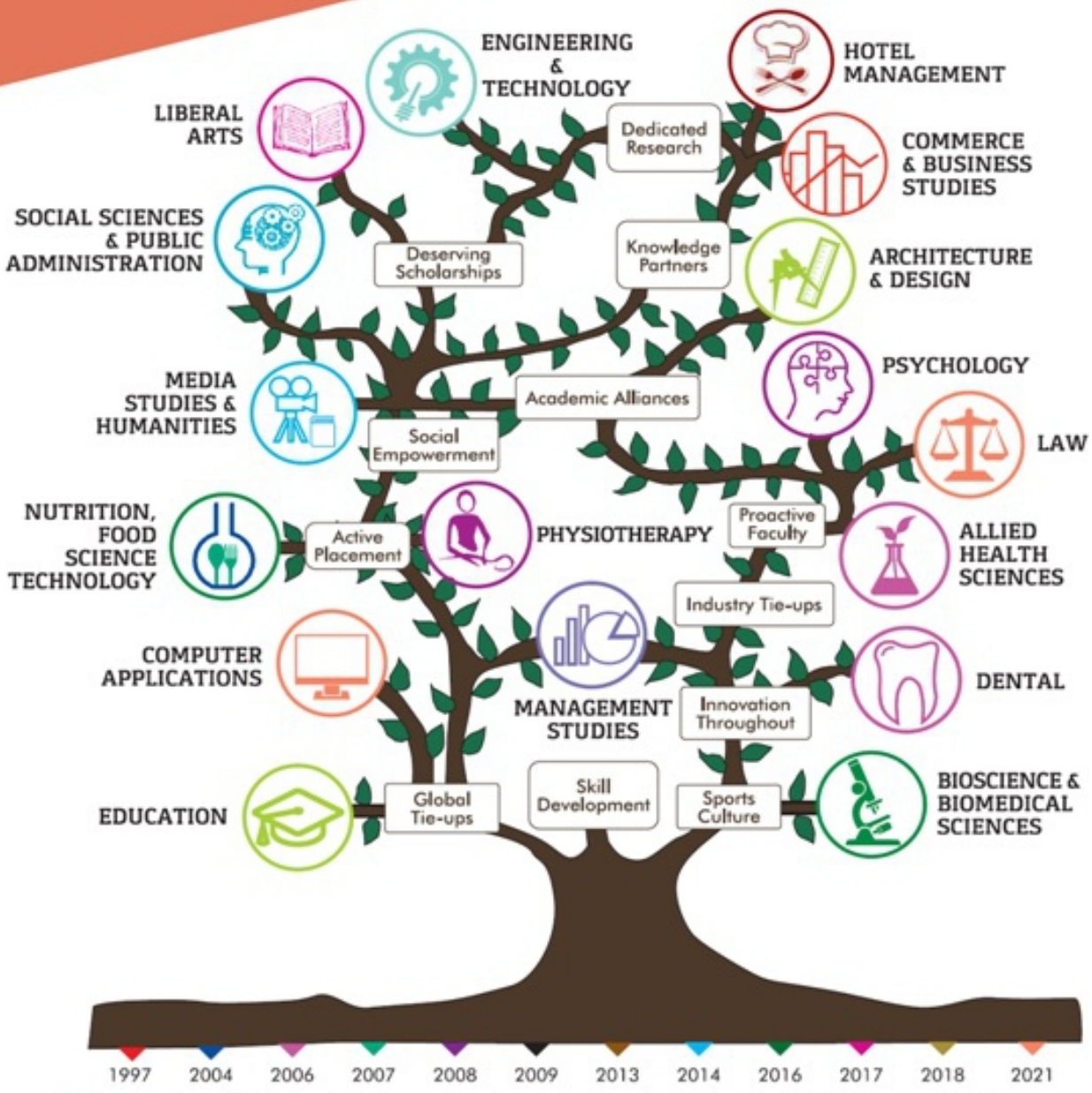
MANAV RACHNA
Vidyanatariksha

MRIIRS QUALITY ASSURANCE MANUAL

INTERNAL QUALITY ASSURANCE CELL
MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
FARIDABAD, HARYANA

25 YEARS OF OPTIMISM AND EXCELLENCE



- Career Institute of Technology and Management has evolved into Manav Rachna International Institute of Research and Studies (MRIIRS)
- Manav Rachna College of Engineering has evolved into Manav Rachna University (MRU)
- Manav Rachna International School, Sector- 21C, Faridabad
- Manav Rachna International School, Sector- 14, Faridabad
- Manav Rachna International School, Sector- 46, Gurugram
- Manav Rachna International School, Sector- 51, Gurugram
- Manav Rachna International School, Charmwood, Faridabad
- Manav Rachna International School, Sector- 51, Noida
- Manav Rachna International School, Dugri Road, Ludhiana
- Manav Rachna International School, IT City Mohali
- Kunskapsskolan Gurugram, Gurugram
- Kunskapsskolan International, New Gurugram
- Kunskapsskolan, Lucknow
- Kunskapsskolan, Bengaluru
- Manav Rachna Online

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"Manav Rachna"

Manav Rachna carries forward the mantle of excellence and professionalism with the philosophy of Manav Rachna.

"Vidyantariksha"

This is a conjunction of the words 'Vidya' and 'antariksha'.
"Vidya" means knowledge, information the basis of creativity and innovation. It is the foundation of technology and envisages the future.
"Antariksha" means 'the sky' the space which we belong to or exist.
It can be split into 'antar' and 'iksha' which means inner vision.
Hence the combination, the core promise of Manav Rachna becomes "the reality of inner vision or root of knowledge".

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Message of the Vice Chancellor

Quality is the commitment made out in the Vision, Mission and Quality Policy of the MRIIRS for all stakeholders. In the present age of competition, Quality is essential for growth and excellence. The Institution is committed to continuous improvement in Quality in every aspect of its functioning.

It is my pleasure to introduce the Third Edition of the Quality Assurance Manual which incorporates a series of changes made in the Quality Systems and Procedures of the Institution. The Institution has dedicated faculty and staff working in highly motivating environment and I am confident that the Institution will attain new standard and milestones of Quality in its pursuit of Growth and Excellence.

Quality Assurance Manual lays down broad Quality Systems, Processes and Guidelines pertaining to different aspects of functioning of the Institution. I am sure it will make the journey of the Institution on the path of continuous improvement clear and focused.

Dr. Sanjay Srivastava
Vice Chancellor, MRIIRS

MESSAGE

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From the Desk of the Pro Vice Chancellor

The Institution is making rapid strides on Quality Growth Path in various spheres of Curricula Development, Teaching-Learning, Research, Student Support, Governance, ISR and other related activities. This Quality Assurance Manual is designed to serve as a desk guide for all involved in the academic and administrative activities of the Institution. Aligned to the Vision and Mission of the Institution, the Manual incorporates the Best Quality Practices in Higher Education which are meant to be followed by all the units of the Institution. It is closely aligned to the Quality expectations by UGC, NAAC and other regulatory bodies. The Manual is not the last word on Quality but only a milestone from where the Institution will march further on the path of continuous improvement. It will be revised from time to time depending upon the changing requirements of higher education and the stakeholders.

It is hoped that the Manual will be followed in letter and spirit and the different units of the Institution will contribute to its upgradation in the times to come.

Dr. Naresh Grover
Pro Vice Chancellor, MRIIRS

MESSAGE

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From the Desk of the Director, IQAC

Manav Rachna International Institute of Research and Studies has an Internal Quality Assurance Cell to drive quality processes. The Cell has been established under the Chairmanship of the Vice Chancellor to take quality initiatives for improving academic and administrative performance of the institution. The members of the Cell have been drawn from various stakeholder groups including senior faculty members, university administration, employers/industry representatives, civil society members, alumni and student representatives.

As one of the major purposes, IQAC has contributed towards the development and application of quality parameters; and evolving mechanisms for timely, efficient and progressive performance of the various academic and administrative units of the University. This Manual incorporates approved mechanisms relating to all the Quality Indicators and Standard Operating Procedures (SoPs) of the University.

IQAC shall be looking forward to the execution of the laid down processes in the Quality Assurance Manual, by the respective units of MRIIRS for focused outcomes.

Dr. Rashima Mahajan
Director IQAC, MRIIRS

MESSAGE

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QUALITY POLICY

1. PREAMBLE

Quality in a Higher Education Institution (HEI) connotes that the institution continues to march onwards in its quest for excellence in the broad areas of curricular aspects, teaching, learning and evaluation, research and innovation, development of infrastructure and learning resources and common utilities along with their maintenance, student support and progression subsuming therein their all-round development, developing crosscutting and life skills of students, various processes and procedures of the University, making students STEM savvy and fostering global competencies for students and faculty alike. Quality policy in the MRIIRS through IQAC as its most potent and ubiquitous prime mover envisages to preclude any degree of adhocism, arbitrariness, impose quality systems and in the process bring about transparency, equity, efficiency and fair play. It aims to seamlessly integrate all quality dimensions into the processes and procedures of the University.

The Quality Policy ensures that all processes and procedures of the University are executed in a well measured and calibrated manner rather than any helter-skelter movement. A well planned out and optimally executable strategy is deployed following the tenets of the Quality Policy.

3. OBJECTIVES AND LINEAMENTS

I) It enables a sustained effort to consider the curricular aspects and bring about a continuing improvement through academic flexibility and academic enrichment.

ii) It aims to garner effective feedback from all stakeholders, objective analysis and follow-up action for the feedback.

iii) It strives that the curriculum, teaching-learning and evaluation are kept abreast of the latest pedagogical practices to inculcate professional competencies and core values which aid towards participation in national development, fostering global competencies, development of a value system for the HEI, promotion of use of science and technology and an inexorable quest for excellence.

iv) Quality Policy incorporates a strategy for introduction of new programmes and courses. It designs the use of technology, inter alia, for admission and allied processes.

v) It reiterates that technology-enabled rational measures must be adhered to recruit faculty and staff with high qualifications and experience in a transparent and fair manner.

vi) Quality Policy strives to sustain a fair, transparent and equitable promotion policy for staff and faculty.

vii) Aspects in respect of diversity, inclusivity, slow and advanced learners. Mentoring, bridge courses, language and social disparities, rural and urban bias, value-added courses, open electives and CBCS are given ample consideration in the Quality Policy.

viii) Quality Policy envisages a seamless immersion of evaluation and examination system into the teaching-learning process. Our examination system has to be designed to be fair, transparent, burden-free, to encourage deep analysis and problem-solving rather than merit rote-learning, speedy and technology-driven.

ix) Quality Policy lays huge emphasis on a university wide EMS (Education Management System) to lend digital support to the entire gamut of university functions.

x) Quality Policy stipulates OBE through structuring PSOs, POs and COs along with their assessment and improvement in their attainment and regular periodic student satisfaction survey.

xiii) Research policy, consultancy policy, a policy for motivation and recognition for those excelling in research are in place for amalgamation of research into well-avowed ethos, Vision and Mission of the University.

xiv) Quality Policy defines a well-laid out procedure for ferreting out the requirement of learning resources, their purchase and maintenance.

xv) Similarly, it lays a procedure for development of physical infrastructure and its maintenance to provide a salubrious ambience to all the stakeholders.

xvi) Quality Policy strongly encourages and motivates students, faculty and staff to undertake extension activities and in the process inculcate crosscutting values and life skills. Get clued up on the societal norms, participative and experiential learning.

xvii) Quality Policy defines systems for financial planning, budgeting, utilization and empowerment of faculty for the financials; and managing financial crunch if any such contingency arises.

xviii) Quality Policy stipulates perspective planning for a progressive and graded development of the University in line with the changing milieu, ecosystem and technology.

xix) Quality Policy dictates a well-laid out Placement and Internship policy for its students and prepares students to face placement interviews most reassuredly both within the campus and outside through its CRC and CDC outfits.

xx) Innovation and entrepreneurship are two attributes of paramount importance incorporated under the Quality Policy. Incubation Centre has to play a majorly role in mentoring budding entrepreneurs during their stay in the University and afterwards.

xix) Quality Policy enforces strict standards for a sustained improvement in hostels, mess, canteens, library, playgrounds, transport, medical and other common facilities with periodic checks and audits.

xxi) Quality Policy demands a very animated Alumni Association for interaction, placements and different genres of feedback to the current crop of students. It recommends Alumni Chapters in different major cities, both within and outside India for a close networking.

xxii) Quality Policy stipulates regular periodic audits both at internal and external levels for mid course correction and accretion of quality.

xxiv) The Quality Policy ensures that the University has every required information for its stakeholders in a user-friendly manner.

xxv) Quality Policy enforces the University to go in for various accreditations both by national and international agencies.

xxvi) Most of all, the Quality Policy provokes students to imbibe a quality culture at the suggestive stage of their life and also for the faculty and staff in their professional and personal lives. It ensures that a spirit and quality-driven ambience permeates to every nook and cranny of the University ecosystem.

Internal Quality Assurance Cell (IQAC) is the most potent prime mover in the University to drive a quality culture and its percolation to every process and aspect in the University functioning, both on tangible and intangible dimensions.

IQAC is composed as per the norms of NAAC and conducts a minimum of four meeting in an Academic Year. The Vice Chancellor heads and oversees the IQAC functioning.

IQAC deliberates over every aspect of quality relating to all the quality indicators, both in its concept as well as execution in the minutest detail.

IQAC advises and oversees establishing Standard Operating Procedures (SOPs) for various constituent processes and procedures of the University in order to thwart any degree of arbitrariness, wayward actions and makeshift arrangements unless some compelling situations justifiably demand otherwise.

Assiduous efforts by the IQAC over the years have borne fruits in the form of tangible and intangible deliverables.

CHAPTER

1. Policy on Curriculum Design, Development and Review

1. PREAMBLE

All the academic programmes of a Manav Rachna International Institute of Research and Studies (MRIIRS) are formulated to reflect its institutional vision and mission statements. True to its name, the Manav Rachna International Institute of Research and Studies (MRIIRS) is committed to nurture human beings who can serve the society, have concern in general and will be able to address the problems of humanity through teaching, research and extension in socially relevant areas. The students and faculty members will be nurtured to serve mankind with zeal and passion and eventually become leaders of the society.

2. CURRICULUM OBJECTIVES

The main objectives of various curricula are to accomplish the mission and vision of the university. It has the following objectives:

a) To raise undergraduate, post graduates and research scholars on a ladder of humanity by attaining high levels of academic excellence, professional competence, exemplary values and empowerment of positive mind.

b) To help and find solutions to human problems through scientific, social and technological research as well as policy formulation, in respect of local regional, national and global imperatives.

c) To setup strong interface with industry so as to enable students to understand human needs and environmental sustainability issues with a rational mind and empathy.

d) To provide latest domain knowledge with practical applications and ethical orientation.

3. BASIC TENETS FOR CURRICULUM DEVELOPMENT

The curriculum development process systematically examines and organizes what will be taught, who will be taught, and how it will be taught. Each component has symbiotic relationship with other components. Curriculum guides teachers and students in their pedagogical pathways though it does not restrict them for enhanced professional and all-round development. It enables teachers to structure as to what rubrics should be, and what kind of worksheets they should make, among other things. It is actually up to the teachers themselves how these rubrics should be made, how these worksheets should be made and taught; it's all up to the teachers. In a practical understanding, though, there is no concrete way to say what methodology is right to use. But it is also true that the way in which a particular topic is taught requires more tweaking contingent upon the time to time real life situation resolves what is actually taught. This is why it is required to make a distinction between the planned curriculum and the de facto curriculum; the one that is formal and the one that is actually taught in an institution.

In this process, departments will set up systems to obtain leads for curriculum development and revision from various stakeholders including students, faculty, industry, peer group institutions and civil society including government and work systematically on these leads for curriculum development.

4. PROCESS OF DEVELOPMENT

The development of an effective curriculum guide is a multi-step, ongoing and an iteratives process. The process progresses from evaluating the existing program, to designing an improved program, to implementing a new program and back to evaluating the revised program after an appropriate timeline.

a) Curriculum Development Committee

The committee will be formed in each department with members who represent different levels in a Faculty; parents, members of the industry as employers, alumni and students. It will be the driving force for curriculum change and the long-term process of implementing the curriculum. The Dean/ HoD or a senior faculty will lead the committee and will include experience and committed members who gradually become experts during the development and implementation phases of the process.

b) Identifying Key Issues and Trends

The first step in any curriculum development process will involve research that reviews recent issues and trends of the discipline, both national and international. The committee constituted at the department/Faculty level will first examine what is currently being taught in the curriculum and examine the expected standards in the discipline. The committee may visit other educational institutions that are recognized leaders in education and gather relevant information. As a result of this process, the committee will identify the following issues and trends that will need to be addressed as the curriculum development process progresses:

a) meeting the needs of students

b) learning theory and other cognitive findings on how students learn

c) what determines developmental readiness or developmental appropriateness

d) the current expectations of the field

e) the knowledge of and readiness for change on the part of teachers

f) the availability of resources

g) the role and availability of information and technology resources

h) scheduling issues

I) methods and purposes of assessments; and

j) professional development.

c) Assessing Needs and Issues

Curriculum development should be viewed as a process that leads to the improvement of student learning. It should include desired outcomes or expectations of a high quality program, the role of assessment, the current status of student achievement and actual program content. The concerns and expectations of teachers, parents, employers, alumni and students are also to be considered. The data should include samples of assessments, lessons from teachers, assignments, scores on standardized tests, textbooks currently used, student perception and feedback from parents and employers. Armed with a common set of understanding that arises from the identification of issues and trends, the committee will conduct a needs assessment to best ascertain the perceptions, concerns and desires of each of the stakeholders in the process.

The information commonly shall be gathered through surveys, structured discussions and test data.

The data collected from the needs assessment in conjunction with information obtained from research and various resources become the basis upon which the entire written curriculum from philosophy to goals to assessment – is then built.

d) Articulating and Developing Curriculum with a philosophy of Outcome Based Education (OBE) with flexibility following Choice Based Credit System (CBCS) and Provision of MOOCs

Articulating a Philosophy

These fundamental questions guide the overarching philosophy of a program:

a) "Why learn (specific discipline)?"

b) "Upon what guiding principles is our program built?"

c) "What are our core beliefs about teaching and learning in(specific discipline)?"

d) "What are the essential questions?"

e) "How will we use assessment to improve the program and student learning?"

OBE has become an international standard of quality and in an era of accountability and transparency, it is going to stay. As such, Learning Outcome based Curriculum Framework (LOCF) should cover the following aspects:

- It should be Student-centric, interactive and outcome-oriented with well-defined aims, objectives and goals to achieve.
- The major emphasis should be to encourage of quest for knowledge and innovation among the students.
- It should lay strong foundation for future where they are able to face global challenges in the rapid changing scenario.
- It should mould the students with the strength of character, self-confidence, technical competence and leadership qualities so as to transform them into insightful and honorable citizen of this great nation.
- The Programme learning outcomes should include subject-specific skills and generic skills including transferable global skills and competencies.
- It should focus to prepare students for employment, further study and to be entrepreneur.

- Developing and Sequencing Programme Educational Objectives an Expected Outcomes

If the philosophy and goals of a curriculum represent the guiding principles of the curriculum, then programme objectives represent the core of the curriculum. The specific objectives need to include clear expectations for what each learner is expected to know and be able to do and how it will be measured.

The committee should consider several key questions to identify, select, write and sequence objectives:

a) Are the objectives measurable and how they may be measured?

b) Are the objectives suffciently specific to give the reader a clear understanding of what the student should be able to do, without being so detailed as to make the statement labored or the objective trivial?

c) Are the objectives compatible with the goals and philosophy of the program and the real and emerging needs of students?

d) Are the objectives realistic and attainable by students?

e) Are appropriate materials and other resources available to make the objectives achievable?

To ensure effective implementation of OBE, the following points are essentially to be covered:

1. Establishing of Mission statements and Effective Program Educational Objectives
2. Mapping of Mission Statements with stated Program Educational Objectives (PEOs)
3. Defining of effective Program Outcomes (POs) with Bloom's Taxonomy
4. Mapping of Program Educational Objectives with POs
5. Defining of effective Expected Course Outcomes (COs) with Bloom's Taxonomy for each Course
6. Mapping of and setting Articulation Table of COs with POs
7. Defining of suggestive pedagogical tools for course outcomes delivery
8. Preparing session-wise Course Lesson Planner
9. Stating of practically implementable Assessment Tools with effective Assessment Planning and its Implementation
10. Mapping of Topics and Assessment Pattern with COs of each course at Bloom's Taxonomy levels
11. Defining rubrics with Bloom's Taxonomy and COs
12. Tracking students performance by proposing proper remedial measures
13. Measuring the students performance against COs threshold, course-wise
14. Measuring the attainment of each CO through suggestive Direct/Indirect assessments
15. Measuring students performance against POs threshold, semester-wise
16. Measuring the attainment of each PO through suggestive Direct/Indirect assessments
17. Analyzing POs attainment and propose remedial actions
18. Continuous Quality Improvement Procedure in Place
19. Comparing POs for last 3 academic years and propose remedial actions
20. Assessing the attainment of Program Educational Objectives

- Flexibility in Curriculum (CBCS)

The curriculum of all the programmes shall follow the credit based semester system that accelerates the teaching learning process and enables vertical and horizontal mobility in learning. A good amount of flexibility shall be given in the form of elective courses to be opt by the students in each programme by following the choice based credit system which provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. As such all the proposed courses to be offered for any programme in the University shall be broadly classified under following categories:

- Fundamental Courses
- Core Courses
- Elective Courses

In principle, all the programmes shall comprise of two baskets: Compulsory Course Basket and Elective Courses Basket. The Compulsory basket shall mainly consists of Fundamental and Core courses of the programme and shall, in principle, comprise of 70% and 80-85% of total credits required for award of degree at UG and PG level respectively. Under Elective courses Basket there can be a pool of courses which may be supportive to the discipline of study or providing an expanded scope or enabling an exposure to some other discipline/ domain or nurturing student's proficiency/skill. As such the Elective courses basket shall comprise of Generic Elective Courses, Discipline/Programme Specific Elective Courses and Inter-disciplinary/Open Elective Courses. While designing the curriculum for any programme, department shall ensure that suffcient choice is made available under Elective Courses to opt for course(s) as per his/her choice and area of interest.

- Provision of Massive Online Open Courses (MOOCs)

As per the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016. New Delhi, dt. 19th July, 2016, and consequently provisions incorporated in the (MRIIRS) University Ordinance No. 3 "Conduct and Evaluation of Examinations and Programmes leading to all Bachelor's / Master Degree following semester system", the University allows up to 20% of the total courses being offered in a particular program through the online learning courses provided through SWAYAM and other identified MOOCs platforms.

Massive Open Online Courses (MOOCs) can be opted by the student under any programme either as Credit Transfer Course under the basket of Open Elective or as Value-Added Course. Under Credit Transfer Scheme, the student shall be allowed to opt for MOOCs from approved platforms to the extent of 20% of the minimum credits required for award of the degree for which he/she is registered in the University; however this limit can be increased on the issuance of the revised guidelines by the Regulatory Bodies.

5. APPROVAL PROCESS

At MRIIRS, the statutory bodies of the University, Board of Studies, Board of Faculties and Academic Council shall oversee the design and development process so that the activity is carried out in a planned manner. The detailed planning for this activity shall be the responsibility of the Department Head and he/she is to ensure that all stated guidelines and instructions notified from time to time by the concerned regulatory bodies are duly implemented in letter and spirit.

After obtaining a draft curriculum of any specific program by the internal departmental committee, HoD shall organize a workshop to further deliberate on the drafted curriculum by taking valuable inputs from experts from reputed concerned industry and academia.

The draft curriculum along with suggestions and recommendations of experts in the conducted workshop are to be put before the constituted Board of the Studies (BoS) of the respective department for the inputs of its members.

The proposed curriculum with the recommendations of BoS shall be put up before Academic Council (AC) of the University for its Final Approval after due deliberations and vetting by concerned Board of Faculty and Offce of Dean-Academics of the University.

The structure of the Curriculum Booklet for any Programme with its Syllabus and Scheme of Examination shall broadly cover the following:

- About the Department
- List of courses related to Global, National and Regional need
- List of courses related to Professional Ethics, Environment and Sustainability, Human Values, Gender Equality
- Vision & Mission
- PEOs
- POs and PSOs
- Mapping of PEOs with POs and PSOs
- Semester System and Choice Based Credit System-Requirement of Credits for award of degree
- Study Scheme at a Glance
- Semester wise Study Scheme with contact hours, assigned credits and distribution of marks
- Course Details/Contents

- Pre-requisites
- Course Outcomes
- List of Text Books and Reference Books for teaching and learning
- Instructions for Paper Setting
- Mapping of Course Outcomes with POs
- Assessment tools for Direct and Indirect Assessments
- Evaluations Scheme for Continuous/Internal Assessment and End Semester Examination

For Lab Courses, while listing the experiments/lab exercises, list of lab equipments/software etc. required, should be mentioned against each experiments/lab exercises.

6. CURRICULUM VALIDATION

It is important to remember that any innovation introduced into a system - including a new curriculum requires time and support to be fully implemented. First, teachers need time and opportunities to become aware of the new curriculum and its overall design, particularly how it differs from the past. Then teachers need time and opportunities to become familiar with the new curriculum - often institution or grade level sessions that focus on those specific parts of the curriculum for which individuals are responsible. Next, teachers need some advance time to pilot the new curriculum and imbibe new materials in their classrooms. It is thus critical that the curriculum development committee, resource teachers and senior officials are aware of this process and are available to nurture it.

An effective curriculum committee shall continue to oversee the implementation, updating and evaluation of the curriculum.

7. CURRICULUM EVALUATION AND REVIEW

One of the most common methods of periodically updating a curriculum is through various levels of meetings designed to share materials, activities, units, assessments and even student work that support the achievement of the curriculum goals that were unknown or unavailable earlier. Departments will set up curriculum evaluation processes in which curricula will be evaluated in terms of objectives delivered and contemporary needs. Proper documentation will be done in respect of the evaluation process.

When a curriculum development cycle ends it again begins with a careful evaluation of the effectiveness and impact of the program. Using surveys, focused discussions and meetings, a curriculum development committee will periodically gather data on perceptions of program strengths, weaknesses, needs, preferences for textbooks and other materials, and topics or objectives that do not seem to be working effectively. This information should be gathered from data that represents overall student performance that is linked closely to daily instruction. Teams of teachers responsible for the specific discipline could accomplish this by sharing samples of assessments, performance tasks, student work, lessons and instructional practices related to the curricula.

For this process, every Head of the Department shall take the feedback on curriculum of all the programmes being conducted in his/her department from all the following stake holders: students, faculty, alumni, employers and parents in the prescribed formats covering all aspects of curriculum design, LT processes and its implementation process on regular basis as per the frequency notified. The analysis of all the feedbacks of curriculum shall be duly analyzed by the committee constituted at the department level and the report with its recommended actions to be taken shall be further forwarded to the Committee constituted at the University level for "Feedback on Curriculum" under Dean Academics for its considerations.

Thereafter, the University level Committee for "Feedback on Curriculum" after deliberations shall put up its recommendation to IQAC for its considerations and further suggestions to all concerned department for all required changes/modification required, if any, in respect of changes/updations/modifications in course contents to be incorporated or new course to be introduced to further enhance the knowledge, skills and aptitude among the students.

This detailed review and analysis of quantitative and qualitative information on the program's impact and on stakeholders' perceptions of its strengths and weaknesses shall be requisite information for review and trigger the next round of curriculum development and improvement.

For the effective implementation of this policy the stakeholders involved are supposed to follow its documented Standard Operating Procedure attached as Annexure A under title "Standard Operating Procedure for Curriculum Design, Development and Review"

General Guidelines along with Process of Credit Transfer of MOOC Courses are detailed as Annexure-B.

8. EXIGENCY, IF ANY

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

STANDARD OPERATING PROCEDURE FOR CURRICULUM DESIGN DEVELOPEMENT AND REVIEW

This Document to be called as "Standard Operating Procedure for Curriculum Design, Development and Review" is made for the purpose of effective implementation of the MRIIRS Policy on Curriculum Design, Development and Review (CDRR), which has come into effect from 31.03.2016.

The stakeholders involved in the Curriculum design, development and review are supposed to diligently follow the laid down policy and the SoP for the purpose of curriculum design, development and review for all programs/courses.

Keeping in mind and adhering to the Vision, Mission of the Manav Rachna International Institute of Research and Studies (MRIIRS) Curricula of different programs are to be designed and developed to bring distinction in a systematic manner so that a learner-centric education can be implemented.

The Policy and the SoP on CDD & R intend that the focus is to be on theory and lab courses which are industry-oriented and which can provide students a cutting edge that will help them to clear competitive exams & enable them to place themselves in reputed industry, as well to become successful professionals.

Development of an Effective Curriculum:

MRIIRS constantly strives to keep pace with advances in the field of education. Curriculum is to be periodically studied and revisions are to be recommended. The proposed curriculum and syllabus have to be first deliberated in Board of Studies and then it has to be sent to Board of Faculty for its perusal and recommendations, which are then put up before the Academic Council of the University for its Consideration and Approval.

The employability, innovation and research in curriculum design and development are to be ensured by:

- Involvement of industry professionals in curriculum development.
- Benchmarking exercises to extract employer's requirements.
- Mandatory project as per industry requirement for all students.
- Synergizing curriculum with industry practices and needs.

Standard Operating Procedure and steps:

i. Initial Planning of need based programme structure

ii. Informal discussion with faculty members, students and parents

iii. Formal Discussions in Workshop of Experts on Curriculum and in Board of Studies

iv. Deliberations in Board of Faculty

v. Final Approval in Academic Council

A.1 Initial planning of the need-based programme structure

Initial framework of the curriculum is to be derived on the basis of PEOs and Program Outcomes (POs) of the program. Norms of all regulatory bodies and curriculum design of reputed academic institutions are to be consulted while framing the initial structure.

- The department shall prepare the broad structure of courses to be covered to attain the program outcomes with its horizontal and vertical distribution across the duration of the programme keeping in view the stated above aspects and taking inputs of experts from relevant industry and academia.
- The department shall get the draft of the expected Course Outcomes (COs) following Bloom's Taxonomy for each course prepared through the peer subgroups of internal faculty members with PO and CO articulation table stating the affinity level of mapping of each CO with POs.
- Thereafter the detailed course contents shall be got drafted along with proposed and recommended text, reference books and other resource material to be used for teaching and learning for all the courses which are to be covered to attain the stated course outcomes through the peer subgroups of internal faculty members. An initial idea of the course contents is taken from the course contents being followed in other institutions of repute and which have been well proven over time.
- The curriculum of any programme should broadly cover following kind of courses by comprehensibly covering global, national and local developmental needs:

✓ Foundation Courses

✓ Core Courses

✓ Ability Enhancement

✓ Skill Enhancement

✓ Electives: Generic, Discipline and Open

✓ Internships/ Projects

✓ Professional/Life Skills etc.

- The curriculum should focus on employability, entrepreneurship and skill-development and covering related social, ethical and environmental context.
- Each of the courses is to be assigned the credits based on its period of engagement per week for a semester, which depends on the estimated scope and depth of the course, and the scheme of examination and evaluation to be followed during the semester.
- Broadly, the following guidelines to be followed for assigning the credits to any particular course:

➢ Theory Course: 1 credit for one period per week of engagement of theory/tutorial class
➢ Lab Course : 1 credit for two periods per week of engagement lab class

- The department shall also prepare the mode of examination and proposed scheme of assessment for each course as per the document of the University for "Teaching Learning and Evaluation".
- Each Course is to be given distinct Course Code as per notified uniform guideline of MRIIRS to be notified by the Office of the Dean Academics.

A.2 Informal discussion with faculty members, students and parents

The complete draft of proposed curriculum with scheme of examination is to be prepared after informal discussions are held with the senior faculty members, students, alumni and their parents to gather their views based on their experience/aspirations/expectations of the curriculum of the programme for further formal discussions and deliberations.

A.3 Formal discussions

The department shall then organize Workshop(s) to have formal discussions with the experts of similar disciplines from other reputed academic institutions and industry for the purpose of discussing the need, applicability and scope of various courses as proposed. The draft the proposed curriculum with scheme of examination in terms of study scheme and syllabus contents of each course shall then be forwarded to the Board of Studies of the department.

A.4 Board of Studies (BoS)

The Board of Studies at the department level would comprise: the Head of the Department functioning as the Chairman of the Board, senior faculty members of the department and other departments and other institutions belonging to similar discipline as members of the Board. After due deliberations, the BoS shall consider and recommend the proposed curriculum with scheme of examination in terms of study scheme and syllabus contents of each course, with required changes, if any, for next stage of deliberations at the Faculty level.

A.4 Board of Faculty (BoF)

At the Faculty level, the proposals of the BoS shall be discussed in a meeting of its Board of Faculty, which shall be chaired by the Dean of the Faculty and has Heads of various Departments of Studies, Professors, senior most Associate/Assistant Professors of each department and external members from outside the University as members. The deliberations shall involve checking the coherence and usefulness of the proposed curricula based on which the final recommendations shall be prepared. The BoF may refer some of the proposals back to the BoS for reconsideration wherever they have any observations. The finalized recommendations of the BoF then shall be put up for consideration and final approval by the Academic Council at the University level.

A.5 Academic Council

The Academic Council, chaired by the Vice Chancellor would comprise - the Pro-Vice Chancellor, Deans of all the Faculties, Heads of all the Departments of each Faculty of the University, a stipulated number of Professors, Associate Professors and Assistant Professors, other eminent academicians from outside the University and other members as per MoA of the University under the guideline of UGC and Registrar as the Member Secretary. In a meeting of the Academic Council, chaired by the Vice-Chancellor and attended by all its members, the recommendations of the BoF shall be further deliberated. The Academic Council may, if they find that the recommendations are not fulfilling the guidelines of the vision and mission of the University or find that there is a need to incorporate certain amendments so as to achieve holistic development of the students may refer back these recommendations on curricula to the BoF of respective Faculty for reconsideration. If the recommendations are found in order and the procedures have been followed correctly in considering all the aspects of teaching, learning, examinations and evaluation, the recommended curriculum shall be approved to be followed.

In the event of starting of a new course or programme, which may be on the advice of the UGC, all the steps of this 'bottom-up' approach as described above shall be meticulously followed.

A.8 Revision/Change in course/programme/Introduction of new courses

Quality in any program is multifaceted and most important. Thus, MRIIRS places high premium on quality and industry-oriented courses to improve student learning. MRIIRS believes in revision of courses and introduction of new courses from time to time to meet market demand based on the feedback of stakeholders. Ideally, the course revision/ program revision process is efficient, effective, and reliable in MRIIRS. A course revision/ program revision involves a method to determine what is actually effective, relevant and easily to relate with the application part for the students. When setting goals for a course revision/ program revision, it is necessary not only to look into revising course materials, improving structure and strengthening assessments, but also to look at inward goals such as attainment of deeper understanding of the particular course.

The given below Standard Operating Procedure shall be followed for revision/change/introduction of new course in the Curriculum:

- Department shall collect the feedback on curricula by all the stakeholders as per laid down policy at the end of every academic year.

- Departmental Academic Committee (DAC) shall consolidate the suggestions/ recommendations made by the stakeholders and shall deliberate on the given suggestions and recommendation within the department considering the Program outcomes and current industry needs. The concerned HoD shall thereafter forward the outcome of the deliberations along with his/her recommendations to the Member Secretary of the Central Committee of the University for Feedback on Curricula.

- The Central Committee of the University for Feedback on Curricula shall further deliberate on the recommendations given by all HoDs with regards to feedback and recommendations for any revision/change/introduction of new course in the Curriculum of particular programme**.** This committee shall further send its consolidated recommendations to IQAC for further qualitative inputs.

- The IQAC after due deliberations shall send its final recommendations for any revision/change/introduction of new course in the Curriculum of a particular programme, wherever required to the departments for further course of action in to be taken in their respective forthcoming meeting of Board of Studies.

- Thereafter, the same process of taking further inputs in BoS and BoF and finally getting it approved from Academic Council shall be followed before its deployment and implementation.

- The major curriculum revision shall preferably be done after running all courses for at least one cycle of a particular programme.

The above-stated Standard Operating Process will be operational and valid till the Policy on Curriculum Design, Development and Review is revised.

GENERAL GUIDELINES FOR MOOCs

As per the UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016. New Delhi, dt. 19th July, 2016, and consequently provisions incorporated in the (MRIIRS) University Ordinance No. 3 "Conduct and Evaluation of Examinations and Programmes leading to all Bachelor's / Master Degree following semester system", the University allows up to 20% of the total courses being offered in a particular program through the online learning courses provided through SWAYAM platform.

Massive Open Online Courses (MOOCs) can be opted by the student under any programme either as Credit Transfer Course under the basket of Open Elective or as Value-Added Course.

General Guidelines for MOOCs

a. Every year the list of MOOCs on offering is notified on SWAYAM platform of UGC/AICTE for the forthcoming even and odd semester. The list of courses available on SWAYAM platform will be selected by the respected Head of the Department and the recommended list under Credit Transfer Course under the basket of Open Elective Courses or as Value-Added Course shall be forwarded by him/her to the office of Dean Academics for further approval of the competent authority by 15th December for Even semester and by 1st June for Odd semester every year. MOOCs to be considered under Credit Transfer shall be chosen as replacement for open elective courses.

b. The list of approved MOOCs shall be then notified by the office of Dean Academics for registration by the students for the courses to be opted by them in the coming semester/year.

c. The MRIIRS credits transfer scheme will be applicable for the successfully qualified MOOCs. The student who successfully qualifies/clear the opted MOOCs shall be required to submit their certificate issued by the competent authority to the office of their respective HoDs for getting the equivalent credit transferred as per credit transfer scheme of the Institute/University detailed below. The consolidated list of such cases with details duly recommended by HoD shall be forwarded to the office of Dean-Academics through respective Dean for approval for credit transfer to his/her academic records against elective courses to be maintained by the Examination Branch of the Institute/University.

d. The MOOCs successfully qualified/cleared by the student under Value-added courses shall also be mentioned in the grade card issued by MRIIRS; however, the same shall not be counted towards calculation of SGPA/CGPA. For this the student who successfully qualifies/clear the opted MOOCs as Value-added Courses shall also be required to submit their certificate issued by the competent authority of SWAYAM to the office of their respective HoDs and the consolidated list of such cases with details duly recommended by HoD shall be forwarded to the office of Dean-Academics for his/her academic record to be maintained by the Examination Branch of the MRIIRS.

e. In case any student fails to clear/qualify the opted MOOCs against any Elective Basket Course, he/she then can have the flexibility to choose any other course out of the courses either being offered by MRIIRS or other MOOCs listed in the Elective Basket Course of MRIIRS in subsequent semester(s).

f. For any MOOCs being opted by the student, the examination fee for the same shall have to be borne by the student himself/herself.

- **Process for Registration of MOOCs**

The steps to register for MOOCs:-

a. Open link https://swayam.gov.in/

b. Click on SIGN-IN/REGISTER option.

c. Click on All courses hyperlink.

d. Apply filters and choose your course.

e. Click on join option.

f. Then Education Detail form will appear.

g. Fill "Yes" in Part of SWAYAM Local Chapter and complete other details (Collage Name, state, roll No, Degree, Department, Study Year), **if you fill "No" in that case your course will not appear to SPOC of Local Chapter and course will not be considered for credit transfer.**

h. Click Check Box " I agree SWAYAM term and condition".

I. At last Click on Join Course button.

- **Process for Credit Transfer of MOOCs**

The procedure for transferring credits from SWAYAM MOOCs is as follows:

a. Student to opt MOOCs for Credit Transfer against Open Elective from list approved by the office of Dean Academics-MRIIRS.

a. Before the start of semester, the student while filling up her/his Registration form will have to submit an undertaking for credit transfer forwarded through Head to SPOC, Nodal Officer Local chapter of SWAYAM. The SPOC will verify the enrolled students for the available courses over SWAYAM platform and the list of enrolled students for the selected course will be approved by Dean Academics.

b. The Local chapter of MOOCs will send list of students who pass MOOCs in the current semester along with the certificates of completion issued by SWAYAM portal to the examination branch with a verification letter from the Nodal Officer Local chapter of (duly approved by Dean Academics).

c. The student successfully qualifying SWAYAM-NPTEL MOOCs will be given equivalent credit transfer as per following guidelines depending on the duration of course:

- 4 week course : 1 credit
- 6/8 week course : 2 credits
- 12 week course : 3 credits
- 15/16 week course : 4 credits

d. Grade points for the earned credits shall be assigned depending on percentage of marks obtained mentioned in the certificate issued by SWAYAM as per grading scheme of University.

e. Student, who qualifies the proctored examination conducted by the SWAYAM -NPTEL and apply for credit transfer as notified by the HoD, shall be exempted from appearing in the continuous and end semester evaluations (internal as well as external for the specified equivalent credit course only) conducted by the MRIIRS.

f. In case of delay in SWAYAM results, the Institute/University will issue the Grade Card once the results are declared for such courses and get duly verified by the authority.

g. Nodal Officer Local chapter of SWAYAM will inform the students registered for MOOCs and Dean Academics, if any discrepancy is observed.

CHAPTER

2. Policy and Procedures for Students Admission

1. PREAMBLE

To the students, University is their world, life and dreams. It is the place where they learn to live and grow as individuals, ready to take on the challenges of the future. The Admission process is often considered to be bewildering and complicated. High school seniors, fresh out of school, are often caught at the crossroads, faced with the challenges of navigating the admission process which often confounds them, unless systems are in place to help them make a smooth transition to college.

The University admissions is a multi-stage process involving the filling up of the admission form, entrance exam, creation of merit list, displaying of results on website, physical counselling before culminating in the final Admission to the institution of choice. The university will make every effort to make this process fair, transparent, smooth and expeditious to facilitate merit-based admissions. Female candidates will be given concession on Prospectus fee.

2. SCOPE

- Admission of students to Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall be made as per defined MoA/Rules as mandated by UGC Regulations for Deemed-to-be-Universities.

- Foreign nationals and Persons of Indian Origin (PIO) would also be eligible for admission to the selected program as per selection criteria.
  - 15% seats would be reserved in all the programs. In case adequate numbers of such candidates will not be available, vacant seats would be filled up by Indian nationals.
  - Minimum eligibility condition as in respective Admission Brochures for any academic year shall be followed, and the qualification would be mapped as per AIU norms.

3. ADMISSION BROCHURE

MRIIRS shall publish the Admission Brochure every year covering the following details relating to Admissions for the coming academic year after the approval of Board of Management:

Details of Programmes to be offered with approved sanctioned intake, minimum eligibility for admission, Criteria for Admission, Criteria of Selection, Academic Fee for each programme along with schedule of payment of fee, Admission Calendar and other related important instructions of admission seekers.

The same shall also be notified on the institution website with all related information.

4. PRE-ADMISSION GUIDANCE

The university will deploy qualified counselors to play a pivotal role in guiding students to choose the correct program of study and will be available at the MRIIRS campus all the seven days of the week to address any admission related query since it concerns the course of their life and careers. The Admission Cell will take all steps to transform the tedious process of admission into a pleasurable experience. The Counselors in the Admission Cell will be geared towards helping students and their parents in applying for admission in the course that best suits the student's interest, aptitude and goals. The counselling services will be tailored to meet the needs and dreams of each student and give them a sense of purpose and clarity.

4.1 Enquires

All enquiries pertaining to admission policy, in confidence, should be addressed to the Director-Admissions with a copy marked to the Registrar, Manav Rachna International Institute of Research and Studies.

4.2 Appellate Authority

For all final decisions pertaining to admission policy, the power vests with the Vice Chancellor, Manav Rachna International Institute of Research and Studies.

4.3 Withdrawal and Refund of Fees

Refund of fees shall be governed in accordance with guidelines laid down in UGC letter No: D.O. 1-3/2007 (CPP-II), Details shall be made available on website. This may change with the notification of Regulatory Bodies including AICTE/UGC/Council of Architecture.

4.4 Procedure for Change of Program

After taking admission in a program at MRIIRS, if any student is desirous of seeking admission to any other program being run in the university, he/she will have to put in an application to the respective Dean of the Faculty. Thereafter, the case will be processed on file and case referred to Dean of the Faculty in which Admission is sought, who may concur or otherwise. If concurred by the Dean of the Faculty to which admission is sought, the file will be forwarded to Director Admissions for getting the program changed. In all such cases, a processing charge, as decided shall apply.

5. REPORTING MECHANISM

The reports shall be submitted to Vice-Chancellor through Registrar/Dean Academics/PVC. After the completion of admission process, Admission Report shall be submitted by Deputy Registrar-Academics and R&S/Deputy Director Admission/Director Admission.

6. INDUCTION PROGRAMME FOR STUDENTS

After the admission of students and before the commencement of regular classes, all the students duly admitted to the various programmes of the study will be exposed to the induction programme. The basic objective of the induction programme will be:

a) To smoothen the entry of students in the institution

b) To provide them with the necessary institutional information

c) To make them feel at home and

d) To give them a sense of pride at Manav Rachna

Induction Program will be generally conducted at the following two levels. The day and date wise schedule shall be notified from the office of the Dean-Academics.:

6.1 Central Induction Programme

The programme will be conducted centrally for two groups of departments:

1) The departments falling under the Faculty of Engineering and Technology;
2) For departments falling under Faculties other than engineering and technology.

In the central programme, the students will be given information basically on the following areas:

a) Governance structure and systems of the university
b) Teaching learning processes
c) Examination system
d) Student support system and infrastructural facilities
e) Entrepreneurial Ecosystem and MRIIC
f) Code of conduct

g) Quality Assurance System
h) Career development and placement system
i) Alumni network and resources
j) Hostel regulations
k) Library and learning resources
l) Institutional achievements
m) Sensitization on Sexual harassment, anti-ragging and social media norms
n) Gender sensitization
o) Education Management system of the university

6.2 Faculty/Departmental Induction

After the central induction, all the Faculties will hold induction programmes at the departmental level. The programme components will include the following:

a) Introduction of faculty members and students
b) Departmental academic and administrative system
c) Education management system
d) Student educational responsibility
e) Curriculum and the pedagogy
f) Classroom norms and internal assessment parameters
g) Complaints and grievance system
h) Co-curricular and extra-curricular activities
i) Exercises in personality development and soft skills
j) The assignment system and the learning groups
k) Customized teaching learning.

