  {credit of a Course x grade points for that Course}/total credits of the semester**

$$\text{SGPA} = \frac{\sum_{i=1}^n \{C_i * G_i\}}{\sum_{i=1}^n C_i}$$

where n is the total number of courses in which student is registered in the Semester for which SGPA is computed and i represents the serial number of course (i = 1, 2, 3,.....n);

C<sub>i</sub> is the Credit of the i<sup>th</sup> Course;

G<sub>i</sub> is the grade points of the Grade in the i<sup>th</sup> Course;

$\Sigma$  is the sum of credits of all courses in which student is registered in the semester including those in which the student has 'F' grade.



## (ii) Calculation of Cumulative Grade Point Average (CGPA)

The overall (cumulative) performance of a student from the time of his admission/first registration up to a particular semester is indicated by a number called Cumulative Grade Point Average (CGPA). The CGPA is weighted average of the grade points obtained in all courses registered by the student since his first registration to the point of CGPA calculation. The CGPA is calculated as follows:

$$\text{CGPA} = \frac{\sum_{j=1}^m \{C_j \cdot G_j\}}{\sum_{j=1}^m C_j}$$

where  $m$  is the total number of courses in which student is registered from the time of his admission/first registration including the Semester up to which CGPA is to be computed and  $j$  represent the number of semester ( $j = 1, 2, 3, \dots, m$ ).

## (iii) Rounding and Percentage

The SGPA and CGPA shall be rounded off to 2 (two) decimal places and reported in the Grade Sheet and Transcript.

The overall Percentage for a semester can be obtained by multiplying SGPA by 10 and overall Percentage for up to a semester can be obtained by multiplying CGPA by 10.

# POLICY

## ON IMPROVEMENT OF GRADE

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i. Students are allowed to improve grade in a Course. However, a Course with a Pass ('P') grade is only permitted for improvement and only one Course can be taken for improvement in a semester.

ii. Grade Improvement is applicable for theory subjects only.

iii. Student shall register in the Course in the beginning of the Semester for which he wants grade improvement.

iv. Student may be required to pay prescribes Grade Improvement fees per Course and late fine, if any.

v. Student shall appear for the End-Term Examination of the Course along with regular students as per the syllabus applicable at the time of reappearing in the examination.

vi. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be carrying forward for award of grade and the final grade considered for the Course for CGPA calculation will be the higher of the two grades. These will be done by CoE while preparing the result of such student.

vii. If there is a change in the grade of the Course, the Grade will be replaced and result of that semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

# REAPPEARING IN A COURSE WITH 'F' GRADE

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i. Examinations for 'F' grade students will be ordinarily conducted only in the end of odd and even semesters, as per the Scheme of Examination for the semester.

ii. Student shall register in the Course with 'F' grade in the beginning of the semester for re-appearing by filling up the Re-Appearing Form along with the prescribed re-examination fees per Course and late fine, if any

iii. Student is required to re-appear only in the End-Term Examination of the Course with for 'F' grade and carry out the work assigned as Assignments/Projects/Quizzes/Studio etc.

iv. After registration in the Course in the beginning of the semester, the HOD/Dean will allocate faculty for each Course, who will assign work to the student, monitor him for the Courses throughout the semester and submit marks for Assignments/Projects/Quizzes/Studio etc. out of a maximum of 50 marks.

v. The 50 marks of End-Term Examination shall be evaluated and 50 marks of different components will be added for final grades.

vi. A student, who has to re-appear in an End-Term examination in terms of provisions made above, shall be examined as per the syllabus applicable at the time of reappearing in the examination.

# PROMOTION

## RULES FOR ALL SCHOOLS EXCEPT SMAS

(i) The Promotion rules for all the UG/PG programmes shall be as per details given below.

### Promotion rules for 2 year Degree Courses

S.N.	Year	Minimum Credits
1	For promotion to II year	50% of I year credits

### Promotion rules for 3 year Degree Courses

S.N.	Year	Minimum Credits
1	For promotion to II year	50% of I year credits
2	For promotion to III year	Full credits of I year + 50% of <u>II year</u> credits

### Promotion rules for 4 year Degree Courses

S.N.	Year	Minimum Credits
1	For promotion to II year	50% of I year credits
2	For promotion to III year	Full credits of I year + 50% of <u>II year</u> credits
3	For promotion to IV year	Full credits of I and II year + 50% of <u>III year</u> credits

Promotion rules for School of Medical & Allied Sciences will be governed by the directives received from Pharmacy Council of India time to time.

### Promotion rules for 5 year Degree Courses

S.N.	Year	Minimum Credits
1	For promotion to II year	50% of I year credits
2	For promotion to III year	Full credits of I year + 50% of <u>II year</u> credits
3	For promotion to IV year	Full credits of I and II year + 50% of <u>III year</u> credits
4	For promotion to V year	Full credits of I, II and III <u>year</u> + 50% of IV year credits

# NOT PROMOTED STUDENT

a) A student who is not promoted shall be called as Casual Student/Not Attending. He is not to come to University until his status changes after getting promoted.

b) He should express in writing that he be allowed to continue on-rolls of the University.

c) He shall apply, within prescribed time, to re-appear in the ETE of the requisite Course(s) to fulfill the requirements of promotion to next year (clear required minimum Credits and obtain required minimum CGPA). For re-appearing in ETE of required Course(s) he should follow instructions in Clause 11.7.

d) If a Casual/Not promoted student wants to study one or more Courses in a Semester, he shall pay the full Semester fees. He will then be considered as a regular student and will be governed by all attendance and evaluation rules for the semester. His previous grades of the Semester will be wiped and he will start afresh. He will not get benefits of Clause 11.7.

## **PASSING CRITERIA & AWARD OF DEGREE**

a) A student has to fulfill the following conditions to pass any academic programme of the University and become eligible for award of degree

b) Should have obtained a minimum Pass Grade in all the prescribed courses as per the Scheme.

c) Should have earned minimum number of credits prescribed for the concerned programme as per the Scheme.

d) Should have a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of Programme.

e) Should have cleared all dues.

**The degree shall be awarded only upon compliance of all the laid down requirements for the program.**

# AWARD OF DEGREE & PASSING CRITERIA

a) A student has to fulfill the following conditions to pass any academic programme of the University and become eligible for award of degree:

b) Should have obtained a minimum Pass Grade in all the prescribed courses as per the Scheme.

c) Should have earned minimum number of credits prescribed for the concerned programme as per the Scheme.

d) Should have a minimum Cumulative Grade Point Average (CGPA) of 5.00 at the end of final year of Programme.

e) Should have cleared all dues.

**The degree shall be awarded only upon compliance of all the laid down requirements for the program.**

## Award of Division

For All courses except Pharmacy PCI and Diploma

Division	Condition to be fulfilled
First division with Distinction	CGPA $\geq$ 8.50
First Division	CGPA $\geq$ 6.50 but $<$ 8.50
Second Division	CGPA $\geq$ 5.00 but $<$ 6.50

For Pharmacy PCI Courses

Division	Condition to be fulfilled
First division with Distinction	CGPA of 7.50 and above
First Division	CGPA of 6.00 to 7.49
Second Division	CGPA of 5.00 to 5.99

## Award of Medals

- For each batch of each Degree Programmed, the student with highest CGPA will be awarded the University Gold Medal subject to following conditions:
  - The Student be eligible for award of "First Division with Honors"
  - If there is more than one student with highest CGPA (without rounding), all will get the medal.
  - In addition, University may give more awards from time to time.
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## REGULATIONS AND STANDARDS LEADING TO AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (PH.D.)

**APPLICABILITY: These regulations shall apply to all programmes leading to the degree of Doctor of Philosophy (Ph.D.)**

1. The Research Programmes leading to Ph.D. degree shall be conducted through the Schools of the University subjected to the guidelines issued from time to time by the Academic Council (AC) of the university and under control of the concerned School. The research studies for Ph.D. shall be overseen by the University Research Committee (URC) through the respective School Research Committees (SRC).

2. A Research Scholar shall be required to pursue his/her research work under the guidance of approved supervisor/co-supervisor(s) and undergo the course work as specified. The SRC may also permit a research Scholar to carry out a part of his/her research work outside the University at a Research Centre/Facility approved by the AC.

Professionally employed personnel, such as working engineers, scientists and teachers, may be allowed to pursue Ph.D. on part-time basis. Such candidates are required to submit a "No Objection Certificate" from their parent organization/ department/employer stating that he/she is permitted to pursue research studies on a part-time basis and that his/her duties permit him/her to devote sufficient time for research. Part-time research programmes leading to Ph.D. may also be permitted to be undertaken by persons working in other universities/research centers with which a Memorandum of Understanding (MOU) has been signed for the purpose of research and consultancy.

### 3. RESEARCH PLAN

3.1 Each student with a registration shall undertake course work as prescribed by the SRC for a minimum period of one semester. The course work shall be treated as pre-Ph.D. preparation. The course work details are given in section 8.

3.2 The course work is prerequisite for Ph.D. preparation and Research Plan can be submitted only after successfully completing the course work.

3.3 Every research scholar shall pursue the research under the guidance of a supervisor and if needed, one or more co-supervisor(s). Supervisor and co-supervisor(s) for a student shall be cleared by the respective SRC and approved by Vice-Chancellor. The research scholars are expected to contact the eligible faculty/visiting faculty/adjunct faculty from the university/approved research centers, in their respective area of specialization to discuss the research plan and the availability of faculty to supervise the research work. Every Ph.D. student is required to indicate his/her Ph.D. supervisor/co-supervisor(s) during first year. (Unless extended by the Vice-Chancellor) and inform the SRC accordingly and get the supervisor(s) approved. After the approval of the SRC, the same shall be sent to the Vice-Chancellor for approval.