In addition to the above, inspirational movies, fun events, campus tour, industrial visits, participation in ISR activities will also be included. The programmes will be designed by the department in such a manner that the components are delivered in an interactive and interesting way.

7. BRIDGE PROGRAMMES

A bridge programme is considered necessary where the students come from different educational backgrounds for a particular programme of study. Some of the background qualifications may be inadequate or irrelevant for the programmes of study and as such the students may have to be given some extra inputs to enable them to enter smoothly into the programme of study to which they have been admitted. For example, a student seeking admission to BBA programme may have to be exposed to a 7-day module in economics and finance if he comes from a science background.

In developing a bridge programme students will be classified into groups and suitable sets of lectures will be planned to cover the area gaps. A bridge programme will have duration of 1-3 weeks, the timetable for which will be duly notified to the concerned students and faculty members. The bridge programme will not be mandatory but will be followed by the departments as per need, as one of the best practices.

8. REVIEW MECHANISM

The admission process shall be reviewed every year and based on the feedback received from the admission seekers and admission team deputed by the Vice Chancellor, the necessary changes, wherever required, shall be brought in the admission brochure for subsequent year with the approval of Board of Management of MRIIRS.

9. EXIGENCY

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

For effective implementation of this Policy for Students Admission, the Standard Operating Procedures as outlined in **Annexure A** shall be observed.

Standard Operating Procedures for Students Admission

For effective implementation of the Policy for Students Admission, the following SOPs for three heads shall be observed at MRIIRS:

- **Admission Procedure**
- **Conduct of Induction Programme**
- **Conduct of Bridge Courses**

1. For Students Admission:

The given below Standard Operating Procedures shall be followed for Students Admission into different Programmes:

A. Pre- Admission Work

1. Each Department Head will analyze the student intake and fee structure for each program being offered in the department in the month of September or October and will send this updated information to Dean Academics/Director Admissions after approval from competent authorities.

2. If a new program is being introduced in any department, the same will be informed to Dean Academics/Director Admissions after due approval as per the university policy before printing of admission brochure.

3. Dean Academics/Director Admissions will send draft brochure to respective head of the departments for verification which head of department will send back after due verification through Dean of the Faculty and Dean Academics.

4. The final brochure then shall be published after the approval of Board of Management and hosted on the Institution website with all relevant details for the admission seekers.

5. The university will deploy qualified and sufficient counsellors to play a pivotal role in guiding students to choose the correct program of study and will be available at university campus on all 7 days of the week to address any admission related query since it concerns their career.

6. The Admission Cell will organize interactive sessions to spread awareness of admission process to all departments preferably in the month of March.

7. The counseling services will be tailored to meet the needs and dreams of each student and give them a sense of purpose and clarity.

B. The Admission Process

1. The entire admission process will be online in a very transparent manner from submission of application form to the final admission with issue of admission letter along with identity card through outsourced ERP/EMS.

2. The admission in MRIIRS shall be by following the merit list on the basis of various national entrance examination conducted by national bodies. (For Engineering- JEE, For Management- MAT, CAT, For Architecture- NATA etc).

3. Those candidates who are not able to appear in these national tests as well as for other programmes where national test is not conducted, the university shall conduct a national aptitude test named MRNAT.

4. Schedule for physical counseling for admission and other related information will also be made available on the website as and when published.

5. To attract meritorious and deserving students, the university will have scholarship/ freeship policy based on merit as announced from time to time.

6. Admission Cell will provide updated information to the university web coordinator to update the website for admission process.

7. MRNAT shall be conducted with a frequency as decided by the university from time to time across various disciplines syllabi for the programmes which are available on the 'admission link' on MRIIRS website.

8. All admission seekers shall fill the application form available at the University website by paying the prescribed fee at the time of submission of application.

9. University will deploy technology developed by India's leading assessment agency to ensure fair and transparent conduct of online test.

10. Admission cell will provide sample question paper of MRNAT on the university website to give a fair idea to the admission seekers.

11. The dates of conduct of MRNAT across various disciplines will be given in the admission brochure/ university website. The candidate will be intimated about the place, date and time of the test through email and SMS well in time.

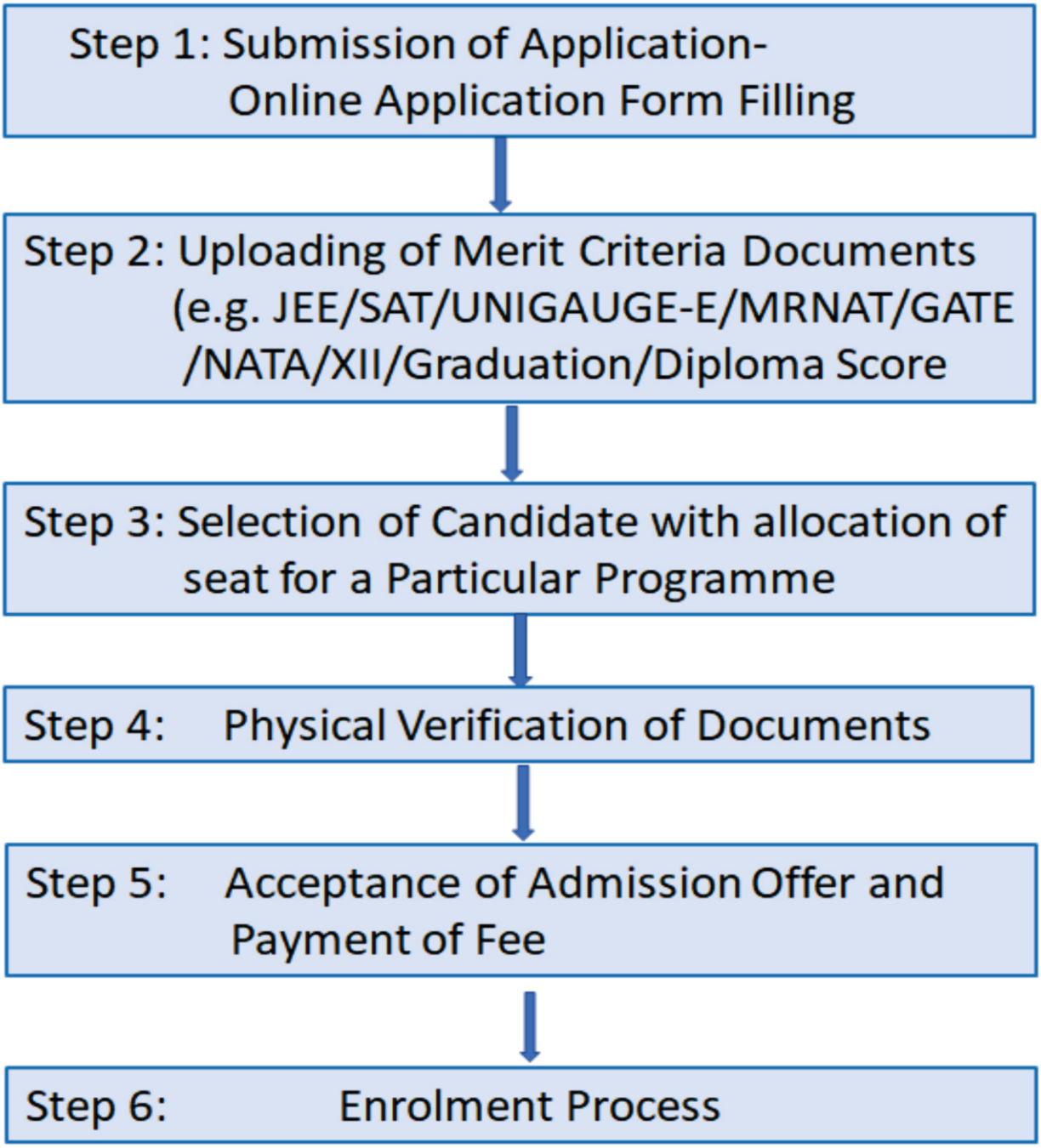
12. The candidates shall be allotted designated computer system in the examination centre and shall be required to login using application sequence number and password which should be already conveyed to the applicant through email.

13. The merit list for each program shall be prepared as per the criteria given in the admission brochure.

14. MRNAT result and merit list for various programs shall be available on the university website.

15. The procedure for physical counseling will be as per admission brochure of the university. The overall admission process will be compliant to the norms of regulatory bodies as prevailing from time to time. The whole admission process will be reviewed at the end of the year by a review committee to be appointed by the university.

16. The detailed admission process is described in the flowchart below:



- **STEP I: SUBMISSION OF ONLINE APPLICATION FORM:**
- Application for admission shall be submitted online only on the Manav Rachna online Admission portal.
- Alternatively, candidate may procure the Admission Brochure from Manav Rachna Campus, or City Centres, details of which will be made available on the website at the time of admission.
- Once online application for admission will be submitted successfully, the system generated unique application number will be provided for all subsequent correspondence.

STEP II: UPLOADING OF DOCUMENTS

Every candidate will be required to upload the following documents along with the application to evaluate his/her eligibility:

Class 10th mark sheet and Address Proof

12th standard mark sheet (if result is yet not announced: school ID card + score card of XI class / predictive score of XII class issued by school authorities): Mandatory

- For UG engineering program, mark sheets / score of merit defining document i.e. valid Score of JEE Mains/ SAT/ UNIGAUGE / MRNAT, as applicable, in which the candidate has appeared.
- For B.Arch Programme, mark sheets/score of merit defining document i.e. Valid Score of JEE Mains/NATA, as applicable, in which the candidate has appeared.
- For PG program, Pre-final Year Mark sheets of higher education qualification: Mandatory, Valid Score of GATE for M.Tech Programme, if candidate has appeared

STEP III: SELECTION OF CANDIDATE WITH ALLOCATION OF SEAT FOR A PARTICULAR PROGRAMME:

- Admission to particular program shall be based on merit as specified in Admission Brochure. Admissions to all programs are also made on the basis of Manav Rachna National Aptitude Test (MRNAT) for which the scores shall automatically be picked up for merit.
- A candidate, who initially does not get the choice program in the first list, shall be offered admission in subsequent choices filled. University shall announce vacancy, if any, at a later date and desirous candidate shall have an option of appearing in the 'on the spot counselling' and may get upgraded as per the merit of the participating candidates.
- Seats in the programs shall be allotted on the basis of preferences indicated in the application form, strictly in order of merit.
- The program wise selection of candidates, amongst applications received shall be drawn based on the actual marks scored by the candidate in Merit Defining Exam Score. For JEE mains Exams, marks in Overall category shall only be considered and marks under any special category or state etc. shall not be taken into account.
- The vacant seats, if any, after filling the seats for each programme on merit with relevant score in JEE Mains/SAT/UNIGAUGE/NATA/GATE/MRNAT entrance test, shall be filled-up on the basis of qualifying examination on merit.
- More than one list may be announced.
- All selected candidates will be communicated with Admission offer letter, further guidelines and other details through student facilitation centre.
- Candidates could be offered provisional admission, however, they shall be required to produce proof of having passed the qualifying examination at the time of physical verification of documents failing which, such provisional admission stands cancelled.
- IB/Cambridge qualified candidates shall be required to obtain the 10+2 equivalence certificate from AIU before the deadlines.
- Any wrong declaration of marks/ Scores, which affects the merit/provide undue advantage, would lead to disqualification of the candidate and withdrawal of admission.

STEP IV: PHYSICAL VERIFICATION OF DOCUMENTS:

- Candidates, who will accept the Admission Offer Letter, would be required to report for "Physical Document Verification".
- Candidates will be required to bring Letter of 'Offer of Admission' and the original fee receipts. Candidates must also carry all relevant documents in original along with a set of self-attested photocopies.
- After verification of relevant documents, all successful candidates shall be issued the Provisional Admission Letter along with temporary I-card of the University.

STEP V: ACCEPTANCE OF ADMISSION AND PAYMENT OF FEE:

- All the selected candidates, who will receive Admission Offer Letter from the University would be required to send the Acceptance of Admission.
- Thereafter, the candidate will deposit the 1st instalment of fee as detailed in the Admission Brochure within one week of offer of admission by using any mode as given in the Admission Brochure.

STEP VI: ENROLMENT:

- The whole process shall be followed by the enrolment of respective candidates as per their Programme of selection.

C. FOREIGN NATIONAL STUDENT ADMISSION

The candidate desirous to seek admission will be required to send the following documents by mail to coordinator.iec@manavrachna.edu.in:

- a) Scanned copy of the attached application form duly filled and signed with photo (pasted). b) Scanned copy of the passport
- Scanned copy of Academic transcripts, duly attested by the Indian Embassy in Applicant's country or candidate's country's Embassy in India.
- After confirmation of eligibility, candidate will be registered and fee would be submitted.
- On receipt of fee, the Eligibility Confirmation Letter will be sent with the instruction to deposit further applicable fee for Provisional Admission Letter (PAL) to enable the candidate to apply for VISA.
- After verification of the original documents by the Institution, Bonafide Certificate will be issued on the basis of candidate's proof of residence in India and proof of residence in the home country.
- Further, the student will be issued a unique S Form ID (Required for online tracking in INDIA as per GoI norms) and C Form ID- Only for Hostellers (Residence ID Number required for stay in INDIA as per GoI norms during the study period in India).
- Following this, the student will be required to report to FRRO for Registration.
- The foreign students will be required to submit their Bonafide Application with the Self Attested photocopies of the following for Visa Extension purpose, one month before the due date from the Registrar office: Passport, Visa, Stay Visa, Institution ID, Rent Agreement/ Hostel ID etc.

The student (Existing and New) who will be on fresh Visa also would need to submit his/her application along with the Self Attested photocopies of the above stated documents within two days of joining his/ her respective Department/Faculty keeping in view the FRRO Registration clause of 14 days.

D. ADMISSION IN Ph.D PROGRAMMES

The departments shall be contacted for the vacancy declaration and a central announcement through website of the tentative vacancies.

Announcements and Application for Ph.D. Programme

I. The Institution shall notify well in advance, on the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information, applications for admission to Ph.D. Programmes of its various faculties, for the benefit of candidates.

ii. A candidate seeking admission to Ph.D. programme will procure the prescribed application from the Institution and send the completed form to the Institute at the address mentioned in the announcement and/or application form. The application form may also be filled on-line if and when so announced and/or advised by the institution. The candidate must indicate the faculty to which the admission is being sought. In case a candidate wishes to apply to more than one field(s) of research or faculty, separate choices, preference wise, may be mentioned in application form.

Admission Criteria/Eligibility

An applicant possessing any one of the following qualifications shall be eligible to apply for admission to a Ph.D. programme of the institution.

I. A Master's degree in Engineering / Technology / Science / Humanities / Commerce / Medicine / Law / Education / Pharmacy / Management of a recognized Indian University, or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

ii. Candidates who have cleared the M.Phil., course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.

The candidates who qualify M.Phil. / UGC / CSIR (JRF) and UGC NET examination/ foreign national will be exempted for the PhD Entrance Test.

iii. Candidates who have cleared coursework of M.Phil. from any UGC approved University with at least 55% marks in aggregate may directly appear for interview to Ph.D.

iv. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently- abled and other categories of candidates as per the decision of the Commission from time to time.

v. A person whose M.Phil. Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.

Faculty Interaction, Interview and Provisional Admission to Ph.D. Programme

I. The candidates who qualify/ short–listed for the written examination will be given 06 working days to meet the prospective supervisors at the concerned Departments, to become familiar with and understand research activities, research groups and various research facilities at the Department of the Institution.

ii. List of prospective supervisors will be provided to qualifying candidates by CDP in coordination with the Department.

iii. The faculty members may also use this meeting to discuss research interests and views of the short-listed candidates. On the basis of this interaction, the candidates can express their interest where a vacancy for a PhD student exists when they appear for interview before the DRC constituted.

iv. An interview and presentation will be organized wherein the candidates are required to discuss their research interest/area through a presentation before Department Research Committee. Based on the performance in written test and interview, the committee will present its recommendations as Merit List to Chairperson DRC for finalization of provisional list along with allocation of proposed Supervisor and Broad area of research.

v. Chairperson DRC will submit the list/result to the CDP and final result will be submitted to the Vice Chancellor for approval and to be announced through the website of the Institution.

Enrolment

I. The candidates recommended by the DRC and approved by Vice Chancellor, shall be admitted to the Ph.D. programme of the Institution. They shall be required to submit the necessary documents for scrutiny and preparation of Registration Return. Upon due processing, the candidates will receive the Institutional enrolment number.

Fee Deposit

I. A Research Scholar shall be required to pay the fees in the manner prescribed by the Institution.

2. Conduct of Induction Programme:

a. The dates of Central induction will be finalized by Dean Academics under the chairmanship of VC in the month of June and an induction program coordinator will be nominated.

b. The induction program coordinator will prepare the detailed schedule for the induction program which needs to be duly approved by competent authorities.

c. A meeting with concerned head of departments and representative members from other central units will be conducted by the induction program coordinator to make them aware about the schedule of induction program.

d. Each department will send an invitation letter to the students for induction programme in addition to telephonic calls to the parents and candidates to ensure their attendance.

e. On the first day of induction, the candidates will be assembled in their respective classes with their class coordinators and attendance will be duly signed by the candidates. Thereafter candidates will be advised to move to the common area for spiritual offering and other activities on the scheduled dates as per the schedule given by the induction program coordinator.

f. In the central induction programme, all the points shall be covered as per the policy.

g. Concerned Dean/Head of department will nominate one coordinator for departmental induction in the month of June. The coordinator will prepare the list of activities along with schedule duly approved by head of department.

h. Head of department will interact with every student and sensitize them about credit system of concerned programme, syllabi and code of conduct to be followed in the department.

i. A formal interaction with class mentor and concerned teaching faculty will also be done during the departmental interaction to give an introductory outline of the course assigned.

j. An awareness session on different units of the university will be planned by each department/central induction coordinator in consultation with the unit head.

1. Conduct of Bridge Programme

a. One-to-three-week schedule will be prepared by the head of department by considering the gap of students from different educational backgrounds for a particular programme of study.

b. In designing a bridge programme, students will be classified into groups and suitable set of lectures will be planned to cover the gap areas.

c. The time table of bridge programme will be duly notified by the head of department to concerned students and faculty.

d. A short assessment of the students will be conducted by the department at the end of the programme.

e. Outcome of bridge programme will be reviewed by head of department. This outcome will be utilized further in designing of bridge programme in subsequent years.

The above-stated Standard Operating Procedures for Students Admission will be operational and valid till the policy for Students Admission is changed/ revised.

CHAPTER

3. MRIIRS Policy on Teaching, Learning and Evaluation

1. PREAMBLE

Teaching, learning and evaluation are among the core processes of a university. The university will maintain a rigorous regime of teaching-learning processes with the most creditable evaluations systems.

The purpose of assessment of teaching, learning and evaluation process will be able to demonstrate to all of its stakeholders, especially students, employers, community organizations and regulatory bodies, that the course outcomes of its academic programs are sound and that its teaching activities are designed to provide equivalence in learning experience and outcomes, regardless of environment or location.

2. SCOPE

The scope of the University's policy on teaching, learning and evaluation is to:

a) ensure that the quality of the education it provides is of the highest standard and commensurate with the expected standards

b) continuously improve the quality of the education it offers to students and

c) establish policies and procedures to enable it to fulfill regulatory bodies' requirements in relation to educational quality and academic standards.

3. Planning for Teaching Learning Process

a) The institution at the beginning of each session will prepare academic calendar and annual planning of each department and monitor its execution. Academic calendar should be provided to students for each program of the University.

b) To bring homogeneity among the diversified categories of students, each Faculty will organize orientation programs/induction programs for freshers.

c) Each department will devise a mechanism for distinctive approaches for teaching and learning to be adopted to address the needs of slow learners and advanced learners.

d) Differently-abled students will be handled with special care and concern.

e) Each department will develop a system of peer learning, student mentoring, team building and organization of events and student involved organizational academic programs to ensure an inclusive academic ambience in the department.

f) The department academic calendar along with plans for co-curricular/extra-curricular/entrepreneurship related activities will be prepared in advance and executed meticulously.

g) The departments will use both conventional as well as modern teaching methods to focus more on experiential learning, participative learning and case-based learning.

h) Student seminars, assignments, projects, field work and internships must be a part of the curriculum in majority of the programs.

I) The advanced learners and students having research inclination will take partnership in research projects with the faculty members.

j) The meritorious students will be recognized and awarded special prizes.

k) The student feedback on performance of teachers will be collected and analyzed regularly and based on those measures are taken to improve quality of teaching-learning process.

l) Teaching load will be prepared by HoD in consultation with course coordinators and duly vetted by Dean of institution.

m) Lesson plans and tutorial plans should be made ready for every course so as to engage in academic delivery more efficaciously.

n) Course coordinator file should be made ready for every course of department and should be checked regularly by HoDs and Deans of the respective Faculty. It must include list of all the faculty members teaching a particular course along with their contact details and time table information, complete lesson plan (mapped with Course outcomes) along with text/reference books/videos/learning portals and teaching material to be referred, assignment sheets with their solutions, university question papers for last 3 – 4 years with solution for conceptual, numerical and design problems, power point handouts and course notes, list of students identified as advanced and slow learners and subsequent initiatives taken. This should be followed by the inclusion of attainment and assessment of course outcome records using direct and indirect tools at the end of the semester.

o) Continuous assessment should be done through viva, quizzes, assignment, presentations as an integral part of our evaluation.

p) Students will be encouraged to enroll themselves in MOOCs for audit pass courses and credit transfer.

q) Syllabus should be covered uniformly in all the classes strictly according to the lesson plan and tutorial plan.

r) A mechanism will be in place for open/remedial classes for all slow learners to improve their result.

4. Best Classroom Practices

Each department will develop its own best practices to bring the best of teaching efficiency and effectiveness. Through these practices, students will be enabled to integrate theory with practice so that they are able to solve real-life problems though critical and innovative thinking. Each faculty member will endeavor to make the classes interactive and interesting with clear focus on the curriculum. For developing best practices, each department will continuously monitor best practices of reputed institutions both in India and abroad and absorb the same. The Deans and HoDs will identify the training needs of the entire faculty in contemporary pedagogical standards and make arrangement of the same at the departmental level. If resources do not exist, recourse may be made to the IQAC.

5. Evaluation

Evaluation is an integral part of the teaching-learning process. Evaluation of the students in the course shall be on the basis of two components unless specifically stated otherwise in the study scheme:

1) Evaluation through End Semester Examination (ESE)

2) Continuous Internal Assessment (CIA) by the teacher (s) of the course

Continuous Internal Assessment must be built into the program design as an ongoing activity rather than inserted into a particular phase. Summative assessment is a method of judging the outcome of a course/program at the end of the course/program activities. This will be taken care by the controller of examination.

Details pertaining to examination / evaluation processes must be made known to students during induction process; teachers through induction programme, regular department meetings and FDPs.

C.1 Integrated Examination Platform

The university will maintain an integrated examination platform consisting of three process stages:

Pre-Examination process

Students should be evaluated by the teacher during regular teaching:

a) Theory Courses: The continuous evaluation will be based on the following:

i.	Two sessional tests	60% of total marks for continuous evaluation
ii.	Assignment/Presentation/Group Discussion / Quizzes/class performance, etc.	30% of total marks for continuous evaluation
iii.	Attendance	10% of total marks for continuous evaluation

The sessional tests will be conducted in accordance with the University Academic Calendar/Institute Academic Calendar.

The breakup of evaluation pertaining to assignment/presentation/group discussion/quizzes will be as per the guidelines issued by university.

b) Practical/Laboratory Courses:

The teacher's continuous evaluation will be based on performance in the laboratory, viva voce, practical report file etc. and assessment will be made for each experiment separately. The breakup for continuous evaluation will be as per the following guide lines:

i.	Minimum Two viva-voce	40% of total marks for continuous evaluation
ii.	Lab record	20% of total marks for continuous evaluation
iii.	Timely conduct of experiments	20% of total marks for continuous evaluation
iv.	Attendance	20% of total marks for continuous evaluation

The departments shall organize Project exhibitions/contests to encourage students to demonstrate their problem-solving skills attained during practical hours.

C.2 Examination process

Different programmes in the University may require varied input, conceptual/analytical requirements, training/hands-on experience. The following distribution of weightage for various components of evaluation will be followed for all programmes.

a) Theory Courses

(i) End-Semester examination	50% weightage
(ii) Continuous assessment by the teacher	50% weightage

b) Practical/Laboratory Courses

(i) End-Semester examination	50% weightage
(ii) Continuous assessment by the teacher	50% weightage

c) Project Work

(i) Assessment by External Examiner — One third weightage

(ii) Continuous assessment by the teachers — Two third weightage

d) Industrial Training

(i) Assessment by External Examiner — One third weightage

(ii) Continuous assessment by the teachers/ Industry Supervisor — Two third weightage

C.3 Post Examination process

Time-bound spot evaluation should be enabled to declare results in minimum of time. Results must be notified within stipulated time on the website and individual departmental notice boards. ESE answer scripts shall be shown to the students as per the laid down SoPs of MRIIRS. Web-site is to be extensively used to disseminate information to students. The performance of a student should be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

The SGPA is to be calculated on the basis of grades obtained in pass grades, except audit courses, registered in the semester. The grading scheme modified as per UGC guidelines is to be used as given in Table1.

Table 1: Grading Scheme (2017 onwards)

Grade	Grade Point	Description of Performance	Range of Marks in Percentage
O	10	Outstanding	95-100
A+	9	Excellent	85-94.99
A	8	Very Good	75-84.99
B+	7	Good	65-74.99
B	6	Above Average	55-64.99
C	5	Average	45-54.99
P	4	Pass	40-44.99
F	0	Fail	0-39.99
ABS	0	Absent	
AP		Audit Pass	

$$\text{SGPA} = \frac{\Sigma (C \times G) \text{ for course with at-least pass grade in a particular semester.}}{\Sigma (C) \text{ for each semester}}$$

Where, C = number of credits of a course as per study scheme of the program

G = Grade point obtained in that particular course

The CGPA is to be calculated on the basis of all pass grades, except audit courses, obtained in all completed semesters.

$$\text{CGPA} = \frac{\Sigma (C \times G) \text{ for course with minimum pass grade in all completed semesters.}}{\Sigma (C) \text{ for all completed semesters}}$$

Where C and G will have the meanings as given above

Note: Conversion of SGPA / CGPA to Percentage Marks:

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

Example: SGPA / CGPA of 6.4 is equivalent to 6.4 x 10 = 64% marks.

6. Reporting Mechanism

Faculty members and designated coordinators for various department level teaching-learning processes shall submit the respective reports to HoD:

- Student Internship Report: Internship Coordinator
- Student Project Report: Project Coordinator
- Result Analysis Report: Departmental Result analysis coordinator
- Attainment and Assessment Report of COs and POs/PSOs: Department Academic Committee
- MOOC Credit Transfer Report: Departmental MOOC coordinator
- Report on Initiatives taken for Advanced and Slow Learners by respective Department coordinator
- Report on Overall conduct of Academic Activities during a semester- by Department Academic Committee

7. Review Mechanism

Each Department will ensure the followings:

a) Monitor the academic activity inside the class rooms regularly. The HoDs along with department academic committee must review the syllabus coverage fortnightly.

b) Motivate the students to work according to their education responsibility regularly

c) Improve the quality of teaching and obtain student feedback on course delivery twice every semester. The feedback forms shall be scrutinized and specific suggestions shall be discussed and incorporated by the Department Academic Committee. If required, shall be taken up by the Dean of the Faculty and if not resolved, shall be referred to the office of Dean Academics.

d) A chance should be given to the course wise detained students to improve their result through previous semester courses.

e) The department head shall be sending the perspective plan for next year before start of every academic year along with Action Taken Report and outcomes of the previous years' perspective plan to IQAC for its review and further recommendations.

8. Record Management

Records of all the teaching-learning and evaluation related activities conducted during a semester shall be maintained by the office of concerned Department Head for five years. All first-hand detailed records shall be managed by the office of respective Heads for further compliances.

9. Performance Review and Feedback

The Deans will monitor the quality and progress of teaching of each faculty and student feedback on the same will be obtained at appropriate times. The result of the performance review will be utilized for corrective action plan and quality improvement in the next academic cycle.

10. Exigency, if any

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

For effective implementation of this Policy for Teaching Learning and Evaluation, the Standard Operating Procedures as outlined in **Annexure A shall be observed**.

STANDARD OPERATING PROCEDURES FOR TEACHING LEARNING AND EVALUATION

Standard Operative Procedures for Teaching-Learning and evaluation have been formulated to define the processes for the best teaching-learning practices, incorporation of student centric teaching-learning methodologies, ICT integration during classroom delivery, categorization of advanced and slow learners, planning of initiatives for customized teaching-learning methodologies, continuous internal assessment followed by the program outcome attainment and analysis processes.

For effective implementation of the Policy for Teaching Learning and Evaluation, the following SOPs for six heads shall be observed at MRIIRS:

- ✓ Planning of Teaching and Learning
- ✓ Student Centric Teaching-Learning Methodologies
- ✓ ICT integration in Teaching and learning
- ✓ Advanced and Slow Learners (Assessment Process, Initiatives and Outcome)
- ✓ Conduct of Remedial Classes
- ✓ Evaluation

A.1 Planning of Teaching and Learning

- Dean Academics shall prepare the central Academic Calendar for the upcoming semester.
- The same shall be circulated to all the departments after its due approval in IQAC/BoM, MRIIRS.
- Once the approved Academic Calendar will be received, the respective Head of the departments shall prepare an Academic cum Activity Calendar based on the academic schedule notified by Dean Academics, MRIIRS and activities planned at the departmental level.
- It must cover up the roadmap for conducting FDPs, Conferences, Workshops, and Industrial visits for students, Departmental meetings with class representatives and other day to day activities for students (co-curricular/extra-curricular/entrepreneurship related activities) planned for the semester as per the approved Strategic Perspective Plans of the Department.
- Department Academic Committee shall monitor delivery of lectures by faculty members to ensure proper/ smooth conduct of classes, incorporation of student centric teaching learning methodologies, ICT based teaching learning, conduct of regular meetings with class representatives, uploading of all relevant documents including teaching plan mapped with COs/Bloom's level, course contents, assignments/tutorials, continuous assessment marks, analysis of department teaching learning processes, feedback and outcome analysis.

A.2 Student Centric Teaching-Learning Methodologies

All teaching departments at MRIIRS shall work towards developing knowledge and skills through experience and participation instead of explaining knowledge/skill, to produce students who are good critical thinkers and problem solvers. Departments shall incorporate student centric learning methodologies which involves students as active learners and helps them to evolve as critical thinkers and problem solvers instead of being a passive learner. At least 30 percent of teaching shall be through participative, experiential and problem-solving based learning methodologies including peer learning.

- Course coordinators shall prepare their comprehensive lesson plan mapped with respective course outcome statements while mentioning the mode of delivery.
- The same shall be uploaded to EMS after planning the sessions as per the approved Academic Calendar.
- The HoD shall check the uploaded session plan particularly for mentioned mode of delivery and approve the session plan on EMS before the commencement of classes.
- Department Academic Committee shall monitor the compliance of session plan incorporating student centric teaching-learning methodologies and submit the report to HoD. DAC members must monitor the exposure of students to case studies, major design experiences in their area of interest to complement their problem-solving skills acquired in earlier course work and provide them a platform for collaborative & life-long learning.
- HoD shall appoint the industrial visit coordinator, summer internship coordinator, Student's event coordinator, feedback coordinator etc. before commencement of the classes.
- Departments shall organize at least one industrial visit for students of each semester, industrial visit coordinator will submit the proposal for subsequent approval.
- Internship coordinator must guide students for summer internships at industry and institution.
- Student's event coordinator must coordinate to organize regular expert talks, seminars, conferences, quizzes, club activities, Soft skill and Personality development classes, Experience sharing sessions with Entrepreneurs etc. for students to complement the classroom-based curriculum delivery.
- Department project coordinator must guide students to showcase their project designing and development skills at various National and International Platforms.
- Each coordinator shall present his/her annual plan during the month of April/May so that the approved plans will be included in the Department's Strategic Perspective Plan.
- Post event report shall be submitted to HoD by respective coordinators.

A.3 ICT integration in Teaching and learning:

The university campus is equipped with all the latest ICT amenities for the benefits of the students and faculty members. Use of ICT tools and e-resources must be ensured in teaching and learning by all the departments. Classroom-based curriculum delivery must incorporate atleast 50 percent of delivery through ICT based tools and e-resources.

- ICT tools like projectors, virtual classrooms, supplementary audio-video and e-resources must be incorporated in to teaching and learning.
- Teachers must improvise e-learning resources like National Program on Technology Enhance Learning (NPTEL), NITTTR Chandigarh Technology Enabled Learning (NCTEL), MOOCs through SWAYAM/Coursera/edx, spoken tutorials, virtual labs etc in teaching-learning methodologies while promoting blended learning.
- GM IT and team shall ensure that students must get all ICT support in the classrooms and be encouraged to perform as digital learners. All students must be provided with lifetime institutional email IDs along with and other e-resources for not restricting their usages within campus computer labs. All staff and faculty members must be provided with official email IDs and IDs for conducting internet based online remote classroom to the students.
- Faculty members, research scholars and students must be provided with plagiarism monitoring facility by the library officials.

- Each course coordinator will ensure that students must be made available with the learning material for each course via: the syllabus, assignment / tutorial sheets and lecture notes through education management system.

- Regular trainings on the latest system, use of the available IT infrastructure, uploading of course contents, lesson plans and creation of assignments/ tutorials, question banks, marking of assignment/tutorials, attendance record maintenance, attainment of course and program outcomes, conduct of surveys for indirect attainment etc must be conducted by IQAC for faculty members to make them understand all the existing and new modules of education management system.

- Faculty members must work towards the development of e-content of their respective courses.

A.4 Advanced and Slow Learners (Assessment Process, Initiatives and Outcome)

MRIIRS has undertaken and institutionalized adequate mechanisms for assessment of the learning capabilities of the admitted students on continuous basis to deal with student diversity and to bring about inclusivity. Through this policy document, the University pronounces its commitment to train and equip both advanced and slow learners along with average performers to enable them to embark on a successful career.

Throughout this exercise, an utmost care needs to be taken to ensure that this does not lead to any decrement in the morale and disposition of the slow-learners. This endeavor must be aligned as a path-correction rather than pointing out to slow-learners any kind of incompetence or inadequacy.

4.1 Assessment Mechanism

The assessment mechanism shall involve two levels as tabulated in Table 1. At entry level, the learning levels of admitted students will be assessed on the basis of their merit/performance in the qualifying examinations.

Subsequently, the second level of learning level assessment of the students will be on the basis of their examination results (Sessional Examinations, preceding End Semester Examination) at different stages and classroom performance. During the course of any semester, performance will be analyzed as per the criteria defined in Table 1, to plan and implement actions for subsequent performance improvement during the semester. The progression of achievements of students with respect to previous semesters shall be recorded to assess their advancements and subsequent interventions.

Table 1: Assessment of Learning Levels of the students

Assessment of Learning levels at:	Assessment Parameters	Weightage
Entry level Top 10-15% students: Advanced learners Bottom 10-15% students: Slow learners	Student's Academic Performance in the qualifying examinations.	---
Later stages This analysis is done for all students of each class. If the total assessment marks are less than or equal to 40%, the student will be identified as slow leaner and if it is equal or greater than 75%, he/she will be identified as advanced learner. Note: In case, no student fits in the above-mentioned window, department may categorize students as per the following criteria: On the basis of total assessment marks- Top 10-15% students: Advanced learners Bottom 10-15% students: Slow learners	Preceding University End Semester Examination	20%
	Performance in Sessional Test-I /lab semester viva-I/ semester-research presentation-I/ semester-seminar presentation-I.	60%
	Course teacher observation (Teacher assesses each student on the qualitative scale of 1 to 10)	20%

a. Proforma for identification of Advanced and Slow learners (Entry Level)

Programme: **AY:**

Student Name	Roll No.	Marks/CGPA in Qualifying Exam

List of Advanced Learners		List of Slow Learners	
Student Name	**Roll No.**	**Student Name**	**Roll No.**

b. Proforma for identification of advanced and slow learners (Later Stages):

Course Title: **Programme:**

Course Code: **Semester:**

Student Name	Roll No.	SGPA (20% weightage)	Sessional-1 marks (60% weightage)	Course Coordinator Evaluation (20 % weightage)	Total assessment marks

List of Advanced Learners		List of Slow Learners	
Student Name	**Roll No.**	**Student Name**	**Roll No.**

If the total assessment marks are less than or equal to 40%, the student will be identified as slow leaner and if it is equal or greater than 75%, he/she will be identified as advanced learner. In case, no student fits in the above-mentioned window, department may categorize students as per the following criteria:

On the basis of total assessment marks-

Top 10-15% students: Advanced learners

Bottom 10-15% students: Slow learners

4.2 Guidelines for initiatives to be planned for Advanced and Slow learners

To improve teaching-learning outcome, certain initiatives must be planned for both the identified groups at departmental level. Within one week of start of session, HoD will designate a coordinator and assign additional responsibility for categorization of Advanced and Slow learners as per defined SoPs and submission of subsequent action plan. Coordinator shall submit the list of advanced and slow learners and action plan to HoD for perusal after deliberations with respective course coordinators.

4.2.1 Initiatives for Advanced Learners:

- Additional mentoring sessions to become excellent achievers
- Scholarships and appreciation awards
- Problem solving based advanced assignments including those with a higher degree of difficulty
- Encouragement to participate/coordinate Seminars/ Workshops/ Conferences/ Technical Project Competitions/ quiz-debate competitions/ group discussions to further improve their logical, analytical and presentation skills
- Industry sponsored projects/internships
- Encouragement to lead student council/research project development group/ student technical clubs/ editorial board of student magazine and related activities
- Motivation to write and present quality research papers, to enroll in and complete MOOCs/Value Added Courses as per the laid down policies and SoP's
- Advanced coaching/guidance sessions for preparation of higher-level competitive examinations.
- Provision to provide Seed money for implementation of their innovative proposals, financial aids to participate in the National/International level competitions
- Conduct of crash courses and pre-placement mock interview sessions to brush up their technical, aptitude and soft skills
- Guidance and support to register Start-ups/file patents/copy rights

4.2.2 Initiatives for Slow Learners:

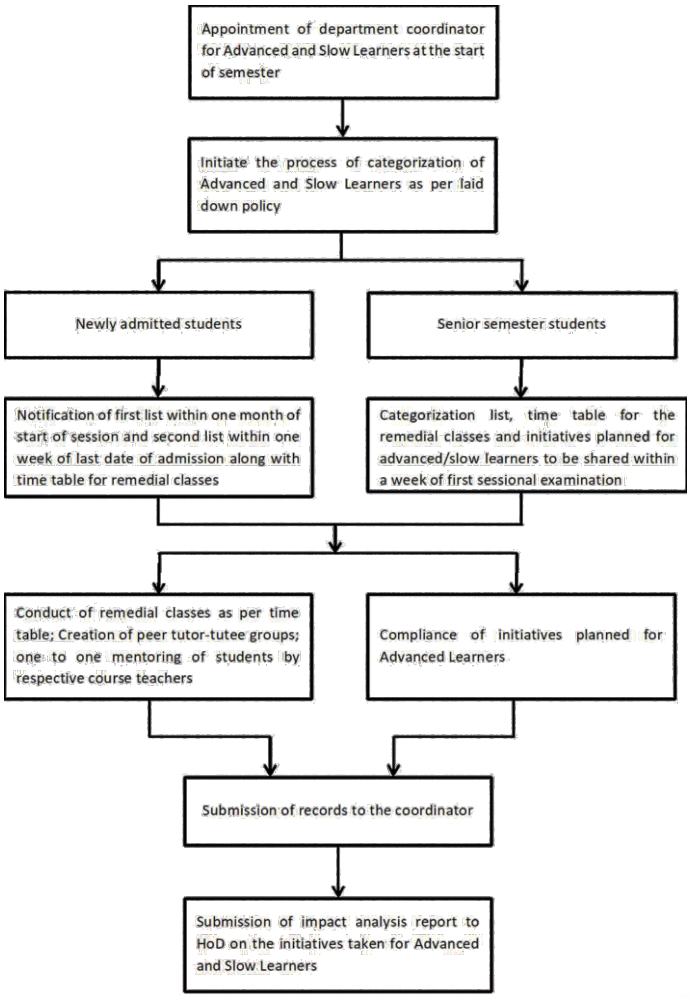
- Without adversely affecting their morale, special one-to-one academic and personal counseling sessions would be organized with individual course teachers, mentors and head of the departments to motivate and counsel them.
- Additional attention would be given during the tutorial classes being having less strength as compared to normal lectures
- Conduct of remedial/extra classes. Schedule for these classes would be prepared and shared beforehand.
- Additional course notes to improve basic understanding of the course
- Conduct of open-books class tests, sessions to solve previous year university question papers, question banks
- Introduction of peer group learning during lab and tutorial hours with one advanced learner and two-three slow learners in a group
- Encouragement to attend expert talks, alumni lectures, motivational talks and skill-oriented workshops

4.2.3 Record documents:

- Each course teacher will maintain List of advanced and slow learners
- Reports of performance/marks as per assessment parameters-course wise
- All records including schedule, details and report with pictures for all the activities conducted for advanced and slow learners
- All records of remedial/extra classes conducted for slow learners.
- Record of assigned tasks to advanced learners.
- Student progression reports indicating performance improvement of slow learners and excelling achievements of advanced learners to close the loop.
- Depending upon the progression reports of already enlisted students under these categories and on the basis of above listed parameters, the list of such students may be revised

All these activities would be reported to the respective HoD by the overall coordinator for advanced and slow learners. The consolidated report wrt initiatives taken for advanced and slow learners shall also be submitted to the HoD by the overall coordinator. All these activities shall be closely monitored by the office of Dean Academics.

Apart from these customized teaching-learning strategies for advanced and slow learners, the average learners (with assessment score greater than 40% and less than 75%) would be given equal opportunities to excel their talent and be part of all the activities being conducted in the department/University including career counselling, competitive guidance, enrollment in MOOCs/value added courses, participation in expert talks/workshops, research paper writing guidance and publication, personality development classes, enrollment in crash courses for preparation towards placement etc.



ADDITIONAL PROFORMA

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University)
Faculty of .....
Department of .....

Additional Mentoring Session

Course Title: **Date:**

Student Name	Student Roll No.	Discussion Points	Signatures

Name and signatures of Course Coordinator

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University)
Faculty of .....
Department of .....

Session Plan for Remedial Classes

Course Title: **Course Code:**

Sessions Planned for Remedial Classes	Proposed Date of Conduct

Name and signatures of Course Coordinator

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University)
Faculty of .....
Department of .....

Activities Planned for Advanced Learners

Course Title: **Course Code:**

Activities Planned	Proposed date	Remarks

Name and signatures of Course Coordinator

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(Deemed to be University)

Faculty of .....

Department of .....

Activities Planned for Slow Learners

Course Title: **Course Code:**

Activities Planned	Proposed date	Remarks

Name and signatures of Course Coordinator

A.5 Conduct of Remedial/Extra Classes

a) At entry level (for newly admitted students, identified at entry level on the basis of qualifying exam marks), first list will be notified within one month of start of session and second list within one week of last date of admission. Extra classes for slow learners must be planned at department level to reiterate the concepts and help them to enhance their learnings. Time table for extra classes to be notified accordingly. Respective course coordinators will prepare and get approved their session plan from HoD. Subsequently they will conduct their classes as per the plan and submit the report to overall coordinator for advanced and slow learners. Coordinator will submit the report to the department head.

b) Remedial classes will also be conducted for slow learners of subsequent semesters on the basis of student's performance in the preceding End Semester Examination, first sessional examination and class performance as per the devised assessment mechanism (Table 1). Overall coordinator shall submit the list of advanced and slow learners alongwith action plan within a week of conduct of first sessional examination. Time table of remedial classes for slow learners shall be notified accordingly. Respective course coordinators will prepare and get approved their session plan from HoD. Subsequently they will conduct their classes as per the plan and submit the report to overall coordinator for advanced and slow learners. Coordinator will submit the report to the department head.

c) A chance would be given to the course wise detained students (students who got attendance less than 75% - a minimum attendance percentage to be eligible to appear for end semester examination) to improve their result through previous semester classes instead of summer semester. (Annexure B: Guidelines for conduct of Previous Semester Courses)

These classes shall be conducted during working Saturdays/normal working days (Monday to Friday) over and above the normal classes schedule for the students.

6. Evaluation:

Evaluation is an integral part of the teaching-learning process. Evaluation of the students in the course must be based on the 2 components unless specifically stated otherwise in the study scheme:

1) Evaluation through End Semester Examination (ESE)
2) Continuous Internal Assessment (CIA) by the teacher (s) of the course

Continuous Internal Assessment must be built into the program design as an ongoing activity rather than inserted into a particular phase. Summative assessment is a method of judging the outcome of a course/program through ESE at the end of the course/program activities (taken care by Controller of Examination). The assignments, tutorials and question papers of sessionals/ end semester exams must be set that include questions of different difficulty levels to evaluate the student performance. Details pertaining to examination / evaluation processes must be made known to students during induction process; teachers through induction programme, regular department meetings and FDPs.