3.4 (a) If the Supervisor/co-supervisor(s) proposed by the applicant are not approved, the scholar may be asked to suggest other name(s). In exceptional circumstances, supervisor/co-supervisor(s) may be assigned by the Dean with the concurrence of the student and the proposed supervisor, and with approval of the Vice-Chancellor. The research student is expected to develop synopsis on the preferred research topic for Ph.D. work.

(b) Research scholar can also choose his/her co-supervisor(s) from the adjunct/visiting faculty of the University.

### 4. REGISTRATION

4.1 After the approval of the Synopsis and the name of Supervisor/co-supervisor(s) decided, the case shall be submitted to the SRC for its consideration and approval.

If an approval is not accorded by the SRC, then such a research student/student may submit his/her case for fresh approval after presenting a fresh/modified synopsis and/or supervisor(s).

4.2 Every Registered student shall be required to renew his/her registration every semester beginning and pay this prescribed fee, to continue to be enrolled in Ph.D. programme, until the submission of Ph.D. Thesis.



## 5. SUPERVISOR / CO-SUPERVISORS

5.1 Any regular faculty of the University, who holds a Ph.D. degree, shall be eligible to be a supervisor/co-supervisor. One should have an established track record of relevant research work and he/she must also be involved in demonstrated research activities, consultancy assignments, technological advancements or other scholarly activities.

5.2 Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/Co-supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the above condition may be relaxed by Vice Chancellor for recognition of a person as Research Supervisor with reasons recorded in writing.

5.3 Only a full time regular faculty of the University can act as a supervisor. The external supervisors are not allowed.

However, Co-supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval as described below.

5.4 Any other faculty/scholar, duly approved by the concerned SRC of the university, from its Approved Research Centre, or from another University, or from a public sector industry, or from other reputed established industry or institutions conducting research programmes, shall also be eligible to be appointed as a Co-Supervisor, provided he/she holds a Ph.D. Degree and has an established record of research as described in Clause 7.1. Decisions of SRC in considering such Ph.D. Co-supervisors must be approved by the Vice-Chancellor.

5.5 Supervisor/Co-supervisor(s) may also be assigned on the recommendation of the SRC under circumstances such as, multi/inter disciplinary research work, retirement /leaving of approved supervisor/co-supervisor(s) or in the event of unavailability of the originally assigned supervisor/co-supervisor(s) due to any reason(s).

5.6 At any given time, a Professor shall not be supervisor of more than 8 (eight) Ph.D. students, an Associate Professor not more than 6 (six) students, and an Assistant Professor not more than 4 (four) students. However, in cases where faculty is retiring or leaving, the Vice Chancellor may decide to relax the norms on recommendation of the SRC.

If a student has co-supervisor(s) in addition to a supervisor, s/he would be counted as 0.5 for each supervisor and co-supervisor(s).

5.7 A Ph.D. seat under a supervisor shall deem to have fallen vacant only after the submission of the Ph.D. thesis and certified so by Controller of Examination.

5.8 In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

## 6. COURSE WORK

6.1 Students who are registered for the Ph.D. degree programme will be required to take a minimum of 8 credits and a maximum of 16 credits, as per the recommendations by the SRC. The courses may be prescribed from the existing Masters Level or pre-Ph.D. courses at the university. The course work must be completed in a maximum period of two semesters from the date of the admission. If a student is not able to get the required minimum grades/CGPA, he/she may be allowed to reappear in the examination within 12 months as per the prevailing examination rules of the University.

6.2 Students should be encouraged to take courses such as “Communication Skills”, “Research Methodology”, “Statistical Methods for Analysis of Research/Experimental Data” etc. Students may be permitted to take courses in related and allied areas being offered by other Schools of the University.

6.3 Normally, within the credit limits prescribed in 8.1 above, a minimum of 14 credits course work shall be mandatory for all students admitted in the Ph.D. programs as per the following details:

- (a) Research Methodology - 4 Credits (Core)
- (b) Literature Survey -4 Credits
- (c) One course of 4 credits, in the area of specialization/student Specific, as decided by the SRC.
- (d) Research and Publication Ethics -2 credits

However, SRC may prescribe additional credits/courses to be taken by a student based on his/her research intent/academic background, if so warranted.

6.4 The evaluation for Research Methodology, Quantitative Techniques and Research and Publication Ethics will be based on the following components:

The evaluation for Literature Survey Examination will be based upon the presentation of literature survey before SRC twice in a semester. Evaluation will consist of the following components and marks:

### First Evaluation:

S. No.	Presentation before SRC	Marks
1	Presentation	20
2	Literature review report	10
3	Viva-voce	10
4	Total	40

### Second Evaluation:

S. No.	Presentation before SRC	Marks
1	Presentation	20
2	Literature review report	15
3	Viva-voce	15
4	Attendance	10
5	Total	60

6.5 A Ph.D. student has to obtain a minimum of grade 'B' in the UGC 7-point scale and 6 (six) CGPA in the course work in order to be eligible to continue in the programme.

If a student is not able to pass a course or get the minimum required CGPA, s/he will be required to repeat specific course or all courses, as decided by SRC.

6.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, may be exempted from the Ph.D. course work, on recommendation of SRC, by Vice Chancellor. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed.

### **Progress and Performance Monitoring**

6.7 Every research student shall report regularly to the Supervisor/Co-supervisor(s). Cases of neglect of research work and indiscipline that include unethical practices, such as plagiarism and misrepresentation of data and absenteeism, must be recorded and reported by the Supervisor/co-supervisor(s) to the SRC and the Vice-Chancellor for necessary action.

6.8 The progress of research of each student will be monitored by SRC or by its subcommittee. For this purpose, each student shall submit a progress report before the end of each semester to his/her supervisor. On receipt of the progress report, the Supervisor shall arrange with SRC or its subcommittee for a review. Satisfactory "S" grade shall be awarded for the semester if the progress is satisfactory.

If the progress is unsatisfactory, then Unsatisfactory "U" grade shall be awarded. The SRC should record the reason for the same and suggest corrective measures.

If a student gets two consecutive "U" grades then the student's registration may be cancelled/terminated. The grade awarded for each semester shall be communicated to COE by SRC.

The SRC, after having considered the progress report of each student in the semester, shall recommend one of the following to the Vice-Chancellor:

- i) Continuation of registration for those having "S" grade.
- ii) Continuation of registration with a warning to the students having "U" grade and approving the steps necessary for improvement in consultation with the Supervisor(s)

If a student is issued a warning, the minimum registration period for allowing the student to submit his/her dissertation shall be increased by one semester every time a warning is issued.

- iii) Termination of the registration (Refer Clause 17)

6.9 Absence from research work by Ph.D. students due to illness, maternity leave or other circumstances must be reported by the Supervisor/co-supervisor(s) to the SRC. Documentary evidence of such illness must accompany the report.

6.10 A full time student may be permitted by the SRC, on the recommendation of the Supervisor(s), to be absent from the university, ordinarily, for not more than 2 (two) semesters on the ground that it is in the interest of her/his research. For

these semester(s) of absence, the student shall be required to register for the semester and pay the requisite semester fee.

6.11 Full time students may be engaged in paid/unpaid assignments such as to assist in teaching of theory and practical classes, checking assignments, etc. as per their fellowship requirements or as decided by the SRC. However, this engagement/assignment shall not normally exceed 8 hours per week.

6.12 No Ph.D. student who is holding fellowship/scholarship/assistance ship shall undertake an employment elsewhere during the period of his/her study. In case any Research Scholar is selected and joins some employment in between the period of his/her fellowship then he/she shall not remain eligible for availing the fellowship. However, he/she would be permitted to complete his/her Ph.D. provided he/she has already completed the course work and got the synopsis approved, as a part time student.

6.13 No student shall, without the permission of the Supervisor/co-supervisor(s) and the SRC, shall enroll for any other course of study in any institution which is not stipulated as an essential requirement for the Ph.D. programme by the School for which the student is enrolled, and approved by the SRC.

6.14 No student with fellowship/scholarship/assistance ship shall appear in any examination conducted by the University or a public body without prior permission of the Supervisor(s) and the concerned School Dean.

## **7. DURATION OF THE PROGRAMME**

7.1 Ph.D. programme shall be for a minimum duration of three years (six semesters), including course work and a maximum of six years (12 Semesters).

7.2 The minimum time duration for full time research scholars is three years (six semester) and four years (eight semesters) for part time research scholars.

7.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

7.4 However, in exceptional cases, more time may be granted by the Vice-Chancellor on recommendation of SRC, in steps of a semester each time. No extension shall be given beyond seven years (Refer Clause 17).

## **8. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS**

8.1 There shall be three membered Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

8.1.1 To review the research proposal and finalize the topic of research;

8.1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

8.1.3 To periodically review and assist in the progress of the research work of the research scholar.

8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the School/Department with a copy to the research scholar.

8.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the School/Department with specific reasons for cancellation of the registration of the research scholar.

## **9. PRE-DISSERTATION SUBMISSION & PRESENTATION**

9.1 A pre-dissertation submission by the student to the SRC is an essential requirement. On completion of the research work, the student shall submit 8 (eight) copies of summary of his/her research work (synopsis) to the SRC through his/her supervisor(s) and make a presentation of his/her research to the SRC at which faculty members and other research students of the concerned and of other schools may be present.

9.2 If the SRC finds the work presented to be not worthy of Ph.D., the student shall make all the improvements suggested and shall re-submit and make a presentation as specified in Clause 10.1.

9.3 "The candidate shall be required to submit his/her dissertation within three months from the date of pre-dissertation submission".

However, in case a student fails to submit his dissertation within the stipulated time and has genuine justification for the same, the Dean of the School may, on recommendations of the Supervisor(s), grant an extension for not more than three months i.e., the student may be allowed to submit his/her dissertation within a period not exceeding six (6) months from the date of pre-dissertation submission presentation.