Both direct and indirect assessment tools (direct-CIA &ESE and indirect-surveys) must be used to evaluate student learning and attainment of course outcomes. Direct tools must consider cumulative continuous internal assessment methods (Assignments, Sessional tests, Seminars, Practical's, Presentations etc) and end semester examinations. Evaluation of each course must be done by the respective course teacher throughout the semester. Each theory and practical course must include internal as well as external assessment covering following parameters:

- Teacher's assessment: This must include assignments, tutorials, quiz, viva voce and lab report for practical courses etc.
- Sessional Test-1 and 2.
- End semester examination
- Technical Seminars, Colloquium and Projects
- Industrial Training: Assessment of training primarily must include feedback from the industry mentor and in-house faculty mentor. Presentations must also be organized to assess the performance.
- Course Rubrics: These course specific evaluation charts must be prepared by each course coordinator to assess student's performance consistently for COs (course outcomes) analysis for lab courses, projects, colloquium, industrial internship etc and subsequent PO/PSO (program outcome/program specific outcome) attainment. The scores (1, 2, 3, 4) would be awarded on the basis of their 'unsatisfactory', 'developing', 'satisfactory', and 'exemplary' performance in respective attributes. For students having scores less than or equal to 2, a subsequent action shall be initiated by the respective course instructor.

Assignments / Tutorials Setting & Evaluation: Assignments/tutorials contribute 40% of the total marks for continuous internal assessment (CIA).

- Assignment questions must be framed using Bloom's taxonomy and must be mapped with Course Outcomes (COs).
- Assignment/tutorial sheet issue and submission dates must be intimated to students.
- Assignments/tutorial sheets must be discussed & evaluated during tutorial sessions.
- The issuing, submission and evaluation of assignments/tutorial sheets must be done on the EMS.

Internal Sessional Test Setting & mid-semester Evaluation:

- The department must conduct two internal sessional tests as a part of CIA.
- Each test must cover 50% of the syllabus.
- Two Sessional tests must contribute 60% of the total marks for CIA.
- Question papers must be prepared by the course coordinator in consultation with all the faculty members teaching the course.
- All previous year university exam papers may be referred while preparing question papers.
- Question papers must be set by keeping in mind the different toughness levels according to Bloom's taxonomy.
- All questions must be mapped with the Course Outcomes (COs).
- The departments must organize Project exhibitions/contests to encourage students to demonstrate their problem-solving skills attained during practical hours.

Steps to be followed for Industrial Internship Evaluation

- Constitution of Department Internship Committee (DIC)/ Appointing Overall Internship Coordinator.
- Notification by Overall Internship Coordinator to students- To collect Request letters in case they want to pursue at their level.
- Request Letter to be signed by respective HoD in the name of specific Organization/ Company in which he/she wants to undergo an industrial training.

- Office copy of the letters sent by the various companies requesting permission for the industrial training to be maintained by Overall Project Coordinator.
- Letter of Acceptance/ Permission issued by the company along with requisite detail of the company, contact person in response to the request letter issued by the University.
- Notification for meeting of the DIC for analysis of acceptance and giving its recommendations for approving the case to undergo Industrial training in the company.
- Submission of recommendations of DIC quoting the date of its meeting: Name and Roll No. of student: approved company for training.
- Letter of Approval in the name of company / organization to individual student for undergoing Industrial Training in that specific company under signature of HoD along with schedule of training: Date of Start, Duration, Mid Review, Copy of Feedback report format etc.
- Notification by HoD for meeting of DIC for finalizing the list of faculty members assigned the duty for supervision of Industrial Training
- Notification by the Overall Internship Coordinator notifying the list of faculty members assigned the duty for supervision of Industrial Training with their roles and responsibility
- Notification by HoD/ Overall Internship Coordinator for meeting with DIC to finalize the schedule for Mid- review of Industrial Training of all the students.
- Evaluation shall be as per the approved scheme and syllabus of respective program.
- Notification of Mid- review of Industrial Training of all the students undergoing Industrial Training along with signature and stamp of HoD or Overall Internship Coordinator with a copy to all designated faculty supervisor to further communicate with their respective assigned students.
- Notification by HoD/ Overall Internship Coordinator for meeting with DIC to finalize the schedule for Final Viva and Presentation of Industrial Training of all the students
- Notification Final Viva, Presentation and submission of Internship Report of Industrial Training of all the students along with signature and stamp of HoD or Overall Internship Coordinator
- Internship Reports of the students and Certificate of Successful Completion and Feedback Report from the Industry (duly signed and stamped) issued to the students.
- Preparation and submission of consolidated report to IQAC.

Steps to be followed for Project allocation and progress evaluation:

a. Process to be followed for identification and allotments of projects:

- Notification for constitution of Departmental Project committee (DPC)/ an overall project coordinator and co-coordinators, id required.
- The committee is to be constituted of one senior Professor and two /three faculty members from the department.
- A pool of proposed projects to be prepared by overall project coordinator and notified to students based on ideas collected from domain experts in the department. Alternatively, a student may identify the topic or may bring his/her own idea. Further, student needs to obtain a consent of the department faculty members for supervision.
- Notification of meeting of DPC by HoD to review the list of project proposals received
- Final approved Project Topics List with names of students, their groups and the names of Supervisors to be notified by the HoD after consultation with DPC.
- Notification by overall coordinator for students to do extensive literature survey as it is the most important part which gives a direction to the area of research and to present their ideas through power point presentations to DPC and project guides.

- Notification by overall coordinator to students to submit project synopsis to the project guide. Synopsis is an 8 to 10 pages document which briefly outlines the technical area, literature reviewed, objective, methodology, block diagram, work flow graph and software / tools to be used along with the application areas of the project.

b. Continuous Monitoring Process

- The student group is required to work on their topic of interest, and is required to have regular meetings with the project guide to discuss the project work.
- The Project Coordinator will closely monitor the progress of every student in consultation with the project guide.
- Project-Diary needs to be mandatorily maintained; where in all day-to-day activities of the project will be recorded. The inspection of the Project-Diary will also be done regularly to get a detailed account of how the project is progressing.
- The evaluation of the project will be done centrally by the DPC. Committee will conduct the Mid-Term review as well as the Final assessments of the project. The committee will also monitor the progress in between, through making regular contact with the project coordinator and the guide.
- The assessment done by DPC will become the basis for final grades. All those projects, which will be running slow and not progressing well, will be kept under close watch with periodic warnings being issued to the concerned students.
- Notification Final Viva, Presentation and submission of Project Report of all the students along with signature of HoD or Overall Project Coordinator
- Preparation and submission of consolidated report to IQAC.

Pre-End Semester Examination Process:

- End Semester Examination (ESE) will be scheduled and conducted by the controller of examination (CoE).
- Chief Superintendent and Superintendents will be appointed for each Faculty.
- Examination date sheet will be prepared and notified by the controller of examinations well in advance.
- The format of ESE question papers must be shared with the students. Bloom's taxonomy must be followed for designing the questions.
- The question bank consisting of previous years question papers must be provided to the students.
- List of registered students for each paper must be compiled to issue the admit cards well in advance.

Transparency in the evaluation must be ensured through:

a. Uploading of continuous internal assessment marks and end semester examination marks on education management system (EMS)

b. Showing of end semester examination - Answer scripts to the students (as per laid SoP's of the University-as included in the Examination Manual)

c. Course outcomes, Program outcomes/Program specific outcomes attainment and analysis on EMS. Each department shall prepare and maintain a Process Manual for Assessment and Attainment of COs and POs/PSOs for each batch of students. (**Annexure C-** COs-POs/PSOs Assessment and Attainment Process Manual)

d. The recommendations of Department Academic Committee on attainments and actions planned shall be submitted for review of IQAC members.

ANNEXURE - B

Guidelines for Conduct of Previous Semester Courses

All in-eligible/detained students (on the basis of shortage of attendance) including the students of previous batches/semesters who were declared in-eligible/detained, shall be required to enroll as per the following stated provision.

- The courses of previous semesters for such students shall be planned and offered either during normal working days (Monday to Friday) over and above the normal courses scheduled in that semester as per study scheme or during working Saturdays for faculty and staff of MRIIRS i.e. odd Saturdays of a month as per the available resources.
- The courses of previous semesters to be offered shall be notified by the respective HoDs depending upon available resources.
- The timetable of PSCs courses should be made available and communicated to the students to enable them to choose the courses out of offered PSCs courses without any clash in the timetable of courses to be opted by them.
- Such students can enroll for different courses out of offered courses of previous semester(s)by doing online registration on ERP Portal visible under PSCs category courses in the coming semester/ subsequent semesters.
- Out of the offered courses under PSCs category, a student can enroll for PSC courses per semester including lab courses with the maximum limit for registration of courses including PSCs, if any, shall remain 30 credits.
- The student who meets the minimum required attendance criteria for each course after attending the classes and completes the other conditions of submitting the assignments etc. for a particular course shall be declared eligible for appearing in the end semester examination thereafter.

COs-POs/PSOs Assessment and Attainment Process Manual

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES, FARIDABAD

PROCESS MANUAL: ASSESSMENT AND ATTAINMENT OF LEARNING OUTCOMES (ASSESSMENT PROCESS, INITIATIVES AND OUTCOME)

The university will maintain a rigorous regime of teaching-learning processes with most creditable evaluation systems. The purpose of assessment of teaching, learning and evaluation process will be able to demonstrate to all of its stakeholders, especially students, employers, community organizations and regulatory bodies, that the program outcomes of its academic programs are sound and that its teaching activities are designed to provide equivalence in learning experience and outcomes. In line with the Institution's Vision and Mission, Academic programmes in the University shall be outcome based. The curricula based on outcome-based education will be aligned towards the attainment of Program Educational Objectives (PEOs), Program Outcomes (POs) and Program Specific Outcomes (PSOs). Outcome based education is objective and outcome driven, its every stated objective and outcome can be assessed and evaluated. It is centred around the needs of the students and stakeholders. The student centric teaching-learning methodologies shall be integrated to complement traditional methods.

The university departments shall focus on student learning by:

- Using Learning Outcome Statements to make explicit what student is expected to be able to know, understand and do
- Providing learning activities which will help the student to reach these outcomes
- Assessing the extent to which the student meets these outcomes through the use of explicit assessment criteria

The implementation of outcome-based education involves:

1. Establishment of Mission statements, Program Educational Objectives
2. Mapping of Mission Statements with Program Educational Objectives (PEOs)
3. Defining POs with Bloom's Taxonomy
4. Mapping Program Educational Objectives with POs
5. Defining CO (Course Outcomes) with Bloom's Taxonomy for each Course
6. Mapping COs with POs to create articulation table
7. Mapping contents and Assessment Pattern with COs of each course
8. Defining pedagogical tools for course outcomes delivery

9. Preparing session-wise Course Lesson Planner
10. Mapping Questions with CO's at Bloom's Taxonomy levels & Assessments
11. Defining rubrics with Bloom's Taxonomy and COs
12. Tracking students' performance by proposing proper remedial measures
13. Measuring students' performance against COs threshold, course-wise
14. Measuring the attainment of each CO through Direct/Indirect assessments
15. Measuring students' performance against POs threshold, semester-wise
16. Measuring the attainment of each PO through Direct/Indirect assessments
17. Analyzing PO attainment and propose remedial actions
18. Planning continuous quality improvement action
19. Assessing the attainment of Program Educational ObjectivesEach University department will:

a. Ensure that the quality of the education it provides is of the highest standard and commensurate with the expected standards.
b. Continuously improve the quality of the education it offers to students and
c. Implement IQAC approved policies and procedures to enable it to fulfill regulatory bodies requirements in relation to educational quality and academic standards.
d. Maintain Course Outcomes (COs)-Program Outcomes (POs)/Program Specific Outcomes (PSOs)-Program Educational Objectives (PEOs) assessment and Attainment manual.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES
(Deemed to be University under section 3 of the UGC Act 1956)

FACULTY OF .....

DEPARTMENT OF .....

COs-POs/PSOs-PEOs Assessment and Attainment Process Manual (AY.....)

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1. INSTITUTE VISION AND MISSION

Vision of the Institution:

Manav Rachna International Institute of Research and Studies (Erstwhile Manav Rachna International University) is dedicated and committed to train and equip its students with the latest knowledge and skills in the chosen fields in the backdrop of Indian ethos and values to enable them to face any global challenge with a view to transforming them into insightful, honorable and responsible citizens of this great country and imbibe a work culture of theoretical and applied research leading to creation and dissemination of knowledge.

Mission of the Institution:

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

(i) To inculcate skills and impart knowledge to the ignited minds in the fields of science and technology and soft skills including leadership, team building and communication.

(ii) To create human beings with golden heart who work and dedicate themselves for the advancement of humanity.

(iii) To undertake research and development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, engineering and technology, management, health sciences and therapies, sports, multi-media, applied and performing arts.

The mission is fully reflective of the distinguishing characteristics of the university in terms of societal needs, the target student population groups and the values and vision of the institution. The university is active in meeting its institutional responsibilities and has a wide range of technical, professional and general courses which address the different needs of the society. The university places high importance on moral and ethical values. Institutes tradition and value orientation is also imparted through its course on Holistic Wellness and Life Skills which is taught in all departments of the university.

2. DEPARTMENT VISION AND MISSION

Vision of the Department:

Mission of the Department:

3. PROGRAM EDUCATIONAL OBJECTIVES

The Department of ..... keeping in view interests of all their stakeholders have formulated the Program Educational Objectives (PEO's) that are comprehensive statements describing the career and professional accomplishments that the program is preparing the learner for.

Department's Program Educational Objectives (PEOs) are derived from the Department's Vision and Mission.

PEO's of ..... Program in ..... are:

PEO 1:

PEO 2:

PEO 3:

PEO 4:

PEO 5:

The Program Educational Objectives of .....Program are consistent with the Mission of the ..... department of Manav Rachna International Institute of Research & Studies (MRIIRS), and the PEOs flow naturally from the Missions of MRIIRS.

4. PROGRAM OUTCOMES AND PROGRAM SPECIFIC OUTCOMES

Department POs & PSOs are listed as below:

PO1

PO2

PO3

PO4

PO5 and so on

PSO1

PSO2

PSO3

5. MAPPING OF DEPARTMENT MISSION STATEMENTS AND PEOS

The matrix showing mapping of mission statements of the department with PEOs is as below:

PEO Statements	Mission 1	Mission 2	Mission 3
PEO1:	3	2	-
PEO2:	-	1	-
PEO3:			
PEO4:			
PEO5:			

The PEO-Mission statements mapping is described by its 'Affinity (correlation)' level as following:

- Low (Slight): 1
- Medium (Moderate): 2
- High (Substantial): 3

6. MAPPING OF PROGRAMME EDUCATIONAL OBJECTIVES TO PROGRAM OUTCOMES/ PROGRAM SPECIFIC OUTCOMES

The matrix showing mapping of POs/PSOs of the department with PEOs is as below:

POs / PEOs	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
PEO 1	3	2	-	-	-	-	-	1	2	-	-	-	-	-	-
PEO 2															
PEO 3															
PEO 4															
PEO 5															

The PEO-POs/PSOs mapping is described by its 'Affinity' level as following:

---Low (Slight): 1

---Medium (Moderate): 2

---High (Substantial): 3

7. DEFINING COURSE OUTCOMES AS PER BLOOM'S TAXONOMY AND MAPPING WITH POs/PSOs

Course outcomes are the measurable statements defined (as per Bloom's Taxonomy) for each course that indicates the student's ability of learning at the successful completion of the course. This section includes course outcomes and respective course articulation matrix for each course of the programme. The course articulation matrix describes CO-PO/PSO mapping and will be done by course coordinator. Course articulation matrix is prepared for each course by mapping the correlation strength (1,2,3) to each course outcome defined for a particular course with all the program outcomes and program specific outcomes. Followed by this, a program articulation matrix shall be prepared for all courses in a program.

Course Title: **Course Code:**

Course Outcomes: The students will be able to:

BCH-100.1 describe .....

BCH-100.2 evaluate .....

BCH-100.3 identify .....

BCH-100.4 illustrate .....

BCH-100.5 explain .....

BCH-100.6 classify.....

Course Articulation Matrix:

CO Statement (BCH-100)	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
BCH-100.1	3	3	1	2	-	-	-	-	-	-	-	2	-	2	-
BCH-100.2	-	-	2	-	2	-	-	-	-	-	-	-	-	-	-
BCH-100.3	-	3	-	2	-	-	-	-	-	3	-	-	-	1	-
BCH-100.4	2	-	1	-	2	-	-	-	-	-	-	2	-	1	-
BCH-100.5	-	-	2	-	-	1	-	-	-	-	-	-	-	-	-
BCH-100.6	1	-	1	-	1	2	-	-	-	2	-	-	-	1	-

The CO-POs/PSOs mapping is described by its 'Affinity' level as following:

---Low (Slight): 1

---Medium (Moderate): 2

---High (Substantial): 3

Similarly, all courses are to be added.

8. CREATION OF PROGRAM ARTICULATION MATRIX

Program articulation matrix describes CO-PO/PSO mapping for all the courses:

Course Code	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
BCH-100	✓	✓	✓	✓	✓	✓	-	-	-	✓	-	✓	-	✓	-

9. RELATIONSHIP BETWEEN COs-POs/PSOs AND PEOs

The outcomes shall be computed and assessed at three different levels. First level is course level, Course outcomes assessment and attainment analysis is done at the completion of each course. Second level includes Program Outcome/Program Specific outcome assessment and attainment that is done at the completion of degree Programme. This will be followed by the assessment and attainment computation of Program Educational Objectives within 3-5 years of graduation. This indicates the ability of graduated students to utilize their acquired skillset while performing at different levels during his/her early professional career of 3 to 5 years.

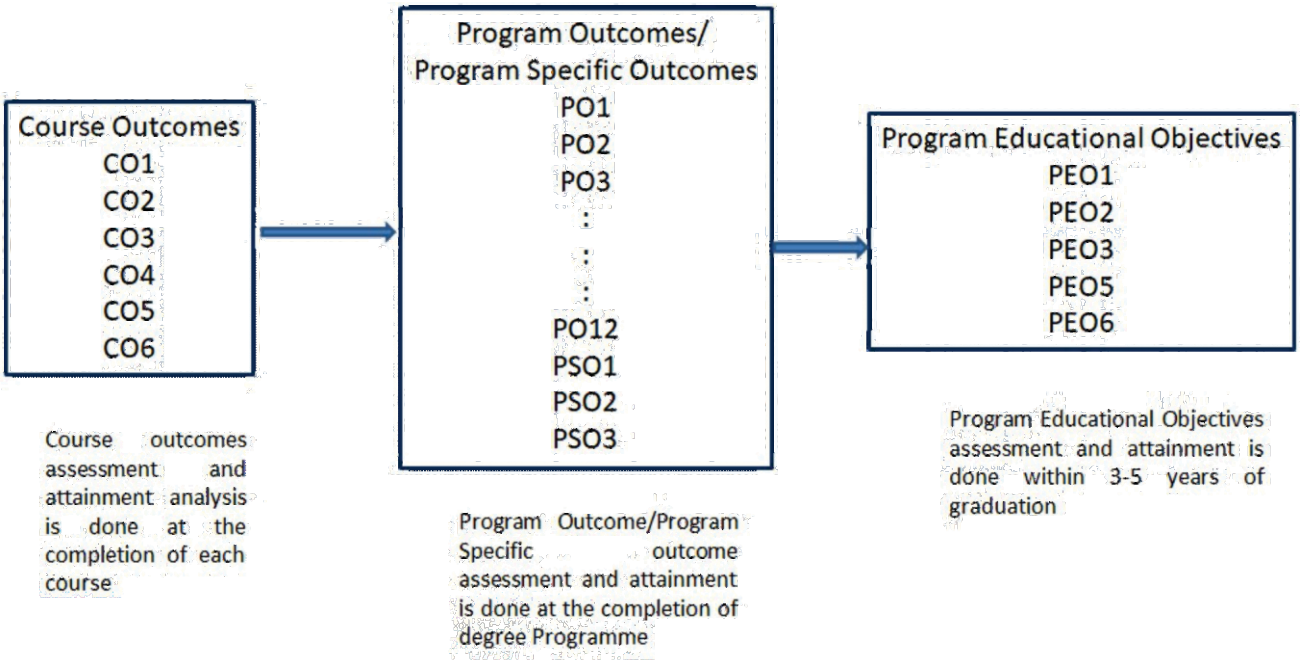


Fig 1 Levels of Outcome attainment

Keeping in view interests of all their stakeholders, departments have formulated the Program Educational Objectives (PEOs) that are comprehensive statements describing the intending career and professional accomplishments for the student.

- Program Outcomes and Program specific Outcomes (POs and PSOs) are then devised which describe what students are expected to know or will be able to do when they graduate from a program.

-Mapping of Program Education Objectives (PEOs) with Program Outcomes and Program specific Outcomes (POs& PSOs) is done in the curriculum structure.

10. FACULTY INVOLVEMENT

The course coordinators would frame measurable CO statements in consultation with involved course teachers, complete CO-PO mapping and compute CO attainments for subsequent analysis at course level. They would submit CO attainment and subsequent action recommendations to the Year wise coordinators. They will consolidate the year wise CO attainment along with recommended actions. The department academic committee under the guidance of Head of Department would consolidate CO-PO attainment and later PEO attainment, plan overall action recommendations and share with Board of studies for further action.

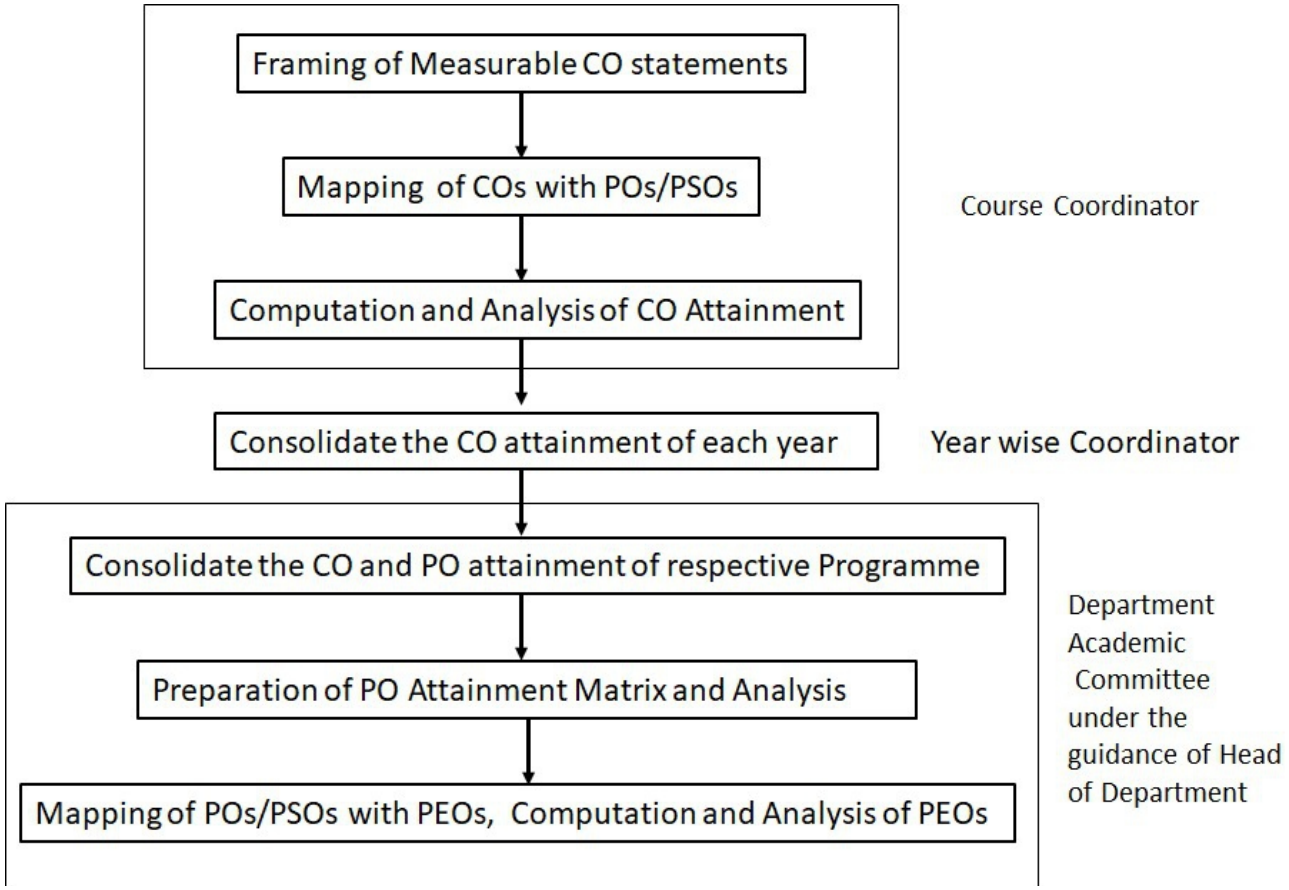
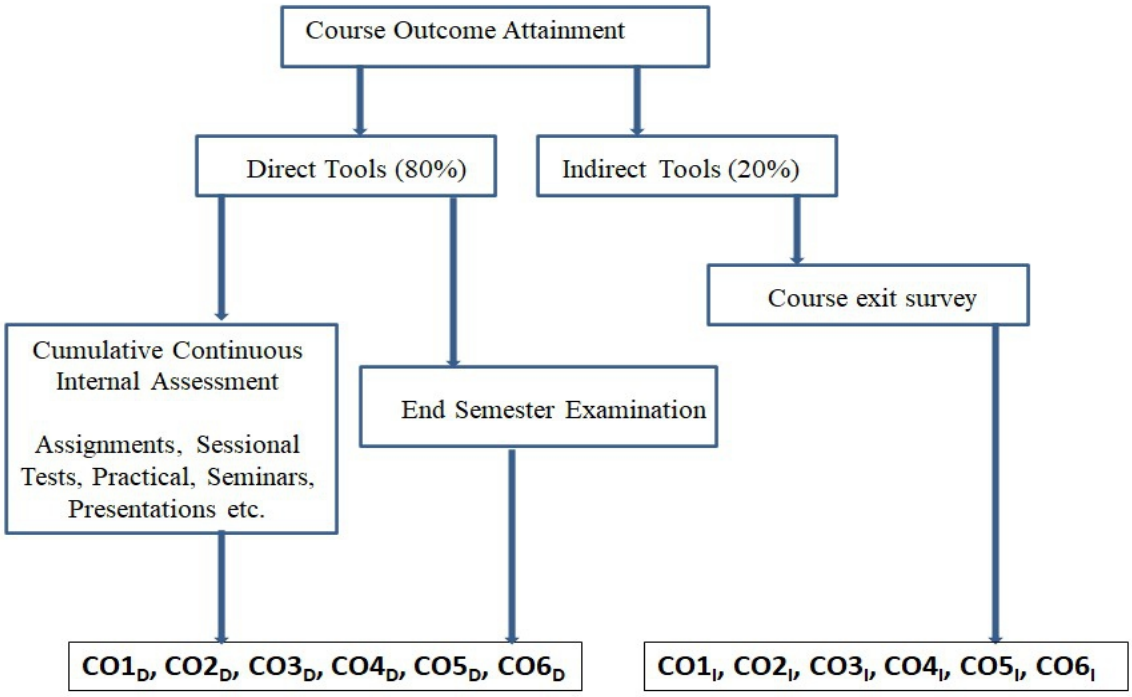


Fig 2 Faculty involvement at different levels

11. ASSESSMENT TOOLS AND PROCESS FOR COURSE OUTCOME ATTAINMENT

11.1 Assessment Tools for CO Attainment:

Direct and indirect both assessment tools shall be used for data collation. The weightage for direct and indirect methods fixed will 80% and 20%, respectively. Direct tools shall include cumulative continuous internal assessment methods (Assignments, Sessional tests, Seminars, Practical's, Presentations etc) and end semester examinations. Indirect tools will include course exit survey. The process to be followed for course outcome attainment is depicted in Fig 3..



Attainment of CO1= 0.8* $CO1_D$ + 0.2* $CO1_I$

Different assessment tools help in evaluating student learning and attainment of course outcomes. Credit based continuous evaluation system shall be followed at the university. Evaluation of each course would be done by the respective course teacher throughout the semester. Each theory and practical course have internal as well as external assessment covering following parameters:

- Teacher's assessment: This includes assignments, tutorials, quiz, viva voce and lab report for practical courses etc.
- Sessional tests.
- End semester examination
- Technical Seminars, Colloquium and Projects
- Industrial Training: Assessment of training primarily includes feedback from the industry mentor and in-house faculty mentor. Presentations shall also be organized to assess the performance.
- Course Rubrics: These course specific evaluation charts shall be prepared by course coordinators to assess student's performance consistently for CO and subsequent PO attainment analysis for lab courses, projects, colloquium, industrial training etc. The scores (1, 2, 3, 4) would be awarded on the basis of their 'unsatisfactory', 'developing', 'satisfactory', and 'exemplary' performance in respective attributes. For students having scores less than or equal to 2, a subsequent action shall be initiated by the respective course instructor.

11.2 Process to measure CO attainment:

- Question papers of theory exams shall be mapped with each course outcome for internal sessional test and end semester examination.
- Assignment/tutorial questions shall be mapped to respective course outcomes.
- Question wise marks shall be recorded for internal sessional tests, assignment/tutorials and end semester examinations from evaluated answer sheets.
- A course wise database shall be prepared to map marks obtained in each question attempted corresponding to a particular CO.
- For Lab courses/projects/colloquium/industrial internship, experiments and respective modules shall be mapped to designed course outcomes. Rubrics shall also be used for these courses.
- For direct attainment, All the questions will be clubbed CO wise, threshold (say of 60%) can be set initially for each question and the number of students scoring more than threshold in respective questions shall be counted and divided by total number of students to compute the direct CO attainment in particular question. This will be followed by the computation of Average CO.
- This will provide the direct attainment of Course outcomes.
- For computation of indirect CO attainment, students shall fill the course exit survey at the end of each course. The weighted average shall be computed to get the indirect CO attainment.
- The weighted sum of direct and indirect attainment (0.8*Direct CO attainment +0.2*Indirect CO attainment) will provide the overall CO attainment.
- Course outcome attainment target will be set on the basis of average performance levels in that course during previous three years. a) Compute the average marks scored in each course during the last three years. b) Compute the percentage of students scoring above the calculated average marks. c) Department may add 5% to set the improved target.

Target setting parameters	**Target %age from previous 3 years results**	**0.8*Direct + 0.2*Indirect**
Set Target (Direct)		
Set Target (InDirect)		
Weighted		
Overall Set Target		

Add 5% to consider continuous improvement

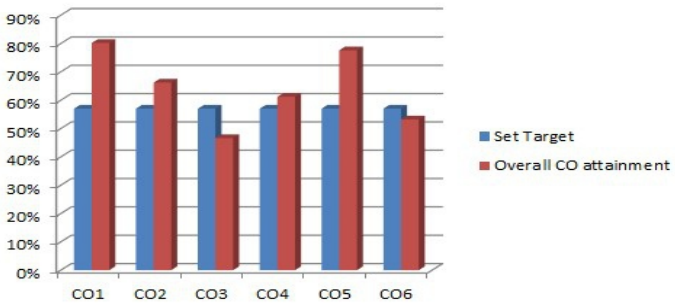
- Overall CO attainment shall be analyzed (attainment is achieved/not achieved) by comparing attained CO with the target set for each course.

Course outcome	Direct Attainment %age	0.8*Direct attainment %age	Indirect Attainment %age	0.2*Indirect attainment %age	Overall CO attainment	
CO1						≥Set target: Attainment is achieved
CO2						
CO3						< Set target : Attainment is not achieved
CO4						
CO5						
CO6						< Set target : Attainment is not achieved

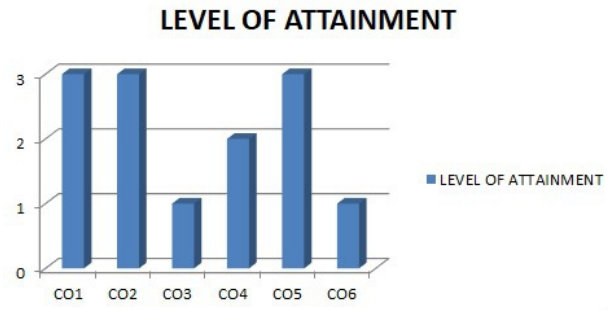
- The overall CO attainment shall be mapped to levels (1, 2, 3) of attainment. A middle level (level '2') can be assigned to a range of set target + 5% of CO attainment. Considering the trends of overall results/Course outcome, The lower level (level '1') can be set for %age of CO attainment which is less than set target %age. The higher level (level '3') can be set for %age of CO attainment which is greater than set target %age+5%.

Course outcome	Direct Attainment %age	0.8*Direct attainment %age	Indirect Attainment %age	0.2*Indirect attainment %age	Overall CO attainment	Level of Attainment (Example)
CO1						3
CO2						3
CO3						1
CO4						2
CO5						3
CO6						1
Average CO attainment of Course						2.16

- The bar graphs shall be plotted to analyze the CO attainment and planning of subsequent actions.



Percentage CO attainment



Level of CO attainment

Manav Rachna International Institute of Research and Studies

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

(NAAC Accredited 'A' Grade)

Sector-43, Delhi-Surajkund Road, Faridabad.

Course Exit Survey

1. Name:	**2. Roll No.:**
3. Program:	**4. Batch:**
5. Semester:	**6. CGPA till present semester:**
7. Course Title:	**8. Course Code:**
9. Name of Course Teacher:	

Rate your understanding of each course outcome on the scale of 5 to 1

5- completely satisfied, 4 – very satisfied, 3- moderately satisfied, 2- slightly satisfied and 1 – not at all satisfied

Course Outcome	**Please Grade the attainment of following course outcomes**	**Rating**				
		5	**4**	**3**	**2**	**1**
CO1	Rate your understanding to ……CO1 statement					
CO2	Rate your understanding to ……CO2 statement					
CO3	Rate your understanding to ……CO3 statement					
CO4	Rate your understanding to ……CO4 statement					
CO5	Rate your understanding to ……CO5 statement					
CO6	Rate your understanding to ……CO6 statement					

Suggestions for improvement:

Signatures:

Date:

Consolidated Course exit Survey and Analysis

Total no. of students, N:
Course Title and Course Code:
Semester: Even/Odd
Academic Year:

Course Outcome	No. of students rated '5'	%age of students	No. of students rated '4'	%age of students	No. of students rated '3'	%age of students	No. of students rated '2'	%age of students	No. of students rated '1'	%age of students	Avg %age
CO1	A5	A5/N	A4	A4/N	A3	A3/N	A2	A2/N	A1	A1/N	
CO2											
CO3											
CO4											
CO5											
CO6											

Weighted average, WA=(5*A5 +4*A4+ 3*A3 +2*A2+1*A)/5

Avg %age= (WA/N)*100

The weighted sum of direct and indirect attainment (0.8*Direct CO attainment +0.2*Indirect CO attainment) will provide the overall CO attainment.

For Lab courses/projects/colloquium/industrial internship, experiments and respective modules shall be mapped to designed course outcomes and Rubrics shall also be used for analysis.

Sample Course Rubrics

Name of the student:
Course:
Semester:
Score = 1 or 2: Action initiated by instructor **Score =** 3 or 4: No action initiated by instructor

Performance Indicator (PI)	**Course Outcomes**	**Unsatisfactory 1**	**Developing 2**	**Satisfactory 3**	**Exemplary 4**	**Score**	**Action initiated**
Able to demonstrate….							
Able to relate …..							
Able to develop ……							
Able to illustrate…….							
Able to analyze……							
Able to implement ……							
					Average Score	**2.7**	

Number of students registered in course- (Course Code:)	**Percentage of students with score ≥2 in course ……(Course Code)**

12. TOOLS AND PROCESS FOR POs/PSOs ATTAINMENT AND ANALYSIS

12.1 Tools for PO/PSO Attainment:

Direct and indirect both assessment tools shall be used for data collation. The weightage for direct and indirect methods fixed will 80% and 20%, respectively. Direct tools shall include course outcome attainment levels. Indirect tools will include 50% weightage for program exit survey and 50% weightage for alumni. The process to be followed for course outcome attainment is depicted in Fig 4.

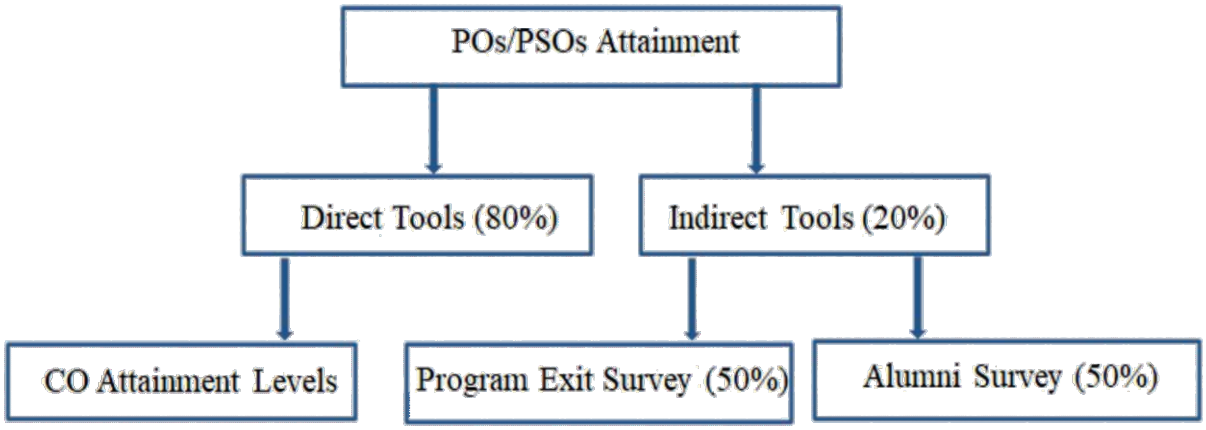


Fig 4 Assessment tools for Attainment of POs/PSOs

Program exit survey shall be conducted after the completion of respective programme, which helps in providing the valuable inputs to assess what should be improved, modified or remain intact. The University has Manav Rachna Alumni Association, most of the alumnus are entrepreneur or working at very high positions in the industry. The university has also launched an app "Manav Rachna Alumni Connect" to interconnect the alumni. The alumni help the students in training and placement; have also been called for the Expert lecture to deliver the new technologies. Their feedback is also considered for imparting the advice related to the establishment of new labs, workshops and the new subjects to be included in the curriculum.

12.2 Process of PO/PSO Attainment:

- The average attainment of POs (PO1, PO2, …., PO..) and respective PSOs (PSO1, PSO2, PSO3….) through direct assessment tools shall be calculated using the following steps:

  - Course Correlation/Affinity factor in Program articulation matrix will be converted into respective levels as follows:
    - Correlation/Affinity factor '3' shall be mapped to level '1'
    - Correlation/Affinity factor '2' shall be mapped to level '0.66'
    - Correlation/Affinity factor '1' shall be mapped to level '0.33'
  - Average Course attainment level of each course shall be recorded
  - The course wise attainment of POs (PO1, PO2, ….,) and respective PSOs (PSO1, PSO2, PSO
    through direct assessment tools shall be calculated using the following formula:

$$\mathbf{PO_j \text{ or } PSO_k \text{ attainment of course } C_i} = \textit{Course Attainment level of } CO_l \textit{ for } C_i * \textit{Correlation level of } CO_l \textit{for } C_i$$

Where PO_j : represents POs with j=1 to total number of POs.
PSO_k: represents PSOs with k=1 to 3 or 4 as per number of PSOs designed for Programme.
C_i : represents course 1, 2,3….,n
CO_l: represents course outcome 1,2,….6

- The overall attainment level of twelve POs (PO1, PO2, ….) and respective PSOs (PSO1, PSO2, PSO3…..) through direct assessment tools has been calculated using the following formula:

$$\mathbf{PO_j \text{ or } PSO_k \text{ attainment}} = \frac{\sum_{i=1}^{n} \mathbf{PO_j \text{ or } PSO_k \text{ attainment of course } C_i}}{\mathbf{Number \text{ of } Mapped \text{ Courses with respective } PO_j \text{ or } PSO_k}}$$

➢ The average attainment of POs (PO1, PO2, ….) and respective PSOs (PSO1, PSO2, PSO3….) through indirect assessment tools is calculated using the following steps:

- The parameters of Program exit survey and Alumni survey shall be mapped to respective POs/PSOs.
- For the computation of indirect PO/PSO attainment, students shall be asked to fill the Program exit survey (Table 2) after the programme and alumni survey (Table 3) by alumni members. The weighted average shall be computed for all the parameters.
- The weighted average of direct (80%) and indirect (20%) PO/PSO attainment shall be computed to know about overall PO/PSO attainment.

Example for understanding:

1. For direct computation of PO/PSO attainment, Program articulation matrix describing CO-PO/PSO mapping for all the courses is given below:

Course Code	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
BCH-100	2	3	1	2	2	2	-	-	-	3	-	2	-	1	-

1. **Course Correlation/Affinity factor in Program articulation matrix will be converted into respective levels as follows**:
   - Correlation/Affinity factor '3' shall be mapped to level '1'
   - Correlation/Affinity factor '2' shall be mapped to level '0.66'
   - Correlation/Affinity factor '1' shall be mapped to level '0.33'

	PO 1	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PO 7**	**PO 8**	**PO 9**	**PO 10**	**PO 11**	**PO 12**	**PSO 1**	**PSO 2**	**PSO 3**
BCH-100	.66	1	.33	.66	.66	.66	-	-	-	1	-	.66	-	.33	-

***Similarly, complete it for rest of the courses**

3. The average level of CO attainment for each course will be recorded as follows:

Course Code	Course Title	Average level of CO attainment
BCH-100		2.16

1. The course wise attainment of twelve POs (PO1, PO2, …., PO12) and respective PSOs (PSO1, PSO2, PSO3….) through direct assessment tools shall be calculated using the following formula:

$$\mathbf{PO_j \text{ or } PSO_k \text{ attainment of course } C_i} = \boldsymbol{Average\ Course\ Attainment\ level\ for\ C_i} * \boldsymbol{Average\ correlation\ level\ for\ C_i}$$

Where PO_j : represents twelve POs with j=1 to 12.

PSO_k : represents four PSOs with k=1 to 3 or 4 as per number of PSOs designed for Programme.

C_i : represents course 1, 2,3….,n

- The overall attainment level of twelve POs (PO1, PO2, …., PO12) and respective PSOs (PSO1, PSO2, PSO3…..) through direct assessment tools shall be calculated using the following formula:

$$\mathbf{PO_j \text{ or } PSO_k \text{ attainment}} = \frac{\sum_{i=1}^{n} \mathbf{PO_j \text{ or } PSO_k \text{ attainment of course } C_i}}{\mathbf{\text{Number of Mapped Courses with respective } PO_j \text{ or } PSO_k}}$$

Course Code	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12	PSO 1	PSO 2	PSO 3
BCH-100	.66 *2.16	1* 2.16	.33 * 2.16	.66 *2.16	.66 *2.16	.66 *2.16	-	-	-	0.33 *2.16	-	.66 * 2.16	-	.33* 2.16	-
Average Direct PO/PSO Attainment (A)	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D-PSO1	D-PSO2	D-PSO3

1. For Indirect PO/PSO Attainment, the parameters of Program exit survey and alumni survey shall be mapped to respective POs/PSOs.

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(Deemed to be University under Section 3 of the UGC Act, 1956)
(NAAC Accredited 'A' Grade)

Sector-43, Delhi-Surajkund Road, Faridabad.

Program Exit Survey-Engg and FCA

A. General Information:

1. Name:
2. Roll No:
3. Department and Faculty:
4. Year of Passing:
5. Email Id:
6. Phone No.:
7. Programme:

Please mention your current status:

a. Campus Placed:.....
b. Going for Higher Studies:.....
c. Others(Specify):.....

B. Evaluation of Programme Effectiveness:

Please identify the degree to which you believe your undergraduate education helped you to develop the skills and abilities in the following areas to be successful in your professional life. Rate your understanding of each parameter on the scale of 5 to 1:

5- completely satisfied, 4 – very satisfied, 3- moderately satisfied, 2- slightly satisfied and 1 – not at all satisfied

S.No.	Please rate the following	Rating				
		5	4	3	2	1
1	Comprehend the basic knowledge to identify & analyse the real-world problems, interpret data and design the possible solutions/processes					
2	Able to apply research-based approach and techniques in various fields to provide valid conclusions					
3	Skills gained to apply innovative tools for prediction and modelling of complex problems in various fields					
4	Responsibility level acquired to develop solutions for sustainable developments (in *societal*, environmental, cultural and economic contexts).					
5	Leadership qualities and team-spirit inculcated through various student development programmes.					
6	Able to communicate effectively in both verbal and written form and develop intrapersonal & interpersonal skills					
7	Able to acquire and apply new knowledge as needed, using appropriate learning strategies.					
8	Able to secure employment or be an entrepreneur with ability to apply professional knowledge in multidisciplinary environment with ethical responsibility.					

C. Additional Information:

Rating Scale: (Outstanding-5, Very good-4, Good-3, Average-2, Below Average-1)

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1.	Head of the Department					
2.	Teaching Faculty/Staff					
3.	Infrastructure					
4.	Library					
5.	Laboratories					
6.	Exam Cell					
7.	Administration					
8.	Career Development Centre (CDC)					
9.	Corporate Resource Centre (CRC)					
10.	Discipline					
11.	Canteen					
12.	Sports Facilities					

D. Highlight your achievements

1.Placement/Higher Studies:

2. Academics:

1. Extra-Curricular:

Suggestion for improvement: _____

_____

Signature

Date:

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(NAAC Accredited 'A' Grade)

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Program Exit Survey-Other than FET &FCA

A. General Information:

1. Name:
2. Roll No:
3. Department and Faculty:
4. Year of Passing:
5. Email Id:
6. Phone No.:
7. Programme:

Please mention your current status:

a. Campus Placed:.....
b. Going for Higher Studies:.....
c. Others(Specify):.....

B. Evaluation of Programme Effectiveness:

Please identify the degree to which you believe your undergraduate education helped you to develop the skills and abilities in the following areas to be successful in your professional life. Rate your understanding of each parameter on the scale of 5 to 1:

5- completely satisfied, 4 – very satisfied, 3- moderately satisfied, 2- slightly satisfied and 1 – not at all satisfied

S.No.	Please rate the following	Rating				
		5	4	3	2	1
1	Comprehend the basic knowledge of analysis and decisions					
2	Able to apply research-based approach using innovative tools and techniques in various fields					
3	Able to communicate effectively in both verbal and written form and develop intrapersonal & interpersonal skills					
4	Able to develop competencies through self-education for lifelong learning					
5	Able to secure employment or be an entrepreneur with ability to apply professional knowledge with ethical responsibility.					
6	Responsibility level acquired to develop sustainable solutions ethically in *societal*, environmental, cultural and economic contexts					

C. Additional Information:

Rating Scale: (Outstanding-5, Very good-4, Good-3, Average-2, Below Average-1)

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1.	Head of the Department					
2.	Teaching Faculty/Staff					
3.	Infrastructure					
4.	Library					
5.	Laboratories					
6.	Exam Cell					
7.	Administration					
8.	Career Development Centre (CDC)					
9.	Corporate Resource Centre (CRC)					
10.	Discipline					
11.	Canteen					
12.	Sports Facilities					

D. Highlight your achievements

1.Placement/Higher Studies:

2. Academics:

3. Extra-Curricular:

Suggestion for improvement: _____

_____

Signature

Date:

Consolidated Program exit Survey

Total no. of respondents, N:
Programme:
Academic Year:

Parameter	No. of students rated '5'	%age of students	No. of students rated '4'	%age of students	No. of students rated '3'	%age of students	No. of students rated '2'	%age of students	No. of students rated '1'	%age of students	Weighted Avg %age
Comprehend the basic knowledge to identify & analyse the real-world problems, interpret data and design the possible solutions/processes	A5	A5/N	A4	A4/N	A3	A3/N	A2	A2/N	A1	A1/N	
Able to apply research-based approach and techniques in various fields to provide valid conclusions											
Skills gained to apply innovative tools for prediction and modelling of complex problems in various fields											
Responsibility level acquired to develop solutions for sustainable developments (in *societal*, environmental, cultural and economic contexts).											
Leadership qualities and team-spirit inculcated through various student development programmes.											
Able to communicate effectively in both verbal and written form and develop intrapersonal & interpersonal skills											
Able to acquire and apply new knowledge as needed, using appropriate learning strategies.											
Able to secure employment or be an entrepreneur with ability to apply professional knowledge in multidisciplinary environment with ethical responsibility.											

Weighted average, WA(Prog exit)=(5*A5 +4*A4+ 3*A3 +2*A2+1*A)/5

Avg %age= [WA(Prog exit)/N]*100

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Alumni Survey

A. General Information:

1. Name and Address:
2. Programme:
3. Year of Passing:
4. Current Organization / Occupation:
5. Designation:
6. Email Id:
7. Phone No.:
8. Additional degree undergoing/obtained:

B. Evaluation of Programme Effectiveness:

For each parameter mentioned below, rate your satisfaction with the academic preparation you received in that area as student. Rate your understanding of each parameter on the scale of 5 to 1:
5- completely satisfied, 4 – very satisfied, 3- moderately satisfied, 2- slightly satisfied and 1 – not at all satisfied

S.No.	Please rate the following	Rating				
		5	4	3	2	1
1	Ability to exhibit, communicate knowledge and design processes/take decisions to meet desired specifications and needs.					
2	Excel in analytical and problem-solving skills in multidisciplinary environment.					
3	Benefit from elective courses, Project/research work, value added certifications, workshops and training programmes conducted during your course.					
4	Ability to learn new technology, innovative tools to resolve contemporary issues.					
5	Willingness in life-long learning for professional development.					
6	Extent of ethical, social and environmental values inculcated, helping you to relate knowledge and skills gained with societal needs					
7	Professional competency developed to work as per the requirements of any organization including interpersonal and intrapersonal communication skills.					
8	Exhibit good leadership skills to be an entrepreneur with ability to apply professional knowledge and ethical responsibility.					

C. Additional Information:

How well is the institute keeping in touch with you since graduation? Please select the appropriate box.

a. **Extremely well** b. **Very well**

c. **Somewhat well** d. **Not at all well**

D. Highlight your achievements

1.Placement/Higher Studies:

2. Academics:

3.Extra-Curricular:

Suggestion for improvement:

_____

_____

Signature

Date:

Consolidated Alumni Survey

Total no. of respondents, N:
Programme:
Academic Year:

Parameter	No. of students rated '5'	%age of students	No. of students rated '4'	%age of students	No. of students rated '3'	%age of students	No. of students rated '2'	%age of students	No. of students rated '1'	%age of students	Avg %age
Ability to exhibit, communicate knowledge and design processes/take decisions to meet desired specifications and needs.	A5	A5/N	A4	A4/N	A3	A3/N	A2	A2/N	A1	A1/N	
Excel in analytical and problem-solving skills in multidisciplinary environment.											
Benefit from elective courses, Project/research work, value added certifications, workshops and training programmes conducted during your course.											
Ability to learn new technology, innovative tools to resolve contemporary issues.											
Willingness in life-long learning for professional development.											
Extent of ethical, social and environmental values inculcated, helping you to relate knowledge and skills gained with societal needs											
Professional competency developed to work as per the requirements of any organization including interpersonal and intrapersonal communication skills.											
Exhibit good leadership skills to be an entrepreneur with ability to apply professional knowledge and ethical responsibility.											

Weighted average, WA(Alumni)=(5*A5 +4*A4+ 3*A3 +2*A2+1*A)/5

Avg %age= [WA(Alumni)/N]*100

6. The weighted average percentage will provide the indirect PO attainment.

In this way the Average indirect PO/PSO attainment using both Program exit (PI- P: Program exit, I-Indirect) and Alumni survey (AI- A:Alumni survey, I-Indirect) will be computed. The overall weighted PO/PSO attainment using Program exit and Alumni survey

Program Exit Survey

Parameters	**PO1**	**PO2**	**PO3**	**PO4**	**PO5**	**PO6**	**……..**	**PO12**	**PSO 1**	**PSO 2**	**PSO 3**
Comprehend the basic knowledge to identify & analyse the real-world problems, interpret data and design the possible solutions/processes											
Able to apply research-based approach and techniques in various fields to provide valid conclusions											
Skills gained to apply innovative tools for prediction and modelling of complex problems in various fields											
Responsibility level acquired to develop solutions for sustainable developments (in *societal*, environmental, cultural and economic contexts).											
Leadership qualities and team-spirit inculcated through various student development programmes.											
Able to communicate effectively in both verbal and written form and develop intrapersonal & interpersonal skills											
Able to acquire and apply new knowledge as needed, using appropriate learning strategies.											
Able to secure employment or be an entrepreneur with ability to apply professional knowledge in multidisciplinary environment with ethical responsibility.											
Average PO/PSO attainment using Program exit survey											

would be computed as: Overall weighted PO/PSO attainment using indirect tools = 0.5*PI + 0.5*AI

Indirect tools	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	P O 12	PS O 1	PSO 2	PSO 3
Average PO/PSO Attainment using Program Exit Survey (PI)															
Average PO/PSO Attainment using Alumni Survey (AI)															
Overall indirect PO/PSO Attainment, B= 0.5*PI + 0.5*AI	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I1 2	IPS O-1	IPS O-2	IPS O-3

7. The weighted average of direct (80%) and indirect (20%) PO/PSO attainment shall be computed to know about overall PO/PSO attainment.

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	P O 12	PS O 1	PSO 2	PSO 3
Average Direct PO/PSO Attainment (A)	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D1 1	D 12	D-PS O1	D-PSO 2	D-PSO 3
Average indirect PO/PSO Attainment (B)	I1	I2	I3	I4	I5	I6	I7	I8	I9	I10	I11	I1 2	IPS O-1	IPS O-2	IPS O-3
Overall PO/PSO Attainment= A*0.8 + B*0.2	O1	O2	O3	O4	O5	O6	O7	O8	O9	O10	O1 1	O 12	O-PS O1	O-PSO 2	O-PSO 3

The bar graphs shall be plotted to show PO/PSO attainment and subsequent analysis. The POs/PSOs attainment levels shall be analyzed to plan the subsequent actions.

12. TOOLS AND PROCESS FOR PEOs ATTAINMENT AND ANALYSIS

The assessment and attainment of PEOs shall include both direct and indirect tools as follows:

1. Direct Tools (Weightage: 60%):
   a. Program Outcome/Program Specific Outcome attainment level as calculated in the previous section for the mapped PEOs. Weightage: 80%
2. Indirect Tools (Weightage: 40%):
   a. Alumni survey. Weightage: 20%
   b. Employer feedback. Weightage: 20%

- For direct attainment, the Program Outcome/Program Specific Outcome attainment level as calculated in the previous section shall be used directly for the mapped PEOs.
- For indirect attainment, the weighted average will collectively provide the indirect PEO attainment.
- The weighted average of direct (60%) and indirect (40%) attainment shall be computed to know about overall PEO attainment.

The PEO attainment matrix shall be formulated and respective PEO attainment shall be analyzed for subsequent actions.

Levels of attainment for PEOs

PEO Attainment	**Level of Attainment**
Greater than equal to 70%	Excellent
Greater than equal to 60% and less than 70%	Very Good
Greater than equal to 50% and less than 60%	Good
Greater than equal to 40% and less than 50%	Satisfactory
Less than 40%	Not Satisfactory

PEO Attainment Matrix:

PEOs / PO/PSOs	PEO1	PEO2	PEO3	PEO4	PEO5
PO 1					
PO 2					
PO 3					
PO 4					
PO 5					
PO 6					
PO 7					
PO 8					
PO 9					
PO 10					
PO 11					
PO 12					
PSO 1					
PSO 2					
PSO 3					
Average PEO attainment					
Level of PEO Attainment					
Whether the expected level of PEO is attained or not? (Yes/No)					

The PEO attainment levels shall be analyzed to plan the subsequent actions.

Course Outcome Attainment Report (Session….)

Date:

To

The Member Secretary,
Department Academic Committee (DAC)
Department of …….

Subject: Submission of Course Outcome Attainment Report of the course……..

The course outcome attainment report for the course '……..' is being submitted for the perusal and review of Department Academic Committee members.

Course Title with code	CO	CO Statement	Attainment Percentage			Set Target	Target Achieved/Not Achieved	Action Planned to Improve the CO Attainment
			Direct Attainment	Indirect Attainment	Overall Attainment			
	CO1							
	CO2							
	CO3							
	CO4							
	CO5							
	CO6							

Graphical Analysis as downloaded from EMS

Course Coordinator

Academic Year: …….(odd/even semester)
Institute/Branch: MRIIRS-Faculty of ……..
Program:

S. No.	Class/Semester	Consolidated CO-Direct Indirect Attainment Report (As downloaded from EMS)							
		Course Title	Course Code	Lecture type	Course Teacher	CO	Direct Attainment	Indirect Attainment	Overall Attainment
1	B.Tech. CSE Sem 1					CO1			
						CO2			

Academic Year: ……**(odd/even semester)**
Institute/Branch: MRIIRS-Faculty of ……
Program:

S. No.	Class/ Sem	CO PO Direct Indirect Attainment								Set Target	Target Achieved / Not Achieved	Action Planned	Recommenda of DAC
		Course Title	Course Code	Lecture type	Course Teacher	CO	Direct Attainment	Indirect Attainment	Overall Attainment				
1						CO1							
						CO2							

CHAPTER

4. MRIIRS POLICY AND PROCEDURES FOR STUDENT MENTORING SYSTEM

1. PREAMBLE

Student mentoring, counseling and guidance are three vital inputs for an efficacious student support process. The students need this support to overcome their personal, social and academic problems which impede their studies.

The students often face pressure after joining the professional courses. These may be of a varied nature, which may be academic, personal, or career related. At times, due to these anxieties, they feel stressed and this may impede the progress of their pursuit. There are cross-cultural, ethnic disparities, increasing academic competition, peer pressure, exertions from parents, unique teenage problems, mounting career demands and aspirations among the student community. To enable students to stay firm while going through vexations of such stress factors, the university will have an independent but well-coordinated system for student support and mentoring.

2. SCOPE

Each department of the University shall have a well-entrenched student mentoring mechanism for overall development of the students including career counseling, stress-busting, eclectic progress, soft skill development, career-path-identification, and orientation to well-being.

3. MENTORING

Mentoring is a process that covers many types of environments and relationships, ranging between formal and informal approaches A formal approach may involve developing effectiveness within a structured programme; this tends to be more widely used within a business environment. Informal mentoring may consist of a more casual relationship. Regardless of the type of approach, it is important to regard mentoring as a process, as this reflects the ongoing nature of the relationship, irrespective of the environment.

Manav Rachna International Institute of Research and Studies, Faridabad will adapt and implement vertical mentoring system throughout the university that allows the teacher to concentrate on the key groups of the students. Each vertical mentor group will include random students from each batch of a particular programme. This will have two stage mentoring- first is mentoring mentor to vertical mentees and second is peer mentoring (mentoring by senior students). This helps in developing responsibility specific and leadership skills among senior batch students by sharing their personal and professional experiences including course related guidance, internship related guidance, project assistance, preparation towards placement guidance and many more with junior batch students in a vertical mentor-mentee group. Moreover, with peer group vertical mentoring, the senior students take responsibility for induction of junior students and positive relationship gets flourished between them.

Recognizing the fact that many faculty members may not have right mentoring and counselling skills, the university will arrange from time-to-time mentor-training programmes for faculty and staff members. This interaction can benefit the mentors as it allows them to widen their circle of influence and be recognized as contributing to the organization as a whole.

4. GUIDELINES FOR MANAGING MENTORING PROGRAM

The different units of the university having mentoring and counseling system will follow these guidelines:

a) There will be an assessment of the counseling needs of the students and a proactive approach shall be followed.

b) Counseling sessions will be organized including deploying outside professional, if required.

c) Mentoring goals will be set. These may include lowering the dropout rate, improving academic performance, enhancing self-esteem, poise, confidence and learning new skills.

d) Confidentiality must be adequately built into the counseling process. It must be based on informed consent.

e) All units of the university will maintain pre-defined schedules for mentoring and counseling sessions which will be communicated to all the stakeholders well in advance.

f) The different units of the university will arrange training of prospective mentors, if required so that they can discharge this function effectively.

5. ROLES AND RESPONSIBILITIES OF MENTOR

- Each faculty member shall be allocated with 20-25 students under the mentoring system. Mentors would regularly meet students to solve their problems, track their progress in academics, co-curricular activities, personality development, communication skills, career counseling, holistic development, life skills and interpersonal relationships. Proper records shall be maintained by each department in respect of student counseling.
- Faculty Mentors would conduct a meeting with the students preferably fortnightly, to discuss their Academic progress, participation in other activities or any other issue.
- A complete track of the student activities like Academic, Co-curricular, Extra Curricular achievements, Social activities and the details of Parents Meetings will be registered in the system.
- Any discrepancy in the student behavior like short attendance, poor performance in academics etc. will be analyzed and the student will be counseled with care.
- Faculty mentor shall update regarding such cases to the HoD and senior Professors of the department. They shall scrutinize critical cases and would suggest corrective measures. If necessary, they shall call Parents for discussions.
- Parents will be kept in the loop and will be periodically updated on their ward's performance.

The aim of such a support system is to help the students to cope up academically, give personal counseling, extend career guidance; support co-curricular activities coordinate welfare activities, interact with parents, seek students' involvement in pursuit of university vision and objectives and establish healthy, cooperative and a salubrious academic ambience in the university. They would always be counseled to develop professional competitiveness as well as ethics, human values, sense of social responsibility and environmental consciousness.

6. REPORTING MECHANISM AND RECORD MANAGEMENT

The mentorship files shall be maintained by each faculty mentor as per the guidelines and proformas of student mentorship. At the end of the semester, records shall be submitted to the head of the department. The consolidated report on mentorship shall be submitted by HoD through respective Deans/Directors for the review of IQAC members.

For effective implementation of this Policy for Student Mentoring System, the Standard Operating Procedures as outlined in **Annexure A shall be observed**.

Standard Operating Procedures for Student Mentoring System

For effective implementation of the Policy for Student Mentoring System, the following SOPs shall be observed at MRIIRS:

1. The department will assign a mentor for each student in the first semester of their programme. The University will have vertical mentorship system.
2. Each HoD along with the senior professors/faculty members of the department will review and finalize the allocation of mentors and mentees at the start of each semester. The updated list shall be also be notified time to time depending upon new admissions, appointment /resignation of faculty members etc.
3. A mentoring schedule for formal interaction of student and mentor throughout the semester will be prepared in such a manner that each student will get an opportunity to meet with the mentor preferably once in 15 days.
4. The finalized allocation and schedule of mentor-mentee interaction shall be notified to the students by respective head of the department/mentoring coordinator of the department
5. Each mentor will maintain a complete mentor file (**Appendix I**) including contact details of assigned mentees and their parents, sessional and end semester examination records of each mentee, attendance records, all records of details of interaction/meetings with mentees and mentee diary of each mentee as per **Appendix II**.
6. The day-to-day issues of mentees, if any will be resolved by the respective mentors.
7. Mentors will track the performance (attendance, academic performance and performance in extra-curricular activities) of respective mentees. They will counsel the respective students as per their records and communicate the same to their parent through email/telephonically.
8. Student issues which require intervention of head of the department will be reported to head of the departments by respective mentors. Such issues will be resolved at the HoD level along with consultation of senior faculty members.
9. Each mentor will interact with the assigned students and assess the counseling needs of the students in formal or informal way. If required, practical counseling sessions may be organized including outside professional.
10. At the end of each semester, respective head of the department shall submit the mentorship report to IQAC as per **Appendix III.**

The above-stated Standard Operating Procedures for Students Mentoring System will be operational and valid till the policy for Students Mentoring System is changed/ revised

Appendix I : Mentor file format

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF _____

MENTOR'S DIARY

Name of Mentor:

Name of Department:

Name of Programme:

Number of Mentees:

Academic Session:

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF……

DEPARTMENT OF ……

Class/Semester:

Contents:

1. Roles and Responsibilities of Class Mentor
2. Academic Calendar
3. List of Mentees
4. Contact Details of Students and Parents
5. Mentees Record (Examination, Attendance, Achievements etc)
6. Time slot fixed for Mentor-Mentee meeting
7. Annexures: I. Mentor-mentee meeting records
   II. Notices

Name and signatures
Class Mentor

Name and Signatures
HoD

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF.....

DEPARTMENT OF .....

Class/Semester:

Contents:

Roles and responsibilities of Vertical Mentor:

- To Keep complete database of the Student/Mentee (Name of Parent, Address, Contact detail of student and parents, Email of student and parents and update the same as and when there is any change.
- Form regular group mail and be in touch with the students/mentees regularly.
- Have regular meeting with students/mentees and try to resolve their problems and grievances at their level or bring the same to the notice of higher authority.
- Keep the updated record of students/mentees in respect of attendance, sessional tests any specific achievements etc.
- Keep regular correspondence (at least once in a month with parents of students/mentees having less attendance or sessional marks.
- To pass on information about the students/mentees to their parents as when asked by the parents.
- Will act as interface between students and HoD/Director and Dean for any matter

There will be a vertical Mentor for a group of 20-25 students/mentees.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF……

DEPARTMENT OF ……

Mentee Details:

S. No.	Admission Year	Programme	Name of Mentee	Contact No.	Institutional email id

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF……

DEPARTMENT OF ……

Contact Details of Parents:

S. No.	Name of Mentee	Name of Father	Name of Mother	Contact No. of Father	Contact No. of Mother	Email- id(s)

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

FACULTY OF……

DEPARTMENT OF ……

Mentor-Mentee Meeting:

Academic Year: **Date:**

Name of the Mentee	Roll No. of Mentee	Issues	Solutions Suggested

Discussion Points:

1.

2.

3.

Name and Signatures of Mentor

Name and signatures of HoD

Appendix II : Mentee Diary format

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

(DEEMED TO BE UNIVERSITY)

MENTEE DIARY

NAME:
ROLL NO.:
DEPARTMENT:

1. MENTEE RECORD

PERSONAL DETAILS	
Name	
Roll No	
Programme and Branch	
DOB	
Age	
Blood Group	
Aadhar Card No.	
Category	
Religion	
Nationality	
Medical History	
Address	
Contact Number	
E-mail-id (Personal) Institutional e-mail id	
FAMILY DETAILS	
Name of Father	
Contact No.	
Educational Qualification	
Occupation details	
Email-id	
Name of Mother	
Contact No.	
Educational Qualification	
Occupation details	

Email-id	
Sibling details	
Family Income	
HOSTELLER DETAILS	
Name of Local Guardian	
Contact No.	
Correspondence Address	
Email-id	
Relation with Local Guardian	
Address of PG (if applicable)	
Contact No.-	

PREVIOUS ACADEMIC DETAILS

a. Details of Qualifying Examination:

Exam Passed	Institute	Board/University	Year of Passing	Percentage	Language of Instructions

b. Details of Co-curricular/Extra-curricular/Cultural Activity Participations and Awards

a.
b.
c.
d.

HOBBIES AND INTERESTS

a.
b.
c.
d.

Any other information:

2. SEMESTER WISE PERFORMANCE RECORD: MANAV RACHNA LIFE SKILLS

CATEGORY I: CO-CURRICULAR

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

CATEGORY II: EXTRA-CURRICULAR

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

CATEGORY III: ENTREPRENEURSHIP

S.No.	Description of Activity	Points earned

Name and Signatures of Mentor

Annexures: Certificates/ Appreciation Letters for Co-curricular and extra-curricular activities

3. SEMESTER WISE ACADEMIC PERFORMANCE RECORD:

SEMESTER-I

Course Title	Course Teacher	Mid Semester Test-1	Mid Semester Test-2	Attendance	Grade obtained	Backlog, if any
SGPA obtained						
CGPA till date						

Annexures – Detailed marks cards of semester

Name and Signatures of Mentor

SEMESTER-II

Course Title	Course Teacher	Mid Semester Test-1	Mid Semester Test-2	Attendance	Grade obtained	Backlog, if any
SGPA obtained						
CGPA till date						

Annexures – Detailed marks cards of semester

Name and Signatures of Mentor

Similarly, record shall be maintained for each semester.

4. SEMESTER WISE RECORD OF MENTOR-MENTEE MEETINGS

Semester: I **AY:**

DATE	ISSUE RAISED	SOLUTION SUGGESTED

Any other suggestion by mentor:

Name and Signatures of Mentor

Semester: II **AY:**

DATE	ISSUE RAISED	SOLUTION SUGGESTED

Any other suggestion by mentor:

Name and Signatures of Mentor

Similarly, record shall be maintained for each semester.

Appendix III: Student Mentorship Report to IQAC

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES

FACULTY OF……..

DEPARTMENT OF……

Student Mentorship Report to IQAC (Odd/Even-semester: AY…..)

Preamble

- ……
- ……
- ……
- ……..

1. The summary of meetings conducted along with required annexures is presented as follows:

Name of the Mentor	Designation	Number of mentees assigned	Number of meetings conducted during a semester

2. Major concerns were reported and resolved at the HoD level:

Name of student	Roll No. of student	Name of the mentor	Any major concern	Action Taken with status

Any other points to be reported:

HoD-Name and signatures

Department of .....

CHAPTER

5. Policy on Value Added Courses

1. PREAMBLE

Manav Rachna International University is highly committed towards the overall development of its students. Besides the courses undertaken by the students as a part of the curriculum of their chosen programmes, the value-added courses (VACs) help the students to develop and enhance their skills in the field of their own volition. As such the value-added courses play an important role in preparing students for academic flexibility and enrichment. Such courses also facilitate the students to keep pace with the latest technologies. Accordingly, the various departments of Manav Rachna International University (MRIIRS) shall be offering value-added courses with the aim to facilitate students to pursue courses of their choice and to enable them to learn extra courses beyond curricula and acquire more knowledge.

2. OBJECTIVES

MRIIRS is committed to its mission to advance knowledge and educate students that best serve the nation. For the all-round development of its students it leaves no stone unturned to provide the opportunities to acquire more exposure and know-how to the students, which transcends the curriculum. To enhance the knowledge of the students in different fields, university would start value-added/certificate courses from year 2015-16 especially for keen learners. Value-added course shall aim to enrich the knowledge of students so that they can be better prepared to meet industry demands as well as develop their own skills. The keen learners can get enrolled in additional courses, acquire more value and can also opt for an interdisciplinary approach to learning. The additional knowledge to learners through such value-added courses shall help in improving their employability skills. It shall also provide an opportunity to students to develop inter-disciplinary skills.

3. GUIDING PRINCIPLES

The Value-added courses shall be introduced on the basis of inputs from all stakeholders. In the beginning of the Academic year, all the value added courses identified by the Department would be open for the students. Students would be given freedom to choose the courses of their choice.

Certificates would be awarded to the students who would attain minimum required attendance and successfully qualifies the assessment criteria as laid down and notified by the department at the time of notification of the start/registration of the value-added course. Validation and Finalization of eligible students for the final assessment/examination would be based on report prepared by course coordinator after completion of classes.

Value-added courses shall be non-credit courses and shall be conducted by experts of the area so that additional values can be added in student's profile. University will run sufficient number of such courses so that students can have good number of choice from given VACs basket.

The value added courses will not be only confined for the students of parents department but they shall be available for the students of other departments also which provide an opportunity to students to develop inter-disciplinary skills.

4. PROCESS OF DEVELOPMENT OF VACs

Based on the inputs received from the various stake holder viz students, faculty, alumni, parents and employer in the form of suggestions/recommendations about the new emerging areas and keeping in view the requirements of giving additional inputs towards life skills and sustainability, each department and other prominent sections/cells of the university shall plan the value-added courses which shall be made open for the entire community of the students.

On the basis of above inputs and requirements, the central committee at the University level shall also propose to the concerned department and other cells/centres of the university to plan and prepare the course contents of new VAC with expected outcomes and deliverables along with the scheme/process of assessment of the enrolled/registered students for that particular VAC for award of certificate of its successful completion.

Accordingly the committee will be formed in each department with members who represent different levels in a department. It will be the driving force for planning and preparing itsdeliverable contents, resource persons, expected outcomes etc for the planned value-added courses and chalk out its strategy for its effective implementation. The Dean/ HoD or a senior faculty will lead the committee and will include experience and committed members who gradually become experts during the development and implementation phases of the process. The faculty coordinator of each proposed VAC by the department shall then be designated by the HoD in consultation with respective Dean of Faculty to execute the planned VAC.

5. APPROVAL PROCESS

All the proposed Value-added Courses to be offered by the departments or any Centre/Cell of the University in a particular academic year along with its all details shall be forwarded to the Academic Council for its consideration and approval through the office of Dean Academics.

6. REVIEW PROCESS

At the end of every academic year, the reports of all the Value-added Courses offered by the departments and other centres/cells of the University during the academic year shall be shared discussed in the IQAC after compilation at the level of Director IQAC. In this meeting of IQAC, the continuation of value-added courses offered during last academic year along with new proposed courses shall also be discussed and decided.**For the effective implementation of this policy the stakeholders involved are supposed to follow its documented Standard Operating Procedure attached as Annexure A under title "Standard Operating Procedure for Implementation of Value-Added Courses"**

7. EXIGENCY, IF ANY

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

STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF VALUE-ADDED COURSES

This Document to be called as "Standard Operating Procedure for Implementation of Value Added Courses" is made for the purpose of effective implementation of the MRIIRS Policy on Value Added Courses (VACs).

The stakeholders involved in the Value Added Courses are supposed to diligently follow the laid down policy and the SoP for the purpose of Value-added Courses for all programs/courses.

Operational Procedure

Each Department will offer a variety of value added courses which will be conducted after normal scheduled timings of regular classes or during semester break. Value-added courses shall be non- credit courses. These courses will be conducted by experts of the area so that values can be added in student's profile. University will run sufficient number of such courses so that students can have good number of choice from given VACs basket.

Details of value added courses will be notified in each semester by the Departmental Head/ Dean. The value added courses will not be only confined for the students of parents department but they shall be available for the students of other departments also. It shall also provide an opportunity to students to develop inter-disciplinary skills. The concerned department offering VACs shall designate course coordinator for each value-added course for its smooth conduct and overall coordination in respect of delivery, attendance, assessment and certification. Each VAC will be of minimum thirty hours and can have theory or practical or blending of both theory and practical. For certification, attendance of 75% will be compulsory for successful completion of courses along with notified assessment/examination. Mode of assessment/examination can vary from course to course but shall be notified by the offering department at the beginning of the course only. After successfully completion of course, student will be awarded the certificate. Department shall normally run the particular VAC only when minimum 10 students register for that course. Regular monitoring will be done for value-added courses by respective departmental heads, Dean of Faculty and Office of the Deans Academics.

The following Standard Operating Procedure shall be followed at MRIIRS for Value-Added/Certificate Courses for its students:

- ✧ All individual department shall identify Value-added /Certificate Courses to be offered by them based on the inputs received from the various stakeholders - Employers/Industry Experts, Alumni, Parents, Faculty and Students after due deliberations among the internal faculty members. In case a particular department receives any suggestions/recommendation to start a particular course of other area/specialization, the same can be forwarded to the concerned department for their consideration. The course can be Theory Based or Lab Practice Based or mix of both theory and lab practice sessions.

- The list of such proposed courses shall be forwarded to the office of Dean Academics with all the following relevant details for further working and to facilitate the approval of Academic Council.
    - Title of the Proposed Course:
    - Course Coordinator:
    - Expected Course Outcomes:
    - Course contents in brief:
    - Duration of the Course:
    - Mode of Examination:
    - Semester in which the courses is proposed to be offered Odd/Even or both
    - Maximum Batch Size:
    - Any additional Requirement, if any:

- The list of proposed value-added/certificate courses which gets approved shall be communicated back by the office of Dean Academics to all the respective departments for further course of action.
- In case of any additional requirement of resources/funds exists to conduct the proposed course, the same shall be forwarded to the Board of Management for the necessary approval.
- The Course Coordinator, after discussion with the respective HoD shall facilitate to notify all such courses to be offered in each semester with complete expected course outcome and expectations from the enrolled students to successfully complete the course and make them eligible for award of certificate. The broad guidelines for eligibility for award of certification shall be as under:
    - The enrolled/registered student for the course shall be required to maintain minimum 75% attendance
    - He/she should get minimum 50% marks in the assessment made by the course coordinator including theory and lab practices, whatever applicable.
- After completion of the course delivery, the course coordinator shall do the assessment of students by conducting examination as per the requirement and notification at the time of its commencement.
- The Course Coordinator shall then forward the complete report of the course conducted by him/her to the respective HoD along with the list of students who have successfully completed the course with given minimum benchmarks.
- The students who successfully complete the course shall then be issued the Certificate duly signed by the Course Coordinator and respective HoD as per following format:

Manav Rachna International Institute of Research and Studies
(Faridabad, Haryana)

(Deemed to be University under section 3 of the UGC act, 1956)

Faculty of _____
Department of _____
Academic Year:_____

It is to certify that _____Roll No: _____

student of programme _____ of MRIIRS has successfully completed the certificate course / value-added course titled "_____" course code "_____" conducted by the Department from _____ to _____.

Course Coordinator **Head of Department**

- All HoDs shall then forward the complete detailed reports of all the value-added/certificate courses conducted by their respective departments to IQAC before its 4th quarterly meeting.

The above-stated SoPs for implementation of Value-added Courses shall remain operational and valid till the Policy of Value-added Courses of the University is revised

CHAPTER

6. Students' Welfare Policy and Schemes

1. Preamble:

The Students' Welfare Policy and Schemes framework shall govern the stakeholders' involvement in the various aspects of the students' welfare and shall relate to all the students of all programmes offered at MRIIRS.

Students constitute an important stakeholder group in the higher education system and have a unique role to play in maintaining high standards and ensuring quality education in the University as responsible human beings. The students have the right to quality education and it is the prime responsibility of the University to provide quality educational environment and experience to the learners. The students have to be aware of their rights and responsibilities and this will help the University to impart quality education to the learners in a better way.

MRIIRS is always empathetic to the concerns of students and recognizes that all students have an entitlement to a coherent high quality student support, welfare scheme and policies that identify concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals.

2. PURPOSE

The main purpose of this document on "Students' Welfare Policy and Schemes" is to provide a conducive environment where students can freely express and experience, feel secure and their rights and responsibilities are respected and their needs and grievances are being addressed. Through this policy MRIIRS seeks to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony.

The document is designed to provide assistance and guidance that develops and grooms the students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with university policies.

3. OBJECTIVES

Student Welfare encompasses everything that the University does to provide and meet the personal and social needs of the students and enhance the well being. It all involves recognizing, treating and then overall transforming and developing each student as a responsible citizen in the context of society. This document is the sum total of all of the policies, structures recognizing and activities which shall be planned and implemented by MRIIRS to promote student welfare.

This document aims at addressing students' needs and behavioral issues at the university by ensuring that students behave within the standards set out in the Students Code of Conduct, promoting an equitable, quality learning environment in which students are able to perform to the best of their ability and creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.

It includes the following:

I. Scholarships and Freeship Support to meritorious and needy students

II. Redressal of Student Grievances

III. Effective participation in Co-curricular, Extra-curricular and Sports activities

IV. Participation of students through Student Council

V. Career Counseling, Skill enhancement, Competitive Guidance Support

VI. Anti Ragging Measures

VII. Facilities for Specially-abled students and

VIII. Other welfare schemes for the students of MRIIRS.

4. STUDENT CHARTER

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

MRIIRS is committed to remove the barriers to learning, keeping students safe and ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support. MRIIRS shall therefore provide:

1. Value social justice, equality and ethical practices for producing globally responsible citizens and provide safe, clean and healthy atmosphere to all the stake holders.

2. Promote overall healthy practices in both academics and administration and their adoption by all the stakeholders of the University.

3. Make its students aware of mission, vision, goals, study programs, delivery means and assessment objectives at the time of admission, student induction and counseling for various programs.

4. Provide clear-cut and complete/ up-dated information to the students about admission procedures, fee structure, refund policies, scholarships, awards, financial aids, other support systems and also requirements for completion of various study programs.

5. Follow student focused/centric approach towards learning and provision of efficient and timely student services.

6. Develop and implement an effective, reliable and valid mechanism for student assessment, grading, examination and certification based on merit.

7. Design and implement a well-conceived plan for monitoring student progress in their study program and provide necessary feedback and arrange remedial courses wherever possible for better training and skill improvement of the students in interdisciplinary learning programs.

8. Provide opportunities to get impartial/unbiased/factual feedback for the overall growth, up-liftment and improvement of the University.

9. Identify and undertake a wide range of teaching, research and extension activities and programs keeping in view the ideals of higher education and their role in national development and integration and network.

10. Provide appropriate opportunities to all the stake holders to participate in such activities which can ensure reaching out to communities/ masses for extension activities such as socio- economic and environmental sustainability and monitoring the outcomes.

11. Strive to motivate dynamic and innovative growth of the learners to achieve academic excellence.

12. Treat students with respect, tolerance and help them pursue their academic goals without fear or intimidation.

13. Provide all possible opportunities to engage with inclusive, accessible and effective teaching and professional practices.

14. Ensure that University staff (both teaching and non-teaching) interacts with students with utmost honesty, integrity, politely and in a timely manner.

By supporting student welfare, MRIIRS shall also promote high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the University. Therefore, it is expected that every student of MRIIRS shall:

1. Understand, appreciate and follow the University's Vision, Mission, goals of various study programs, delivery means and assessment objectives, and contribute to the realization of the same by sincerely and actively participating in the relevant institutional activities.

2. Strictly follow the University Calendar, time schedules, norms, ordinances/rules, acts, and regulations of the various services provided by the University and actively and positively participate in teaching, learning, professional, extra-curricular, and other research and developmental activities.

3. Have a clear and adequate knowledge of various study programs, admission policy, program completion requirements, assessment mechanisms and other student services of the University.

4. Have faith and ability to carry on lifelong learning and support the University in all its academic pursuits as worthy alumni.

5. Abide by the decisions of the University as decided by the various statutory bodies of the University or the executive authorities of the University from time to time.

6. Undertake regular and intense study of the various learning materials concerning their study program.

7. Make optimum use of the learning resources available in the Department /Institute Centre/School and the University.

8. Actively participate in curricular, co-curricular, and extra-curricular institutional activities.

9. Participate in the continuous internal assessment process and annual/ semester examinations.

10. Provide solicited and unsolicited unbiased/honest feedback for improvement of the system for the up-liftment of the standards of the University.

11. Recognize the intellectual property rights of the work that others produce individually or collaboratively and not indulge in plagiarism.

12. Contribute to the organizational and cultural life of University.

13. Participate in various extension activities from time to time e.g. protection of environment, cleanliness, literacy programs and reaching out to communities for equity, access, inclusiveness, sustainability and other relevant issues.

14. Respect the property and physical infrastructure of University and shun all such acts which may lead to damage to the property and breakdown of the basic services for the effective academic pursuits of the University.

15. Follow moral and constitutional values as enshrined in our multidimensional culture and Constitution of India.

16. Respect and celebrate the diversity of ideas, multiculturalism and inclusiveness without any preconceived notions of caste, creed and religion.

17. Abstain from any activity leading to violence, unhealthy atmosphere e.g. drugs, alcohol, intoxicants, ragging and other unhealthy practices.

6. STUDENTS' WELFARE SCHEMES

I. Scholarships and Freeship Support to meritorious and needy students

MRIIRS is committed to ensure fair and equitable policy and procedures for assisting its students in the payment of fees to the Institute. We at Manav Rachna view education not only as a gateway to personal development, but also as a pathway for improving society. The students are guided to find their own academic paths by helping them to identify, analyze and understand in unprecedented ways. The above objective is fulfilled by motivating the Students, faculty members and staff through various scholarships and freeships.

The university shall extend all possible financial support under different scholarship and freeship schemes for the meritorious and needy students to be notified in the admission brochure of every academic year after the approval of BoM. It shall also define the scholarships available and the conditions applied in granting scholarships to the students.

The various scholarship and freeship schemes to be broadly classified under the following categories and notified in the admission brochure:

i. Scholarships on the basis of Marks in Qualifying Exam

ii. Freeships to the Alumni of Manav Rachna Educational Institutions

iii. Freeships for Outstanding Achievers in Sports Category

iv. Free Ships based on Societal Needs

v. Freeships to PhD Scholars

vi. Toppers Scholarship

The processes to be followed for its deployment is annexed as Annexure A

II. Redressal of Student Grievances

University is focused to the well being, safety, security and his/her upbringing without any hassles. Thus to make the environment student friendly there shall be a Student Grievance Redressal Committee (SGRC) whereby students can lodge their complaints either at department level or they can escalate their grievances at University level through the faculty/ Student representatives and it will be an integral part of Manav Rachna International Institute of Research and Studies (MRIIRS) administrative affairs.

The role, objectives, scope and procedure to be followed by SGRC for redressal of student grievances is detailed as a separate document titled as Policy and Procedures for Student Grievance Redressal Committee attached as **Annexure B**

III. Effective participation in Co-curricular, Extra-curricular and Sports activities:

Co-curricular, Extra-curricular and Sports activities are an integral part of the vision and mission of the University.

The **Co-curricular and Extra-curricular** activities provide students with an opportunity to enhance their personal development and self-image. The University recognizes that these activities represent a valuable aspect of the learning process and contribute to the development of a versatile personality. These activities supplement and complement in- University learning and activities and provide opportunities for students from different states or regions to broaden their horizons in ways that would not be possible with the confines of the University premises alone.

With the philosophy that the participation in sports is an effective way of channelizing the energy of youth in constructive way while imbibing higher moral & ethical values, spirit of comradeship and desire to excel in any field chosen by the student, sports at Manav Rachna International Institute of Research and Studies (MRIIRS) are also an integral part of the ethos of University.

The main aim is to produce young men & women to play with good sportsmanship and to become competitive every time they step in any phase of their life. It's a preparation for their real tomorrow as sports teach them with values like discipline, responsibility, self-confidence, sacrifice and accountability.

Activities and clubs shall be available to all students keeping in view the component of inclusiveness. All necessary infrastructure and training & coaching support shall be provided by the university. To have transparency, openness, spirit of learning and encouragement for more and more participation in Co-curricular, Extra-curricular and Sports activities two separate documents are available for the concerned stakeholders with following titles:

- Policy for Students' Extra Curricular Activities attached as **Annexure C**
- Sports Policy and Procedure attached as **Annexure D**

IV. Participation of students through Student Council and in other bodies of the University

To ensure the participation in the decision making especially for organizing any student related activities in the campus or outside campus and for upliftment of the students community, there shall be a provision of students' council in the university.

The objective of the Student Council shall be to enhance students' involvement in different activities of the university and to provide a sustainable and viable platform for voicing their thoughts.

In order to ensure that the students are able to articulate their aspirations without any reservation, the university shall have a Student Council to enable the students to express their ideas on important issues in a democratic manner

Student Council at MRIIRS shall be formed through a defined selection process. The students based on outstanding performance in Sports, Cultural Activities and Academics shall be nominated from various departments. Additionally nominations can be procured based on their keen interest and leadership qualities. The final selection of the members for Student Council shall then be notified from the office of Registrar after approval from Vice Chancellor. The members of Student Council shall be also a part of various academic and administrative bodies like IQAC, Department Academic Committee and Students Grievance Redressal Committee etc.

The Council also provides the students an excellent opportunity to develop leadership by organizing and executing different activities including extension activities. In addition to planning and organizing events that contribute to the University ethos and community welfare, the Student Council is the true representative and spokesperson of the student community.

The Council shall help the students to coordinate various activities and provide recommendations to further collaborate and coordinate with other students of their respective department. Members of Student Council shall be expected to be actively involved in organizing various activities like: Celebrating different festivals, Annual Cultural Fest, Inter-University Events, CSR activities, organizing Workshops, Sessions, Innovative Games, Competitions, Sports Activities, Establishing an Alumni network etc.

The Student Council shall also help to develop student potential and encourages a well-informed, honest, interested and active citizenship. It not only develops leadership abilities within the youth of today, but also imparts leadership qualities in the Community, State and the Nation.

Selection of Student Council through nomination:

The office of Dean Students' Welfare shall request all the Head of Departments to nominate the students of their respective departments to the office of Dean Student Welfare with its recommendations for selection of the Students Council every year. After receiving the nominations, the Dean Student Welfare in consultation with the following and based on the recommendations of respective HoDs shall further recommend the constitution of student council for the year to the office of Vice-Chancellor for its approval.

1. Director-Sports
2. Coordinator Student Welfare
3. International Student Coordinator
4. Any other member co-opted by DSW

After the approval of Vice Chancellor the constituted Student Council shall be notified by the office of Registrar for that Academic Year.

Besides this, the University shall ensure the effective participation of students' representatives in the various bodies and administrative committees of the university:

- IQAC
- Department Academic Committee
- Anti-Ragging Committee
- Students' Placement
- Discipline Committee
- International Student Cell
- Student Facilitation Centre
- Sports and Cultural Activities
- Clubs and Societies of the Institution

V. Career Counseling, Skill enhancement, Competitive Guidance Support

MRIIRS is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow. MRIIRS shall establish the Career Development Centre (CDC) for an effective, accountable and transparent framework for managing New Generations and nurturing humanistic and futuristic leaders with the objective to make all the students' job ready by enhancing the employability skills for students and providing continuous support to them to achieve their future goals.

With all the details including its objective, purpose, focused domains and all processes to be followed for providing all support for Career Counseling, Skill enhancement, Competitive Guidance for the students, a separate document is available titled as "Career Development Centre, its Role and Processes" attached as **Annexure E**

VI. Anti-Ragging Measures

The University shall constitute the Anti-Ragging Committee and Anti-Ragging Squads/ Discipline & Floor Management Squads for overseeing the strict and meticulous implementation of the directives of regulatory bodies. A high-powered anti-ragging committee under the chairmanship of Vice-chancellor of the University, quick reaction anti-ragging committee shall be put in place to ensure that the institution Campus is 100% ragging- free.

In addition to this, monitoring cell and Faculty wise /Department-wise anti-raging squad, discipline squad, floor management squad, along with student representatives, parent representatives & Nodal officer shall be constituted for strict compliance. If the committee finds that prima facie there is a case of ragging on the complaint it received, the committee will take immediate action including the filing of FIR with the local police depending on the seriousness of the case.

Any student of the University found indulging and / or abetting any form of ragging shall be meted out with exemplary and justifiably harsh punishment including debarring such students from taking admissions in any institutions of higher learning in the country.

The SOP for Anti-Ragging Measures attached as **Annexure F**

VII. Facilities for Specially-abled students

University believes in the creation of a barrier-free, inclusive environment that is right based, values diversity, is free from unlawful discrimination or harassment and ensures equality of opportunity, dignity and respect for all irrespective, of his or her disabilities / disadvantage / special needs and challenges.

The University shall extend all the necessary facilities to make the campus barrier free and accessible for Specially-abled students. All the details shall be made available in the form Guide/Handbook for Specially-abled Students.

VIII. Inclusiveness:

Manav Rachna holds the responsibility to demonstrate inclusivity among students by providing an opportunity to display and share their own culture by enhancing representation of all communities. The university shall treat everyone fairly and allowing the same opportunities to all regardless of gender, race, religion, sexual orientation, culture or background.

IX. Other Welfare Support and Schemes:

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

- Excellent Infrastructure Facilities in terms of Class Rooms, Labs and Library, Cafeteria and canteens etc. Tuck / Stationery shops with photocopy facility and Departmental Stores.
- Necessary transport facility with fleet of buses.
- Round-the-clock security services
- Dispensary with basic and emergency day care facilities with qualified Doctor and Nurse. Ambulance for Emergency.
- Tie-up with local reputed hospitals to provide Health Services to students and staff.
- Accidental insurance cover for students and a comprehensive insurance cover for hostlers
- Financial Assistance for development of Projects, Participation in Projects / Technical Fest/Co-curricular, Extra Curricular and Sports Competitions at National / International level on the recommendations of the respective HoD.
- Establishment of Student Branches and Chapter of Professional Bodies like: IEEE – Computer Society, Institution of Engineers (India), Indian Society of Technical Education (ISTE), Society of Automotive Engineers (SAE), Indian Society for Heating, Refrigeration and Air Conditioning Engineers (ISHRAE), Association of Computing Machinery (ACM), Indian Green Building Council (IGBC) and others as per areas of the departments.
- Highly supportive system for training/internship/in-campus placement through Corporate Resource Centre-Placement Cell and the respective departments.
- Extensive training and guidance for entrepreneurship and start-ups through MRIIC.
- Facility for learning foreign languages with certification.