9.4 The student will be required to submit a certificate from the supervisor(s) in the prescribed format, countersigned by the Dean, stating that the work embodied in the dissertation is original and has been carried out by the author and that it has not been submitted either in full, or in part, for any other diploma, or degree, at any other University, and is free from any form of plagiarism.

## 10 SUBMISSION OF THE DISSERTATION

10.1 The dissertation shall be a piece of research work characterized either by discovery of new facts or proposition of a new theory/theories or by fresh interpretation of known facts. It should bear evidence of the student's capacity for analysis and judgment as well as his/her ability to carry out independent investigation, design or development. No part of the dissertation or supplementary published work shall have been submitted for the award of any other diploma or degree at any other university/institution.

10.2 The dissertation shall be written in English (unless otherwise specified by the SRC/URC for special research areas) in specified format provided by the concerned school/university.

10.3 A student may submit his/her dissertation within the time period as stipulated in Clause 9, provided the Supervisor and Co-supervisors, if any, has/have found his/her research work satisfactory (and recommended so for submission to the SRC) and if he/she has completed the minimum period of registration.

10.4 Ph.D. scholars must publish at least one (1) research paper in refereed journal as first author and make minimum two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

However, if it is not possible to do so, then this fact must be brought to the notice of the SRC along with sufficient justification(s) as to why the dissertation should be accepted in the absence of above requirements and the SRC, in turn, may submit its recommendations to the Vice-Chancellor for approval.

10.5 Before submission of dissertation, candidate should not have any dues pending and/or any case of indiscipline pending.

10.6 While submitting the dissertation, the student should give an undertaking and a certificate from the Supervisor and Co-supervisor(s), if any, attesting the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma anywhere else.

10.7 Three copies of the dissertation in soft binding, along with one copy on Electronic Media, must be submitted to the Controller of Examinations (COE) for Evaluation, through SRC, along with the panel of examiners in a sealed cover. In case of a student being supervised by more than one supervisor, appropriate number of additional copies must be produced and submitted.

## 11. APPOINTMENT OF EXAMINERS

11.1 A panel of a minimum of six external examiners shall be suggested by the supervisor(s) and shall be submitted to Vice chancellor in a sealed cover through COE. The SRC may add any of the name(s) in addition to those proposed by the supervisor(s). Vice-Chancellor at his discretion will choose three names and appoints them to examine the dissertation. However, the Vice-Chancellor, if he so desires, may add other names in the panel of examiners.

11.2 In case one or more examiners so appointed declines to examine the Ph.D. thesis or is/are unavailable for some reason under unavoidable circumstances, another examiner may be appointed by the Vice-Chancellor.

## 12. EVALUATION

### Evaluation of Dissertation

i) Each appointed examiner will be requested by COE to examine the student's Ph.D. thesis and to submit to the COE, a detailed assessment report along with his/her recommendations on a prescribed pro-forma, within 3 months of the date of receiving the dissertation.

ii) In the event of the assessment report not being received from an examiner within 4 months, the Vice-Chancellor may appoint another examiner from the panel of examiners for evaluating the Ph.D. thesis.

iii) The examiners shall be required to state categorically whether in their individual opinions, the dissertation should be:

- a. Accepted for the viva-voce for award of Ph.D. degree, or
- b. Requires revision and re-submission
- c. Rejected

The examiner shall state the reasons for recommending re- submission/rejection of the dissertation. If resubmission is recommended, the examiner shall specifically indicate the work to be done/modifications that need to be incorporated in the dissertation by the student.

iv) After receiving all the Ph.D. thesis evaluation reports, which include two reports from external examiners and one report from scholar supervisor, CoE shall produce all the reports in the Apex committee.

v) If the examiners are unanimous that the thesis be accepted for award of the degree, the file of the Ph.D. scholar will be sent to the Dean of the concerned school. The Dean will share the reports with the supervisor/s. The Dean and the supervisor/s will make a summary of the reports. The file with original reports and summary of reports duly signed by the Dean and the supervisor will be submitted by the Dean to the COE.

vi) If either all the examiners or one of the examiners ask for revision and re-submission, the file of the scholar will be sent to the Dean of the concerned school. The Dean will share the reports with the supervisor/s. The Ph.D. scholar will make the required revision and submit the thesis within a period of one year from date of communication in this regard from the COE. However, in exceptional circumstances, this period may be extended by one more year but the total revision time shall not exceed two years. The scholar will submit two hard bound copies of the thesis along with a soft copy. The supervisor will certify that the required revisions have been made. After receiving the report from the examiner/s that the thesis be accepted for the award of Ph.D. degree, summary of all the reports will be prepared by the Dean and the supervisor. The COE will produce the file in front of the Apex committee. The Vice Chancellor will finalize the name of external examiner for viva-voce.

vii) If one of the dissertation/thesis reports is unsatisfactory and does not recommend the viva-voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

viii) The COE will produce the file with all the reports in front of the Apex committee. The Vice Chancellor will finalise the name of the external examiner for viva-voce.

ix) The COE will invite the examiner for viva-voce after taking his/her consent.

x) If the examiners are unanimous that the thesis be rejected, the student shall be informed accordingly.

## 12.2 Oral Defense

i) The student, whose dissertation is recommended for acceptance in accordance with provision of Clause 13.1, shall be required to defend his/her work/dissertation orally before a duly constituted panel of examiners, during working hours of the University at the University premises. Any deviation from this must have prior permission from the Vice-Chancellor.

ii) This panel of examiners shall consist of the Dean of the concerned School, the Supervisor(s), and one examiner from the external examiners. If none of the external examiners is available from the pool for the conduct of the oral defense, an alternative external examiner may be appointed by Vice- Chancellor for this purpose only. The panel of examiners for oral examination shall submit a report in the prescribed proforma to the COE.

iii) On the completion of all the stages of examination, COE shall submit the report to the Vice-Chancellor for approval of the award of Ph.D. degree.



### **13. AWARD OF DEGREE**

The Degree shall be awarded by the University if all of the following conditions are met:

- The student produces a "No Dues Certificate" in the prescribed format from the University.
- The student submits two hard bound copies of the thesis; one for the School Library and one for the Central Library, in the prescribed format, incorporating all the revisions and corrections.
- The research scholar is required to submit two pen drives/CD Roms which contain the soft copy of thesis. The first pen drive/ CD Rom contain the single PDF file and this copy should be exactly same as the hardcopy deposited to CoE. The second drive will contain the documents as per INFLIBNET norms and needs to be deposited to Librarian, K.R. Mangalam University.

Note: Hard bound copies and CD ROM/Pen drive of the Ph.D. thesis must be submitted at the time of oral defense examination and after incorporating all suggestions.

- a) The University shall issue a Provisional Certificate certifying that the Degree has been awarded in accordance with the provisions of UGC Regulations dated July 11, 2009, or any other as applicable, after all above requirements are met.
- b) The degree shall be awarded in the next convocation or earlier in exceptional circumstances, as provided in Examination Rules.

### **14. DEPOSITORY WITH UGC**

Following the successful completion of the evaluation process and announcements of the award of the Degree, the University shall submit a soft copy of the dissertation to the UGC within a period of 30 days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

### **15. LEAVE AND ATTENDANCE**

A student will be regulated by the attendance/leave policies as formulated and approved by the Academic Council from time to time.

### **14. DEPOSITORY WITH UGC**

Following the successful completion of the evaluation process and announcements of the award of the Degree, the University shall submit a soft copy of the dissertation to the UGC within a period of 30 days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

### **16. LEAVE AND ATTENDANCE**

A student will be regulated by the attendance/leave policies as formulated and approved by the Academic Council from time to time.

## **17. Plagiarism**

Research Scholars and Supervisor/Co-Supervisor will follow all the regulations related to plagiarism as mentioned in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, dated July 23, 2018. They will submit all reports, synopsis, research papers/articles, Pre dissertation submission, dissertation/ thesis after assessing their similarity index.

Librarian will sign the Plagiarism report along with supervisor at the time of submission of thesis.

## **18. CANCELLATION OF REGISTRATION**

Research Scholars and Supervisor/Co-Supervisor will follow all the regulations related to plagiarism as mentioned in UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018, dated July 23, 2018. They will submit all reports, synopsis, research papers/articles, Pre dissertation submission, dissertation/ thesis after assessing their similarity index. Librarian will sign the Plagiarism report along with supervisor at the time of submission of thesis.

18. The URC will formulate required bylaws rules, procedures and formats for smooth operation of the doctoral programmes with the approval of the academic council within the frame work of these Regulations.

19. Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, not covered by these Regulations, or in the event of differences of interpretation, the decision of the Vice-Chancellor shall be final.

20. These regulations shall be applicable with immediate effect to all exiting Ph.D. students and students admitted in future.

# Promotion of Academic Integrity and Prevention of Plagiarism

## Objectives

- To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

## DUTIES OF INSTITUTIONAL ACADEMIC INTEGRITY PANEL

- IAIP established the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

## AWARENESS PROGRAMS AND TRAININGS:

- IAIP shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- IAIP shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

## IAIP SHALL:

- Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
- Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- Include elements of responsible conduct of research and publication ethics Orientation and Refresher Courses organized for faculty and staff members of the University.
- Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- Establish facility equipped with modern technologies for detection of plagiarism.
- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

## CURBING PLAGIARISM

- IAIP shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- Every student submitting a thesis, dissertation, or any other such documents to the IAIP shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- IAIP shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
- Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- IAIP shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- IAIP shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.





# STUDENT SUPPORT

# [A] Student Centric Methods

## (i) Mentor Mentee Relationship

The role of a mentor is simple: Provide guidance and support to a mentee to help them develop professional and personal skills. During a mentor-mentee relationship, a mentor will wear different hats and take on roles that help the mentee achieve their goals.

**Coach:** Mentors will provide constant feedback, share advice, and give insights into their specific industry. Often times, mentors will share personal anecdotes like, "I wish I knew this..."

**Devil's advocate:** Mentors will challenge the other mentors when it comes to taking major decisions. That means playing the opposite side and providing new angles to a decision.

**Support System:** Mentors are huge fans of the mentees. They celebrate the big and small wins, show support when mentees face setbacks, and consistently provide words of encouragement.

**Resource:** Mentors have countless resources from tools to people to jobs. When mentors and mentees build a strong rapport, the mentor is inclined to provide the necessary tools, introduce their network, and create new professional connections.

As for the role of the mentee, it's simple too: To learn and absorb as much information as they can from the mentor. While the role of the mentee is less varied, they still play an integral role in the relationship.

**Planner:** A mentee takes the initiative to schedule meetings, provide agenda, and create action plans for their short and long-term goals. Essentially, a mentee's primary responsibility is to show proactiveness.

**Investigator:** A mentee keeps a flow of communication. That means asks probing and open-ended questions, follows up frequently, and consistently communicates updates to their mentor.

**Student:** All and all, a mentee takes on the student role. They act as a sponge and soak in the knowledge from their mentor, continue their learning even outside of their mentee-mentor relationship, and they find opportunities to learn even in moments of challenges.

## (ii) Differential Learning Needs

The K.R. Mangalam university is focused to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, practicum, internship and use of ICT resources are important considerations.

It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programmes of study.

Diversity of learners in respect of their background, abilities and other personal attributes will influence the extent of their learning. The learner-centered education through appropriate methodologies such as participative learning, experiential learning and collaborative learning modes, facilitate effective learning. Teachers provide a variety of learning experiences, including individual and collaborative learning. Interactive and participatory approaches, if employed, create a feeling of responsibility in learners and makes learning a process of construction of knowledge. Of late, digital resources for learning have become available and this makes learning more individualised, creative and dynamic. Quality of learning provided in the University based upon recently available technology supports and also the initiative to develop such learning resources with Learning Management Systems (LMSs), other e-resources available. The University meaningfully incorporates them in one's scheme of teaching-learning process.

## (B) Facilities

### (i) Scholarships and Financial Aid

We extend scholarships to meritorious students based on their academic achievements and potential, to ensure that every deserving student has access to quality education.

Under graduate (UG) program		
On the basis of marks scored in class XII examination		
Marks %age	Scholarship	Remarks
80% to less than 85%	25%	To be paid in 2 equal instalment-1st instalment will be paid upfront. The amount of scholarship will be deducted from the semester fee at the time of registration. 2nd instalment will be paid by cheque if the student fulfils the entire criterion given below the table. Listed under Note : 4)
85% to less than 90%	35%	
90% and above	100%	To be paid in 3 instalment-1st instalment (25%) will be paid upfront. The amount of scholarship will be deducted from the semester fee at the time of registration. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque if the student fulfils the entire criterion listed under Note: 4) given below the table.
KRMU Graduates opting to pursue another Undergraduate (UG) program	15%	To be paid in 2 equal instalment-1st instalment will be paid upfront. The amount of scholarship will be deducted from the semester fee at the time of registration. 2nd instalment will be paid by cheque if the student fulfils the entire criterion listed under Note: 4) given below the table.

<b>Scholarships : Other Category</b>		
Defence Scholarship (for children of defence personnel)	15%	To be paid upfront in 1st sem. The amount of scholarship will be deducted from the semester fee at the time of registration
KRM school to KRMU (for students who have passed 12th standard from K.R. Mangalam group of schools)	15%	
Siblings (applicable to all siblings excluding the first child admitted at KRMU)	15%	

<b><u>NOTE</u></b>
1) This scholarship policy is not applicable for D.Pharm, LLB and B.Ed program.
2) No two scholarships will be combined.
3) Scholarship will be awarded on the basis of an overall aggregate marks obtained in the last qualifying examination.
4) 2nd Instalment and 3rd instalment (where applicable) of scholarship amount will be paid by cheque if the student fulfils ALL the criterion [a), b), c)] listed under:-
a) Attendance in immediately preceding semester is 75% or above.
b) The student has cleared examination of ALL the subjects which were on offer in the immediately preceding semester.
c) There is no case of indiscipline, unfair means or misconduct.

### **Educational Loan**

Students can avail educational loan from the following banks:-

- Punjab National Bank
- Canara Bank
- Axis Bank
- HDFC Bank
- Bank of Maharashtra
- Grayquest



## (ii) Cafeteria

A well-designed central cafeteria located in C Block, adds to functional efficiency of the University.

The self-service cafeteria caters to the students' taste-bud and offers food ranges from quick, crisp, anytime-snacks, ice-creams, hot and cold beverages to sumptuous meals. And all this is available at very reasonable rates.

## (iii) Medical Centre

University Campus has well equipped medical centre having facilities for simple diagnostic procedures and render preventive & curative treatments as well. The dedicated University Ambulance is available for emergency cases round the clock. The University maintains liaison with the doctors of the local hospitals. Moreover, an experienced nurse is permanently stationed in the University Campus, in case of any emergency.

## (iv) Sports / NCC/ NSS

Seats in various programs shall be reserved or special provisions be made for outstanding players and the procedure shall be adopted for the purpose of admission as per details given below or as may be decided from time to time by the KRMU(Academic Council):

(i)The Office of the Director, Physical Education / Sports Officer maybe contacted for any admission related queries.

(ii)Candidates seeking admission under sports category must have represented at International/ National/ State/ Regional/ University (in the tournaments organized by Association of Indian Universities) Level in the game they are claiming admission.

(iii)At the time of submission of admission form under sports category, a trial slip containing the photograph of the player shall be issued which the candidate must bring at the time of the trial.

(iv)Relaxation to the extent of 5% of marks in aggregate or in the subject to concerned, as the case may be, will be given to such candidates.

(v)Such candidates shall be considered for admission by the Vice- Chancellor over and above the seats allotted to each programs on the recommendation of the Games & Sports Committee.

(vi)There shall be no such provision of admission for outstanding sports persons in any program in the KRMU as decided by the Academic Council from time to time.

(vii)Candidates selected under sports category shall have to give a self-attested undertaking for their conduct/participation in practice/ representing the university team at the time of admission.

(viii)All the original sports certificates shall be kept in the custody of Office of the Games and Sports for at least one year.

(ix) Admission under sports category is limited to the following games: Athletics, Badminton, Basketball, Boxing, Cricket, Football, Hockey, Shooting, Table Tennis, Tennis, Volleyball and Wrestling.

N.C.C Cadets:

- (i) Relaxation to the extent of 5% marks in aggregate or in the subject concerned, as the case may be, will be given to N.C.C. cadet shaving the following N.C.C. Certificates:
- (ii) "A" or "B" Certificate for admission to undergraduate programs.
- (iii) "C" Certificate for admission to postgraduate Programs.
- (iv) Students admitted on this basis shall have to continue in the N.C.C. for at least one year.
- (v) The relaxation of marks shall be permissible only on production of relevant certificate duly verified by the N.C.C. Officer of the KRMU.

N.S.S. Volunteers:

N.S.S. Volunteers, who have attended two 10-days Special Camps and one National Integration Camp or Republic Day Camp, may be provided a relaxation of 2% marks in aggregate or in the subject concerned as the case may be.

The relaxation of marks shall be permissible on the production of relevant Certificates duly verified by the N.S.S. Program Coordinator of the KRMU.

## (v) Campus Security

The University campus including hostels has 24 hours security arrangements with fully trained Security Guards along with the surveillance by CCTV cameras.

## (vi) Vehicle Parking Facility

Vehicle parking facility is available to Day-scholars as well as hostellers. Students interested in availing this facility need to get their vehicle(s) (2 wheeler and/or 4 wheeler) registered by filling a prescribed form, before they bring their vehicles to the University Campus.

## (vii) Hostel Accommodation

University Campus has centrally air-conditioned, separate hostel facility for boys and girls. All student lodging rooms are spacious and beautifully landscaped amidst a lot of greenery. All the hostel rooms are fully furnished with beds, study tables, chairs, inbuilt cupboards and are equipped with ceiling fans and lights. The hostels have 24 hours security arrangements with fully trained Security Guards and round the clock CCTV vigil.

Common facilities at the hostel include dining halls and common rooms with provision for indoor games and well-equipped gymnasium. The reading room in each hostel subscribes to a large number of magazines, periodicals and newspapers. The entertainment hall in each hostel has a colour television set with d2h facility. Each hostel has a professionally managed independent mess.

## (viii) Academic Collaborations with Foreign Universities

University has an active, meaningful and mutually beneficial academic collaboration with foreign universities i.e. Middlesex University, Tianyuan University, Houston University, etc. of repute. This will include:

1. Faculty Exchange Program between K.R. Mangalam University and Foreign Universities for gaining international exposure.
2. Students visiting Foreign Universities for Project/Training and other meaningful exposure.
3. Collaboration with Foreign Universities for offering joint/dual degree programs.
4. Development of training and transfer programmes with foreign universities.
5. Collaborations with foreign universities for offering career oriented programmes/ vocational programmes in wide range of fields.
6. Setting up of partnership program with foreign universities for assured admission of K.R. Mangalam University students for higher degree.
7. Student exchange program with foreign universities for enhancing the educational experience of students.
8. Opportunities for developing consulting projects with foreign universities

### (ix) Transport Facility

1. Faculty Exchange Program between K.R. Mangalam University and Foreign Universities for gaining international exposure.
2. Students visiting Foreign Universities for Project/Training and other meaningful exposure.
3. Collaboration with Foreign Universities for offering joint/dual degree programs.
4. Development of training and transfer programmes with foreign universities.
5. Collaborations with foreign universities for offering career oriented programmes/ vocational programmes in wide range of fields.
6. Setting up of partnership program with foreign universities for assured admission of K.R. Mangalam University students for higher degree.
7. Student exchange program with foreign universities for enhancing the educational experience of students.
8. Opportunities for developing consulting projects with foreign universities

### (x) Online/Offline Library Resources for students

Library is providing the following online as well offline facilities to the students.