7. EXIGENCY, IF ANY

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

ANNEXURE - A

To have clear transparency in the system, the below stated processes shall be followed for the various scholarship and freeship schemes to be broadly classified under the following categories and notified in the admission brochure:

A. Scholarships on the basis of Marks in Qualifying Exam
B. Freeships to the Alumni of Manav Rachna Educational Institutions
C. Freeships for Outstanding Achievers in Sports Category
D. Free Ships based on Societal Needs
E. Freeships to PhD Scholars
F. Toppers Scholarship

For all the various scholarship and freeship schemes criteria stated above as A and B, available at the time of admission and notified in the admission brochure, the automated process available in the deployed EMS shall be followed after due verification of the documents and certificates for the eligibility of the candidate as per notified eligibility criteria for the scholarship and freeship.

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

For all the schemes of scholarships/freeship stated above as A and B the designated official from the office of Registrar Office shall verify the eligibility of the candidate seeking admission in any programme at UG or PG level from the certificates of qualifying examination or relevant documents as a proof of his/her eligibility for scholarships/freeship. If found eligible based of the range of percentage of marks in the qualifying examination or entrance tests or being Alumni of Manav Rachna Educational Institutions as per approved notified criteria in the admission brochure for the Academic Year, the designated official from the office of Registrar Office shall send the copy to the office of Central Accounts Department (CAD) for the same to be marked on EMS for the purpose of charging less fee from the candidate for which he/she is eligible.

After the end of Admission Process for the academic year, the office of Registrar will issue and send the office order with a consolidated list of beneficiaries under these categories.

However, for continuation of the scholarship/freeship granted to the students at the time of admission under these categories, their eligibility in terms of attendance during the last semester and SGPA shall be verified by the respective Heads of Departments and forwarded to the office of Registrar for further verification and issuance of office order for all concerned including CAD for crediting the amount equivalent to the scholarship/freeship to the account/ledger of individual student maintained in that office.

For awarding freeships to the Outstanding Achievers in Sports Category, the candidate shall be required to submit an application either in the office of Director Admissions or directly in the office of Director Sports. The application submitted with Director Admissions shall also be forwarded to the office of Director Sports for further recommendations based on the achievements of the candidate in sports and seeking admission in any programme at MRIIRS. Based on the recommendations of the Director Sports as per the achievements of the candidate in sports, the competent authority shall approve the extent of fee waiver to grant to the individual. A copy of the same shall be forwarded to the office of Central Accounts Department (CAD) to be marked on EMS for the purpose of charging less fee from the candidate for which he/she has been granted the fee waiver.

After the end of Admission Process for the academic year, the office of Registrar will issue and send the office order with a consolidated list of beneficiaries under this category for record and reconciliation.

However, for continuation of the scholarship/freeship granted to the students at the time of admission under this category, the office of Director Sports shall send its recommendations for continuation and extent of fee waiver to be granted in the every subsequent year for its final approval by the competent authority and issuance of office order by the office of Registrar for all concerned including CAD for crediting the amount equivalent to the scholarship/freeship to the account/ledger of individual student maintained in that office.

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

Keeping in view the genuineness of the case and need, the office of respective Director/Dean of Faculty, shall forward his/her application with its recommendation to the competent authority for its final approval with the extent of fee waiver to be granted to the individual. A copy of the same shall then be forwarded to the office of Central Accounts Department (CAD) to be marked on EMS for the purpose of charging less fee from the candidate for which he/she has been granted the fee waiver on the basis of societal need on case to case basis.

Freeship to PhD Scholars

As per the provision notified in the Admission Brochure, full tuition fee waiver shall be permissible to all the faculty and staff members of MREI seeking admission for Ph.D programme at MRIIRS for 4 years. For availing the tuition fee waiver, the faculty and staff members of MREI shall be required to submit an application through respective Head of Department/Section with a request for grant of tuition fee waiver as per the provision along with a Bond for serving at least for 3 years after completion of his/her Ph.D programme in the Institution of MREI, he/she is employed.

Toppers Scholarship

The list of toppers shall be invited every year in the month of August (after the declaration of result of End Semester Examination of May-June) by the office of Registrar from the office of respective Deans of Faculties based on CGPA of last Academic Year as per the provision and notified criteria in the Admission Brochure. A committee constituted by the Vice Chancellor for the purpose, shall examine all the cases recommended by the office of respective Deans of Faculties and shall further forward its recommendations for approval of Vice-Chancellor. Accordingly, the office of Registrar shall notify the approved list of students for grant of Topper Scholarship(s) based on the strength of the Class as per the provision notified in the Admission Brochure with a copy to CAD for the purpose of crediting the amount of scholarship in the account ledger of students granted with the Topper Scholarship.

"MRIIRS Policy and Procedures for Student Grievance Redressal Committee"

1. PREAMBLE

Student Grievance Redressal Committee (SGRC) is an integral part of Manav Rachna International Institute of Research & Studies (MRIIRS) administrative affairs. University is focused to ensure the well being, safety, security of the student and his/her academic journey in the university without any hassles.

Thus, to make the environment student friendly, the Student Grievance Redressal Committee is to be formed at department level as well as the University level, whereby any student can easily seek Redressal for any grievances that may arise during their stay in the university. The student can approach in person or through the digital platform i.e. Education Management System (EMS).

This policy documents defines the robust process of seeking Redressal and the mechanisms to resolve it.

2. POLICY STATEMENT

MRIIRS strives to provide a safe, secure and friendly campus environment and hostel facilities to all the students, so that they do not face any problems in their career progression, upbringing, and acquaintances with the operational guidelines as well for their stay in campus.

Students' happiness is prime importance for the University. Happy students' can devote proper attention to study, have better learning and contribute to the society in positive manner.

3. OBJECTIVES

a) To provide a quick, fair and just mechanism for redressal of any grievance, in offline and online mode.

b) To provide a sound, effective and efficient system for redressal of grievances of students of the University to the applicants during the Admission Cycle.

c) To promote cordial relationships among the students and faculty members.

d) To augment the faith of students and faculty members in the institution.

e) To ensure confidentiality of grievances thorough evaluation and prompt resolution

4. DEFINITIONS

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

b) **Grievant:** Student, Group of Students submitting the grievance.

5. SCOPE

Student Grievance Redressal Committee (SGRC) shall help to

- Create awareness where to lodge grievances.
- Monitor the Grievance Redressal mechanism on the EMS.
- To develop mechanism/process to resolve grievances.
- Creating safe, secure and friendly environment.
- Keeping all the relevant records received from various mechanisms, intact.

6. PROCEDURES

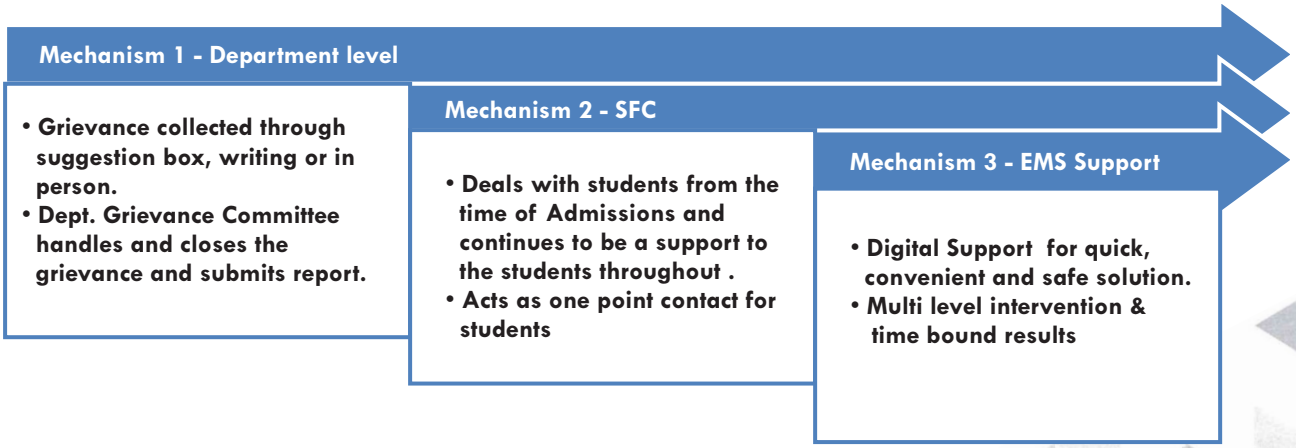
To augment an effective grievance redressal mechanism for students, guidelines for implementation has been put in place on the lines of University Grants Commission (Grievance Redressal) Regulations, 2019. Students can seek Redressal in person, through written or email application, or through the Digital route using the EMS.

There shall be three main mechanisms through which Student's grievances shall be handled in MRIIRS. These are

1. Departmental Level Students Grievances Cell
2. SFC: Student Facilitation Center
3. EMS: Education Management System

These mechanisms shall work in tandem with the University level **Student Grievance Redressal Committee (SGRC),** which is the last stop for resolution to all the student's grievances for Redressal.

Mechanisms for effective grievance redressal:



Mechanism 1: Department Level Students Grievance Cell

The students can raise the grievance either through the EMS, mentor or in writing to the HOD/ Dean. At every department level, a Grievance Committee shall be constituted comprising of:

- Nominated members with due deliberations among concerned Dean & Head of Department.
- In case any member exits for some reasons either new Department Committee been formed or new member been replaced in lieu of the old member exited.

Constituted Committee either will resolve the issues at department level, if possible or with assistance of other supportive departments to get the grievance addressed to the satisfaction of complainant. The matter may also be forwarded to the Dean's office for resolution and closure. Once the problem been resolved action taken report shall be kept for the record and the quarterly summary report along with the un resolved issues shall be submitted to the University level Students Student Grievance Redressal Committee (SGRC).

Mechanism 2: SFC: Student Facilitation Center

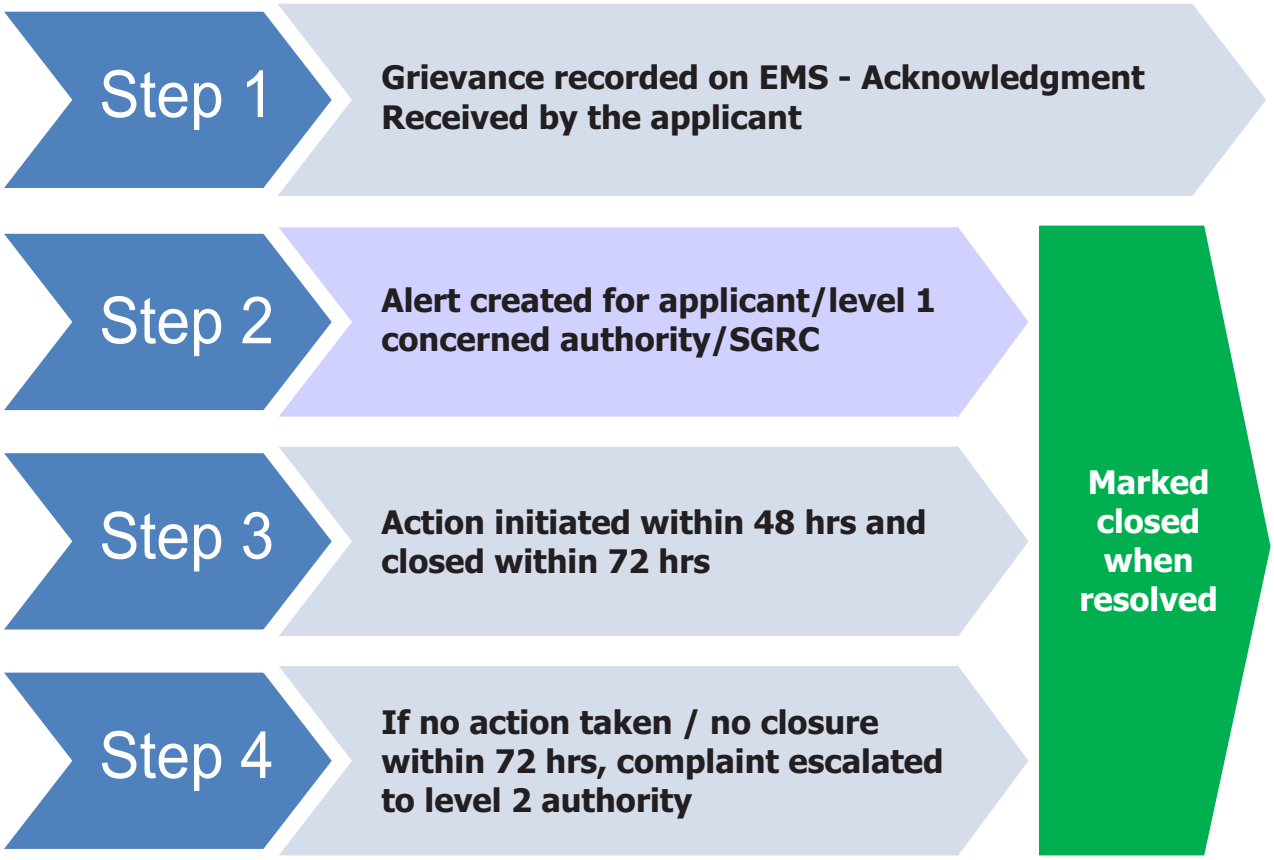
Established in the year 2018, Student Facilitation Centre (SFC) shall be the first point of contact for prospective as well as admitted students for most of their queries during their academic life at Manav Rachna. The center shall facilitate to connect the student to the end decision making authority on the matter, or obtain the final decision (or resolution), eliminating the need for multi party liaison by the student himself/ herself. SFC caters to queries related to Admissions, Hostel, Transport, Fee, Administration, Academics, Infrastructure, Sports, IT, Examination, Library, Placement and Trainings or Accounts.
SFC shall act as a Single Window System that takes care of handling grievances of students, there shall be one officer dedicated for the purpose who takes care of receiving Students' grievances through mail to Student Facilitation Center.

- Once any grievance is received by SFC, it shall be allotted to respective authorities as per the nature of the grievance.
- In case the problem gets resolved, the action taken report shall be kept for the record and if that could not be resolved then the same shall be shared with University level Students Student Grievance Redressal Committee (SGRC) for further course of action.

Mechanism 3: Education Management System or EMS

Since 2020, the university is providing the students a convenient, easy to use and efficient digital mechanism of seeking Redressal and resolving Grievances. Every student of MRIIRS uses EMS to access all academic and non academic information about university, department and course related matters. In the same way it shall include the facility to register grievance for which the student needs any solution. The EMS system shall be designed to ensure quick action and disposal of the grievance within 48 to 72 hours.

The grievances shall be categorized under specific type and include different levels of intervention, to ensure speedy closure.



The list of Types and entities responsible at Multi level Mechanism in EMS shall be as per below details:

Grievance Type	Level 1	Level 2
Academics	Concerned Faculty Dean	Dean Academics
Examinations	COE	PVC
Accounts	GM-CAD	Registrar
Ragging	Deputy Registrar- Academics	Registrar
Gender Harassment	Member Secretary- ICC	Registrar
IT	GM- IT	PVC
Hostel	Chief Warden	Registrar
Transport	Sr. Manager-Hostel and transport	Registrar
Library	Librarian	PVC
Ph.D Programme	Coordinator-CDP	Chairman- CDP
Innovation & incubation	Director MRIIRC	PVC
CDC	Head - CDC	VC
CRC	Head - CRC	VC
MRCFL	Head MRCFL	VC
Housekeeping	GM-Admin	Registrar
Security	CVO	Registrar
Maintenance	GM-Admin	Registrar
Sports	Director Sports	PVC
Canteens/Food courts	GM-Admin	Registrar
HR	DR-Admin	Registrar
Discrimination	Member Secretary of the Committee	PVC
Any other	EMS Coordinator	PVC

University level Students Student Grievance Redressal Committee (SGRC)

The Student Grievance Redressal Committees (SGRC) shall be headed by the Dean level faculty who shall also act as the Nodal Officer for the Student Grievance Redressal. Taking cognizance of the structure of the University, the Registrar nominates members from academia, administration, Sports, admission cell and also students' representatives and shall notify its constitution after the approval of the Vice Chancellor of the University:

Constitution of the committee at University level shall be:

1. Dean of any Faculty as Nodal Officer
2. Professor/Associate Professor of the University to be nominated by the VC
3. Proctor of the University
4. Director Sports
5. Two student Representative

Student Grievance Redressal Committees (SGRC) shall meet twice in a year, whereby the problems reported and resolved through different mechanism shall be reviewed. Further, all the unresolved matters reported through the three mechanisms shall be deliberated and taken up for discussion and action to ensure satisfactory closure.

Organization Wide Awareness: To get the students aware about contact details of all the authorities like Medical, Ambulances, Transport, Sports, Accounts, Academia or Cultural activities posters to be affixed across campus in all notice boards whereby any issue can be sorted out there upon only.

4. EXIGENCY, IF ANY

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

"Policy for Students' Extra Curricular Activities "

Preamble

Extra-Curricular at Manav Rachna International Institute of Research and Studies (MRIIRS) are an integral part of the ethos of University. MRIIRS believe that participation in sports is an effective way of channelizing the energy of youth in constructive way while imbibing higher moral & ethical values, spirit of comradeship and desire to excel in any field chosen by the student. The main aim is to focus on Extra Curricular Activities (ECA) including life skills, cultural, extension, spiritual, ethical and human values. It's a preparation for their real tomorrow as sports teach them with values like discipline, responsibility, self-confidence, sacrifice and accountability.

Purpose and Objectives

Extra-curricular activities (ECA) are an integral part of the vision and mission of the University. They provide students with an opportunity to enhance their personal development and self-image. The University recognizes that ECA represent a valuable aspect of the learning process and contribute to the development of a versatile personality. ECA supplement and complement in-University learning and activities and provide opportunities for students from different states or regions to broaden their horizons in ways that would not be possible with the confines of the University premises alone. Activities and clubs shall be available to all students keeping in view the component of inclusiveness.

Policy Statement

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

Scope

An extra-curricular activities programme helps to increase awareness, skills, responsibility and empathy amongst students. It helps to

- Develop and encourage experience and skill sets which are not the part of formal curriculum.
- Enhance students' self-image, social and emotional development.
- Enhance the ethos and image of the University in the community.
- Encourage students' active participation in a variety of extra-curricular activities providing an opportunity to represent University, at State, National level and International level.
- Encourage effective utilization of time and resources both in sporting and other competitive pursuits.



Six blossoms of extra-curricular activities in active citizenship education Guidelines for Participation

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

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

- Student with a good academic record shall be allowed to participate in Inter - University events. Students having more than three reappears/ backlogs shall not be allowed to participate.
- Student can participate in maximum of two events (other states) for which they shall be provided with attendance for maximum of ten days.
- Student can participate in maximum of four Delhi -NCR Colleges/ Universities for which they shall be provided with attendance for maximum of eight days.

For student's participation in extra-curricular activities outside University (International):

- Student with a good academic record shall be allowed to participate in International events. Students having more than three reappears/ backlogs shall not be allowed to participate.

Following are the steps to be followed for permission to participate in the extracurricular activities to be held outside University (Both National and International)

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

- Credentials/certificates/selection to support eligibility for participation
- Undertaking by Parent and student (duly signed in actual)
- Code of Conduct by Student (Duly signed in actual)
- Event brochure, registration fee detail and/or invitation letter

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

- Registration fee
- Outstation travel expenses.

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

Issue of Calendar of Activities

The Strategic Perspective Plan (SPP) by incorporating all proposed Extra Curricular Activities is notified by the office of Dean Students Welfare in the beginning of each academic session. The Extra Curricular activities shall include Cultural, Observance of National and International Days, Ethical and Human Values and Life Skills etc apart from activities as and when shared by UGC / AICTE/ Ministry of HRD or by any other recognized body or association. At the end of each academic session a detailed report regarding number of activities organized as per SPP or additional events will be notified to the Office of University IQAC.

Institution Support

For student's participation in extra-curricular activities outside University (National):

- Registration fee including accommodation/ lodging charges shall be reimbursed. In case accommodation/lodging is not included in registration fees in that case accommodation /lodging charges shall be paid @ Rs.250 per day.
- Travel expenses to other states shall be reimbursed @ II class sleeper train or equivalent. For participation in Colleges / Universities of Delhi-NCR the University transport shall be provided.
- For dresses and costumes in case of new dresses as a stock of department fifty percent shall be reimbursed and full amount shall be reimbursed against rental dresses (in case of both in house and Inter- University competitions) .
- Prize money shall be deposited in the University operations account out of which sixty percent shall be reimbursed to the students and forty percent shall be the part of student society fund.

For student's participation in extra-curricular activities outside University (International):

- Fifty percent registration fee including accommodation/ lodging charges shall be reimbursed
- No Travel expenses shall be reimbursed by the University.

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

- Registration fee including accommodation/ lodging charges shall be reimbursed.
- TA/DA as per rules/norms of the University shall be provided

Code of Conduct

1. The use of profane or improper language is not acceptable.
2. All the students should be courteous, mature, cooperative and respectful at all time.
3. All the individuals are themselves responsible for their own actions and may be punished accordingly.
4. Sportsmanship and fair play to team-mates, opponents and officials should be in the forefront of the team's basic philosophy and attitude.
5. Smoking, use of alcohol and drugs shall not be tolerated under any circumstances.
6. Teams must obey orders of faculty members and team-leaders /staff/ coach /associated.
    2. No one is allowed to move out of the University premises/ venue without the prior permission of concerned faculty member/ University authority.
    3. Every student must inform to the concerned faculty member about the schedule of the event/ fest / trip.
    4. The student shall carry original University Identity Card all the time during the event.

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

Signature:

Name of Student: Roll No.:

Course name: Department:

Email Id: Mobile:

Date:

UNDERATKING BY PARENTS/ GAURDIAN

I_____, hereby state that my ward _____, roll no_____student of _____year, Branch/ Dept._____of MRIIRS, Faridabad is going to participate in _____which is going to be held _____, at _____ _____I am taking the full responsibility of my ward during the event. The University shall not be responsible for any act of indiscipline of my ward. I have read the content of Code of Conduct given by my ward in the proforma and fully endorse the undertaking given by him/her.

Parents Signature (with date):
Parents Name:
Address:
Contact No:
Counter Signature by student (with date):

UNDERATKING BY STUDENT

I _____, roll no _____ student of _____year, Branch/ Dept. _____ of MRIIRS, Faridabad am going to participate in ____which is going to be held _____ at _ I am taking the full responsibility and hereby undertake that I shall not commit any act of indiscipline. The University shall not be responsible for any act of indiscipline.

Signature (with date):
Name:
Contact No:
Email Id:

NOC BY HoD'S

It is submitted that Mr/Ms_____bearing Roll No_____is eligible to participate in_____event to be held on _____, at _____.

Attendance: SGPA:
No of Reappear:

Reporting Mechanism

Students are advised to submit the event report and copy of certificates of participation/credentials in the DSW Office, within two weeks of the completion of the event, along with reimbursement of the expenditure. The letter for reimbursement must be addressed to DSW through Coordinator. It should be noted that all the expenditure must be supported by valid cash memo/receipts/tickets in original. All such original receipts must be signed by the student with the remark "verified and paid by me". Include details of their expenditure in tabular form and write their full bank account detail for transfer of fund or issue of cheques.

Compliance Mechanism

For participation in Inter- University Competition interested students shall submit their application of interest at least three week before the competition / event. After receiving their application of participation they shall submit the self-undertaking and undertaking from their Parents / Guardian along with the NOC from their respective HoD's / Dean of the faculty within one week. After receiving all the documents Office of Dean Students Welfare shall notify the same to the office of Registrar and the office of Vice Chancellor for approval.

Record Management

Records of all the students participating in extracurricular activities shall be maintained by the office of the Department of Students Welfare. At the end of each semester departments shall also share details of participating students in ECA at departmental level. Students shall submit their required documents like proofs of participation registration fees, travel receipts, photographs, certificates etc. to the office of Dean Student Welfare within two days of participation. After receiving the required documents attendance of the participating students shall be notified to the office of Registrar centrally. All records shall be managed by the DSW for further compliances.

"Sports Policy and Procedures"

Preamble

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

Purpose and Objectives

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

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

Scope

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

Approach

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

Department of Sports

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

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

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

Admission under Sports Category

The following guidelines shall be followed for admission under Sports category

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

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

- Only bonafide students who are currently enrolled/ registered for a degree at the University/College whose status is recognize by the appropriate authority of country, which is of a minimum duration of one academic year and whose examination is conducted by the university shall be eligible to participate in National university games and fulfil the following condition.
- The students studying in open universities and distance mode are not eligible to participate in the National University games
- Foreign students are eligible to participate only the national inter university tournament however, the total number of foreign players in a team should not be more than 10% of the team, however for small teams where the total number of players is less than 10 members one foreign student be allowed in the same.
- All eligible students while participating in National university games/Championships shall fulfil the following essential conditions.
  - He/she should be less than 28 year of age as on 1st July of that academic year. In case, Basketball and football the upper age limit is 25 years as per FISU rules
  - Not more than 10 years have elapsed since a student's passed the examination qualifying him/her for first admission to a degree or diploma course of university of college affiliated to a university.

- The 10 years eligibility period for participation of students in competitions shall be distributed as under.
  - Not more than 5 years after passing 12th or equivalent examination while studying in under graduate course/degrees or diploma course of university or college affiliated to a university.
  - Not more than 5 year after passing 10+2 or equivalent examination while studying in post graduate course/degrees. There are no restrictions for student to change the course or moving from higher class to lower class within the 5 years after passing graduate degree. There are no restrictions for students to change the course or moving from higher class to lower class within the five years.
  - Students who are employed on full time basis shall not be eligible to participate in national university games/championships however students who are receiving nominal sports stipend from public or private sector are eligible to participate.
  - A student shall not be allowed to represent more than one university in national university games during a single or same academic year.
  - Provisional admission to course/degree of university or college shall not make the students eligible to represent the university in national university games.
  - In the case of student migrating from own university to another higher migration case will be considered eligible only after his/her admission in the new university is regularized and he/she is admitted as a bonafide and eligible student by the new university.

Selection Process for Sports tournaments/ Championships

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

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

Code of Conduct

- The student must have 75% attendance in the course he or she is admitted in to participate in any tournament.
- The student must represent the university team in the Inter Institutional and other tournaments authorized by university.
- The student must appear in all the intra semester and semester end examinations of the university.
- The use of profane or improper language is not acceptable.
- All students to remain courteous, mature, cooperative and respectful at all times.
- Sportsmanship and fair play to team mates, opponents and officials should be in the forefront of the team's basic philosophy and attitude.
- Teams must obey orders of faculty members and team leaders/staff/ coach/ associated.
- The student shall carry original university Identity Card at all times during the event.
- Smoking, use of alcohol and drugs should not be tolerated under any circumstances and may result in strict action.

Issuance of Activities Calendar

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

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

Responsibilities

Compliance, monitoring and review

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

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

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

Exigency, if any

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

Career Development Centre: Role and Processes

1. Purpose

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

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

2. About the Centre

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

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

3. Vision & Mission

Vision

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

Mission

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

4. Major Domains focused by the Centre-

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

5. Overview & Processes –

I. Soft Skills and Aptitude Development

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

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

II. Career Guidance

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

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

III. Language Lab

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

IV. Preparation for Competitive Exams

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

V. Awareness about recent technological trends

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

STANDARD OPERATING PROCEDURE (SOP)
FOR
CURBING THE MENACE OF RAGGING AT MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES (MRIIRS)

(Under Section 26 (1) (g) of the University Grants Commission Act, 1956 and as per UGC ref No. F.1-16/2007(CPP-II) Dated 17th June, 2009)

In pursuance to the guidelines of the University Grants Commission Regulations, 2009 and UGC Act 1956, Manav Rachna International Institute of Research & Studies have established its mechanism for Curbing the Menace of Ragging by mounting the Standard Operating Procedures (SOPs):-

1. Objectives:-

Manav Rachna International Institute of Research & Studies (Deemed to be University) (MRIIRS) is committed to maintain a 'Zero Tolerance Ragging Environment' in its Campus for all the Students, Faculty and Staff within the campus.

2. Scope:-

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

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

(a) Constitution of Anti-ragging Committees;

(b) Display of Hoardings and Posters at prominent places / locations at all vulnerable places within the campus including class rooms / terrace, stairs of all buildings, Libraries, Playgrounds, Food Courts, Auditorium, Lawns, Hostels, Main gate and any other places locations of sports grounds within the campus of the MRIIRS;

(c) Uploading the details of Anti-Ragging Guidelines on MRIIRS Website with contact details of the responsible officials;

(d) Installation of CCTV and Alarm Bells at conspicuous places in all MRIIRS Buildings;

(e) Printing of Banners, hoardings,, bill boards, Posters, booklets, Prospectus, admission brochures indicating Ragging consequences & punishments with Helpline numbers, contact details of the Key persons for information of the MRIIRS students;

(f) Vide publicity of the ill effects of ragging and its prevention, from time to time, and Broadcast special programs on ragging through Radio Manav Rachna (FM-107.8) atleast for initial three months of an Academic Year.

(g) Sensitizing Freshers and senior students of MRIIRS by conducting special programs / debate inviting external experts / speakers to address students;

(h) Close watch and liaison with local police to guard against any violence / incidence of ragging in due course of time;

(i) Organizing Workshops on Anti ragging;

(j) Deployment of adequate staff with Whatsapp groups at various locations of the campus.

1. Formation of Anti-Ragging Committees in MRIIRS:-

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

(a) Anti-Ragging High Powered Anti-Ragging Committee;

High Powered Anti-Ragging Committee shall be constituted comprising with the internal members like Heads of the Teaching Departments / Central Units and external members from the district administration, police administration and the members from the social sector and media to set its guidelines for operation, goals and repose responsibilities thereby organize & monitor the entire anti-ragging system within the MRIIRS campus.

(b) Quick Reaction Anti-Ragging Committee; shall comprises with the members from Security, Sports and Heads of Departments.

© **Anti-Ragging Monitoring Cell;** comprises with the prominent members of the MRIIRS with knowledge of legal proceedings.

(d) Sub-Committees; The Faculty-wise / Department-wise sub committees shall be constituted at the Faculty level.

1. What constitutes Ragging:-

Ragging constitutes one or more of any of the following acts:

(a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

(b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

© asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

(d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

(f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

(h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

Measures to be taken for prevention of ragging by MRIIRS:-

(a) All the Heads of the Departments shall constitute the Anti-Ragging sub-Committees at their department level.

(b) All the admission seakers shall be advised to submit duly signed undertaking regarding ragging rules which shall mandatory and be a part of the application form, enrolment or registration form in English and Hindi as per **Annexure-I** & **Annexure–II** attached with to aware of the consequences and the related punishments of Ragging.

(c) Request for issue of hostel shall also form the part admission and countersigned by his/her parents/guardians shall be submitted before allotment.

(d) Before the commencement of the academic session, MRIIRS, the Head of the Faculties shall convene seminars of expert / counselors for sensitizing the students from time to time.

(e) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by MRIIRS.

(f) It shall be the responsibility of the parents / guardians of freshers to promptly bring any instance of ragging to the notice of the Vice-Chancellor.

(g) It will be mandatory for all students, Faculty and staff, to inform contact details and address of his/her present place of residence.

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

Consequences / Administrative action in case of reporting Ragging.-

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

(a) Suspension from attending classes or institute;

(ii) Withholding/ withdrawing scholarship/ fellowship and other benefits (if any) ;

(iii) Debarring from appearing in any test/ examination or other evaluation process;

(iv) Withholding results

(v) Debarring from representing the institute in any regional, national or international meet, tournament, youth festival, etc;

(vi) Suspension / expulsion from the hostel;

(vii) Cancellation of admission;

(viii) Rustication from the institution for period ranging from one to four semesters;

(ix) Expulsion from the institute and consequent debarring from admission to any other institutes for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, MRIIRS shall resort to collective punishment.

(x) The Vice-Chancellor shall submit fortnightly reports of the University on Ragging, including State Level Monitoring Cell.

Action to be taken by the Vice-Chancellor.-

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

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

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

AFFIDAVIT BY THE STUDENT

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

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

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

4) I hereby solemnly aver and undertake that

i) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

ii) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

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

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

Declared this _day of _____month of _____year.

_____

Signature of deponent

Name:

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated

therein. Verified at (place) on this the (day) of (month), (year) .

_____

Signature of deponent

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

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

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

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

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

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

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

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

Declared this ___day of _____ month of _____year.

_____

Signature of deponent
Name:
Address:
Telephone/ Mobile No.:

VERIFICATION

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

_____

Signature of deponent

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

OATH COMMISSIONER

CHAPTER

7. PLACEMENT POLICY AND PROCEDURES

1. OBJECTIVE

The prime objective for most of the students to enroll in higher education is to get a job after completing the programme. It is a dream of every student to either get placed in top MNCs or start his/her own venture to achieve his/her set goals and objectives. The academia refers to the greater body of knowledge, consisting of students, mentors and scholars whereas industry is a workplace of producing goods and services contributing to economic growth of a nation. Industry and academia are based on different ideologies and purposes. However, they are inter-related in attainment of success. The graduates expect to get hired with no industry knowledge or experience whereas industries look for quality resources. The student may do well at the interviews but fail miserably during the practical work as they are more like a toddler in the industry. Keeping in view all these stated facts and with the aim to place the maximum number of students, MRIIRS has leveled up by equipping and upgrading its training and placement unit by proper balancing the curricula of different programmes giving emphasis on multi-disciplinary environment and Skill-based Education.

Corporate Resource Centre (CRC) is one of the facilitating centres of MRIIRS, which engages with the industry and constantly strives for expanding the industry-academia interface. Fulfilling the dreams of the students to get placed in the companies of his/her choice has been a constant endeavour of Corporate Resource Centre (CRC). By connecting to external organizations, the Placement Office aims to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students.

Furthermore, to produce industry-relevant graduates, MRIIRS focuses on a student-centered environment where students are provided with opportunities to interact and work with industry partners on their assignments and projects, and have access to advanced laboratories and workshops with essential tools to develop their skill to ensure that students gain exposure to the real-life work environment. To meet the expectations of the industries and to combat such challenging issues, MRIIRS also keeps on organizing workshops, seminars and most importantly arranges internships for students to get the know-how of the workplace and hone the required skills. As such, the role of the CRC-Placement Unit is not limited to organizing recruitment drive at the campus but also plays a much broader role in placing a student in reputed organizations.

2. PURPOSE

It is imperative that graduates look for campus placements and obviously the placement profile of an institution is a benchmark for its prestige in the contemporary society. The placement is a decisive factor of successful completion of any programme or coursework at the graduate or postgraduate level. Therefore, the purpose of this placement policy is to clearly state and define the overall structure and the related processes of the CRC-Placement Unit. This policy shall also define the broad structure with the roles & responsibilities of the teams working on this process of CRC with the prime objectives that all eligible students get placed either through on campus or through off campus placement drives, the quality standards of the jobs offered are maintained and all deserving candidates can have the opportunity to start their career with their preferred companies/ organizations. In a nutshell, the main purpose to come up with a placement policy for MRIIRS is to ensure that the whole team and all involved stakeholders work according to the defined processes to achieve the common objective. This policy establishes all guidelines for the placement and its standard operating procedures and guidelines ensure the compliance of the same.

3. ROLE AND RESPONSIBILITIES OF CRC-PLACEMENT UNIT

The main responsibility of the CRC shall be to invite relevant companies/ organizations to come to campus and help them conduct the recruitment drive. It will register and inform students about the placement drives being conducted in or outside the campus. The CRC shall also publish/notify the advertisements about walk-ins or recruitment. It shall also inform students about internship opportunities.

The main objective of CRC shall be to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students by connecting to external relevant companies/organizations.

More than connecting the students to the prospective employers, the CRC shall play a much larger role in the students' employment and facilitate by becoming a catalyst to improve the employability skills of students and thus, bridge the skill gap through Career Development Centre (CDC) of the University or respective departments. The respective departments also through placement cells can devise plans to up-skill students, which may help them to get hired in a reputed organization.

The CRC shall closely coordinate with the other departments and CDC to bridge the gap between the employer and talented students who may not find such bright opportunities so quickly in this competitive world. It shall also coordinate to organize career guidance programmes that help students in gaining useful insights into career prospects and thus assisting students in goal setting and career planning.

At the time, when competition for employment is growing at a fast pace, CRC shall also coordinate to organize through CDC, a variety of training programmes to train and expose the students in the area of reasoning, world-class MNCs based aptitude tests, GDs, and more, which are essential to land into a dream job. Such programmes shall equip students with skills and groom their personality and develop critical thinking ability, which further aids in surviving in the hyper-competitive business environment.

The CRC through CDC shall also involve in organizing appropriate workshops such as resume writing, communication skill development, and interview attending for the final year students. They shall also organize mock interviews so that they can perform as per the expectation of the recruiter in the real-time interview.

The other role and responsibility of CRC would be to regularly update the database of the past recruiters, conduct competitive benchmarking by checking and exploring the public records of all other competitive universities/institutes if there are some companies which it can potentially invite. CRC shall also keep on exploring the students' personal or their sibling's contacts in the corporate sectors.

As such CRC shall keep on updating their contacts and try to reach out to them through call, e-mail or personal visits as deemed fit.

All this shall be followed by CRC through its team to get a JD (job description) including the job requirements, CTC, eligible courses, etc and then share the same with the registered and eligible students after getting a suitable date from the recruiting firm/company as to when they can visit the campus to organize a Pre-Placement Talk (PPT) and conduct the interview rounds (and any other test/round if they wish to).

The CRC shall also facilitate the students about the details of the company visiting the campus for placement.

On the day of the Placement Drive, CRC shall overall coordinate and facilitate the company visiting for campus drive for a smooth conduct of the drive may be by involving students placement coordinators.

CRC shall also regularly communicate with all concerned students, departments and other office about the outcome of the campus drive and shall keep the placement records and database of the students updated with relevant proofs.

CRC shall aim to provide placement assistance for all graduating students.

4. GENERAL GUIDELINES FOR STUDENTS

In order to streamline the placement procedure and afford equal, just and fair opportunity to all categories of students, the following guidelines are framed to ensure equality and fairness of opportunity to all the students and will be abide by and adhered to with immediate effect:

- Students passing out in 2020 onwards will be considered by CRC, only through the individual online registration in the 'Superset Platform' URL: app.joinsuperset.com.
- All students will be allowed to participate in all placement activities (in /off campus) till finally selected.

4.1 Eligibility

All registered students graduating from the University at UG and PG level shall be eligible to participate in the placement activities unless otherwise debarred from receiving such assistance on account of securing less than the minimum passing marks in their program, non completion of Summer Training/other academic requirements, breach of discipline and general misconduct or non-payment of fees or any other such dues.

4.2 Registration

- All students passing out in 2020 onwards who are eligible and require placement assistance will be considered by CRC, only through the individual online registration in the 'Superset Platform' URL: app.joinsuperset.com. (Appendix-1)
- Once registered, each student must participate in the placement activities.
- Student wishing to opt out of the placement assistance can do so by signing the declaration in Appendix 2.
- Students should follow the deadlines for giving their name for the campus placement, failing which they need to route through their placement coordinators/HoDs with valid reasons to get their names included for that campus placement.

4.3 Before the placement

The students seeking placement shall:

- Ensure that any training requirements, essential criteria or other set milestones by which eligibility to undertake placement is determined are completed prior to participating in the placement process.
- Complete all required documentation like updated resumes/CVs for each opportunity depending on work profile separately, submission of relevant information in accordance with CRC
- Formally disclose any disability which may affect the placement and for which they are seeking additional support during the placement
- Make contact with CRC team as advised to do so.

4.4 During the placement/Pre- Placement Talk

The students appearing for placement drive shall:

- Carry their Institute student ID at all times and shall wear identification and/or uniforms as notified and directed by CRC.
- Keep sufficient copies of resume, passport size photos, etc ready so as to submit it as per the requirement of company
- Maintain a level of conduct in accordance with the Institute's Code of Conduct, adhere to all by-laws, rules, regulations, policies and procedures of the CRC including any dress codes
- Inform the CRC of any absences from the placement with required valid documentation in support of absence.
- Keep record of organizations and positions for which they apply and notes on the job details announced during PPT. These are useful at the time of interview.
- Prepare completely for Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

4.5 Short listing

Although normally companies do the short listing of students themselves on the basis of information supplied by the students in their registration profile or CVs/ Resumes, however, in case a company insists on short listing to be done by the Institute without explicitly citing any criteria, it will be done by CRC on the basis of Criteria determined in consultation with respective Head of the Department (HoD).

4.6 Interview scheduling and guidelines for students

CRC shall schedule the date of interview in consultation with concerned executives/ representatives of the company as per available slot and thereafter no modifications shall be entertained, except under very unusual circumstances.

- While attending interviews, students must be punctual and come in Uniform as per prescribed dress code only.
- The students must observe and adhere to all codes of conduct rules specified by T&P. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.
- Students shall study the website of the company & their competitors.
- Students shall not, at the time of interview, negotiate with the employer about salary and terms different from what is announced earlier, unless the announcement specifies that the salary is negotiable.

Keeping the company's convenience in view, selection processes may take place in any other city/town in the states. The students may be required to travel and attend the same. CRC shall pass on the information received from the organization to the concerned students. The CRC shall try to make/facilitate the travel arrangement otherwise the students are expected to make their own travel and other arrangements.

4.7 Dress Code

Students participating in the campus placement are required to be present in formal attire.

For male students, light colour shirt and dark colour trousers with tie and blazer and leather shoes are suggested and for female students, business suits with scarf or formal kurti with low to medium heeled shoes are preferred.

All should keep their hair clean and well groomed.

Nails should be clean and in proper shape and size.

Perfume or cologne should be avoided as many people have strong, adverse or even allergic reactions to it.

4.8 Withdrawal Procedure

Any student who has applied for a particular company can withdraw from the company after the Pre Placement Talk.

It is presumed that students would apply for a position after careful consideration of all the relevant aspects. Therefore, once the selection procedure starts, students cannot withdraw at any stage.

If a student does not appear for interview after giving the nomination and confirmation after PPT, he/she is deemed to have withdrawn and such students opting out more than two times may be debarred for any future placement opportunity by CRC

Only in very exceptional circumstances, shall a student be permitted to withdraw from the selection procedure of attending preliminary interview if shortlisted by the organization at any stage with the prior permission of the concerned HoD/Dean of Faculty.

4.9 Job Offers

- All offers of a particular company shall be announced at the end of the selection process of that company. All offers shall be routed through the CRC only.
- Eligible students are permitted to receive a maximum of one job offer from the Institute. A student shall be allowed to go through the selection processes, based on specified criteria, till he/she secures a job offer.
- Once a student is confirmed by a company as selected, he/ she will not be allowed to participate in any further placement activity.
- If a student selected by a company other than their core competency company, will be allowed a second chance for participating in campus placement by a company which offers placement in core competency area

- To be fair to the students already selected, a second chance will be afforded to participate in the selection process of all those companies which offer a package of minimum of Rs. **One lac (p.a.)** more than the package offered by the company they have been earlier selected. This is applicable both for the job fairs and routine recruitment drives.
- All students who get selected on their own effort, if desirous, will be afforded opportunity to participate in all campus placement events till finally selected, irrespective of package differential.
- A student, who confirms participation in a placement event (in/off campus) and thereafter absents himself without valid reasons, will not be allowed to participate in the next placement event (one time debarring). This is to discourage absenteeism, which causes embarrassment to the Faculties, CRC and the organizers of the event. This penalty may be waived off at the sole discretion of the Head of the Institutions based on the merit of a case.
- All students will be permitted to declare one company as the **'Dream Company'** while making the online registration at the beginning of the placement season. This will enable students to appear for the selection process as and when the 'Dream Company' of their choice organizes a recruitment drive, even if they have been selected earlier by a different company. Students will not be allowed to change their 'Dream Company' mid-stream even if the 'Dream Company' of their choice does not conduct recruitment drive. The details of students opting for the 'Dream Company' will be compiled by the Faculties/Colleges and intimated to CRC before the placement season commences.
- As regards Hotel Management (HM), it is the dream of every HM graduate to pick up a job in a Star Category hotel (4/5 star). Therefore, these students would be afforded a second chance for improving their career profile. Students of Hotel Management, selected by QSR, will be entitled to participate in the recruitment drives organized by Star Category hotels (4/5 star only) till selected.
- MBA students have to specify their preference in advance. While registering online, the sequence of specialization entered in the registration form will be considered to be the order of preference. If a student gets selected during campus placement in the non-preferred specialization, he/she would be allowed to appear for further campus recruitment drives till selected in the preferred field, irrespective of salary differential. However, this facility can only be availed by those students, who have yet to join a company. Once a student has joined a company, even in the non-preferred profile, he/she can switch to preferred specialization, if deemed necessary, on his/her own and not through campus placement.

4.10 Case of Early Joining

In case any company insists for early joining before the end of final examination of the selected students, such selected students shall be required to collect NOC from the respected HoD after due recommendations of respective Dean of Faculty and approval from the office of Vice Chancellor. However, under such circumstances, the department shall arrange and ensures the completion of all mandatory requirements to make him/her eligible for appearing in the final examinations for award of degree. The department may arrange special classes online or weekend to cover his/her pending courses, assignments, practicals as applicable and deem fit with the approval from the office of Dean Academics. Such students shall also be required to appear for end semester examinations for both theory and practical as scheduled by the University. Under some special circumstances, in case the students, with early joining, are not able to appear as per notified schedule of University due to some exigency, special examinations for such students can be arranged by the University authority with approval of Vice Chancellor on the recommendations of the office of Dean Academics.