Offline facilities:

1. A registered student can avail all the Library facilities.
2. The students can borrow books for self or through any other person.
3. The student should send an authorization email from their registered email, to the Librarian with details of authorizing person.
4. The student must bring/send his/her University ID card to avail Library facilities.

#### School wise Books Issuing schedule:

Monday	TUESDAY	Wednesday	Thursday	Friday
SOLS	SMAS	SOET	SBAS	Digital Materials
	SOHS	SOAP	SOFD	
		SJMC	SOED	
		SOHS	SOHMCT	

Note: To save the time, Students are required to submit their requisition online, and attend their classes. On your turn the required book will be issued, and a message will be sent to your registered mobile number to collect your book on a specified time. If you fail to report on the designated time, your request to issue book will be cancelled and it will be issued to other students in sequence.

On-line link is available in the Digital Library Section.

### Online facilities:

Library has subscribed many online databases, and is members of National Digital Library of India. Online or virtual facilities of KRMU Library are as under:

1. SCC Online (Supreme Court Cases online) 24x7
2. Manupatra online 24x7
3. J-Gate online 24x7
4. NDL online (National Digital Library of India) 24x7
5. KRMU Digital Library Services (in-house) online 24x7

### Other On-line services

- On-line Issue your desired books 24x7
- On-line Renew your books 24x7
- On-line Check your Library status 24x7
- On-line Syllabus 24x7
- On-line Old Question Papers 24x7
- On-line Journals 24x7
- On-line Course materials 24x7
- On-line Library collection 24x7
- On-line Book recommendation etc. etc. 24x7

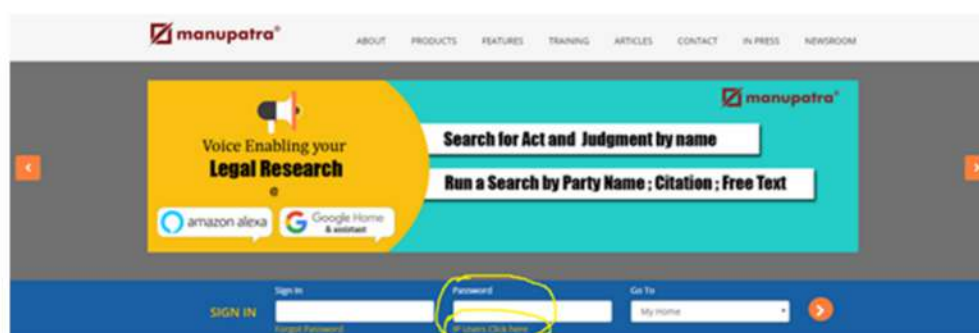
SCC Online (Supreme Court Cases online):

Login ID: dr.helaluddin@krmangalam.edu.in

Password: krmu@123

Students and faculty members of School of Legal Studies are utilizing the above database. It covers all data, cases, citations, laws etc. related to Supreme Court of India since independent.

### Manupatra Online:

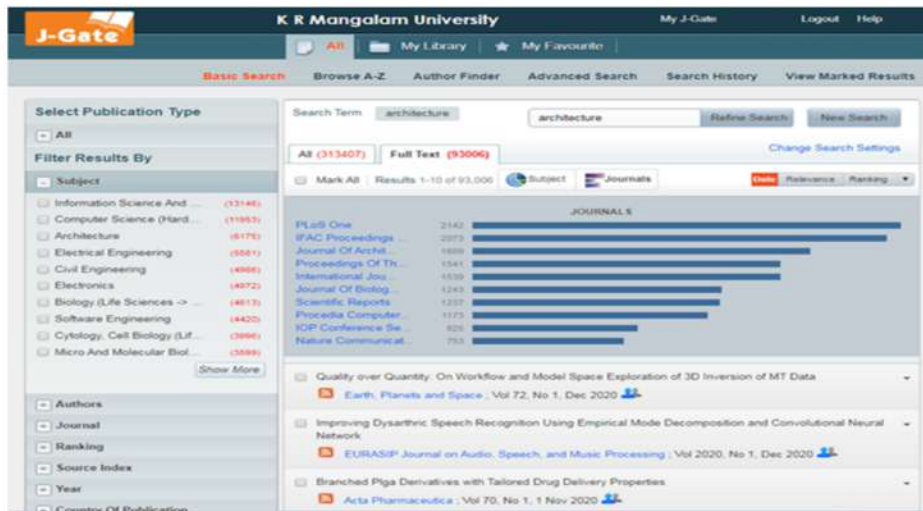


It covers all legal databases of national and international laws/ courts. Manupatra also provides us about 30 e-books related to legal studies.

J-Gate:

URL : <https://www.jgateplus.com>

<b>User Type</b>	<b>Login</b>	<b>Password</b>
End user	krmuser	krmuser1099442358



J-Gate provides data bases of all of our University's subjects. 1000 of journals/ articles of about all subjects are available through online access. Students and faculty members should utilize it for recent research & developments.

National Digital Library of India (NDL):

Login ID: [library@krmangalam.edu.in](mailto:library@krmangalam.edu.in)

Password: krmu



Millions of resources, e-books, research articles are available through this initiative of Ministry of Human Resource Development. Students and faculty members may utilize it for further study.

KRMU Digital Library Services (in-house) online:

The students who are much in need may request the Library for a soft copy of any chapter/ unit of a book available in the Library. This will be provided under the copy right act through email. For this purpose, a full day on Friday has been assigned for Digital Library services (in-house).

# REGULATORY GUIDELINES



# GRIEVANCE REDRESSAL POLICY

## 1. INTRODUCTION

K.R. Mangalam University has created a mechanism for redressal of grievances of students, faculty and staff by adhering to the principles of natural justice in its proceedings and disposing off all grievances as expeditiously as possible. The University shall furnish, prominently, on its website and in its admission prospectus, all relevant information in respect of the Grievance Redressal Committee.

## 2. VISION

Student Welfare envisions comprehensive individual, academic and integrated development by providing life skills and counseling services and thus preparing them for a diverse, enterprising and global society.

## 3. MISSION

The Student Welfare department is to facilitate global leadership and personal wellbeing through high moral values and sound life skills among students.

## 4. OBJECTIVES OF GRIEVANCE REDRESSAL COMMITTEE

The objectives of the Grievance Redressal Committee are as under:-

- To encourage the students /faculty/staff to express their grievances/problems freely and frankly, without any fear of being victimized.
- To uphold the dignity of the University by ensuring strife free atmosphere in the campus through promotion of cordial student-student relationship, student-teacher relationship, student-staff relationships.
- To address grievances of faculty and staff, if any and to provide responsive, accountable and easily accessible machinery for expeditious settlement of grievances in order to maintain a harmonious educational atmosphere in the institute.
- To deal with the complex situations in a tactful manner to establish, promote and maintain cohesive environment.
- To advise students/faculty/staff to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

## 5. JURISDICTION OF THE GRIEVANCE REDRESSAL COMMITTEE

The committee shall deal with grievances received in writing from the aggrieved complainant about any of the following:

- Admission Matters- admission contrary to the declared admission policy of the University, withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission.
- Academic Matters - denial of quality education as promised at the time of admission or required to be provided; non-transparent or unfair practices adopted by the institution for the evaluation of students.
- Financial Matter - relating to delay or denial for refund of fees, other dues and payments.
- Administration Matters - Infrastructure, food, sanitation, transport, safety and security
- Discrimination- from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities categories
- Harassment or victimization, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.
- All Teaching Faculty and Staff related matters.

## 6. GRIEVANCE REDRESSAL COMMITTEE

The Vice-Chancellor of the University shall constitute the Grievance Redressal Committee comprising of the following:

Dean/Senior Professor of the University	-	Chairperson
Dean Student Welfare	-	Member
Proctor/Senior Academic	-	Member
One Senior Academic	-	Member
One Teaching Faculty	-	Member
Representative of HR	-	Member
One Student from UG programme	-	Special Invitee
One Student from PG programme	-	Special Invitee
Registrar	-	Member Secretary

The above Committee will deal with all grievances related to students, faculty and staff.



## 7. PROCEDURE FOR REDRESSAL OF GRIEVANCE

The following procedure can be utilized by faculty members/staff/students to submit a grievance of any kind, as specified under clause 4 above.

1. Formal complaint by the aggrieved person shall be submitted in writing to the Dean / School Co-ordinator of the School
2. The authority concerned will start the Redressal process within 3-5 working days of receipt of the matter.
3. The designated authority may allow an opportunity to the complainant to formally present his/her case along with the relevant documents in support. The authority may also seek clarification from the complainant and respondent or call for further material facts having bearing on the matter. Such clarification may be sought by written or verbal request or by face-to-face interaction with the complainant as well as respondent.
4. The Authority concerned will then endeavour to resolve the grievance as soon as possible, but within maximum of 7 working days and convey the outcome / action taken to the complainant or forward the same to The Grievance Redressal Committee
5. The Grievance Redressal Committee shall fix a date for hearing the complaint which shall be communicated to the University and the aggrieved student/teaching faculty/staff (complainant).
6. An aggrieved student/teaching faculty/staff may appear either in person or authorize a representative to present the case.
7. In case there is no response from the Grievance Redressal Committee within the stipulated period or if the complainant is not satisfied with the recommendations of the Grievance Redressal Committee, he/she may prefer an appeal to the Vice-Chancellor within 30 days' time.
8. The Vice-Chancellor will consider and examine the grievance in a judicious and equitable manner and will deliver its decision to the complainant within 30 working days from the date of receipt of the appeal
9. The law of natural justice shall be observed and a fair hearing to the complainant and concerned persons shall be given at all levels.
10. Any grievances/complaint relating to sexual harassment will not be covered under these rules as there is a separate mechanism for addressing such matters.

KR Mangalam University has a robust and transparent Grievance Redressal mechanism in place for its students, faculty and staff by adhering to the principles of natural justice.

## **8. APPEAL TO OMBUDSPERSON:**

1. Any enrolled student who is not satisfied with the decision of the CSGRC or any person (non-student) who is not satisfied with the decision of the UGRAC wishes to appeal against the decision may do so within a period of 15 days of receipt of the decision of the respective authority, by filing an appeal to the Ombudsperson of the South Western Region (covering the States of Kerala and Karnataka and the UT of Lakshadweep.) appointed by the Central Government.
2. The Ombudsperson shall hear appeals from an aggrieved student /person, only after the student has availed all other remedies provided under this Regulation.
3. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
4. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
5. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s)/person(s).

## **9. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSONS AND STUDENT GRIEVANCE REDRESSAL COMMITTEE:**

1. The University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.
2. The University shall have an online portal where any aggrieved student may submit an application seeking redressal of grievance (other than appeals and grievances relating to evaluations under Clause 1(vii)) in accordance with this Regulation.

3. On receipt of an online complaint, the appropriate Student Grievance Redressal Committee shall fix a date for hearing within 15 days of receipt of complaint which shall be communicated to the aggrieved student (Complainant).

4. An aggrieved student shall be required to appear in person although with prior approval may bring in a person (other than an Advocate) to assist him/her in presenting the case.

5. The Institution shall extend co-operation to the Ombudsperson in early redressal of grievances; and failure to do so may be reported by the Ombudsperson to the UGC, which shall take action in accordance with the provisions of the UGC (Redress of Grievances of Students) Regulations, 2019.

6. The Ombudsperson shall, after giving reasonable opportunities of being heard to both parties, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.

7. The Institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson, and the Institution shall place it for general information on its website.

8. The Institution shall comply with the recommendations of the Ombudsperson; and the Ombudsperson shall report to the UGC any failure on the part of the Institution to comply with the recommendations.

9. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.



## [B] ANTI-RAGGING GUIDELINES

Ragging is an inhuman act and is banned by law and Ragging in any form is strictly prohibited at the K.R. Mangalam University campus. Senior students are expected to show kindness and consideration to the new students. Students should not, directly or indirectly indulge in, aid or abet in any activity that might be construed as ragging. Student(s), if found indulged in ragging, it will be considered as gross indiscipline and will be severely dealt with necessary disciplinary and/or legal action as per the laws and the rules and regulations of the university.

- 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;
- Indulging in a rowdy or undisciplined activities by any students which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking the students to do any act which such students 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.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- 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;
- 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.
- Any act that affects the mental health and self-confidence of a 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

Link for online Anti-Ragging Affidavit is :

[https://www.antiragging.in/Site/Affidavits\\_Registration.aspx](https://www.antiragging.in/Site/Affidavits_Registration.aspx)

## Punishments for Ragging

Depending upon the nature and gravity of the offence as established, the possible punishments as per AICTE/UGC Section 9 for those found guilty of ragging at the institution level, shall be any one or a combination of the following:-

- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Cancellation of admission
- Rustication from the University for period ranging from 1 to 4 semesters
- Expulsion from the University and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the University shall impose to collective punishment as a deterrent to ensure community pressure on the potential raggers.

## [c] Code of Conduct and Discipline

At KRMU every student every student has to maintain conduct integrity by following certain rules and regulations. Following is the list of rules to be fully understood and followed at all times. All students are subject to the University Rules and Regulations.

- Students shall conform to high standard of discipline and conduct themselves professionally within and outside the precincts of the University in a manner befitting students of a University of repute. Student shall have seriousness of purpose and shall, in every way, train themselves to lead a life of earnest endeavor and co-operation and shall develop good neighborliness with fellow students of the university.
- Students shall show due respect, courtesy and consideration to the teachers, officers and other employees and staff of the university, and pay attention and courtesy to the visitors.
- Students are expected to respect the rights of others.
- Students should not use any audio or communication devices including radio, video player and mobile phones while the class/lab is in progress.
- Students should regularly attend lectures, Labs/practical's, evaluation components, examinations and all form of teaching processes in accordance with the institute regulations.

- Playing computer games or accessing prohibited sites is not allowed in computing facility.
- Carrying and consuming food items in the classrooms/laboratories/ library/ activity rooms are not allowed.
- Students shall be properly dressed at all times. Students may be asked to change the inappropriate dress if it is against the dress code.
- Students should wear/carry their Student Identity Card (IDs) at all times and produced as and when demanded by University authorities or any University security personnel.
- Students are expected to maintain the cleanliness of the campus. Littering the campus premises, including classrooms and washrooms, is strictly prohibited.
- As University campus is a non-smoking campus. Students shall assist in maintaining this.
- Students should refrain from doing anything that may be harmful to their/others safety, health or security. Fire extinguishers, hoses, fire alarms etc. should not be touched. It is stressed that the safety regulations must be observed at all times.
- Students must not possess, distribute, sell or consume alcohol, any prohibited drugs/substances, firearms or any other harmful material. Students should not enter University premises having consumed any alcoholic or prohibited beverages. Students should not consume medicines which have not been prescribed by an authorized medical practitioner.
- Business in any form inside the campus is strictly prohibited.
- Forcible entry or unauthorized entry to Campus or any building structure/facility and unauthorized use of grounds is strictly prohibited. Also remaining in any campus block after their respective official closing hours is not allowed.
- Students should protect their access passwords to prevent its misuse leading to security breach or getting blame for someone else's wrong doings. Students should log off from the computer after their work is completed.
- No Society, Association or Club shall be formed without the prior permission.
- Unapproved placement of posters, signs or distribution of handbills or any written material is strictly prohibited. No material should be posted on walls, sidewalks, furniture, doors, windows, building entrance, cafeteria, etc.
- Students are not allowed to recklessly drive motorized vehicles, in the campus. Also, parking in unauthorized areas is not permitted. Students should cooperate with security for parking.
- Students would be responsible for any damage to the University property (such as building, furniture, apparatus, computers, network, software) or infringing copyrights and accessing prohibited websites. In case of any damage to the property of the university, the damages will be charged to the student or students involved. If the people who cause the damage are not identified, the cost of damage may be recovered by equally charging all the students of the class, school or university. Appropriate disciplinary action will be taken against the student/students involved.

The following acts of omission and/or commission shall constitute gross indiscipline or violation of the code of conduct and are liable to invoke disciplinary measures:

- Ragging
- Furnishing fake documents or false statement of any kind in the form of application for admission or for award of scholarship, etc.
- Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- Willfully damaging or stealthily removing any property/belongings of the University, Hostel or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Adoption and use of any kind of unfair means in the examinations. Organizing or participating in any group activity in or outside the campus without prior permission.
- Mutilation or unauthorized possession of library books.
- Resorting to noisy and unseemly behavior, disturbing studies of the fellow students.
- Misuse of Internet/e-mail facilities or tempering/ hacking with servers anywhere in the Hostel / Departments etc.
- Act of violence or intimidation, including sexual harassment, or use any form of force on any member.
- Discrimination against a person on the basis of race, colour, religion, Nationality, sex, age, language, social class or disability.
- Breach of rules and regulations, lack of decorum, act of indiscipline, misconduct in classroom/laboratory/playgrounds/library/activity rooms, misbehavior on the campus
- Failing to appear at the request of any authority.

The above mentioned points do not cover all possible situations that might be construed liable to disciplinary action.

In case any student breaks the rules, the matter would be brought to the Disciplinary Committee. The Committee will investigate the matter in detail and will recommend suitable disciplinary action or punishment including dismissal from the university. The punishment will be decided only after giving a full hearing to the student and he / she is given a fair chance.

A student whose conduct has not been up to the standard expected from the student of this University may be temporarily or permanently debarred from continuing in the university.

For a minor offence committed (a) in Hostel, (b) in the Department or a classroom/laboratory, the Warden or the Dean of School/Head of the Department and the Dean of Students' Affairs, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

## Hostel Rules

Hostel rules are separately notified to the students staying in the University hostels.

## Transport Rules

Transport rules are separately notified to the students availing the facility

# [D] Committees

## i) Internal Complaints and Gender Sensitization Committee (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints and Gender Sensitization Committee of K.R. Mangalam University is constituted:

1. To deal with the complaints relating to Sexual harassment at work place.
2. To spread awareness about gender-related issues and functioning of the Internal Complaints and Gender Sensitization Committee.

The K.R. Mangalam University has a zero tolerance policy towards sexual harassment and is proactively committed to provide a safe conducive work and academic environment to students & employees. We at KRMU are extremely alert to matters pertaining to any kind of harassment & gender sensitivity. Any female aggrieved in this matter may fearlessly approach the Presiding Officer of the ICC against sexual harassment.

The Internal Complaints and Gender Sensitization Committee, K.R. Mangalam University is constituted as follows:

Name of Member	Designation
Professor & Dean	Presiding Officer
Two Female faculty members	Member
Two Male faculty members	Member
External Expert	External Member
Two Non-Teaching employees	Member
One Female Student nominees	Member
One Male Student nominees	Member



If you think you are harassed or being harassed, what should you do?

- Send an email to [icc@krmangalam.edu.in](mailto:icc@krmangalam.edu.in)
- Complaints on a plain paper addressed to the Presiding Officer

Your complaint will be kept confidential.

KRMU ICC Helpline: 0124-2867800, 8800697004

## ii) Anti-discrimination and Minority Cell

The K.R. Mangalam University provides everybody with equal opportunity into its fold irrespective of caste, religion, language or based on gender. The University ensures that every individual inside the campus exercise & acquire equal rights in the process of offering or receiving education. Justice, Peace and Revolution are the roots based on which the living system exist in the campus. Any act, speech or intention that perturbs the harmony amongst people is seriously regarded and dealt on immediate basis to restore the peace.