5. BREACH OF RULES

- Any breach of rules specified above by any student, shall be taken up seriously by CRC who in turn will view the matter and take action against the student, as it may deem fit.
- It is compulsory for every student who has applied for a particular company, to attend the Pre Placement Talk (PPT) of that company. If a student does not attend two consecutive PPTs, he/she will not be allowed to apply till further clearance from the concerned Dean of Faculty on genuine grounds
- CRC would be free to impose a suitable penalty to the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary, if a student behaves in a manner unbecoming of a graduate of the university

The impact of the behavior exhibited by the interviewees has at times reduced the opportunities available to future batches of students. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the university, negotiations other than those purported under the due process, will be seriously viewed. The students not following the above instruction may be denied further Placement Assistance by University authority on the recommendations of CRC.

6. IMPLEMENTATION MECHANISM

CRC headed by Director CRC with its central dedicated team of 4-5 members along with representative faculty placement coordinator from each department shall be jointly coordinating for its effective implementation. The designated placement student coordinators from the different departments shall also extend their support as and when asked by CRC.

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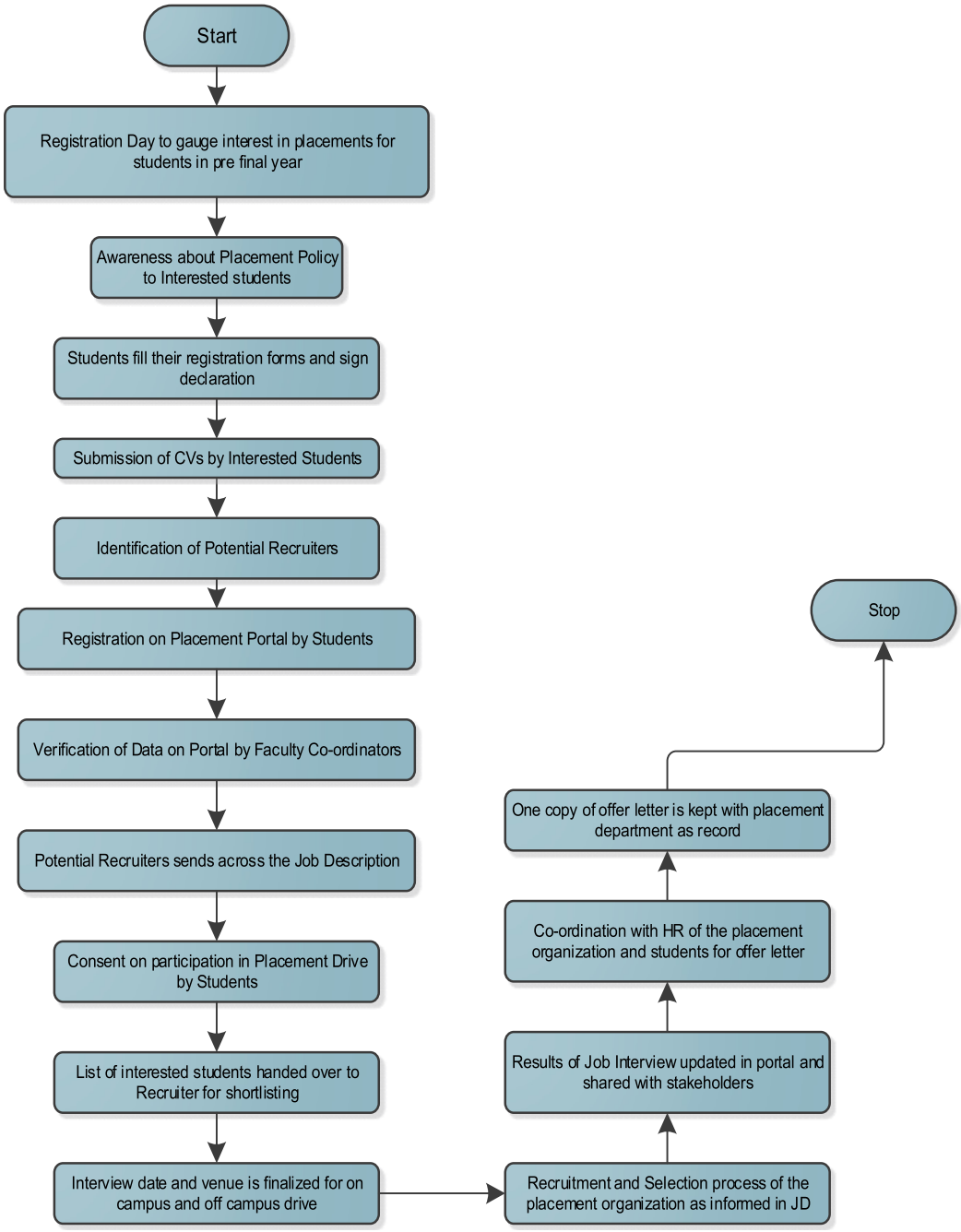
The departmental faculty placement coordinators shall be the link pin and channel between the central CRC and the students of their respective departments for all activities of placement like Registration, profiling and uploading of their resume, collection of students' references, communicating all necessary messages in respect of companies visiting their profiles, results of the selections/short listing. They along with students' coordinators shall also support the central team in collecting the names of students who remain absent in Pre Placement Talk delivered by the company as well as names of the students who do not attend the interview after getting registered for the interview process.

The below flow chart depicts the process that shall be observed by CRC



5. REVIEW MECHANISM

CRC shall be regularly updating the databases of the registered students for placement. CRC shall further share half yearly report for consideration and review in the IQAC meetings and also to other statutory bodies: Planning and Monitoring Board and Board of Management for the perusal of its members and for seeking their inputs and suggestions for improvement.

CRC shall also be getting the feedback from the employers who come for placement drive in the campus and shall share that feedback with the respective departments whose students participate in that drive for information and necessary improvements in the curriculum and other aspects, wherever required.

CRC reserves the right of modifying any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future, if required after the approval of Vice Chancellor.

6. EXIGENCY, IF ANY

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

Appendix - 1

Manav Rachna International Institute of Research and Studies
Student Declaration on Placement with MRIIRS

Personal Dossier

Please fill in Capital letters

University Roll No. _____

Name of the Student:_____

Faculty : _____ Department: _____

Program:_____ Branch: _____ Semester: _____

Contact Details:

Student
(Mob): _____ (Landline): _____

Parents
(Father): _____ (Mother): _____

Email ID:
Student: _____
Parent: _____

Sub: Additional undertaking: Terms and conditions for Placement with MRIIRS
Dear Sir/Madam,
I _____ understand and accept that:

1. By giving this declaration, I give my consent to register in the placement process conducted by MRIIRS.
2. The organizations offering placement opportunity to MRIIRS students have specific eligibility criteria for placements. On being found eligible, I will be notified to apply for the campus drive. On applying, if selected by the organizations, I have to accept the offer in line with the placement policy.
3. Placement offer acceptance cannot be deferred to a later date & I understand that once the offer has been accepted by me I am required to join as per said protocol. If I fail to do so then placement cell has all the rights to pre-empt me from further placement process.
4. MRIIRS has the right to terminate me from the placement process at any time due to inappropriate behaviour and/or non-cooperation and/or continued non-performance in assignment/training.

I understand that the placement process is based on the relationship developed by the Institution with the Industry over the years. The association is symbolic of repute & trust enjoyed by the institution with the industries; hence my non-participation post confirmation to appear at the scheduled placement drive shall lead to imposition of fine/ penalty on me. An amount of Rs. 1000/- per placement drive shall be levied on me and I am aware that it would be at sole and absolute discretion of MRIIRS authority.

I hereby declare that all information and other documents provided by me at the time of placements are accurate and true to best of my knowledge and I have not concealed any factual material. I also understand that MRIIRS' decision on all of above would be final and binding.

Thanking You,

Yours faithfully,

Name of student: _____

Signature: _____

Date: _____

Appendix - 2

Manav Rachna International Institute of Research and Studies

CORPORATE RESOURCE CENTRE

UNEDERTAKING

I…… Roll No …… Student of ……Branch…… hereby undertake that I am not interested to appear in any campus placement drive. I want to pursue higher studies/ Entrepreneurship/ Others.

State below if
others……

……..

Signature of the Student

Verified by faculty placement coordinator

……..

Signature of the faculty placement coordinator

Name ……

Department ……..

CHAPTER

8. Policy on Feedback Process

1. PURPOSE

The purpose of Policy on Feedback Process and SoPs for Implementation is to provide a framework for producing, capturing, summarizing and documenting information on feedback of different stake holdersviz; students, faculty members, alumni, parents and employers on quality and effectiveness of the different curricula and academic/administrative processes and overall environment of Manav Rachna International Institute of Research and Studies (MRIIRS) in general.

2. OBJECTIVE OF POLICY

The main objectives of this document on Policy on Feedback Process and SoPs for Implementation are:

a) Monitoring and improving the quality of curricula through timely collection and analyzing the feedback of all stake holders.

b) Providing opportunities for continuous improvement in quality of curricula.

c) Providing the opportunity to all stakeholders to actively participate in the continuous improvement of programs of study via feedback methods.

d) Recognizing, documenting and implementing good practices for curricula improvement.

e) Linking student and other stakeholder feedback to the systematic development of quality of curricula.

3. GENERAL PROVISIONS

The general provisions of the policy will be as follows

I. All stake holders will have the opportunity to provide feedback.

ii. Feedbacks of the stakeholders shall be the main source for consideration of introduction, revision and improvement of any programme or any course in the programme or to start any value-added or certificate course in the university.

iii. Feedback processes will be systematic, rigorous and respectful of the rights of students, faculty members, alumni, parents and employers; and will incorporate strategies to maximum participation from all stake holders.

4. TYPE OF FEEDBACKS AND RESPONSIBILITIES

Following stake holders' feedback shall be put in place by all the departments to improvise the academic (curricular, teaching learning processes, co-curricular aspects) and administrative processes and generic facilities:

I. Students Course Feedback (on Content Delivery and Teacher)

ii. Student Feedback on Curricula, Generic Facilities and on Teaching Learning Processes

iii. Faculty Feedback on Curricula

iv. Alumni Feedback on Curricula

v. Employers Feedback on Curricula

The different feedback forms to be used to take the feedback of stake holders broadly covering the following parameters/attributes are annexed:

- Suitability of present curriculum towards program
- Relevance of courses taught in terms of futuristic technologies
- Extent of Flexibility in the Curriculum
- Balance between the or y and lab based courses
- Overall effectiveness of syllabus
- Extent of research and industry demands meeting in the curriculum,
- Outcome Based Education & Lifelong Learning
- Institutional Discipline and Culture
- Infrastructure Facilities
- Communication from Institute about the progress of ward
- Career Guidance and Placement
- Inculcation of Interest and Motivation
- Value Added Inputs
- Co-Curricular and Extra Curricular Activities
- Industry Alliance
- Moral Values, Ethics and Social Activities
- Accessibility of faculty and senior staff
- Handling of Grievances etc. etc

The different type of feedbacks with defined purpose, stake holders involved from whom the feedback is to taken, frequency in a year and responsibilities for its smooth conduct, its analysis, action and review has been tabulated below:

Schedule and Details of Feedback by Stakeholders

Title	Purpose	Stakeholders Involved	Frequency	Responsibilities for			
				Collation	Analysis	Action	Review
Student Course Feedback	To improve the quality of Teaching-Learning	Students	Twice a Semester	Department Feedback Coordinator	Department Academic Committee	Dean of the respective Faculty and Head of the Department	IQAC
Student Feedback	To analyze student's broader study and curriculum experience, Teaching Learning Processes and Generic Facilities	Students	Once a year	Department Feedback Coordinator	Department Academic Committee Head of the Departmentt and respective feedback coordinator	Head of the Department after due approval in BoS/BoF and AC For part related to Generic Facilities: Respective Admin. Heads	IQAC through Feedbackon Curricula Committee IQAC through Feedback on Campus Life Committee
Alumni Feedback	To improve the functioningof the Department and further expand relations with thealumni.	Alumni	Once ayear	Department Alumni Coordinator	Head of the Department and respective coordinator	Dean of the respective Faculty and Head of the Department	IQAC through Feedbackon Curricula Committee
Employer Feedback	To bridgethe Industry-Academiagap	Employer	Once ayear	Department Placement Coordinator	Head of the Department and respective coordinator	Head of the Department and Corporate Resource Centre	IQAC through Feedbackon Curricula Committee and HoD
Faculty Feedback	To improve the quality of Teaching-Learning and Curriculum	Faculty members	Once ayear	Department Feedback Coordinator	Department Academic Committee	Head of the Department after due approval in BoS/BoF and AC	IQAC through Feedbackon Curricula Committee

After the review in the IQAC meeting the detailed feedback report compiled on the basis of feedback received from all the stakeholders along with analysis report with recommendations/suggestions.

Every Department of the University shall designate a (the) coordinator(s) who will be responsible for smooth conduct of feedback of all stakeholders regarding curricula, academic delivery, administrative support and other generic facilities as per stated procedures and frequency.

The detailed analysis of all types of feedbacks from stakeholders shall also be sole responsibility of the respective department. The HoDs in consultations with their respective Deans shall then forward the analyzed reports of feedbacks from all stakeholders along with due recommendations with proposed actions to be taken, to the concerned sections of the University as per laid down Standard Operating Procedures given as **Annexure A** in this document.

The final action taken there on by all the departments on the suggestions/recommendations made by the stakeholders on Curricula shall be compiled at the University level by Feedback on Curricula committee and shall then be presented before the Board of Management for its final perusal and further directions, if any.

5. MINIMUM RESPONSES FROM STAKEHOLDERS

The minimum responses from the stakeholders as given below shall be required for proper analysis.

I. For Students Course Feedback (on Content Delivery and Teacher): Minimum 60% of the existing students' strength in a class/section to be ensured for proper analysis. Furthermore the feedback of only those students having 60% attendance in a particular course till the time of taking feedback in a semester shall be considered for analysis of feedback.

ii. For Students' Feedback: Minimum 60% of the existing students' strength in a class/section to be ensured for proper analysis. Furthermore the feedback of only those students having 60% attendance in a academic year shall be considered for analysis of feedback.

iii. For Faculty Feedback: Minimum 75% of the existing faculty members involved in teaching the courses in a programme shall be required to give their feedback for proper analysis of feedback.

iv. For Alumni Feedback: After passing out of first batch for a programme, for proper analysis of feedback, the respective department should try to get feedback every year from at least 3 different alumni in case annual intake is less than 60 in that programme and from at least 5 different alumni in case intake is more than 60.

v. For Employers Feedback: For proper analysis of feedback, every year the respective department should try to get feedback from minimum 3 different perspective or existing employers of the students of a particular programme for proper analysis.

6. REIEW MECHANISM

The feedback system shall be subject to periodic review with the purpose of improving the system from time to time. At the time of review, changes in the requirements of the regulatory bodies shall be studied and incorporated suitably in the system.

After compiling and analysis of feedback from all stakeholders at the department level, the proposed actions by respective department in respect of curricula shall be further reviewed at the University level Committee for "Feedback on Curricula".

The final review of the recommendations of the University level Committee for "Feedback on Curricula" and by respective departments on other facilities shall be reviewed by the IQAC for its final recommendations and course of action.

The review of feedback formats/forms (including the parameters/attributes used) for various stakeholders, if required at any stage, shall also be carried out by IQAC.

7. RECORD MANAGEMENT

The records of feedback of the stakeholders shall be maintained for minimum given periods as per responsibilities mentioned below:

Type of Document	**Record to be maintainedby**	**Minimum Period for preservation**
Hard/Soft Copies of filled-in Forms of Feedback	Respected HoD	One Year- Samples to be preserved for five years
Analysis Reports of Feedback	Respective HoD	Five Years
ATRs	Respective HoD	Five Years
Review Reports of Feedback on Curricula	Feedback on Curricula Committee	Five Years
Review Reports of Feedback on Generic Facilities	Feedback on Campus Life Committee	Five Years
Final Recommendations by the Feedback Committees	IQAC	Five Years

For effective implementation of this policy, the Guidelines and Standard Operating Procedure annexed as **Annexure A** shall be followed by followed by all the users and stakeholders.

8. EXIGENCY

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

STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF POLICY ON FEEDBACK

For successful implementation of the stated policy on Feedback, standard procedures divided under below given six steps shall be followed:

I. Constitution of Department Level Feedback Committees
ii. Collection of Feedback from Stakeholders
iii. Collation and compilations of Feedback Reports
iv. Analysis of Feedback Reports
v. Action Taken Reports
vi. Final Review of ATRs

1. Constitution of Department Level Feedback Committees

The respective Head of the departments shall constitute and notify the feedback committee in the beginning of the Academic Year with their roles and responsibility for coordinating the collections of feedback from stakeholders, collations, compilations and analysis of reports.

The proposed constitution of the committee at the department level shall be as under:

- Overall Feedback Coordinator of the department
- Departmental Placement Coordinator
- Departmental Alumni Coordinator

However, HoD may induct more member(s) for effective execution, if required based on the strength of the students in the departments.

2. Collection of Feedback from Stakeholders

The Student Course Feedback with regards to content delivery and teacher shall be taken twice in a semester preferably during the conduct of two Sessional tests. The exercise shall be coordinated by the designated Departmental Overall Feedback Coordinator by associating the faculty members/appointed invigilators during Sessional tests.

For Students' Feedback covering students' broader experience about their studies and curriculum, teaching learning processes and available generic facilities in the campus, the designated Departmental Overall Feedback Coordinator shall associate the other faculty mentors of the department to collect the feedback from students preferably during their end semester practical examinations.

The Faculty Feedback with regards to Teaching Learning Processes and Curricular aspects, the designated Departmental Overall Feedback Coordinator shall collect the feedback of the faculty members associated in teaching the different courses during the academic year at the end of academic year.

For collecting the feedback from Alumni and employers, respective designated alumni- coordinator and placement coordinator of the department in association with CRC shall collect the feedback as and when the alumni visits or employers visit the campus or by connecting with them personally on annual basis. The formats to be used for collecting the feedback from different stakeholders are attached as **Annexure B (i to v)**

3. Collation and compilations of Feedback Reports

The collation and compilation of all the feedback reports shall be done by the Departmental Feedback Committee on annual basis after the end of every even semester except for Student Course Feedback on delivery of contents, which shall be compiled after the end of two Sessional tests in a semester and the compiled report shall be submitted to the respective HoD accordingly.

4. Analysis of Feedback Reports

After the receipt of the feedback reports, the analysis of the compiled reports of Students Course Feedback of Content Delivery, Students' Feedback and Faculty Feedback shall be carried out under the respective HoD by associating Department Academic Committee and for by associating respective coordinators for rest of feedback reports.

The analysis part of feedback in respect of curriculum and teaching learning processes in the feedback reports by the stakeholders along with compiled summary of suggestions made shall be shared by the respective HoD annually to the Member Secretary of central level Committee for "Feedback on Curricula" constituted by the Vice Chancellor of the University for its further deliberations. The Committee for "Feedback on Curricula" shall then forward its consolidated reports to IQAC for its perusal, review and further recommendations.

The analysis part of the feedback reports in respect of the generic facilities of the campus shall be directly forwarded by the respective HoDs after consultation with respective Deans of Faculties to the member secretary of committee on Feedback on Campus life for its perusal, review and further recommendations. The Committee for "Feedback on Campus Life" shall then forward its consolidated reports to IQAC for its perusal, review and further recommendations.

5. Action Taken Reports

After review by the members of IQAC, it shall forward its recommendations to the respective HoDs, administrative sections for taking further necessary actions as applicable. The IQAC may advise the respective HoDs for considerations of its final consolidated reports and recommendations in their respective BoS. The BoS may give its further recommendations in respect of new courses to be introduced or for any change in the courses for its final approval by Academic Council.

If required, IQAC may forward its recommendations to the Board of Management of the University for its Final Approval and further directions.

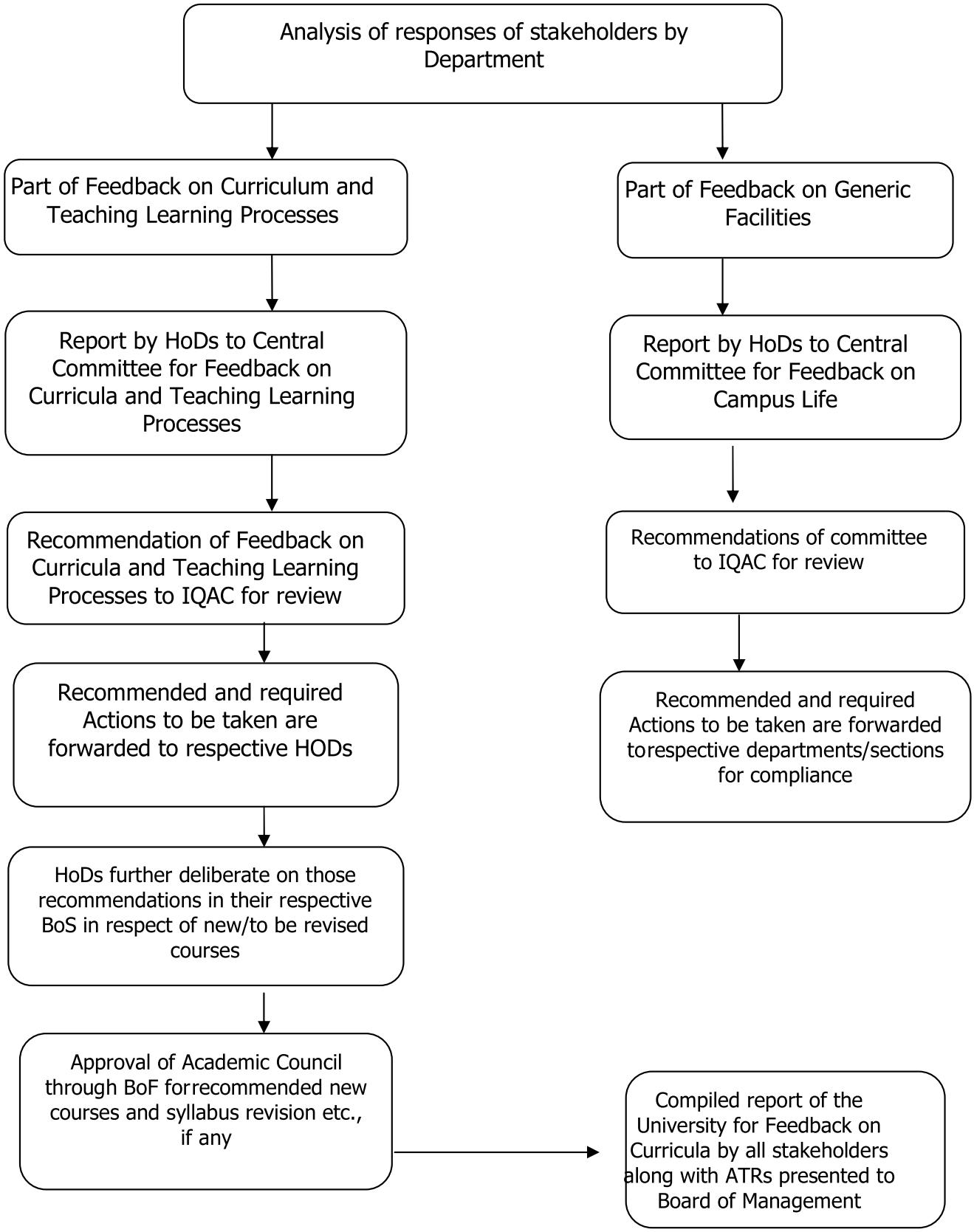
All the HoDs shall prepare and submit the Annual Feedback Reports of their respective departments along with ATRs to IQAC for its review.

6. Final Review of ATRs

The consolidated Annual Reports on Feedback with ATRs shall be finally submitted to IQAC for its review. All the HoDs shall preserve the copy of the same as per provision in the stated policy.

The detailed feedback report compiled on the basis of feedback received from all the stakeholders, its analysis report with recommendations/suggestions along with action taken thereon shall finally be presented before the Board of Management for its perusal and further directions, if any.

After constitution of the feedback committees by the departments, the complete process flow to be followed for the feedback processes to close the loop has been depicted below:



The above-stated Standard Operating Procedures for Feedback shall remain operational and valid till the Policy of Feedback of the University is revised.

Manav Rachna International Institute of Research & Studies

(Deemed to be University under Section 3 of the UGC Act, 1956)
(NAAC Accredited 'A' Grade)
Sector-43, Delhi-Surajkund Road, Faridabad.

Student Feedback

1. Name:	**2. Roll No:**
3. Program:	**4. Batch:**
5. Semester:	**6. CGPA till present semester:**
7. Institutional Email Id:	**8. Phone No.:**

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
A.	**Feedback on curriculum**					
1	Suitability of present curriculum towards program					
2	Relevance of courses taught in terms of futuristic technologies					
3	Technical and soft skills acquired for multidisciplinary real-life situations					
4	Balance between theory and lab-based courses					
5	Aptness of training / projects & research work undertaken					
6	Pedagogical initiatives (Effective use of ICT Tools)					
7	Availability of learning resources (Library, e-contents)					
8	Infrastructure (Class rooms, Labs etc.) for effective curriculum delivery					
9	Academic Flexibility (Choice Based Credit System)					
10	Outcome Based Education & Lifelong Learning					
11	Aptness of examination pattern and evaluation scheme					
12	Competence in critical thinking, problem solving and creativity acquired through curriculum					
13	Slice of industry component / interaction in curriculum					

B. Feedback on Generic Facilities

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1	Computer & Internet					
2	Health Care					
3	Teaching & Learning support					
4	Mentor-Mentee relation					
5	Administrative support					
6	ERP/EMS support					
7	Training & Placement support					
8	Extra-curricular initiatives					
9	Sports					
10	Discipline & Culture					
11	Canteens & Food courts					
12	Hostel (if applicable)					

Highlight your achievements

1.Placement/Higher Studies:

2. Academics:

3. Extra-Curricular :

Suggestion for improvement: _____

C. Feedback on Teaching Learning Processes

1. How much of the syllabus was covered in the class?
   4 – 85 to 100%
   3 – 70 to 84%
   2 – 55 to 69%
   1– 30 to 54%
   0 –Below 30%

2. How well did the teachers prepare for the classes?
   4 –Thoroughly
   3 – Satisfactorily
   2 – Poorly
   1 – Indifferently
   0 – Won't teach at all

3. How well were the teachers able to communicate?
   4 – Always effective
   3 – Sometimes effective
   2 – Just satisfactorily
   1– Generally ineffective
   0– Very poor communication

4. The teacher's approach to teaching can best be described as
   4– Excellent
   3 – Very good
   2 – Good
   1 – Fair
   0– Poor

5. Fairness of the internal evaluation process by the teachers.
   4 – Always fair
   3 – Usually fair
   2 – Sometimes unfair
   1 – Usually unfair
   0– Unfair

6. Was your performance in assignments discussed with you?
   4 – Every time
   3 – Usually
   2 – Occasionally/Sometimes
   1 – Rarely
   0– Never

7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.
   4 – Regularly
   3 – Often
   2 – Sometimes
   1 – Rarely
   0– Never

8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.
   4 – Significantly
   3 – Very well
   2 – Moderately
   1 – Marginally
   0– Not at all

9. The institution provides multiple opportunities to learn and grow.
   4 – Strongly agree
   3 – Agree
   2 – Neutral
   1 – Disagree
   0– Strongly disagree

10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.
   4 – Every time
   3 – Usually
   2– Occasionally/Sometimes
   1 – Rarely
   0– Never

11. Your mentor does a necessary follow-up with an assigned task to you.
   4 – Every time
   3 – Usually
   2 – Occasionally/Sometimes
   1 – Rarely
   0 – I don't have a mentor

12. The teachers illustrate the concepts through examples and applications.
   4 – Every time
   3 – Usually
   2 – Occasionally/Sometimes
   1– Rarely
   0 – Never

13. The teachers identify your strengths and encourage you with providing right level of challenges.
   4 – Fully
   3 – Reasonably
   2 – Partially
   1 – Slightly
   0– Unable to

14. Teachers are able to identify your weaknesses and help you to overcome them.
   4 – Every time
   3 – Usually
   2 – Occasionally/Sometimes
   1 – Rarely
   0 – Never

15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
   4 – Strongly agree
   3 – Agree
   2 – Neutral
   1 – Disagree
   0 – Strongly disagree

16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
    4 – To a great extent
    3 – Moderate
    2 – Some what
    1 – Very little
    0 – Not at all

17. Teachers encourage you to participate in extracurricular activities.
    4 – Strongly agree
    3 – Agree
    2 – Neutral
    1 – Disagree
    0 – Strongly disagree

18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.
    4 – To a great extent
    3 – Moderate
    2 – Some what
    1 – Very little
    0 – Not at all

19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.
    4 – Above 90%
    3 – 70 – 89%
    2 – 50 – 69%
    1 – 30 – 49%
    0 – Below 29%

20. The overall quality of teaching-learning process in your institute is very good.
    4 –Strongly agree
    3 – Agree
    2 – Neutral
    1 – Disagree
    0 – Strongly disagree

21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.
    a)
    b)
    c)

Manav Rachna International Institute of Research & Studies

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

(NAAC Accredited 'A' Grade)

Sector-43, Delhi-Surajkund Road, Faridabad.

Faculty Feedback

1. Name: **2. Designation:**

3. Department: **4. Teaching Experience:**

5. Research/Industry Experience: **6. Field of Specialization:**

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1	Suitability of present curriculum towards program					
2	Relevance of courses taught in terms of futuristic technologies					
3	Overall effectiveness of syllabus in meeting research and industry demands					
4	Balance between theory and lab based courses					
5	Capability of current curriculum to challenge and widen your knowledge and perspective in subject area					
6	Availability of learning resources (Library, e-contents)					
7	Infrastructure (Class rooms, Labs etc.) for effective curriculum delivery					
8	Academic Flexibility (Choice Based Credit System)					
9	Outcome Based Education& Lifelong Learning					
10	Aptness of examination pattern and evaluation scheme					
11	Your involvement in curriculum enrichment					
12	Slice of industry component / interaction in curriculum					
13	Freedom to opt new techniques/ strategies in teaching					

Suggestion for improvement: _____

SignatureDate:

Manav Rachna International Institute of Research & Studies

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(NAAC Accredited 'A' Grade)

Sector-43, Delhi-Surajkund Road, Faridabad.

Alumni Feedback

1. Name: **2. Roll No:**

3. Program: **4. Batch:**

5. Current Organization / Occupation: **6. Designation:**

7. Email Id: **8. Phone No.:**

S.No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1	Suitability of present curriculum towards program					
2	Relevance of courses taught in terms of futuristic technologies					
3	Technical and soft skills acquired multidisciplinary real-life situations					
4	Balance between theory and lab-based courses					
5	Aptness of training / projects& research work undertaken					
6	Pedagogical initiatives (Effective use of ICT Tools)					
7	Availability of learning resources (Library, e-contents)					
8	Infrastructure (Class rooms, Labs etc.) for effective curriculum delivery					
9	Academic Flexibility (Choice Based Credit System)					
10	Outcome Based Education& Lifelong Learning					
11	Aptness of examination pattern and evaluation scheme					
12	Competence in critical thinking, problem solving and creativity acquired through curriculum					
13	Slice of industry component / interaction in curriculum					

Highlight your achievements

1.Placement/Higher Studies:

2. Academics:

3. Extra-Curricular :

Suggestion for improvement: _____

Signature:_____

Date:_____

Manav Rachna International Institute of Research & Studies

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(NAAC Accredited 'A' Grade)

Sector-43, Delhi-Surajkund Road, Faridabad.

Employer Feedback

1. Name: **2. Organization:**
3. Designation: **4. Email Id:**
5. Phone No:

S. No.	Please rate the following	Rating				
		Outstanding	Very Good	Good	Average	Below Average
1	Aptness of university curriculum for the present job.					
2	Relevance of courses taught in terms of futuristic technologies					
3	Technical and soft skills acquired multidisciplinary real life situations					
4	Balance between theory and lab based courses					
5	Aptness of training / projects & research work undertaken					
6	Outcome Based Education & Lifelong Learning					
7	Competence in critical thinking, problem solving and creativity acquire hrough curriculum					
8	Slice of industry component / interaction in curriculum					
9	Team Spirit & leadership skills					
10	Relationship with seniors/ peers/ subordinates					
11	Inclination towards organizational goals					
12	Discipline					
13	Responsible citizen					

Suggestion for bridging industry-academia gap for empowering students job readiness

Reasons for recruiting Manav Rachna students _____

Signature

Date:

CHAPTER

9. Standard Operating Procedures of Internal Complaints Committee

1. Objective

Internal Complaints Committee (ICC) is constituted to deal with the complaints relating to Sexual harassment at work place. Manav Rachna International Institute of Research and Studies (Deemed to be University) is committed to creating and maintaining a secure work environment where Employees, Agents, Vendors and Partners can work and pursue business together in an atmosphere free of harassment, exploitation and intimidation caused by acts of sexual harassment within but not limited to the office premises and other locations directly related to the company's business.

The objective of these SOPs stems from the gender policy which aims to provide protection against sexual harassment of people at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith.

All concerned should take cognizance of the fact that MRIIRS strongly opposes sexual harassment, and that such behavior against any gender is prohibited by the law as set down in the Sexual Harassment of Women at Workplace and Students (Prevention, Prohibition and Redressal) Act, 2013 and rules framed there under being the Sexual Harassment of Women at Workplace (hereinafter referred to as 'Act') as well as the terms of employment. Commission of any act of sexual harassment as defined in the Act and in this SOPs shall result in strict disciplinary action.

At MRIIRS, we have zero tolerance for sexual harassment. We value each and every employee working with us and wish to protect MRIIRS dignity and self respect. In doing so, we are determined to promote a working environment in which persons of any gender complement each other as equals in an environment that encourages maximum productivity and to keep the personal dignity.

We at MRIIRS are committed towards giving every employee a just and fair hearing on issues encountered by them at workplace with special attention to sexual harassment. MRIIRS will take very serious disciplinary action against any victimization of the employee who is complaining or the alleged harasser that may result from a complaint.

2. Scope

Manav Rachna International Institute of Research and Studies (Deemed to be University) SOPs with regard to Prevention, Prohibition and Redressal of Sexual Harassment covers every "employee" across the company.

MRIIRS encourages every employee and student who believes they are sexually harassed to use the redressal mechanism as provided in these SOPs.

The SOPs are with respect to Prevention, Prohibition and Redressal of Sexual Harassment which may arise in places not limited to geographical location viz. company's offices/ branches but includes all such places or locations where acts are conducted in context of working relationships or whilst fulfilling professional duties or which may be visited by an employee or student including transportation provided by the company for undertaking such visit.

MRIIRS Prevention of Sexual Harassment includes sexual harassment by fellow employees, supervisors, managers as well as agents, contractors, customers, vendor, partners and, visitors including outsourced employees.

Sexual harassment is judged by the impact on the complainant and not the intent of the respondent. Sexual harassment as addressed in this policy need not necessarily be from a male to a female employee, it can be vice versa as well as between individuals of same gender.

This policy comes into force with immediate effect.

Who can approach ICC for help?

Any aggrieved person of any gender, any age belonging to Manav Rachna International Institute of Research and Studies.

3. Definitions — In these regulations, unless the context otherwise requires,-

(a) ”aggrieved person” means in relation to work place, a person of any gender and any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(b) 'Act' means the Sexual Harassment of People at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(c) ”campus” means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps , cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

(d) ”covered individuals” are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;

(e) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;

(f) "Executive Authority" means the chief executive authority of MRIIRS, by whatever name called, in which the general administration of MRIIRS is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;

(g) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);

(h) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(i) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;

(j) "Sexual harassment" means-

(I) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely;-

(a) Any unwelcome physical, verbal or non verbal conduct of sexual nature;

(b) Demand or request for sexual favors;

(c) Making sexually colored remarks

(d) Physical contact and advances; or

(e) Showing pornography"

(ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-

(a) Implied or explicit promise of preferential treatment as quid pro quo for sexual favours;

(b) Implied or explicit threat of detrimental treatment in the conduct of work;

(c) Implied or explicit threat about the present or future status of the person concerned;

(d) Creating an intimidating offensive or hostile learning environment;

(e) Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

(k) "student" means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in MRIIRS;

Provided that a student who is in the process of taking admission in MRIIRS campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of MRIIRS, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in MRIIRS other than MRIIRS where such student is enrolled shall be treated, for the purposes of these regulations, as a student of MRIIRS where any incident of sexual harassment takes place against such student;

(l) "third Party Harassment" refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of MRIIRS, but a visitor to MRIIRS in some other capacity or for some other purpose or reason;

(m) "victimization" means any unfavorable treatment meted out to a person with an implicit or explicit intention to obtain sexual favor;

(n) "Workplace" means the campus of MRIIRS including-

(a) Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by MRIIRS;

(b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in MRIIRS;

(c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in MRIIRS.'

4. Responsibilities of Manav Rachna International Institute of Research and Studies-

4.1 MRIIRS shall,-

(a) Wherever required, appropriately subsume the spirit of the above definitions in its SOPs and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;

(b) Publicly notify the provisions against sexual harassment and ensure their wide dissemination;

(c) Organize training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;

(d) Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;

(e) Publicly commit itself to a zero tolerance policy towards sexual harassment;

(f) Reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;

(g) Create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;

(h) Include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC; Provided that in the latter case MRIIRS shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

(i) Inform employees and students of the recourse available to them if they are victims of sexual harassment;

(j) Organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;

(k) Proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within MRIIRS or owing to intimate partner violence or from peers or from elements outside of the geographical limits of MRIIRS;

(l) Be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;

(m) Treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;

(n) Treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;

(o) Ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;

(p) Monitor the timely submission of reports by the ICC;

(q) Prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

4.2 Supportive measures:

(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of MRIIRS must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable MRIIRS must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) MRIIRS must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centers (HRDCs) and Regional Centers for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in MRIIRS must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of MRIIRS community.

(8) Counseling services must be institutionalized in MRIIRS and must have well trained full-time counselors.

(9) Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) MRIIRS must ensure reliable public transport, especially within large campuses between different sections of MRIIRS, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by MRIIRS to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) MRIIRS should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for MRIIRS. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time we shall extend our activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

5. Grievance redressal mechanism:

(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

(a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university,

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o); Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

(b) Two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;

(c) Three students, if the matter involves students, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;

(d) One member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

(2) At least one-half of the total members of the ICC shall be women.

(3) MRIIRS may employ a system whereby one –third of the members of the ICC may change every year.

(4) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.

(5) Where the Presiding Officer or any member of the Internal Committee:

(a) contravenes the provisions of section 16 of the Act; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

6. **Responsibilities of Internal Complaints Committee (ICC)** - The Internal Complaints Committee shall:

(a) provide assistance if an employee or a student chooses to file a complaint with the police

(b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;

(c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;

(d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. **The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. MRIIRS shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

8. **Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period." Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental in capacity or death.

9. **Process of conducting Inquiry**:

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of MRIIRS shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of MRIIRS within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of MRIIRS decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of MRIIRS shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. MRIIRS shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

10. Interim redressal - MRIIRS may,

(a) transfer the complainant or the respondent to another section or department to minimize the risks involved in contact or interaction, if such a recommendation is made by the ICC;

(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant; (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

11. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of MRIIRS, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, MRIIRS may,- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;

(c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) award reformative punishments like mandatory counselling and, or, performance of community services.

(3) The aggrieved person is entitled to the payment of compensation. MRIIRS shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

(a) mental trauma, pain, suffering and distress caused to the aggrieved person;

(b) the loss of career opportunity due to the incident of sexual harassment;

(c) the medical expenses incurred by the victim for physical, psychiatric treatment;

(d) the income and status of the alleged perpetrator and victim; and

(e) the feasibility of such payment in lump sum or in installments

12. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicized within MRIIRS. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

13. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

(a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956 and consequences will be as per the guidelines of UGC

(b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;

(c) withholding any grant allocated to the institution;

(d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;

(e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;

(f) recommending the affiliating university for withdrawal of affiliation, in case of a college;

(g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;

(h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.

(i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.

(2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

CHAPTER

10. MRIIRS Policy and Procedures for Consultancy and Corporate Trainings

1. PREAMBLE

The ability to adapt quickly and to familiarize rapidly with new topics and domains which are the feeders of conducting applied research and innovations for solutions is where consultancy as a concept comes into play. It is essentially a knowledge based profession. Over the years India has seen rise in this professional activity, with both in private and public sector and more recently the foreign consultants are pouring in and have started their operations in India. But domestic consultancy capabilities have not kept pace with economic developments over the years; therefore, it is essential that domestic consultancy skills are upgraded continually in several sectors, even at HEIs.

2. PURPOSE

Consultancy offers competitive edge to an organization where the intangible assets such as the technical strength and expertise of faculty members and staff are often more valuable than physical assets. Keeping in view, the importance of higher education in spawning societal changes and economic fortunes of a country, universities have undertaken task of creation, protection and commercialization of technical know-how, which have grown both in the academic community and in the society at large. Foreseeing this, MRIIRS has undertaken intra and inter-university research activities and has encouraged university – industry collaborations and tie-ups. With a vision to bridge the gap between theory and practice, and to sensitize University staff towards the needs of the industry, MRIIC had been set up at MRIIRS in the year 2011. Visualizing the intellectual strength of MRIIRS, growing interest in applied research, new information generation, individual skill set/expertise, innovative research of commercial value and need for collaboration for mutual benefits, a consultancy policy has been revised to provide guidance to researchers, comprising of academic and non-academic staff, interested in the consultancy work. This document is expected to fulfill the commitment of the University to endorse academic freedom, creativity & integrity and make available a favorable environment for consultancy.

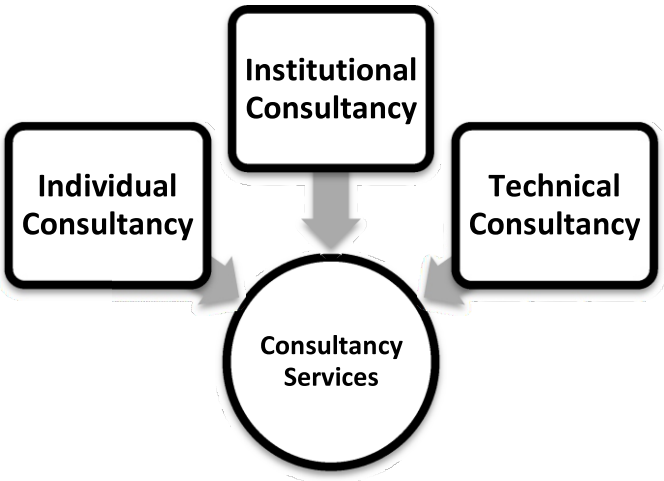
3. OBJECTIVES

The main objectives are:

1. To bridge the gap between industry and academia.
2. To organize industry interactions, dialogue and impart learning.
3. To make strategies for the promotion of synergistic industry
4. To identify the areas of mutual interest, interface with industry
5. To develop methodologies and guidelines for encouraging consultancy
6. To leverage research for meeting industrial need(s) and
7. To generate resources by industry supported consultancy.

4. CLASSIFICATION OF CONSULTANCY

The consultancy/ services provided will fall in the following categories:



a) Individual Consultancy:

It relates to work undertaken by an academic staff or non-academic staff member in his/her individual capacity because of his/her overwhelming proficiency in the relocated areas on behalf of the institution.

b) Institutional Consultancy:

It relates to services or advice rendered to an organization/ industry/ Government or work done for them by a Department/individual on behalf of the university. The Team and PI or the Principal Consultant will be identified and appointed by the university.

c) Technical Consultancy:

It relates to work undertaken to provide routine technical data or information or fabrication of device/equipment or survey/case study which does not require interpretation of results or advice by a Department/individual, on behalf of the university.

5. TERMS FOR CONSULTING

(a) While Consulting, MRIIRS faculty and their collaborators will be guided by the principles that:

i) Consulting is a privilege, not a right.

ii) The Consultant(s) will safeguard the University against conflicts of interest and financial risks.

iii) The Consultant(s) will reimburse/ transfer to the University for use of its facilities such as money, materials and staff.

b) A faculty member/staff will be permitted to engage in a consultancy which enhances the professional development and does not adversely impact his or her routine work at the University.

c) At all times, the University must be protected against litigation or any other detrimental action by a Client or a staff.

6. CONSULTANTS' RIGHTS AND RESPONSIBILITIES

Consultants will have the rights and responsibilities as follows:

a) All consultants shall have freedom of speech, intellect and association.

b) A consultant shall not be discriminated on medical grounds, race, gender religion, culture etc.

c) Consultancies shall be conducted in an open and transparent manner

d) A consultant will have rights and privileges to carry out the consultancy in areas of competence.

e) The consultancies undertaken shall not be in conflict with human rights or ethical standards.

f) All consultancy agreements will be signed on the advice and scrutiny of the University's Authorized Signatory.

g) All consultancies shall require permission from the Research Ethics Committee when using the human or animal subjects.

h) All consultants would seek to improve the standards of consultancies and the level of quality of work.

The consultancy shall not interfere with the routine teaching and research within the University.

i) All Agreements/ MoU involving the University shall be through the office of the Registrar/Vice Chancellor.

j) All consultancies conducted by University Staff shall be registered at Dean Research Office.

k) Consultants shall not use consultancy funds improperly to enrich themselves or others.

7. CONSULTANCY KNOWLEDGE MANAGEMENT

i. The university shall be the custodian of all data obtained from consultancies and shall be stored securely in office of Dean Research.

ii. All consultancy data shall be treated as confidential where they are not meant for public consumption.

8. DURATION OF CONSULTANCY

The intermittent consultancy periods will be considered for total duration of the consultancy days per academic year. The duration of consultancy activity will be limited to approved agreement between consultant and client. However, any extension of consultancy work, in exceptional circumstances, would require prior permission of the Vice Chancellor.

9. CODE OF CONDUCT

The conduct of the employee while undertaking consultancy work must conform to the reputation of the university. The university would take disciplinary action against its employee for any misconduct during the consultancy. Original copies of all documents related to all consultancy services undertaken must be in possession of the University Financial accounting and audit purposes. Once undertaken the consultancy, staff is bound to complete the assignment as per the terms and conditions of contract. The breach of contract will be the personal liability of the consultant.

10. EXPENSES TO BE CHARGED FOR A CONSULTANCY ASSIGNMENT AND REVENUE SHARING

1. Opportunity cost of faculty member/staff deployed
2. Opportunity cost of infrastructure/facilities used
3. Cost of raw materials/consumables
4. Expenditure for outsourced manpower, if any
5. Travelling/Lodging/Hospitality
6. Other contingency
7. Consultancy fee

After deducting all the actual expenditure incurred towards the assigned consultancy project, the Net Income/ Revenue from university consultancy shall be shared as follows:

(a) Consultant share 60% (it will cover taxes too)

(b) University share 40%. (Towards usage of University facilities, services and applicable taxes) But, if there is no usage of university resources then it is as follows:

(a) Consultant share 80% (it will cover taxes too)

(b) University share 20%. (Towards usage of University services and applicable taxes)

NOTE: If there is a change in Government tax, it will be adjusted proportionately. Remuneration paid to an individual faculty in one academic year shall not exceed his/her total salary for the year.

11. PUBLICATIONS AND INTELLECTUAL PROPERTY RIGHT

Publication arising from consultancy work will include the faculty affiliation to institution and the acknowledgement for the facilities used. Staff members undertaking consultancy as per academic integrity, must ensure that any publication shall not contravene the terms of consultancy contract. The University shall assert copyright on any material published, as a result of undertaking a University Consultancy. Patents from consultancy work leading to some new innovation/process/product shall be submitted for registration as per terms agreed upon and notified.

12. CONSULTANCY REPORT

After the consultancy assignment has been completed, the Principal investigator and his/her team shall prepare a consultancy report. After submission of the final consultancy report, if no response is received from the client organization within a month time it will be assumed that the report is acceptable to the client organization.

Report shall contain a brief description of the work carried out in conformity with the assigned scope of the consultancy work. Major& minor facilities used shall be clearly indicated. Test procedure and investigation methodology shall be clearly outlined. The outcome of the consultancy work shall be reported. Any test codes, standards utilized for the purpose of experimentation, testing and certification shall be clearly indicated in the report. References to any published work shall be clearly indicated and the same must be acknowledged. The final report may also be shared with IQAC. Intellectual property generated (if any) as a part of the consultancy shall be clearly documented and the same shall be submitted separately for patent/copyright wherever possible.

13. CONFLICT OF INTEREST

It should be borne in mind that engagement in consultancies must not create any perceived or actual conflict of interest. But if any, must be immediately reported to the Vice Chancellor.

14. DISPUTE REDRESSAL AND RESOLUTION

All cases lacking clarity on any issue or subjectivity in interpretation must be reported to the Vice Chancellor, whose decision will be final and binding. The Vice Chancellor may call for amendment or revision of this policy document, at any given time, as deemed appropriate. Any violation of the above policy shall be dealt with as per university rules.

15. CONSULTANCY PROPOSAL FORMULATION

Faculty members of the University can directly be contacted by outside agencies for undertaking consultancy work in their area of specialization. In such cases, the members of the faculty shall formulate the proposal and submit the same in the prescribed format and with summary sheet (Appendix –I) to the concerned Dean of Faculty who in turn will forward the same to the University Committee for Consultancy (UCC). In the event of an outside agency approaching the University for any Consultancy Assignment, the same will be referred to the Dean of the Faculty concerned to which the consultancy assignment broadly appertains. The Dean, in turn shall assign the job to an individual or a group of individuals in the Department after selection that the faculty assigned for the work possesses necessary competence and that the necessary support facilities are available in the Departments. The proposal for undertaking industrial consultancy shall be formulated by the faculty member(s) and will be submitted to the Dean of the Faculty for consideration by the University Committee for Consultancy (UCC).

16. WORK EXEMPTED FROM CONSULTANCY RULES

These rules shall not apply to any fee received for examination work such as paper setting, evaluation, superintendence, invigilation, fee for attending Selection Committee Meetings, honorarium, fee for report writing and publications, lectures, assignments from the regulatory bodies like AICTE, NBA, NAAC, UPSC etc. All fees for such academic work will be paid directly to the faculty concerned without any share accruing to the University.

17. CORPORATE TRAINING

An organization can usher an era of success only and only if the employees are productive and feel that his/her organization makes effort to invest in their learning needs, so much so that their retention period at that organization increases. This is possible when corporate training is given to employees with a set of educational activities .This hones knowledge and skills to progress professionally and personally. It can also take place in group setting, and it's often led by a knowledgeable instructor. At times it is also called" Corporate Education" and even as "Workplace Learning". In fact, this is catalyst to success, which employees consider as integral part of their work place, is best provided by universities/Higher Educational Institution (HEI) in vicinity or around. Even educational institutions are benefitted as it leverages Academia-Industry Interface. The university will make effort to connect with corporate/ industry and dwell on their need for learning as well as for integration for providing training.

18. NON-COMPLIANCE WITH THE CONSULTANCY/ CORPORATE TRAINING POLICY

Failure to comply with this Policy shall be considered a breach of contract and result in disciplinary action being initiated as per rules and regulation of the university.**19. POLICY REVIEW**

This Policy shall be reviewed after every three (3) years or earlier whenever necessary through IQAC.

20. UNIVERSITY CONSULTANCY ADVISORY & MONITORING TEAM The RPG members of RPG-GC at MRIIRS will have the mandate to help the University actualize its Consultancy Policy and cataloging outputs from consultancies.

21. RELATED POLICIES

This policy shall be read with the following related documents:

- University Ordinances
- Research Promotion Policy
- Financial and Audit Processes
- Ethics and Misconduct Process

This policy shall be in supersession of all previous and existing consultancy norms/rules.

22. EXIGENCY, IF ANY

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

Appendix- I

FORMAT FOR FORMULATING PROPOSAL FOR CONSULTANCY WORK

1. Title of Consultancy Project:
2. Client Organization (Please enclose copy of the request from/ approach to the Client Organization)
3. Brief Description of the Assignment (if required use separate sheets)
4. University Equipment (excluding Computer and Central facilities) required to be used for the work
5. Names and signatures of the PI and other faculty who would be involved in the assignment along with the Principal Investigator.
6. Whether use of central facilities would be needed? If so, what type and for what period?
7. Time frame chart for completion of the job.
8. Consultancy budget/ charges (approx) for the job and their break-up:

(i) Cost of labour
(ii) Cost of material
(iii) TA/DA
(iv) Contingency

Total Rs.....

9. Any other terms and conditions to be prescribed for accepting the job.

(Signature of Principal Investigator)
NAME:
DESIGNATION:
MOBILE:
E-MAIL:
DEPARTMENT:

CHAPTER

11. MRIIRS Policy for Promotion of Research, Innovation and Incubation

1. PREAMBLE

Research is a fundamental activity of a university, with teaching being other side of the same coin. It mainly relates and focuses on generation of new knowledge. Researchers in pursuit of intellect show strong desire in chasing novel ideas as being more attractive than merely conducting research and investing efforts to solve a problem or create a product. However, in current scenario and recent years, practicality of research is under public radar and knowledge transfer is now in vogue. Universities are now increasingly trying to meet expectations of society, external ecosystem and surroundings.

Manav Rachna International Institute of Research and Studies, Faridabad (MRIIRS), believes in touching and transforming every life through academically sound, intellectually inspiring and supportive environment which ushers innovative, academic and applied research within and cross-domain disciplines. It is committed to promote research and development activities by establishing a vibrant research ecosystem that encourages faculty members and students to dedicate themselves in pursuit of new knowledge, truth and innovation, to enhance teaching learning experience, serve the society and be good human being. This policy is a framework which will motivate and inspire all researchers to conduct research with freedom and with a level of methodical objectivity and integrity.

2. OBJECTIVES

1. To motivate faculty members and students to undertake research and innovation;
2. To energize faculty members and students for publication of their research outcomes;
3. To enthuse faculty members to get involved in consultancy;
4. To inspire faculty members for sponsored research projects;
5. To stimulate faculty members to indulge in collaborative and multidisciplinary research projects;
6. To encourage faculty members to delve into case studies on a specific subject or topics of concern/interest;
7. To motivate the faculty members for creating, protecting and leveraging Intellectual Property and its commercialization;
8. To foster passion with openness, flexibility and freedom of thoughts for research in students at undergraduate, postgraduate and doctoral levels and build research culture;

9. To bring about national, international collaborations and partnerships with academia and industry through multi-, trans-disciplinary research leading to creation of knowledge sharing platform and global visibility;
10. To conduct ethical research and for the benefit of society;
11. To motivate faculty to raise the research level culminating in getting grants from Government bodies and industry; and
12. To get recognition for outstanding research from regularity bodies.

3. TRADITIONAL ACADEMIC RESEARCH

New information or novel ideas is the outcome of academic research and can be defined as "Truth" and looking for this truth is the main rationale, The word 'Academic' is often interpreted as "to be judged by no other standard than the truth" and hence every researcher is lured to chase new or novel ideas and also be the first to discover the new information in their domain of research. This traditional research approach is much needed for generation of new knowledge and has educational impacts also as the faculty member during their teaching assignment are bound to disseminate the knowledge gained to their students. This keeps students abreast the new developments in their fields and leads to enrichment. For sustainability of Traditional or Academic Research, the faculty members and researchers would be encouraged to follow their research interests with freedom and would be provided resource and services to conduct research and present or publish at different platforms.

4. SPONSORED RESEARCH

Traditional research is now being overturned by the surge of wave of new ideas and values coming from our society. There is a strong expectation from people outside, that the universities should address and suggest solutions to every day issues and problems being faced, with knowledge and research experience of researchers as they are well equipped than public at large. Even the industries in vicinity look up to university and are open to alliances provided it helps them to cater their interest. This needs extrapolating role of researchers from "lab to land" and undertaking of sponsored research. The university is committed to support researchers to provide resources, services, visibility and recognition for undertaking sponsored research.

5. CONSULTANCY

The university shall encourage a faculty member to undertake consultancy and shall be suitably rewarded with part of remuneration received from the consultancy seeker. The consultancy policy of the university will cater to interest of the researcher and the policy would be dynamic to cater to the changing times and nature of consultancy.

6. IPR, RESEARCH AND INNOVATION

It is significant that the researchers engage in creativity. Researchers who are keen observers, think critically and have skeptical attitude are the ones who can think for ideas which have never been previously considered. They also tend not to limit themselves within campus and are very active by nature. They think very critically about issues around them. They also are willing to step out from the domain of their research and cross boundaries which helps to apply concepts of one field to another and ushers creativity, innovation and knowledge transfer. The university would facilitate such researchers in its Incubation Centers and provide financial support to nurture their innovations. The IPR Cell would also support by providing services to protect their innovations and filling patents unto granting stage**.**

7. RESEARCH COLLABORATIONS

The university believes in conducting applied research too, so as to develop innovative solutions to daunting challenges. It shall enhance creative collaborations with leading research organizations within the country and consortia around the world. Having connectivity with wider academic community undoubtedly, is an eye opener for a researchers, especially international community can help to ensure that their research is at right track and at the front end. Conducting collaborative studies is learning in itself and helps researchers to advance their research with common knowledge, further. It also helps them to seek recognition from fellow researchers. The IEC cell and Dean Research office at the university would leverage the international and national collaborations and disseminate information to all so that researchers can collaborate effectively.

8. RECRUITMENT, PROMOTION AND RESEARCH

At the time of recruitment of a faculty member or a researcher, the university shall accord importance to research profile of the individual and would also reckon his/her research potential. The quality of research paper publications, research output, and research contribution as per the "**Evaluation Pointers**" established by the university norms shall also be considered as a significant aspect for promotion and is annexed as **Annexure A.**

9. RESEARCH AND RESOURCES-SEED MONEY

The university shall provide all the necessary resources and logistics for undertaking research activities. It shall provide the required infrastructure for conducting research. It shall make efforts for timely resource mobilization and services that include manpower, purchase and audit, money transfer, expenditure approvals and monitoring for grants received. It shall provide **seed money** to initiate research in thrust areas identified by departments of the university and the standard operating procedure is annexed as **Annexure B**. It shall support faculty members with financial allocations to attend conferences and symposiums to present research paper both at national and international level, as governed by the Policy and Procedures for Faculty and Staff Welfare (MRIIRS-IQAC-PL-FASW/2016-17).

In research, information comes in varied formats and types of resources are at times formal while others are informal. They are also classified as primary and secondary sources. A researcher needs access to such resources in order to plan research work. At university, Library and computational resources are an integral part of research and provides one on one timely update resource. The university Library and staff will make efforts to accommodate such needs of researchers and help them to dig information as per their interest and research demand with print resources, digital resources and database subscription, which would be accessible 24X7 through remote digital access.

10. IMPLANTING RESEARCH CULTURE

The university endeavors to develop a ubiquitous research culture by promoting a spirit of inquisitiveness, enquiry and research right from the UG level onwards. Students have to inchoate ideas which need to be worked up to meaningful thought processes. Many enquiries stem in the classroom whose resolution leads to inculcating a research culture amongst the students. PG and Ph.D. scholars are encouraged to publish research papers in reviewed journals out of their dissertations/thesis. Students of any academic programme are continuously encouraged to engage in the Innovative Centre to extend their thinking beyond classroom and step into a research ecosystem.

11. RESEARCH DATA MANAGEMENT

A researcher while doing research handles huge data. This might be generated out of experimentation, accessed from a repository, provided by a collaborator etc. Whatever maybe the source, a researcher has to effectively manage the data. Properly protecting research data is a fundamental obligation. This is grounded in the values of integrity, and commitments to sources of the data. At times a researcher might deal with sensitive data, compliance to contract, data protection and use requirement being responsibility of PI need to be managed properly. The research publications would also be collected at Library Repository for all to access and gain.

12. RESEARCH ETHICS AND COMPLIANCES

A researcher is the one responsible for all aspects of his/her research. It includes compliance to byzantine network of DOs and DONTs, regulations and governing policies. At times the importance is obvious but at other moment it looks like a lot of rules and paperwork. The university would help the researcher to lighten and demystify these requirements by guiding with "General **Research Essentials**" communicated from time to time. It will highlight and clarify the researcher's key responsibilities, research administration and compliance and identify which responsibilities are specific to the Principal Investigator. The research being

conducted also has to be ethical in nature and hence "**Ethical Committee**" would assist researcher to work as per general ethics for research and bioethics in particular within the limitations as dictated by "**National Policy"** on Ethical Research. The university would also implement, and enforce its own research integrity and make arrangements to curb plagiarism amongst authors and is governed by Policy for Maintaining Academic Integrity and Prevention of (MRIIRS-IQAC-PL-AIPP/2019-20) as per UGC Notification for HEIs.

13. RESEARCH INCENTIVES AND AWARDS

Recognition and awards lead to an innate motivation, i.e. the enjoyment of the research activity per se, in researcher community. The university will recognize and would identify achievers on their research activities among the faculty members annually, based on the credits earned as per the "Evaluation Pointers". This achiever would be given "**Manav Rachna Research Excellence Award**" on earning highest credits (Annexure A). The recipient of award would be facilitated with a citation and memento at the very start of the year. Additionally, faculty members would be given incentives for excelling in research activities annually based on credits earned beyond minimum points/credits as per their level. The researcher for his/her research publications in peer reviewed journal (Quartile 1 to Quartile 4) has to earn 25% weightage. Also, a student would be facilitated by "**Gold Medal**" and citation at the time of convocation; who demonstrates good research aptitude and flavor reflected from his/her research publications in peer reviewed journals as per the standard operating procedure annexed as **Annexure C**.

14. RESEARCH REVIEW, REGULATION AND MANAGEMENT

In the university, the overall regulation and review of research activities may be conducted and coordinated by "Research Promotion Group" (RPG). The RPG-Advisory Council (RPG-AC) would be leveraging multi-and trans-disciplinary research and academia-industry collaboration at national and international platforms. The RPG-Governing Council (RPG-GC) under direct supervision of the Vice-Chancellor of the university along with Dean Research , associated Research Directors and IOAC would be responsible for overall functioning, sharing of relevant opportunities, awareness about potential funding or extra-mural funding and facilitation of resources to conduct effective research at campus. The cohesiveness and positivity to be imbibed amongst researchers would be such that research is the way of life rather than simply a mundane job.

15. AMENDMENTS

This policy will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders, impact analysis and deliberations of the focus group constituted by the Vice Chancellor.

16. EXIGENCY, IF ANY

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

EVALUATION POINTERS

Journal Publications * in Scopus/WoS/Pubmed indexed journals listed at time of publication	**Points**
Quartile 1	20
Quartile2	15
Quartile3	10
Quartile4	5
· It is mandatory to earn minimum 10 points from this section	
Book Chapters which are accepted through blind Peer Re-view process	20
Category A Publisher-Wiley/Taylor and Francis/Elsevier/Springer/Sage/IGI Global	
Authored Book by publisher which follows blind Peer Re-view process	40
Category A Publisher-Wiley/Taylor and Francis/Elsevier/Springer/Sage/IGI Global	
Edited Book by publisher which follows blind Peer Re-view process	
Category A Publisher-Wiley/Taylor and Francis/Elsevier/Springer/Sage/IGI Global	
Patent/Copyright	
At time of Publishing	10
At time of Grant	40
When the IPR is Commercialized	60
Startups/Innovations	
Registration (at the *Startup India* portal and Department for Industrial Policy and Promotion, DPIIT) recognition.	5
Prototype Development (one Time- Functional prototype of a product which has been tested and validated for utility)	10
Prototype Development & Participated in recognized Platform at Competition	20
Editor of Conference Paper Proceedings Published with ISBN Number	5
Newspaper Article Published /blog or article published on recognized portal	5
Case Study Collections / Monograph- Blind peer reviewed and published with ISBN No	10
Supervision/ Co-Supervision of Dissertation per Candidate (with publication in Q1 to Q4)	
PhD Awarded	30

Post Graduation (masters thesis with at least one publication in indexed and peer reviewed journal)	10
Graduation (at least one publication in indexed and peer reviewed journal)	5
Projects/Consultancy in (Rs.)- PI/Co-PI (On disbursal of funds to University)	
Value Status(Rs)	
From 0 to 10 Lacs/Year	10
From 11 to 50 Lacs/Year	20
From 51 to 1 Cr/Year	40
Above 1 Cr/Year	50
Participant at FDP (5 Days and above) sponsored by Aicte/UGC or other recognized Organization /Conference with minm 30 participants (Maxm 10 points)	5
FDP sponsored by AICTE/UGC or other recognized Organization (5 Days and above) Convener	10
Membership of editorial review committee of indexed journal/Invited Speaker for recognized event /Resource Person etc.(@year)-maxm 10 points	5

Appraisal Points	Annual Increment category	Increment (Rs) Range
41- Above points	I	A
21-40 points	II	B
11-20 points	III	C
00-10 points	IV	D

Financial incentive rate: 1 point= Rs 500

Faculty will be eligible for the incentive only for the points more than the minimum requirement as per the designation per year.

Minimum Points required by Faculty/Staff per Year:

1. **Professor 40**
2. **Associate Professor 30**
3. **Assistant Professor 20**
4. **Research Associate 10**

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES, FARIDABAD
STANDARD OPERATING PROCEDURE
For
Grant of Seed Money for Academic Research in Thrust Area

1. Preamble

Manav Rachna International Institute of Research and Studies, (MRIIRS), (Deemed to be University), Faridabad, believes in touching and transforming every life through academically sound, intellectually stimulating and supportive environment which ushers innovative, academic and applied research within and across disciplines. It is committed to promote research and development activities by establishing a vibrant research ecosystem that encourages faculty members and students to dedicate themselves in pursuit of new knowledge, truth and innovation, to enhance teaching learning experience, serve the society and be good human being. The "**Research Promotion Policy**" of the university is a framework which will motivate and inspire all researchers to conduct research with freedom and with a level of objectivity and integrity. This policy proposes to **provide seed money to initiate research in thrust areas identified by institution.**

2. Eligibility

The faculty members who apply for and are sanctioned projects; shall be eligible to apply for seed money to pursue research as under:

a. The faculty member should be on regular rolls of the university;

b. The faculty member who is an applicant should have a minimum of PG degree and Ph.D is desirable;

c. The faculty member should not be currently pursuing Ph.D programme at the university or elsewhere;

d. The faculty member should have minimum 2 research publications in approved journals to his/her credit;

e. The faculty member should not be in procession of ongoing or prior Major Research Projects funded by any agency, as seed money is for the beginners at any stage of their career; and

f. The faculty member should have minimum of 3 years to the superannuation.

Note:
The faculty member who is an applicant for seed money shall be required to submit at the time of application that he/she would complete the research project in a stipulated time frame as per proposal. If for any reason the awardees leaves MRIIRS without completing the project as per the objectives in the proposal and upto the satisfaction of nominated Committee, he/she will refund the entire amount to MRIIRS, besides depositing all assets purchased from the seed-money given as fund (eg: Books/Journals/Laptop/ Pen drive/ Apparatus/Consumables etc) or in kind given by the university (eg: Equipment /Furniture/ Computer System etc).

3. Seed Money

The university shall support the faculty members with seed money to initiate research at MRIIRS with a sum of Rs 10,000/- to 50,000/- for faculty members in domain of Humanities and Social Sciences and with a sum of Rs 15,000/- to 1, 00,000/- with background in Science and Technology. The Vice Chancellor is delegated with powers to approve up to a grant of Rs 1,50,000/- while grant above Rs 1,50,000/- will be referred to BoM for approval for grant of seed money.

4. Process for Grant of Seed Money

The applicant who wishes to apply for seed – money grant from the university, will follow the process as stated below:

i. The Faculty Member shall submit a Seed Grant Research Proposal to the Dean, Research Office, duly recommended by concerned Head of department and Dean of Faculty, MRIIRS;

ii. The Faculty Member will give a presentation before the Committee consisting of :

1.	Advisor Research	Chairperson
2.	Nominated RPG Member	Member
3.	Dean Research	Member Secretary

iii. The Faculty Members who are in domain of the research proposal shall invited for the presentation of the research proposal.

iv. If the research proposal is accepted/ approved in principle, the suggestions made by the Committee shall be incorporated and the proposal revised, which then would be submitted to the Office of Dean, Research, MRIIRS.

v. On receipt of revised research proposal for seed-money grant, the Research Advisor would recommend to the Dean, Research, MRIIRS for approval of the Seed Grant; and

vi. After approval of the Dean, Research, MRIIRS with due recommendations, would process the case for release of Seed Grant to Registrar, MRIIRS, for approval of Vice-Chancellor, MRIIRS and give necessary instructions to CFO, MRIIRS/GM-CAD / GM-Purchase, whatever is necessary. The Director IQAC will also be informed about the Seed Grant given to the applicant by Dean-Research, MRIIRS.

vii. The expenditure from Seed Grant towards the apparatus, consumables and contingency shall be as per norms of the university and duly audited by GM-CAD before closure of the project. No Furniture, Computer System etc. shall be purchased from the seed grant; the same will be provided by the university. In case of requirement of Major Equipment for research, the Head of Department can float request to Dean of concerned faculty with justification of its usage and output.

viii. The Dean, Research office will be the custodian of all documents and record in soft and hard copy will be maintained by Department concerned.

ANNEXURE - C

MRIIRS has constituted the different Medals & Awards to be bestowed to the eligible candidate during Convocation ceremony every year. The standard operation procedure followed by the university to select the deserving candidate is:

1. From the deputy registrar (R&S) office, mail containing details of all the medals and awards is sent to all the eligible candidates, along with nomination form link, 8 weeks before the day of convocation. (Annex. 1 Detail of Awards & 2 Google form)

2. Candidate can self nominate for category I, II, III, VI & VII only and for category IV & V nomination is solely based on academic performance.

3. Candidates are asked to nominate themselves **within 4 weeks'** time for medal/ award.

4. Candidate may apply for one or more category of medal/ award.

5. Candidate is asked to upload all the supporting documents/ Proofs of his or her achievement either by directly uploading on the online link shared with them or by sharing the same through mail with their respective Head. Any nomination received without supporting valid document is not accepted.

6. Committee comprising of following under the chairmanship of Pro- Vice Chancellor screens the nominations under each category:

i) Pro Vice Chancellor

ii) Registrar

iii) Dean Academics

iv) Dean Research

v) COE

vi) Two Deans of Faculty

vii) The committee may associate any person as per requirement

7. In case, committee doesn't find a suitable candidate for any specific category, that medal or award is not recommended for that specific year.

8. Pro Vice Chancellor submits the list of nominees for university medals and awards to the Competent Authority of the University for their approval.

9. List of approved awardees is received by Pro Vice Chancellor office **at least 3 weeks before the convocation**.

10. Deputy Registrar (R&S) will notify the students of their award/medal in advance and are invited along with their parents to attend the convocation ceremony.

11. Registrar of the university arranges for the Medal/ citation and certificates for the awardees.

APPENDIX – 1 : Performa for applying Motivation, Rewards & Medals

APPENDIX - 2: Nomination Form

Appendix - 1

PROFORMA FOR APPLYING MOTIVATION, REWARDS & MEDALS

Please Read Carefully:

- Candidate can apply for one or more category of Medals & Awards
- The name, username and photo associated with your google account will be recorded when you upload files and submit this form.
- Candidate should have cleared all his/her semesters in first attempt with 6.0 SGPA/CGPA.
- Candidate should never been faced any disciplinary action during the tenure of his/her programme.
- If any candidate is found eligible to get more than one award; only highest award will be bestowed.
- For category iv) and v) the minimum batch size should be of five students in the programme.

Category of Awards:

I) **CHIEF PATRON MEDAL:** Awarded to a female student who best exemplifies the attributes of engaged leadership; inexhaustible optimistic aptitude about challenges and opportunities, integrity, courage and honesty.

ii) **PRESIDENT/ CHANCELLOR MEDAL :** This medal will honor a student who has evidenced significant achievement at International level in the following areas :

a) Research
b) Sports
c) Creative Arts
d) Community involvement
e) Professional

iii) **VICE PRESIDENT MEDAL :** This medal will honor a student who has evidenced significant achievement at National Level in the following areas :

a) Research
b) Sports
c) Creative Arts
d) Community involvement
e) Professional

iv) **VICE CHANCELLOR MEDAL:** This medal will honor a student who has successfully passed out and has the best academic record (highest CGPA) in the University examinations across all UG and PG Programmes offered by the University.

(No need to apply : To be finalized by the CoE office)

v) **ACADEMIC PROFICIENCY MEDAL:** Awarded to the highest scorer student who has successfully completed the program. This is applicable for each program.

(No need to apply: To be finalized by the CoE office)

vi) **STUDENT LEADERSHIP MEDAL(s) :** Awarded to student(s) who has/have evidenced ability to motivate other students and has/have successfully lead terms for specific organizational goals.

vii) **OUTSTANDING ACHIEVERS AWARDS** in the area of :

a) Research

b) Sports

c) Creative Arts

d) Community Involvement

e) Best Internship/ Placement

Appendix - 2

NOMINATION FORM

(FOR MOTIVATION AND REWARDS)

(Please fill the nomination form as per criteria mentioned in Annexure-I)

Applied for Award of Medal (Name) : _____

Area of Specialization: _____

Roll No. : _____ Registration No. :

_____

Mobile No. : _____ E-mail ID :

_____

Candidate's Name: _____ _____ _____

(First Name) (Middle Name) (Last Name)

Father's Name: _____ _____ _____

(First Name) (Middle Name) (Last Name)

Mother's Name: _____ _____ _____

(First Name) (Middle Name) (Last Name)

Gender : Male ☐ Female ☐

Name of Programme :

_____

Department :

_____

Admitted Batch : _____ CGPA :

_____

Whether pass in first attempt in all semesters : ☐ Yes ☐ No

University Rank (if any) : _____

Company placed with complete address : _____

_____

Annual Package of Salary : _____

Disciplinary Action Faced (If any during the tenure of the program) : _____

Share a Brief about why your candidature for the award should be considered (in maximum 100 words):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Details of Achievement Area for the award:

_____

Level of Achievement (Please tick):

International ☐ National ☐ State Level ☐

Other Awards/ Recognition already received (in 50 words):

_____

_____

_____

_____

_____

_____

_____

Upload the supporting documents:

Declaration: ☑

I hereby declare and affirm that the above information and documents are true to the best of my knowledge and nothing has been concealed therein.

SUBMIT

Note: Please do not submit the false information, otherwise your candidature will stand cancelled and you will be liable for disciplinary action as per the rules of University.

CHAPTER

12 Policy for Maintaining Academic Integrity and Prevention of Plagiarism

1. Preamble:

In accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018(published vide no. 287, dated 31 July 2018, Link: https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf), the "policy on maintaining academic integrity and prevention of plagiarism"of MRIIRS has been formulated with a view to ensure zero-tolerance for plagiarism in the assessment of academic and research work carried out by its faculty, staff or the students.

2. Definition:

All the definitions given by UGC regulations will be applicable. However, some important are mentioned for quick reference.

(a) **"Academic Integrity"** is the intellectual honesty in proposing, performing, and reporting any activity, which leads to the creation of intellectual property.

(b) **"Council of Doctoral Program(CDP)"** is the body of MRIIRS, which governs the Ph.D. program at MRIIRS. CDP's prime function is to facilitate, monitor and assure the quality of research work. It is headed by one of the senior professors nominated by the Vice Chancellor.

(c) **"Department Academic Integrity Panel(DAIP)"** shall be a committee formed at departmental level to resolve the cases of plagiarism and submits its recommendations to Institutional Ethical Committee for Research and Intellectual Property(IECRIP).

(d) **"Department Research Committee(DRC)"** shall mean a Departmental Research Committee consisting of Head of the Department(s) concerned, all professors from the Departments concerned in various Faculties, three Associate Professors and two Assistant Professors by rotation in order of seniority (for two years). The Dean may nominate any other person to attend meeting of DRC, on recommendation of Chairman of DRC, DRC shall be initially headed by senior most Head of Department (HoD) out of various Heads the Departments of concerned departments of different Faculties with a term of two years. Chairmanship of DRC shall be rotated among HoDs based on seniority. PhD qualification is mandatory for all members of DRC.

(e) **"e-contents"** shall be a combination of or in isolation, the lecture notes, video lectures prepared by faculty members, power point presentation, which are to be uploaded on a public platform/cloud.

(f) **"Institutional Ethical Committee for Research and Intellectual Property(IECRIP)"** shall mean a body constituted to ensure ethical practices to be used to ensure ethical practices to be followed in the University as notified by regulatory body including academic integrity and prevention of plagiarism.

(g) **"Plagiarism"** is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

(h) **"Script"** includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI;

however, in the case of assignments / term papers / project reports / course work / essays and answer scripts etc. rules stipulated by CoE (Controller of Examinations) will apply;

(i) **"Self-Plagiarism"**shall mean Copying/reproducing/excepting/ paraphrasing, in part or whole one's own published work without giving proper reference of that work;

(j) **"Source"** shall means the published primary and secondary material from any source whatsoever and includes.

(k) **"University"** means Manav Rachna International Institute of Research and Studies or MRIIRS.

1. Methods of Plagiarism:

(a) **Quoting directly** another person's language, data, illustration, tables, etc. without due acknowledgement of the source.

(b) **Copying** a section of book/article/report/monograph/dissertation/thesis without proper citation.

(c) **Buying, stealing or borrowing** assignments, experiments/results.

(d) **Paragraphing t**he work of others without due acknowledgements.

(e) **Using ideas** of someone else without crediting the originator.

(f) **Copying, cutting and pasting from the internet or online source** and submitting as one's own work without giving proper reference/citation

2. Scope of Policy:

This Policy is applicable for academic and research work done in the form of research papers, book writing, chapter writing, Ph.D. thesis, PG-Dissertations, UG-project reports, e-content generation (e-text/notes/assignments, Video, Powerpoint presentations for public consumption).

3. Rule to avoid the Plagiarism:

(a) Always give the due credit to the original author (s) and give the proper citation and proper reference.

(b) Place the sentence in inverted commas if you quote text verbatim.

6. Detection of Plagiarism:

a. The library shall provide the plagiarism checking service to research scholars upon a receiving a request through proper channel. In case of Ph.D./research work all the plagiarism checking will be done using Turnitin software.

b. For plagiarism checking at UG level project report, URKUND software, facilitated by library to departmental library coordinator will be used.

c. All the research output documents like research papers, short synopsis, long synopsis, draft thesis, and final thesis will have original copy of the plagiarism report generated on the plagiarism detecting software available with university, preferably by Turnitin. In case of UG project reports URKUND can be used to generate the plagiarism report. The appropriate forms (Form-1/Form-2, placed at annexure can be used to send a request to the university librarian).

d. This report should have Unique-ID/RollNo. Of scholar, Scholar name and title of the work. These certificates will be signed by the supervisor, the librarian and finally by the CDP.

e. He shall also submit a declaration to be recorded on the plagiarism report obtained from the software.

f. He shall also submit an affidavit of plagiarism free and original PhD research work.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

i) All quoted work reproduced with all necessary permission and/or attribution.

ii) All references, bibliography, table of content, preface and acknowledgements.

iii) All similarities of minor nature.

iv) All generic terms, laws, standard symbols and standards equations.

8. Zero Tolerance Policy in the core Area:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only. These should not have any similarities. It shall exclude common knowledge or coincidental terms, up to fourteen (15) consecutive words.

9. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

i) **Level 0:** Similarities up to 10% - Minor similarities, no penalty

ii) **Level 1**: Similarities above 10% to 40%

iii) **Level 2:** Similarities above 40% to 60%

iv) **Level 3:** Similarities above 60%

Note: Additional 5% relaxation is permitted in case of e-contents, which are to be made available on public platform.

10. Detection/Reporting/Handling of Plagiarism:

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the IECRIP. The authorities of the university can also take suomotoaction of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the universitybased on findings of an examiner. All such cases will be investigated by IECRIP.

11. Departmental Academic Integrity Panel (DAIP)

i. The respective Department in the university shall constitute a three member DAIP upon receiving the complaint, whose composition shall be as given below:

a. Chairperson –Chairman of DRC(if the case is not against him, Other wise a Sr. Professor nominated by Dean with the permission of Director CDP(Central Doctoral Program and Vice chancellor)
b. Member - Senior academician from outside the department, to be nominated by the Director-Central Doctoral Program.
c. Member - A person well versed with anti-plagiarism tools, preferably Librarian or his nominee.

The quorum for the meetings shall be 2 out of 3 members (including Chairman).

ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the Institutional Ethical Committee for Research and Intellectual Property(IECRIP), within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

12. Institutional Ethical Committee for Research and Intellectual Property (IECRIP):

(i) Registrar will notify the formation of the IECRIP, with the permission of Vice Chancellor.
(ii) Itshall consider the recommendations of DAIP.
(iii) It shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
(iv) It shall have the power to review the recommendations of DAIP including penalties with due justification.
(v) Itshall provide a copy of the report to the person(s) against whom inquiry report is submitted.

13. Workflow for reconciliation of plagiarism reports

a. If a draft thesis is found plagiarized and is reported to Departmental Research Committee, then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in mind the following guidelines:

I. The similarity between documents is within the limit (not more than 10%) for putting some original results in proper context and all original sources are correctly cited. The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the thesis.

ii. Self-plagiarism: "Regarding self-plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate, has to be issued by the supervisor specifying and attaching the articles that have been published by the student from the thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check." Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations. If the published work is co-authored by others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his thesis.

iii. Low- level plagiarism: When the plagiarism is a result of negligence or without intent to cheat and the similarity between documents marginally outside the limit, the candidate may be allowed to resubmit the work with proper citations.

i. Mid- level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.

ii. High- level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, artwork copying, source code copying etc. Intention to cheat is very clear. The candidate 's registration may be cancelled.

b. The thesis resubmitted as recommended by the Departmental Research Committee will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him/her in the thesis. 10. Plagiarism reported after the of Award of Degree (a) In case, any plagiarism is reported to the university after a Ph.D. degree has already been awarded, the Director may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.
(b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.
(c) The Director-CDP will place the report along with recommendations of the committee before the Academic Council for its consideration and action.

14. Penalties:
Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the university only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and the individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

i. Penalties in case of plagiarism in submission of <u>thesis and dissertations</u>
Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

a. **Level 0**: Similarities up to 10% - Minor Similarities, no penalty.
b. **Level 1**: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
c. **Level 2**: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
d. **Level 3**: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Ethical Committee

a. **Level 1**: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
b. **Level 2**: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
c. **Level 3**: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Ethical Committee

ii. **Penalties in case of plagiarism in <u>academic and research publications</u>**(5% additional relaxation, in case of e-contents (e-notes, video lectures, animations, PowerPoints)

a. **Level 0**: Similarities up to 10% - Minor similarities, no penalty.
b. **Level 1:** Similarities above 10% to 40% i) Shall be asked to withdraw manuscript.
c. **Level 2:** Similarities above 40% to 60%
   a. Shall be asked to withdraw the manuscript.
   b. Shall be denied a right to one annual increment.
   c. Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

d. **Level 3**: Similarities above 60%
   a. Shall be asked to withdraw manuscript.
   b. Shall be denied a right to two successive annual increments.
   c. Shall not be allowed to be a Master's/PhD supervisor for 3 years

Note 1: Penalty on repeated plagiarism Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: Penalty in case where the benefit or credit has already been obtained If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended and approved by IECRIP.

Note 3: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of the University, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IECRIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or University level ethical committee, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated. Alternatively, Vice Chancellor may depute a senior professor of university, in place of the disputed member, till the allegations are proved invalid.

15. Additional guidelines for e-contents

a. The course coordinator or the faculty member will obtain a copyright clearance for any readings, images and video clips used as core and supplementary reading in case of licensed material if used from DAIP, before the contents are uploaded on the public platform.
b. Direct reference to the specific material should be avoided in video content or other course material till clearance has been obtained.
c. The similarity of the e-content should not exceed 15% in any case.

16. Exigencies, if any

Notwithstanding anything stated in this policy, for any unforeseen issues arising, and not covered by this policy, or in the event of differences in the interpretation, the vice chancellor may take a decision, after obtaining, if necessary, opinion/advice of a committee constituted for this purpose, the decision of the vice chancellor shall be final.

Annexures : Forms and Formats

All the forms and formats can be forwarded to the librarian@mriirs.edu.in, for plagiarism check through the official mail ids of stake holders, in the sequence of signatures (for example student/scholar send to the guide, guide sends the request to library). Such request through emails, should have subject line mentioned against the form number (e.g. in case of form1 for a request for plagiarism check in a draft thesis; the subject should have " Request for plagiarism check in draft thesis for rollnumber".

Form-1: Request for plagiarism check In Thesis/ Dissertation for roll Number: xxxxxxx

- The attached document should contain only abstract, summary, hypothesis, observations, results, conclusions and recommendations of the draft/final thesis.
- The similarity report will be shared through email only within 24 hours of receiving the request

To
The librarian,
MRIIRS, Faridabad
Subject: Request for plagiarism check repot of PhD thesis
Dear Sir/Madam,
Please find attached the softcopy of my Ph.D. thesis. you are requested to check the plagiarism and share the similarity report.

Roll No. of Research Scholar	
Name of Research Scholar	
Contact Details (email-id,mobile) of research scholar	
Name of the Research Guide	
Contact Details (email-id,mobile) of research guide	
Title of Thesis	
Date of request (DD/MM/YYYY)	

I hereby declare that, I am aware of anti-plagiarism policy of MRIIRS. I further declare that the soft copy being submitted for plagiarism check is the same as print copy of dissertation / thesis.

Signature of Research Scholar **Signature of Research Guide**

(No need for signature, if the mail is forwarded through the official email-ids of research scholar/guide.)

Form-2: Request for Plagiarism Verification (Other than Thesis) Staff / Student / Research Scholar

- The similarity report will be shared through email only with in 24 hours of receiving the request.
- The document should be ready as final for the submission.
- The document should contain chapters from introduction to conclusion in word format.

Name of (Student/Staff/ Scholar)	
Enrolment ID/Employee-ID	
Email-id	
Mobile	
Type of work (Select the appropriate one)	Abstract Research Paper Project Conference Journal Article Book Chapter Book
Title of the work	
Date of Request(DD/MM/YYYY)	

Recommended and forwarded to the Library for similarity verification of the above documents through Turnitin/URKUND (as per the policy).

Form-3: Plagiarism Check Report (Theses)

Name of Research Scholar			
Roll Number			
Name of Research Guide			
Title of Thesis/ Dissertation			
Similarity contents identified	Introduction/ Review of Literature	Material and Methods	Results/ Discussions/ Summary/ Conclusion
Software used			
Date of Plag Check (dd/mm/yyyy)			
Date of Reply to sender(dd/mm/yyyy)			

Checked by: Signature of Librarian

Form - 4 : Plagiarism Check Report (Articles/Conference Papers/ Books / Chapters / Research papers)

Name of Research Scholar	
Roll Number	
Type of work (Select the appropriate one)	Abstract Research Paper Project Conference Journal Article Book Chapter Book
Title of Work	
Similarity contents identified	
Software used	
Date of Plag Check (dd/mm/yyyy)	
Date of Reply to sender(dd/mm/yyyy)	

Checked by : Librarian Signature

CHAPTER

13. POLICY FOR IT USAGE AND MAINTENANCE AND its SOPs

This Policy framework shall govern the stakeholders'for usage of all the IT facilities available in the campus and the maintenance processes. It broadly covers the Computing Resources, Definition of Terms, Hardware Procurement Usage and Maintenance, E-Waste Management, Software Procurement and Usage and Data Management.

A. The Computing Resources

The computing resources at Manav Rachna International Institute of Research and Studies (MRIIRS) support the educational, instructional, research, and administrative activities of the University and the use of these resources is a privilege that is extended to members of the MRIIRS community. As a user of these services and facilities have access to valuable University resources, sensitive data, and internal and external networks. Consequently, the user needs to behave in a responsible, ethical, and legal manner.

This document establishes specific requirements for the use of all computing and network resources at MRIIRS are called "IT Policy" (or as Policy / Policies elsewhere in this document).

This policy applies to all users of computing resources owned or managed by MRIIRS. Individuals covered by the policy include (but are not limited to) MRIIRS faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via MRIIRS's computing and computer network facilitieswith due written permission or without violating the protocols etc. it should complete)

Computing resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physicalor wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments (such as the University Libraries and Computing and Information Services), personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

"Acceptable use" means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

1. Rights and Responsibilities

Use of MRIIRS's computing facilities and services for those activities that are consistent with the educational, research and public service mission of the University and are not "Prohibited Activities".

As a member of the University community, MRIIRS provides use of scholarly and/or work-related tools, including access to the Library, certain computer systems, servers, software and databases, the campus telephone and voice mail systems, and the Internet. It is expected from University Community to have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (may vary depending on whether userassociation/ role in the University), and of protection from abuse and intrusion by others sharing these resources. Authorized users can expect their right to access information and to express their opinion to be protected as it is for paper and other forms of non-electronic communication.

It is the responsibility of the University Community to know the regulations and policies of the University that apply to the appropriate use of the University's technologies and resources. University Community is responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a representative of the MRIIRS community, each individual is expected to respect the University's good name in userelectronic dealings with those outside the University.

2. Acceptable Use of IT Infrastructure and resources

An authorised user may use only the computers, computer accounts, and computer files for which he/she has authorization.
Usermay not use another individual's account or attempt to capture or guess other users' passwords.

The user is individually responsible for the appropriate use of all resources assigned to the user including the computer, the network address or port, software and hardware. Therefore, user is accountable to the University for all use of such resources. As an authorized MRIIRS user of resources, the usermay not enable unauthorized users to access the network by using anMRIIRS computer or a personal computer that isconnected to the MRIIRS network. [Please refer to Network Connection Policy]

The university is bound by its contractual and license agreements respecting certain third party resources; the user is expected to comply with all such agreements when using such resources.

User should make a reasonable effort to protect userpasswords and to secure resources against unauthorized use or access.User must configure hardware and software in a way that reasonably prevents unauthorized users from accessing MRIIRS's network and computing resources.

User must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

You are must comply with the policies and guidelines for any specific set of resources to which use have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

Usermust not use MRIIRS computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.

On MRIIRS network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless userhave hasspecifically authorized to do so by the MRIIRS-IT Information Security Group.

1. Fair Share of Resources

The campus network, computer clusters, mail servers and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the MRIIRS community is explicitly forbidden.
The University may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them.

The users using the Computing and Information Services, and the IT department which operates maintain computers, network systems and servers, will maintain an acceptable level of performance and assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others unless the users found to be inappropriate and not adherence to this IT policy.

2. Adherence with Central, State and Local Laws

As a member of the MRIIRS Community, user is expected to uphold local ordinances and state and federal law. Some MRIIRS guidelines related to use of technologies derive from that concern, including laws regarding license and copyright, and the protection of intellectual property.

As a user of MRIIRS's computing and network resources user must:

I. Abide by all federal, state, and local laws
ii. Abide by all applicable copyright laws and licenses. MRIIRS University has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements

iii. Observe the copyright law as it applies to music, videos, games, images, texts and other media in both personal use and in production of electronic information. The ease with which electronic materials can be copied, modified and sent over the Internet makes electronic materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement

iv. Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software and logos) unless user have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation and criminal prosecution

See the Copyright Infringement Policy, which details the policies and procedures MRIIRS follows in responding to notifications of alleged copyright infringements on the University network.

5. Privacy and Personal Rights

All users of the university's network and computing resources are expected to respect the privacy and personal rights of others.

Do not access or copy another user's email, data, programs, or other files without the written permission of MRIIRS's Registrar or General Manager IT, who is bound to the procedures outlined at Emergency Access to Accounts and Information.

Be professional and respectful when using computing systems to communicate with others; **the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to university discipline as well as legal action by those who are the recipient of these actions.**

While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that MRIIRS is not subject to claims of institutional misconduct.