The K.R. Mangalam University has constituted the Anti-discrimination and Minority Cell in compliance to the UGC regulations (Promotion of Equity in Higher Educational Institutions), with the following members:

Name of Member	Designation
Professor & Dean	Chairperson
Two Female faculty members	Member
Two Male faculty members	Member
Registrar (Ex-officio)	Member Secretary

An aggrieved by said offence, may make a complaint in accordance with the regulations to the Anti-discrimination and Minority Cell Committee either in person or through the mail or contact appended below.

Immediately Contact:

Anti-discrimination and Minority Cell, KRMU Helpline: 0124-2867800, 8800697004

Email:[antidiscrimination@krmangalam.edu.in](mailto:antidiscrimination@krmangalam.edu.in)

### III) ANTI-RAGGING COMMITTEE

In compliance with UGC Anti Ragging Regulations on curbing the menace of ragging in higher educational institutions, 2009 and 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016, the Anti-Ragging Committee shall consist of the following members:

Name of Member	Designation
Pro Vice Chancellor	Ex-officio
Tehsildar, Sohna	Representative of Civil Administration
SHO, Sohna	Representative of Police Administration
Six faculty members	Representative of Faculty members
Registrar (Ex-officio)	Member Secretary

The Committee shall ensure that there shall be no incidence of ragging in the campus as well as in the University Hostels.

The main objective of this committee is to receive complaints (either oral or written) and to take appropriate disciplinary action against the erring students.

Immediately Contact:

KRMU Anti Ragging Helpline: 0124-2867800, 8800697004

Email: [antiragginghelpline@krmangalam.edu.in](mailto:antiragginghelpline@krmangalam.edu.in)

UGC Anti-Ragging helpline: 1800-180-5522 (24x7 Toll Free)

Email: [helpline@antiragging.in](mailto:helpline@antiragging.in)

### IV) SC/ST /OBC CELL

The Committee shall ensure that there shall be no incidence of ragging in the campus as well as in the University Hostels. The main objective of this committee is to receive complaints (either oral or written) and to take appropriate disciplinary action against the erring students. Immediately Contact: KRMU Anti Ragging Helpline: 0124-2867800, 8800697004 Email: [antiragginghelpline@krmangalam.edu.in](mailto:antiragginghelpline@krmangalam.edu.in) UGC Anti-Ragging helpline: 1800-180-5522 (24x7 Toll Free) Email: [helpline@antiragging.in](mailto:helpline@antiragging.in)

Name of Member	Designation
Professor & Dean	Chairperson
Two Female faculty members	Member
Two Male faculty members	Member
Registrar (Ex-officio)	Member Secretary

SC/ST /OBC Cell, KRMU Helpline: 0124-2867800, 8800697004

Email: scstobc@krmangalam.edu.in

## [E] Clubs & Societies Policies & Procedures Guide

The K. R. Mangalam University (KRMU) Student Life program provides opportunities and supports extra-curricular programming to supplement academic courses. Clubs: Sports Club, Health Club, Cultural Club, Rhetoric Club/ Literary Society, MUN Club, Design Club, Smart Ashram Club, NSS/NCC Club, Investment Club, Consultancy Club, and Societies: Legal Aid Society, Management Society, E-Yantra/ Robotics Society and other student activities like E- Cell (Entrepreneurship Cell), Placement Cell are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating in a KRMU club or Society. For further information, contact the Student Activities Coordinator.

### **Student Senate Role:**

The Vice-Chancellor, K. R. Mangalam University recognizes Student Senate as the official representative of the students. With the exception of -CLUB/SOCIETIE NAME-- , the Student Senate has the exclusive right to charter all clubs and societies at KRMU. The Student Senate recommends the Student Life budget to the Dean of Student Services and has jurisdiction over a variety of matters relating to student clubs and societies. Student Senate is the liaison to each of the recognized clubs and societies, and has the responsibility to:

- Serve as an informational resource
- Attend scheduled meetings
- Summarize club activities at Fort-night/Monthly Student Senate meetings
- Follow-up on funding requests

### **Purpose:**

Student clubs and societies shall contribute to the development of students through experiences that accomplish the following:

- Stimulate interest in current social, political, economic or cultural topics
- Provide experience of working with groups
- Provide activities related to classroom experiences
- Develop professional ideals and standards through activities
- Develop personal and professional friendships and associations
- Develop leadership capabilities of members
- Provide recreational experiences within the environment of the KRMU community
- Allow members to exercise the responsibilities of citizenship

### **Club/Society of K.R. Mangalam University:**

1. Photography Club (CLICKS)
  2. Dr. APJ Abdul Kalam Science Club
  3. Computer Society
  4. Chetna Society
  5. Legal Aid Society
  6. Management Society
  7. Sports Club
  8. Health Club
  9. Cultural Club
  10. Rhetoric Club/ Literary Society
  11. E-Yantra/ Robotics Society
  12. MUN Club
  13. Design Club
  14. Smart Ashram Club
  15. Placement Cell
  16. NSS/NCC Club
  17. Investment Club
  18. Consultancy Club
  19. E- Cell (Entrepreneurship Cell)
-



# CDC DEPARTMENT

Career Development Centre is what the CDC department stands for and CDC Department at K.R. Mangalam University is incredibly proud for being able to provide students with 100% placement assistance and career guidance. The CDC Department acts as a link between the students and the industry. We make sure that each student receives the proper exposure and training through interactive sessions, workshops, industrial visits, mock interviews, live projects, etc. with top practitioners that prepares them for the industry. The students can better align themselves with their chosen sector and the academic environment thanks to these interactions and the insights and lessons they learn from them.

# ROLE OF CDC



- Providing Internship opportunities to the students
- Providing Placement Opportunities to the students
- Career Counseling & Guidance
- Conducting Seminars and Workshops with top Companies
- Training and Development of the students
- Providing PBL (Project Based learnings)
- Corporate connect

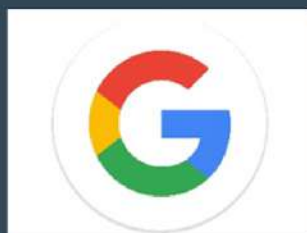


# OUR RECRUITERS



Since the university's establishment, Placements with top companies like Genpact, KPMG, Byjus, Hero, IBM, Microsoft, Decathlon, OYO, TATA 1mg, and many more market leaders have been outstanding. The number of companies that have successfully hired our students has reached over 500, and it is continually rising. The maximum pay package offered was as high as 36 LPA .

Contact CDC Department at:  
[enquiry.placement@krmangalam.edu.in](mailto:enquiry.placement@krmangalam.edu.in)





## **HEALTH FACILITIES @ KRMU**

K.R. Mangalam University intends to create health awareness among its students, staff, and faculty members regarding various lifestyle diseases such as Anaemia, Diabetes, Heart problems, etc. In collaboration with Medanta the Medicity, Medox Hospital, Fortis Memorial Research Institute Fortis Hospital and various NGOs like Pranab Mukherjee, and Vision of India. The Health Society organizes regular health camps in the KRMU campus and the nearby villages. The university has 24 x7 medical facilities provided by Blue Circle Pvt. Ltd. One Ambulance Vehicle is available at the University campus for 24 hours.



# HEALTH SERVICES



S. No	Services Provided	Agency	Inclusion
1	Trained Nursing Staff  Shift Time : 9:00 AM to 4:30 PM Shift Days : Monday to Saturday	Blue Circle Pvt. Ltd	ECG, BP monitoring, Injections, Dressings, Basic First Aid, Assisting Nurse in OPDs, Patient care plan- Regular follow ups etc.
2	Physical GP Consultation	<b>Fortis Hospital/ Medanta Hospital/ Medox Hospital</b>	<b>Once in a month for two hours</b> (Day and Time will be mutually decided)
3	Super Specialty Physical Consultation	<b>In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hospital</b>	Once in a month for Two Hours ( <b>Cardiology, Neurology, Gastroenterology, Urology, Gynecology, Hematology, Pediatric etc.</b> )
4	Allied Health OPD's	Physiotherapy OPD KRMU Department	<b>Physiotherapy OPD</b> 7 days
		<b>Nutritionist/ Dietician</b> visit In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hospital	<b>Nutritionist/ Dietician</b> visit for Two hours

# HEALTH SERVICES



5	Dressing	Blue Circle Pvt. Ltd	Dressing consumables & Medicines
6	Random Blood Sugar	Blue Circle Pvt. Ltd	
7	Basic First Aid	Blue Circle Pvt. Ltd	Dressing consumables & Medicines
8	Regular Health Care Program & Awareness Sessions	In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hospital	
9	Onsite Vaccination camps	In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hospital	Influenza Vaccine, Pneumonia, Hepatitis etc. Shots for The Students + Staff of K.R. Mangalam

COVID Care Services			
1	Onsite COVID Vaccination Camps	In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hospital	<b>Onsite camp to provide First, Second and Precautionary doses of COVID-19 Vaccines on the mutually decided date and time for the Students + Staff of K.R. Mangalam</b>

## ENVIRONMENT & FACILITIES FOR SPECIALLY ABLED PERSON



*The University has adopted the Persons with Disabilities Act 2016 (PWD). K R Mangalam University intends to provide comprehensive and inclusive teaching and learning environment to all the stakeholders. Most of the University buildings are constructed as per the CPWD norms, and have accessibility around and within the buildings with features like accessible parking, ramps with railings, disabled friendly toilets with grab bars and sliding doors, lifts cars with grab bars etc. for the benefits of Persons with Disabilities*

## POLICY FOR PERSONS WITH DISABILITIES

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. KRMU is against all kinds of discrimination on any grounds including disability. The University intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavorably. The institute aims to design its programs, administrations, and activities accessible to the students. All the authorities of the institute are striving in order to extending a helping hand towards the differently abled so as to make sure about the Benefits of grounds programs, administrations, and activities. These guidelines apply to all the Institute Faculty and staff.



# OBJECTIVES OF THE POLICY



To create inclusive culture to avoid discrimination, exploitation and exclusion of Disable Students and Staff from all spheres of work and education.

To create suitable regulatory mechanism for effective delivery of services to Disable Students and Staff of the institute

- To ensure implementation of all legislations with respect to persons with disabilities.

- To provide accessible and inclusive education at the institute.

- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.

- To provide necessary budget allocation to achieve above objectives.

The terms used in the policy have meaning mentioned in chapter I of the rights of the persons with disability Act 2016.



# ACCESSIBILITY POLICY OF KRMU



Providing access means making all the University services, activities and the benefits thereof, fully available to qualified people with disabilities. The institute should provide various provisions in creating a disabled friendly campus. The institute administration and faculty members should ensure appropriate/reasonable accommodations for each person with a disability, and be willing to resolve access problems. The campus should be barrier free and accessible for persons with differently able



- All UG and PG programs and activities must be accessible.
- To provide accessible textbooks and study material to all students with disabilities.
- To ensure the awareness programmes for all the teachers and non teaching staff regarding the issues of accessibility.
- To ensure that web services are compliant to National and international accessibility standards and regulations such as Web content Accessibility Guidelines WCAG with appropriate version and Government of India Guidelines for Web accessibility.

Admission policy of the Institute offers 5% reservation for persons with disabilities in all the courses offered by Institute. The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 and as per government regulations from time to time.





## EXAM POLICY

*EXAM POLICY KRMU will make reasonable changes in the educational plan and assessment framework to meet the particular needs of students with disabilities. Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations have been issued by the examination department for use scribe in exams.*



## Transport

*There are 43 Air Conditioned buses in the university out of which 3 buses uses Diesel as fuel and 40 buses uses CNG as fuel and all the buses are plying across Delhi-NCR on daily basis. Total 1200 students and 180 employees of K R Mangalam University avail the facility of university transport. Apart from that university has 2 CNG Maruti Suzuki Wagan R and one Diesel Toyota Innova for special transportation requirements of physically disabled students and employee.*



# Facilities

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- Ramps and Toilets
- Two-Wheeler is provided for teacher and staff on the basis of fifty percent concession.
- Half hour concession in regular working hours is facilitated to teaching and non teaching staff.
- Facilities are provided time to time as per government rules.
- Our website is accessible for visually impaired students.
- Disability sensitization sessions are part of the students and Employee induction program.
- Staff are trained to assist persons with disabilities, including persons with learning disabilities
- The institution has disabled friendly, barrier free environment.

## [E] REGULATORY APPROVALS/ RECOGNITION

### State Government, Haryana

K.R. Mangalam University, Haryana has been established as a State private University at Sohna -Road, Gurgaon, Delhi-NCR by the Haryana Private University(Amendment) Act No 8 of 2013, notified May 8, 2013.



### University Grants Commission (UGC)

K.R. Mangalam University and the degrees awarded by the university are recognized by the UGC under Section 22 of the UGC Act, 1956 vide UGC Letter ref. no. F.16- 1/2015 (CPP-I/PU) dated 4th March, 2015



### Council of Architecture (CoA)

Council of Architecture approved our under graduate course (B.Arch) in architecture for 40 seats after verifying the various requirements to be satisfied for the award of Degree vide CoA Letter ref. no. CA/5/Academic-HR21 dated June 16, 2020



### Bar Council of India (BCI)

K.R. Mangalam University is recognized for conferring the degree of law for imparting B.A/B.Com/BBA, LL.B. (Hons.); and LL.B. (H) programmes by Bar Council of India(BCI) vide BCI Letter ref. no. BCI:D:1350/2013(LE) dated 30.7.2013 & BCI:D:1445/2015(LE) dated 27.7.2015,BCI:D:796/2017 & BCI:D:745/2018 (LE/Afflin),BCI: D:1108 :2019 (LE/Std. 15/16.10.2019) dated 19.11.2019



### Pharmacy Council of India (PCI)

Pharmacy Council of India has approved our undergraduate course (B.Pharm) in Pharmacy for 60 seats after verifying the various requirements to be satisfied for the award of Degree vide PCI Letter ref. no. 32-1135/2015- PCI/17362-64 dated 28.7.2015, 60-1135/2017PCI, 17-1252/60-1135/2019-PCI and 109th Meeting of Central Council on 8th & 9th April, 2020 for D.Pharm (60), B.Pharm (100), M.Pharm. (Pharmaceutics- 15 & Pharmacology-6).





### **National Council for Teacher Education (NCTE)**

National Council of India has approved our B.Ed. and B.El.Ed courses for 100 and 50 seats vide letter ref. no. NRC/NCTE/Recognition/B.Ed/2016147959-64 and 147896/901 dated 2nd May 2016 respectively



### **Association of Indian Universities (AIU)**

K.R. Mangalam University is a member of Association of Indian Universities (AIU), an organization promoting university activities especially by way of sharing information and co-operation in field of education, culture, sports and allied areas.



### **Council of Architecture (CoA)**

Council of Architecture approved our under graduate course (B.Arch) in architecture for 40 seats after verifying the various requirements to be satisfied for the award of Degree vide CoA Letter ref. no. CA/5/Academic-HR21 dated June 16, 2020

## **[F] KEY OFFICIALS OF K.R. MANGALAM UNIVERSITY**

DETAILS OF KEY OFFICIALS		
S.NO.	DESIGNATION	MAIL ADDRESS
1	Chancellor, KRMU	<a href="mailto:chancellor@krmangalam.edu.in">chancellor@krmangalam.edu.in</a>
2	Vice Chancellor, KRMU	<a href="mailto:vc@krmangalam.edu.in">vc@krmangalam.edu.in</a>
3	Pro Vice Chancellor, KRMU	<a href="mailto:provc@krmangalam.edu.in">provc@krmangalam.edu.in</a>
4	Registrar	<a href="mailto:registrar@krmangalam.edu.in">registrar@krmangalam.edu.in</a>
5	Controller of Examination (COE)	<a href="mailto:coe@krmangalam.edu.in">coe@krmangalam.edu.in</a>

6	IQAC Co-ordinator /Director	<a href="mailto:iqac@krmangalam.edu.in">iqac@krmangalam.edu.in</a>
7	Dean -School of Engineering and Technology	<a href="mailto:dean.soet@krmangalam.edu.in">dean.soet@krmangalam.edu.in</a>
8	Dean -School of Management and Commerce	<a href="mailto:dean.somc@krmangalam.edu.in">dean.somc@krmangalam.edu.in</a>
9	Dean -School of Basic and Applied Sciences	<a href="mailto:dean.sbas@krmangalam.edu.in">dean.sbas@krmangalam.edu.in</a>
10	Dean -School of Medical and Allied Sciences	<a href="mailto:dean.smas@krmangalam.edu.in">dean.smas@krmangalam.edu.in</a>
11	Dean -School of Architecture and Design	<a href="mailto:dean.soap@krmangalam.edu.in">dean.soap@krmangalam.edu.in</a>
12	Dean -School of Legal Studies	<a href="mailto:dean.sols@krmangalam.edu.in">dean.sols@krmangalam.edu.in</a>
13	Dean -School of Journalism & Mass Communication	<a href="mailto:dean.sjmc@krmangalam.edu.in">dean.sjmc@krmangalam.edu.in</a>
14	Dean -School of Humanities	<a href="mailto:dean.sohs@krmangalam.edu.in">dean.sohs@krmangalam.edu.in</a>
15	Dean -School of Education	<a href="mailto:dean.soed@krmangalam.edu.in">dean.soed@krmangalam.edu.in</a>
16	Dean -School of Hotel Management, Catering & Technology	<a href="mailto:dean.sohmct@krmangalam.edu.in">dean.sohmct@krmangalam.edu.in</a>
17	Dean -School of Agriculture Sciences	<a href="mailto:dean.soas@krmangalam.edu.in">dean.soas@krmangalam.edu.in</a>
18	Dean Students Welfare	<a href="mailto:dsw@krmangalam.edu.in">dsw@krmangalam.edu.in</a>
19	Dean Research	<a href="mailto:dean.research@krmangalam.edu.in">dean.research@krmangalam.edu.in</a>
20	Dean Academics	<a href="mailto:dean.acad@krmangalam.edu.in">dean.acad@krmangalam.edu.in</a>
21	Proctor	<a href="mailto:proctor@krmangalam.edu.in">proctor@krmangalam.edu.in</a>
22	Director, Placements and Career Development Centre	<a href="mailto:placement@krmangalam.edu.in">placement@krmangalam.edu.in</a>
23	Registrar Office	<a href="mailto:registraroffice@krmangalam.edu.in">registraroffice@krmangalam.edu.in</a>
24	Administrative Officer	<a href="mailto:ao@krmangalam.edu.in">ao@krmangalam.edu.in</a>
25	Transport Officer	<a href="mailto:transport@krmangalam.edu.in">transport@krmangalam.edu.in</a>
26	Librarian	<a href="mailto:library@krmangalam.edu.in">library@krmangalam.edu.in</a>
27	Admissions Office	<a href="mailto:admissions@krmangalam.edu.in">admissions@krmangalam.edu.in</a>
28	Accounts Office	<a href="mailto:accounts@krmangalam.edu.in">accounts@krmangalam.edu.in</a>
29	IT support	<a href="mailto:itsupport@krmangalam.edu.in">itsupport@krmangalam.edu.in</a>
30	Warden Boy's Hostel	<a href="mailto:warden.boys@krmangalam.edu.in">warden.boys@krmangalam.edu.in</a>
31	Warden Girl's Hostel	<a href="mailto:warden.girls@krmangalam.edu.in">warden.girls@krmangalam.edu.in</a>





# THANK YOU



Phone  
011-4888-4888



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