Access to files on University-owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the

GM IT in conjunction with requests andor approvals from Registrar and or Head of Departments (HoDs) of the University, as found in the document Emergency Access to Accounts and Information. External law enforcement agencies and MRIIRS Public Safety may request access to files through valid subpoenas and other legally binding requests. All such requests must be approved by the Registrar. Information obtained in this manner can be admissible in legal proceedings or in a University hearing.

6. Privacy in e-mail

While every effort is made to insure the privacy of MRIIRS email users, this may not always be possible. Since employees are granted use of electronic information systems and network services to conduct University business, there may be instances when the University, based on approval from authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user.

7. User Compliance and Liability

When an individual use MRIIRS computing services and accept any University issued computing accounts, means that individual agrees to comply with this and all other computing related policies. It is the responsibility of the individual to keep up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary. User shall be liable to hold responsibility for any unlawful activities or communications made from his / her device and account.

B. DEFINITION OF TERMS

1. Acceptable Use

"Acceptable use" means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements.

2. Prohibited Activities

The activities that are not consistent with the educational, research and public service mission of the University are called "Prohibited Activities". Prohibited activities include:

a) Activities that would jeopardize the University's UGC and NAAC status
b) Use of MRIIRS's computing services and facilities for political purposes
c) Use of MRIIRS's computing services and facilities for personal economic gain
d) Use of MRIIRS's computing services for any unlawful activities, racial activities, threat to nation or any individual, hoax calls, impersonation etc.

3. Network Connection Policy

The purpose of this policy is to define the standards for connecting computers, servers or other devices to the University's network to protect the MRIIRS campus network and the ability of members of the MRIIRS community to use it.

The standards are designed to minimize the potential exposure to MRIIRS community from damages (including financial, loss of work, and loss of data) that could result from computers and servers that are not configured or maintained properly and to ensure that devices on the network are not taking actions that could adversely affect network performance.

MRIIRS must provide a secure network for educational, research, instructional and administrative needs and services. An unsecured computer on the network allows denial of service attacks, viruses, Trojans, and other compromises to enter the university's campus network, thereby affecting many computers, as well as the network's integrity. Damages from these exploits could include the loss of sensitive and confidential data, interruption of network services and damage to critical MRIIRS University internal systems. Universities that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, servers and other devices to the MRIIRS network must follow specific standards and take specific actions.

This policy applies to all members of the MRIIRS community (faculties, employees, students etc.) or visitors who have any device connected to the MRIIRS network, including, but not limited to, desktop computers, laptops, servers, wireless computers, mobile devices, smart-phones, specialized equipment, cameras, environmental control systems, and telephone system components. The policy also applies to anyone who has systems outside the campus network that access the campus network and resources. The policy applies to university-owned computers (including those purchased with grant funds), personally-owned or leased computers that connect to the MRIIRS network.

a. Appropriate Connection Methods

Devices can be connected to campus network at appropriate connectivity points including voice/data jacks, through an approved wireless network access point, via a VPN or SSH tunnel, or through remote access mechanisms such as DSL, cable modems, and traditional modems over phone lines.

Modifications or extensions to the network can frequently cause undesired effects, including loss of connectivity. These effects are not always immediate and not always located at the site of modifications. As a result, extending or modifying the MRIIRS network must be done within the MRIIRS-IT published guidelines. Exceptions will be made by MRIIRS-IT for approved personnel in departments who can demonstrate competence with managing the aforementioned hardware.

b. Network Registration

Users of the university network need to be required to authenticate when connecting a device to it. Users may also need to install an agent on their computers before they are allowed on the network. The role of such an agent would be to audit the computer for compliance with security standards as defined in this document.

MRIIRS-IT maintains a database of unique machine identification, network address and owner for the purposes of contacting the owner of a computer when it is necessary. For example, MRIIRS-IT would contact the registered owner of a computer when his or her computer has been compromised and is launching a denial of service attack or if a copyright violation notice has been issued for the IP address used by that person or found to be indulged in unlawful and mollified activities.

c. Responsibility for Security

Every computer or other device connected to the network, including a desktop computer has an associated owner (e.g. a student who has a personal computer) or caretaker (e.g. a staff member who has a computer at their office). For the sake of this policy, owners and caretakers are both referred to as owners.

Owners are responsible for ensuring that their machines meet the relevant security standards and for managing the security of the equipment and the services that run on it. Some departments may assign the responsibility for computer security and maintenance to the Departmental Computing Coordinator or the Departmental Systems Administrator. Therefore, it is possible that one owner manages multiple departmental machines along with his or her own personal computer. Every owner should know who is responsible for maintaining his or her machine(s).

d. Security Standards

Security standards apply to all devices that are connected to MRIIRS network through standard university ports, through wireless services, and through home and off campus connections.

Owners must ensure that all computers and other devices capable of running anti-virus/anti-malware software have MRIIRS-licensed anti-virus software (or other appropriate virus protection products) installed and running. Owners should update definition files at least once per week.

Computer owners must install the most recent security patches on the system as soon as practical or as directed by Information Security. Where machines cannot be patched, other actions may need to be taken to secure the machine appropriately.

Computer owners of computers that contain MRIIRS Restricted Information should apply extra protections. MRIIRS-IT's central Group will provide consultations on request to computer owners who would like more information on further security measures. For instance, individuals who are maintaining files with Social Security information or other sensitive personal information should take extra care in managing their equipment and securing it appropriately.

e. Centrally-Provided Network-Based Services

MRIIRS-IT, the central computing organization, is responsible for providing reliable network services for the entire campus. As such, individuals or departments may not run any service which disrupts or interferes with centrally-provided services. These services include, but are not limited to, email, DNS, DHCP, and Domain Registration. Exceptions will be made by MRIIRS-IT for approved personnel in departments who can demonstrate competence with managing the aforementioned services. Also, individuals or departments may not run any service or server which requests from an individual their MRIIRS-IT-maintained password.

f. Protection of the Network

MRIIRS-IT uses multiple methods to protect the MRIIRS network:

a) monitoring for external intruders
b) scanning hosts on the network for suspicious anomalies
c) blocking harmful traffic

All network traffic passing in or out of MRIIRS's network is monitored by an intrusion detection system for signs of compromises. By connecting a computer or device to the network, user are acknowledging that the network traffic to and from user computer may be scanned.

MRIIRS-IT routinely scans the MRIIRS network, looking for vulnerabilities. At times, more extensive testing may be necessary to detect and confirm the existence of vulnerabilities. By connecting to the network, user agree to have user computer or device scanned for possible vulnerabilities.

MRIIRS-IT reserves the right to take necessary steps to contain security exposures to the University and or improper network traffic. MRIIRS-IT will take action to contain devices that exhibit the behaviours indicated below, and allow normal traffic and central services to resume.

a) imposing an exceptional load on a campus service
b) exhibiting a pattern of network traffic that disrupts centrally providedservices
c) exhibiting a pattern of malicious network traffic associated with scanning or attacking others
d) exhibiting behaviour consistent with host compromise

MRIIRS-IT reserves the right to restrict certain types of traffic coming into and across the MRIIRS network.

MRIIRS-IT restricts traffic that is known to cause damage to the network or hosts on it, such as NETBIOS. MRIIRS-IT also may control other types of traffic that consume too much network capacity, such as filesharing traffic.
By connecting to the network, it is expected that the individual has acknowledged that a computer or device that exhibits any of the behaviours listed above is in violation of this policy and will be removedfrom the network until it meets compliancy standards.

4. Handling of MRIIRS Restricted Information

MRIIRS University is dedicated to ensuring the privacy and proper handling of private and restricted information of its students, employees, and individuals associated with the University. The primary purpose of this policy is to ensure that the necessary policy and awareness exist so that University employees and students comply with all applicable laws and regulations. This document establishes minimum requirements for the proper handling and protection of MRIIRS Restricted Information. All departments shall limit access to MRIIRS Restricted Information to those individuals with a university and/or business need to the information in order to do their job.

This policy applies to all MRIIRS Restricted Information, which includes but is not limited to: Personal identifications, credit card numbers, medical records, dates of birth, driver's license numbers, addresses, and passport information.

Restricted information is not meant only for university operational, business and student data. Research data also utilizes highly sensitive, confidential, restricted and regulated information. Many Data use Agreements stipulate and dictate strong security measures for the use of the data.

The restricted information is covered in any tangible format, including but are not limited to, paper, photographs, film, audio and videotapes, microforms, drawings, databases, email, and any other electronic records.

All members of the MRIIRS community, including staff, faculty, students, affiliates, volunteers, and third party vendors or contractors shall complywith this policy. Vendor contracts should include a clause referencing this policy.

5. Access, Storage, Transmission & Back-up of Restricted Information Access

a) Access

Access controls to all MRIIRS Restricted Information must be documented. MRIIRS Restricted Information must have a designated Data Owner who authorizes such access.

b) Storage

MRIIRS Restricted Information in electronic format must be stored on a server centrally managed by Computing and Information Services (MRIIRS-IT) or in an environment that is under strict legal contracts with the university that meet this policy, and not on a workstation, laptop, portable storage device, or locally managed server. Exceptions must be reviewed and approved in writing by the GM IT

An approved local machine must be in a physically secure location and require a unique logon with a strong password for each individual with authorized access (i.e. shared accounts and passwords are prohibited). Security logs must be enabled and periodically reviewed by the locally approved department.

MRIIRS Restricted Information must be housed on a server or approved workstation that meets current operating system, hardware and software support levels.
MRIIRS Restricted Information in any hard copy format must be stored in locked cabinets or offices, and not be able to be accessed by unauthorized persons.

c) Transmission

MRIIRS Restricted Information should never be transmitted over the network "in the clear" rather it should always be transmitted using an Information Security Group-approved encryption mechanism.
MRIIRS Restricted Information should never be transmitted via unencrypted email. Password-protected documents or spreadsheets can be used as attachments in certain cases, with approval of the Chief Information Security Officer.

d) Backups

It is the responsibility of everyone entrusted with MRIIRS Restricted Information to back it up and store it in a secure and controlled location by themselves. Backup of MRIIRS Restricted Information should be encrypted if technically feasible.
The backup of central server and databases will be taken on tapes on rotation basis, there should be an incremental backup to be taken every day and full back up need to be taken twice a week. The back-up data should be kept in two copies. One copy will be stored locally for any emergency restoration and other copy will be stored physically apart out of the campus premises but may be within the city.

e) Release of Information

Restricted information concerning individual students or employees may be released only if the release of such information has been authorized by the Data Owner (the University employee identified as being responsible for the classification and data oversight for a functional area, or certain type of protected information).
The Data Owner is responsible for theprotection, confidentiality, and release of the information assigned to them, in accordance with University Policy, regulatory mandates, and legal obligations to release.
Additional information on the roles of the Data Owner can be found in the Data Protection Roles and Responsibilities Section of this document.

f) Confidentiality Agreement

Data Owners, who authorize access to MRIIRS Restricted Information, should ensure that those with access sign a Confidentiality Agreement. All authorized users of MRIIRS Restricted Information are also required to successfully complete the "Protecting MRIIRS Information" class (contact Computing Accounts and Passwords for details).

g) Special Statement on the Collection, Storage, and Use of Personal Identifications

While it is recognized that a small number of areas, departments, and processes have a need to utilize personal identifications, any use of this identifier puts members of the MRIIRS community at a greater risk of identity theft. As a result, any Department of MRIIRS that currently uses, or wishes to collect, store, or use personal identifications in any format must:

1) Show institutional need
2) Receive approval from the Data, Privacy, and Records Management Steering Committee
3) Permit audits (including server and application security) at least annually to ensure safe SSN handling

Additional information specific to personal identifications can be found in the Personal identifications – Usage and Protection Requirements.

h) Special Statement on Research Data

As a research institution, MRIIRS collects, stores and utilizes large amounts of research data which may be restricted, confidential and protected information. In addition to the stipulations on handling such information as outlined in this policy, guidance and oversight is provided by the Office of the Director of Research (ODR). ODR assists faculty in ensuring that research complies with institutional and federal standards, beginning with proposal preparation and review, and extending throughout the performance of the research and into evaluation and reporting of research project results.

i) Policy Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment

j) Computing Passwords Policy

Computing Passwords Policy describes the University's requirements for acceptable password selection and maintenance to maximize security of the password and minimize its misuse or theft.

Passwords are the most frequently utilized form of authentication for accessing a computing resource. Due to the use of weak passwords, the proliferation of automated password-cracking programs, and the activity of malicious hackers and spammers, they are very often also the weakest link in securing data. Password use must therefore adhere to the policy statement found below.

This policy applies to anyone accessing or utilizing MRIIRS network or data. This use may include, but is not limited to, the following: personal computers, laptops, MRIIRS-issued cell phones, and hand-held factor computing devices (e.g., PDAs, USB memory keys, electronic organizers), as well as MRIIRS electronic services, systems and servers. This policy covers departmental resources as well as resources managed centrally.

k) General Password Guidelines

All passwords (e.g., email, web, desktop computer, laptop etc.) should be strong passwords and follow the standards listed below. In general, a password's strength will increase with length, complexity and frequency of changes.

Greater risks require a heightened level of protection. Stronger passwords augmented with alternate security measures such as multi-factor authentication, should be used in such situations. High risk systems include but are not limited to: systems that provide access to critical or sensitive information, controlled access to shared data, a system or application with weaker security, and administrator accounts that maintain the access of other accounts or provide access to a security infrastructure.

Central and departmental account managers, data trustees, and security and/or system administrators are expected to set a good example through a consistent practice of sound security procedures.

All passwords must meet the following minimum standards, except where technically infeasible:

1) be at least ten characters in length (for Brown network passwords, eight for Google mail)
2) contain at least one lowercase character
3) contain at least one number
4) contain at least one special character
5) contain at least one uppercase character
6) cannot contain user first name, last name, or username
7) cannot match user last three passwords
8) To help prevent identity theft, personal or fiscally useful information such as Social Security or credit card numbers must never be used as a user ID or a password
9) All passwords are to be treated as sensitive information and should therefore never be written down or stored on-line unless adequately secured
10) Passwords should not be inserted into email messages or other forms of electronic communication without the consent of the Information Security Group (ISG)
11) Passwords that could be used to access sensitive information must be encrypted in transit
12) The same password should not be used for access needs external to Brown (e.g., online banking, benefits, etc.)

1) It is recommended that passwords be changed at least every six months
2) Individual passwords should not be shared with anyone, including administrative assistants or IT administrators. Necessary exceptions may be allowed with the written consent of ISG and must have
3) a primary responsible contact person. Shared passwords used to protect network devices, shared folders or files require a designated individual to be responsible for the maintenance of those
4) passwords, and that person will ensure that only appropriately authorized employees have access to the passwords.
5) If a password is suspected to have been compromised, it should be changed immediately and the incident reported to the Departmental Computing Co-ordinator (DCC).
6) Password cracking or guessing may be performed on a periodic or random basis by ISG or its delegates with the cooperation and support from the appropriate system administrator. If a password is guessed or cracked during one of these scans, the password owner will be required to change it immediately.

l) Account Administration Standards

In addition to the general password guidelines listed above, the following apply to desktop administrator passwords, except where technically and/or administratively infeasible:

1) Passwords must be changed at least every six months
2) Where technically and administratively feasible, attempts to guess a password should be automatically limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes
3) Failed attempts should be logged, unless such action results in the display of a failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities or compromises should be immediately reported to the Information Security Group

m) Shared Accounts

In addition to the general password standards listed above, the following apply to server administrator passwords, except where technically and/or administratively infeasible:

a) Passwords for servers must be changed as personnel changes occur
b) If an account or password is suspected to have been compromised, the incident must be reported to ISG and potentially affected passwords must be changed immediately
c) Where technically or administratively feasible, attempts to guess a password should be limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes

a) Uniform responses should be provided for failed attempts, producing simple error messages such as "Access denied". A standard response minimizes clues that could result from hacker attacks

b) Failed attempts should be logged, unless such action results in the display of the failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities such as suspected attacks should be reported to the Information Security Group
Note: Log files should never contain password information

6. Data Protection Roles & Responsibilities

There are four basic roles for proper data management and protection at MRIIRS:

a) Data Owner
b) Manager of Policies & Procedures for access to that data
c) Manager of the infrastructure and account access
d) Data user

It is important that

a) All MRIIRS Restricted Information should have an identified owner
b) Anyone who has been entrusted with sensitive information has a responsibility to the data's owner for its proper use and protection.

The following chart breaks out above roles and defines their responsibilities. The listed example is for the handling of financial business information and illustrates one combination of roles and responsibilities.

Responsible Position or Individual	Key Responsibilities	Example *(Financial Data)*
Registrar (Chairperson)	• Data owner for their functional area, responsible for its management and participating in establishing policies. • Promotes data resource management for the good of the entire University.	University Controller
Departmental Heads	• Manage access to their functional area's data. • Provide input in policy implementation and resulting procedures • Awareness/ training for those individuals who have access to "MRIIRS sensitive information" in the course of their jobs.	Assistant Controller
Zone Leaders	• Provide a secure infrastructure in support of the data, including, but not limited to: physical security, backup and recovery processes as well as secure transmission of the data. • Grant/ Revoke access privileges to authorized system users and maintain records. • Ensure individuals have access only to that information for which they have been authorized, and that access is removed in a timely fashion when no longer needed. • System Administrator and/or Departmental Computing Coordinators are accountable for data within their specific areas or departments. • Computing and Information Services for centrally held data.	Technical Support / System Administrator
Manager ICT	• Protecting the security and integrity of the data as detailed in the Policy on the "Handling of MRIIRS Restricted Information" • Report weakness in the protection of data to IT Security	User of Workday Financials System

7. Violation or Breach of Policies

If an individual is found to be in violation of the Acceptable Use Policy, the University will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to central, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and local laws develop and change. (Violation sub section comes in the end.

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Helpdesk at intercom No. 4444 or email at team-helpdesk@manavrachna.net. On receipt of notice (or where the University otherwise becomes aware) of any suspected breach of this Policy, the University reserves the right to suspend a user's access to University's Data.
If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the University's disciplinary procedures.

8. Revisions to Policy

The University reserves the right at any time to revise the terms of this Policy. Any such revisions will be noted in the revision history of the policy, which are available on the MRIIRS website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

9. Further Information / Grievance

If user have any queries in relation to this policy, please contact:
GeneralManager IT
Email: gm.it@mriirs.edu.in

POLICY FOR IT USAGE AND MAINTENANCE

HARDWARE PROCRUREMENT, USAGE AND MAINTENANCE

Abstract

This Data Management Policy is designed to help the MRIIRS understand their responsibilities with regards to the protection of electronic data. In particular electronic data and information belonging to, held or used by, MRIIRS

Policy

The University has entrusted IT Department with responsibility for the support and timely maintenance of the University network, servers and workstations to include University owned computer hardware, software and peripherals. This policy establishes expectations for the purchase, use and re-use of technology hardware that assures, as a community, as responsibilities towards the University resources, aware of security considerations and consistent in MRIIRS practices.

Definitions

A. Technology

"Technology" means a cable or small digital camera to a desktop computer/ laptop or printer or Network Active Components like Switches, Routers, Firewall etc. Throughout this policy the word "technology" when not otherwise qualified refers only to computers, monitors, tablets, printers and most devices that connect to the University's network. While IT department will gladly offer advice and guidance and/or facilitate making other types of purchases, this policy is not aimed at those needing small peripherals (for example cables, an adaptor, a specialized mouse, a thumb drive, a small webcam, a voice recorder, microphone or speaker.)

B. University-Owned

A "University-owned" computer is defined as a computer that is optimally configured for the general activities associated with being a staff or faculty member and optimized to work on the MRIIRS network with associated adequate security provisions. This may be new or used equipment depending on circumstances.

Technology Equipment Purchasing
To achieve the best possible and most effective service levels for all MRIIRS-owned technology, technology hardware purchases are made under the suggestion of IT department through central procurement department.

By working through IT department, faculty and staff can expect assistance and guidance that helps to assure purchases are sustainable, compatible with existing systems, and can be adequately supported. To aid in this endeavour, IT department in association with the central procurement department has negotiated purchasing agreements with hardware, software, network, and telecommunication vendors, service agencies, multimedia companies, software developers, and others. Involving IT department in technology purchases and taking advantage of pre-negotiated purchasing agreements helps assure the needs of our campus users are met, such as:

a) Compatibility with MRIIRS network environment.
b) Compliance with MRIIRS security requirements and policies.
c) Suitability, based on needs assessment.
d) Licensing compliance for any bundled software purchases that accompany hardware devices.
e) Hardware that can be efficiently supported.
f) All equipment is entered into the University's asset management system

Standardizing equipment purchased allows the MRIIRS to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs and increase access to training and assistance. These standards are re-evaluated periodically based on common needs, vendor offerings, cost, reliability, supportability, quality, sustainability, compliance with recycling policies and timeliness of vendor response.

C. Computers for Active Faculty & Professional Staff

Standard technology purchases are part of MRIIRS Annual computer replacement cycle which focuses on the primary computer provided to active faculty and staff.

a) Manav Rachna International Institute of Research and Studies (MRIIRS)will provide one "University-owned" computer to each member of the faculty and professional staff of the University, including visiting faculty for official use.

b) In case, a faculty member requests for a primary computer above the standard configuration, the requests are typically reviewed by the IT Core Committee. If approved, the faculty member may have to use his or her department, grant or endowed fund to cover the additional cost. It is not allowable for an individual's to use their own personal resources to pay for this cost differential.

c) Computers and equipment should be returned to IT TRC (Technical Repairing Centre) at the end of their useful life and are not automatically eligible for replacement. Depending on age and condition, IT TRC may use for parts, properly remove data and/or recycle retired equipment. "Beyond the end of its useful life" is generally defined by IT TRC as equipment that is: broken, unable to run a newer operating system, requires an operating system that is considered end of life, or lacks necessary storage or memory to apply critical security patches, browser or software updates.

d) Computer purchases cannot be made for individual's personal use. IT department will, from time to time, make information available from some vendors that offer special incentives to employees for their personal use but those transactions are carried out directly between the vendor and the employee.

e) Departmental computer purchases may not be charged to an individual's University provided purchase card or reimbursed through an expense voucher. MRIIRS will not reimburse nor support the purchase of any technology-related item, unless that purchase was made through and/or with the knowledge and approval of IT and core committee..

f) Should an individual's position require more than 1 computer, the individual's department

g) bears the cost of the additional equipment from their allotted annual budget. That additional equipment will be given to IT Help Desk when it is no longer needed, or when it reaches the end of its useful life. IT staff will work with departments to determine whether equipment is no longer needed.

h) Additional desktop or laptop computers or desired peripherals such as docking stations or external monitors for laptops (either for individuals or to share within a department) are purchased through central procurement department, but charged to departmental annual budget.

i) Because of data security concerns, administrative departments are strongly discouraged from purchasing extra shared equipment for their department (for example a shared travel laptop that is only periodically used.)

j) The majority of faculty and staff have their primary computer issued by IT department. There are a few exceptions to this. Despite this exception for primary issuance source, all other policies remain in effect.

D. Ownership and Sale of University-purchased equipment

All technology equipment, regardless of how the purchase was originally funded (departmental funds, IT funds, endowed funds, etc.) remains the property of Manav Rachna International Institute of Research and Studies. MRIIRS does not consider requests for sale or retaining for non- University uses of equipment to faculty, staff, retirees or students; for example at the time of departure from MRIIRS. This is true regardless of how the equipment purchase was originally funded. For a variety of reasons including information security, restrictions of software licensing contracts and general interest of fairness to all who might want to buy used goods from the University, IT department is not authorized to sell or give away equipment directly to individuals. Other questions about purchase or sale of University equipment should be directed to the University IT Core Committee.

E. Hardware Replacement Policy

University-owned individual-use computers are "generally" replaced every five years. This is done for several reasons, like:

- to provide community members with the current operating systems and sufficient power for the latest software applications
- to protect our campus network by updating the security protections that come with more recent operating systems
- to maintain a reasonable number of hardware configurations that can be well supported by limited staff

IT department will engage in an Annual replacement plan by examining existing inventory of all University-owned hardware, making an initial recommendation for replacement based on the needs of various faculty and staff members and the funds that are available for hardware replacement. The Academic Headand or Management heads will then review these recommendations to make the necessary adjustments to arrive at the final plan. Depending on the adjustments made, allocationsof hardware are likely to be changed, particularly if there are funding constraints within the department.

Individuals will be notified prior to the replacement of their computer and will be given an option to request delaying their replacement by no more than one year. This extension will be granted if the computer meets the needs of the individual for another year, and if the operating system and other software will be supported for another year.

The plan will take into consideration the budget constraints and the academic cycles of various academic and administrative departments to schedule the purchase and replacement of hardware. IT staff will contact the Academic Head and or Management in advance of replacement for consultation, scheduling and training.

IT Staff will assist users in the transfer of data from the old computer to the new one. IT Staff will also assist in the installation of any custom applications that the user needs. However, IT Staff cannot assist in transferring any custom applications that are not supported by the University that the user had installed on their own on the older computer. In many cases, these installations will require original CDs or DVDs and serial numbers for which the user is responsible. Therefore, any reinstallation of these applications is the responsibility of the user. After the data has been transferred to the new computer and the user confirms that everything has been transferred correctly, IT staff will remove the older hardware usually within a day or two.

- Thin Clients - Appropriate for administrative staff that use the computer for basic use such as email, Office applications, basic Banner access and the web.
- Intermediate Windows Desktop Computer - This will be the standard computer for faculty who want a Windows desktopcomputer. This is also appropriate for an administrative user
- Windows Laptop - Ideal for anyone who travels a lot, and for use in both office and home.
- In addition, IT Help Desk will recommend advanced, custom configurations for Windows PC Desktop, Windows PC Laptop, If requested. If a faculty or staff member eligible for replacement needs an advanced configuration, the same shall be routed through their HoDs to IT department for further actions.

1) Newly-hired Faculty

Each new tenure-track faculty member will be provided with a standard desktop or laptop Windows or Mac computer at the beginning of their first year depending on his requirements as decided by the department head.

2) Existing Faculty

All tenured professors of the practice and lecturers on continuing appointments are eligible for an appropriate Windows notebook or desktop computer when their existing computers are due for replacement.

3) Part-time Faculty

Faculty working part-time are eligible for a desktop computer only or they are allowed to use their own laptop / tablet devices cleared by central / zonal IT department duly verified for legitimate software and virus / malware cleaned environment and installed with antivirus application.

4) Shared Computers

There are many offices that require additional computers for their student employees, temporary employees, or teaching assistants. IT Help Desk will assess the need in these areas and provide the minimum number of shared computers. IT department will manage these requests by recommendations purchasing some of the base desktop configurations as well as use some of the computers that are being replaced for this purpose. In the long run, we will use Thin Clients for this purpose, resulting in a far more functional and cost effective solution.

F. Policy for Loss and Damage of Equipment

1) Damage to Equipment

Faculty & Staff who receives a University owned computing device (such as a computer or laptop) are expected to return it to University at the end of its life cycle or before moving from the university. In the event a computer is damaged, the individual or department will be responsible for the repair or replacement of the computer. In these cases, IT TRC will provide the most cost-effective solution taking into consideration factors such as the age of the computer and the extent of the damage.

2) Loss of Equipment

If the equipment is lost on University property, it should be reported to the Campus security and Police immediately and IT Help Desk will find an appropriate replacement computer for the faculty or staff who lost the computer. If the equipment (such as a laptop or tablet) is lost outside the University property, then the individual or department is responsible for the cost of replacing the equipment with an appropriate device.

G. Disposition of Replaced Equipment

When a new computer is delivered by IT, and the recipient has worked with the delivering technician to assure it is working satisfactorily, the old computer will be returned to IT. IT can typically derive several years of service from a computer beyond its first years as a faculty/staff primary workstation, thereby optimizing the lifetime service an individual computer can provide to the campus. IT will gladly pick up other unused older computer equipment that was previously purchased by the University. This equipment may be repurposed on campus, responsibly recycled, or donated to worthy local and international causes after being cleaned of data and software or dispose-off as per local govt body for safe disposition of electronic goods.

1) Computer return at time of departure

When an employee departs, IT is typically alerted several weeks in advance by weekly automated reports provided by Human Resources and will arrange to pick up the departing employee's computing equipment when they depart. If a device needs to be reassigned to a different user, even within the same department, IT must retrieve the device, scrub it of data, update the University's asset database and deliver it to the new user.

2) Data retention when employees depart

For liability reasons, it is considered bad business practice to allow a department to retain a departing colleague's computer in order to retain or retrieve files for departmental operations. Under normal departing circumstances, a department should work with their colleague to relocate files from an employee's computer to an accessible and shared location prior to their last day of work. IT Staff is happy to advise and assist. In circumstances where an employee departs suddenly or unexpectedly, IT Staff will work with colleagues in that department to retrieve and retain relevant files before removing the computer. Departments are urged to establish operating practices that avoid creating and maintaining critical operational files on an individual employee office computer.

Asset Management

IT Help Desk will affix MRIIRS asset tag (typically a small sticker with a unique number on it) on each asset subject to this policy and will maintain an inventory database with I T Manager to include a description of the device and who it is assigned to, and how it was paid for if it was funded outside of IT Department.
IT Help Desk may install software to track information about the device, which is essential for locating equipment when it is lost or stolen; and in some cases being able to reliably remove data from a stolen asset. IT may also periodically conduct a physical inventory to ensure asset records align with the physical location and individual we believe has possession of them. IT may also work with departments to retrieve and re-distribute equipment that is not being utilized.

Revisions to Policy

The University reserves the right at any time to revise the terms of this Policy. Any such revisions will be noted in the revision history of the policy, which are available on the MRIIRS website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

Further Information

In case of any queries in relation to this policy, please contact:

General Manager IT - gm.it@MRIIRS.edu.in

POLICY FOR IT USAGE AND MAINTENANCE
E-WASTE MANAGEMENT

HARDWARE PROCRUREMENT, USAGE AND MAINTENANCE

1. Introduction:

Manav Rachna International Institute of Research and Studies, stands committed to the ideals of Late Dr. O P Bhalla – Right Philosophy, Right Knowledge, and Right Conduct – in branches of the knowledge tree a cloud of knowledge activity (Vidyanatariksha) and aspires to be recognized as the ultimate destination for world-class education.

After the University was established in 2002, Dental, Engineering, Management, Law, Sciences, Physiotherapy, Hotel Management, Graphical Design, Architecture, Journalism, Fine Arts, Language Studies, have been established to meet rising aspirations of the use. The campus is laid out with picturesque landscape, numerous buildings of various designs and wide road network. It presents a spectacle of harmony in architecture and natural beauty. The University is equipped with all modern facilities such as road networks, water supply, street lighting, electricity supply and parks/ lawns including Purified drinking water and highly efficient effluent / sewage treatment system.

With expansion, over a period of time and growing ICT demands, the need was felt of a systematized E-waste management system.

2. Definition of E-waste

Electronic waste (e-waste) means waste electrical and electronic equipment whole or in-part or rejects from their manufacturing and repair process, which are intended to be discarded.

Steps followed by the University to dispose-off E-waste:

- Collection of all unserviceable computers and accessories at TRC stores
- Scavenging the good working parts out of the dead devices and used them for repairing.
- Salvaging the body and other peripherals to build fully working computers for facilitating to poor students and schools. This includes children of EWS staff at university.
- Salvaging peripherals to some extent is workable.
- Declaring the rest of the metal and circuits as scrap and writing off them from the asset list and dumping them to closed IT dump yard.
- Sending information to Govt and pollution control board (both Delhi NCR and Haryana) certified vendors to visit the dump yard and quote.
- Quotes submitted by vendors are required to submit latest license and passbook for eligibility.

- Sale price approved by management.
- The University awards the contract for Electrical/Electronic goods recycling and disposal to the govt. authorised vendor selected by the IT committee includes central purchase department.
- After disposal Vendor need to submit the certificate that they have processed the recycle as per NGT and pollution control board prescribed norms.
- The categorisation of the E-waste is being followed as below.

Category	Nature	Items	Useful/productive life
1	Immediate obsolescence/use and throw products	Printing consumables(ink toners),floppies, CDs, DVDs, Digital Audio Tapes(DAT), UPS Batteries	As per usage. No. residual value determined. However, proper inventories of purchase, issue and final use/disposal etc. would be maintained in order to keep an accounting system.
II	Low life/Fast obsolescence products	Mobile phones Laptops, pen drive, External Hard Disk Drive(HDD) etc.	Two years Three years in case of Laptops, pen Drive, HDD etc. For replacement, residual values determined separately
III	Medium obsolescence/ medium life products	Desktops, multifunctional scanners, projectors, UPS system etc. printers, devices, multimedia projectors, UPS etc	Five years for replacement
IV	Slow obsolescence/long life products	Fax, cameras, TVs, DVD players, etc.	Seven years
V	Software	Software like MS office, Oracle, MS-SQL,MS- Windows, Antivirus etc.	Please refer to the explanation given in (software) policy
Note:	The above mentioned items can be used beyond the mentioned/specified life till such time these items continue to serve the purpose.		
	Before obsoleting / disposal / condemnation of equipment, all university colleges / departments / branches will consider the following steps.		

- **The following equipment will be considered for obsoleting/disposal/ condemnation**

The equipment will be covered under electronic e - waste equipment like TV, air conditioners and information technology/ telecommunication equipment like centralized data processor mainframe, servers, minicomputers, personal computer, notebook, printer, cartridge, scanner, multifunctional printer, electrical and electronic typewriter, user terminal and system, FAX, telephone, cordless phone, UPS batteries, UPS, Stabilizers, DVD players, CVTs, DVD, CD, Floppies, pen drive, internal and external HDD, RAM, LCD & DLP projector, Head phones, computer speakers, computer MIC, VGA cable, data cable, networking items like Switch, hub, router, Modems, LAN card and other electronics cards like sound, graphics, PCI cards etc.

3. E-WASTE DISPOSAL SOP

1. University will send its details of all e-waste equipment through IT department in association with central purchase committee
2. All obsolete / condemned material will be verified / inspected by the inspection committee. Inspection committee will work up to the completion of first phase inspection of equipment under consideration of obsolete/ disposed / condemned e-waste material. Written elsewhere in this document on e-waste
3. Ininitialstage,allthedepartmentswillcondemn/write-offtheirelectronic/electrical items in the follow disposal processing steps.

- They will submit the details of the items as shown below to the IT department.

S#	Item description	Date of purchase or year of purchase	Stock register page No.	Qty	Unit price	Total price	Purchase details	Status(working or not working)

4. The colleges / departments /branches will submit it to the IT department. The lists prepared and duly signed within ten days from the date of letter issued by the respective college / department
5. Further, a letter will be issued by the IT department with the date and time of visit of inspection committee to inspect / verify the equipment of all concerned college / departments / branches as submitted in their obsolete / disposed / condemned equipment list.
6. All obsolete / disposed / condemned equipment and stock register will be presented and shown by all colleges / departments /branches to the inspection committee during the time of the inspection visit

1. Inspection committee will verify the condition of all equipment as submitted by the colleges / departments /branches on the site.
2. After approval from the competent authority, IT department MRIIRS will send the University consolidated list of obsolete / disposed / condemned material to the vendor and obtain govt certificate for authorised disposal of the goods.
3. Allcolleges/departments/brancheswillretainthisobsolete/disposed/condemned material at their site and it will be picked by the e-waste vendor.

NOTE: This E – Waste management system will be implemented on disposition of replaced equipment under Hardware Acquisition, Disposition and Replacement Policy.

POLICY FOR IT USAGE AND MAINTENANCE
SOFTWARE PROCURMENT AND USAGE

HARDWARE PROCRUREMENT, USAGE AND MAINTENANCE

1. Software Licensing Compliance

The scope of this Policy on Software Licensing applies to the following:

1. University staff , faculties and students those who are in use of university or individual computers, laptops, tabs or any other IT related devices.
2. Software on workstations (e.g. PCs and laptops) as well as servers.
3. Software on workstations in either of the following categories:
    - Workstations which belong to the University.
    - Workstations which are privately owned, but which are being used for University business and supported by the University.
4. The University has a responsibility to ensure that all software used by members of the University using hardware supplied or supported by the University, is appropriately licensed.
5. Individual users of software applications have a responsibility to ensure that:

- Software installed on workstations for which they have some responsibility is licensed.
- The software is either named on the list of University/College list of approved and supported software, or otherwise use of the software has been agreed with/notified to the College IT department.
- The software is not named on the list of prohibited software maintained at the University/College level.
- They are complying with the conditions of use of respective licenses

A central list of supported software approved for use within the University will be maintained by IT Services and College IT Managers, as well as a list of specifically prohibited software (e.g. on security grounds or inappropriate use of University resources). Use of software which may not require a license, e.g. Freeware or Shareware, may only be used if it is on the list of officially approved software. Usage of approved screensavers will be specified at the College level.

- Each user must take responsibility for their own particular use of software, in accordance with the license terms and End User License Agreement.
- The University's Conditions of Use of Computing and Network Facilities contains the following stipulations concerning use of licensed software – failure to comply with these could constitute a disciplinary offence:
- The University reserves the right for access to be granted to computer audit staff
- without notice to enable them to check against an inventory of licensed software and hardware. Any unlicensed software or hardware or illicit copies of documentation will be removed by such audit staff and reported.

- General Manager IT/ committee, who may initiate disciplinary proceedings."
- Where software has been electronically downloaded from IT Services computer systems requiring user authentication by means of a username and password, the user must read and comply with the licensing conditions for that software, and the act of downloading indicates acceptance of the licensing conditions pertinent to that software.
- All persons who are licensed to use software or who control access to any computing and/or network resources are obliged to take all reasonable care to prevent the illicit copying and use of software and documentation.
- No one shall introduce on to computer systems any software or other material requiring a license for which a valid license is not in place.

2. Software Inventories

a. A software inventory must be set up and centrally maintained at the University/College level, with responsibility for this taken by the IT Manager, and similarly a nominated IT Services manager being responsible for the software inventory within Corporate Services. The format should be as close as possible to the University standard format specified by IT department.

b. This software inventory will be used to match the number of software licenses purchased against the number of staff licenses in use; also to check that the software licenses are current, i.e. have not expired. This monitoring must be carried out on a regular basis, and licenses purchased appropriately if required to rectify any discrepancies identified.

c. The inventory must take account of staff leavers, i.e. identifying software licenses that are no longer being used. Unused software licenses remain the responsibility of the College IT Manager. Any transfer of such licenses between Colleges should be recorded within the inventory.

d. The same Managers/Staff responsible for the software inventory are also responsible for maintaining copies of the software licenses relating to the inventory.

e. Use of Freeware/Shareware software should also be monitored in order to ascertain firstly that use of the software is actually free for use for business use within the University, and secondly that the use of such Freeware/Shareware does not pose any security risks. Beyond carrying out these checks, it is not necessary to either record the usage of such software, or maintain copies of software licenses.

3. Software Purchasing

a. Software purchasing must be limited just to IT staff themselves or in association with central purchase department, together with any other nominated individuals authorized by the College Management. A list of such additional authorized individuals must be documented and maintained by the College IT Manager.

b. These authorized members of staff must also sign off individual software purchases.

4. Storage of Software Media and Licenses

a. Software and media must be stored in a suitably secure and accessible location, and take into account the Business Continuity requirements, including for the case of loss of a server, or even potential loss of a building.

b. The location of the software media should be recorded on the software inventory, preferably in software library.

c. Similar consideration must be given to software which has been electronically downloaded, and it should be stored on an appropriate server. A hard copy of the licence or certificate should also be stored.

5. Authorized Installation of Software

a. Only authorized IT Staff within IT Services or University/College IT support staff are permitted to undertake installation of software. Other non-IT staff will be permitted to undertake installation of software only if authorized on the exception list maintained by the University/College IT department (or equivalent).

b. The same IT installation staff (or other staff specifically authorized to install software) are also responsible for ensuring that the software which they are installing is appropriately licensed and recorded in the relevant software inventory.

6. Software Audit and Use of Audit Tools

a. Wherever possible, access to the use of software by individuals should be controlled by Active Directory, thereby enabling both potentially automatic distribution of software applications, as well as automated use of audit tools

b. Support staff, either in IT services centrally, or within Colleges, have the responsibility for using these automated audit tools to ensure compliance by the University, i.e. confirmation that the number of licenses held corresponds with the actual number of users of the software as specified by the license conditions

c. An exception list of those devices which are excluded from such an audit must be specified at the College level, e.g. laptops and devices on the wireless network.

a. All University workstations and servers must have the standard corporate tools installed on them as part of their build to enable the software monitoring to take place. Any exception to this must be authorized and documented at the College level.

b. If suitable automated tracking software is available, support staff should use this in order to identify any software which may no longer be required within the University, with a view to either re-utilizing such software, or arranging for its disposal if redundant.

7. Disposal of Software

When permanently disposing of equipment containing storage media, all licensed software must be irretrievably deleted either before the equipment is moved off-site, or by utilizing an approved 3rd party off-site service.

8. Role and Responsibilities

A. College IT Help Desk

Responsibilities of the College IT HELP DESK in respect of software licensing staff can be summarized as follows:

a. Maintaining a University/College list of approved/supported software.

b. Maintaining a University/College list of prohibited software.

c. Maintaining a software inventory for the College (or Corporate Services).

d. Maintaining copies of the software licenses relating to the inventory.

e. Ensuring that IT support staff carries out a regular automated audit of software in use on workstations.

B. IT Services Staff Authorized to Install Software

Responsibilities of IT Services staff authorized to install software in respect of software licensing can be summarized as follows:

a. Ensuring, with the user, that software being used on the workstation is licensed, and approved/not prohibited.

b. Ensuring, with the user, that they are complying with the conditions of the software license.

c. Ensuring that the installed software is recorded in the software inventory.

C. University Staff Using Workstations

Responsibilities of University staff using workstations in respect of software Licensing can be summarized as follows:

a. Ensuring that software being used on the workstation is licensed, and approved/not prohibited.

b. Ensuring that they are complying with the conditions of the software license.

c. Disposing of redundant software appropriately

9. Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT Helpdesk or respective zone leaders On receipt of notice (or where the University otherwise becomes aware) of any suspected breach of this Policy, the University reserves the right to suspend a user's access to University's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the University's disciplinary procedures.

10. Revisions to Policy

The University reserves the right at any time to revise the terms of this Policy. Any such revisions will be noted in the revision history of the policy, which are available on the MRIIRS website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

11. Grievances

In case of any queries in relation to this policy, please contact:
General Manager of IT Services

POLICY FOR IT USAGE AND MAINTENANCE DATA MANAGEMENT

HARDWARE PROCRUREMENT, USAGE AND MAINTENANCE

1. Purpose

The purpose of this Data Management Policy is to protect the electronic data and information belonging to, held or used by, MRIIRS. It aims to provide a framework within which the roles and responsibilities of those who manage or use the data and information are defined. The intention of the Policy is to enable access to data and information held by MRIIRS, to the greatest extent possible, consistent with legislation and relevant MRIIRS policies, whilst ensuring that electronic data is protected from unauthorized use, access and breaches of privacy.

2. Definitions

2.1. Data

"Data" means information in a form which can be processed and is a general term meaning facts, numbers, letters and symbols collected by various means and processed to produce information.

2.2. Data Controller

"Data Controller" means the organization or body which ultimately controls the content and use of data. Under this policy, the Data Controller means the University, rather than any individual, department, school, college, administrative unit or research unit, as for legal purposes it ultimate owns and controls all Data held by the University.

2.3. Data Owner

"Data Owner" means the most senior person/individual in the department/school/college/administrative unit/research unit within which the data is created. An exception can be made if this role has been explicitly and formally delegated to someone else by the most senior person in the aforementioned areas. Data owners have overall responsibility for the quality and integrity of the data held in their area. Further explanation of this term is provided below.

2.4. Data Custodian

"Data Custodian" means an individual or department/school/college/administrative unit/ research unit (e.g. IT Services) to which data is entrusted on behalf of the Data Controller for the purposes of storage and/or processing.

2.5. Data User

"Data User" means any person who uses, processes, stores, manipulates data held by the University

2.6. Processing

"Processing" means performing any operation or set of operations on data, including:

a) Obtaining, recording or keeping data;

b) Collecting, organizing, storing, altering or adapting the data;

c) Retrieving, consulting or using the data; e.g. reports generated from centrally held databases

d) Disclosing the information or data by transmitting, disseminating or otherwise making it available;

e) Aligning, combining, blocking, deleting or destroying the data.

2.7. Data Subject

A "data subject" means an individual who is the subject of or identified in the data.

2.8. Personal Data

"Personal data" means data related to an individual who is or can be identified either from the data or from the data in conjunction with other information that is in, or is likely to come into the possession of the Data Controller. Personal data would include the age of the individual, their home address, their educational and employment history, information relating to their financial affairs, marital status. Users taking personal data outside of the University need to adhere to the Encryption guidelines, as set out in the Guidelines to encryption standards.

2.9. Staff

"Staff" means all full-time and part-time employees of the University, including staff funded externally but under contract to the University.

2.10. Student

"Students" mean all full-time and part-time registered students of the University.

2.11. External Parties

"External Parties" means all the University's subsidiary companies, contractors, researchers, visitors and/or any other parties who are granted access to the University's IT Resources.

2.12. Sensitive Personal Data

"Sensitive personal data" means personal data relating to:

a) The racial or ethnic origin, the political opinions or the religious or philosophical beliefs of the data subject.

b) The physical or mental health or condition or sexual life of the data subject;

c) The commission or alleged commission of any offence by the data subject; or

d) Any proceedings for an offence committed or alleged to have been committed by the data subject, the disposal of such proceedings or the sentence of any court in such proceedings.

3. Scope

This Policy governs any electronic Data held by the University. The Policy has been formulated on the basis of the following principles:
Data generated and/or held by the University are key strategic assets that must be correctly managed and controlled so as to ensure their availability, integrity and confidentiality and to protect the University's resources, reputation, legal position and ability to conduct its business. In addition to its legislative responsibilities, the University values the privacy of the individual and the management of Data must be handled in way that protects that privacy.

4. Data Management Policy

4.1. The Data Controller

It is the data controller's responsibility to ensure that appropriate data management policies are in place so that the data owners can ensure they are compliant with legislation to the best of their ability.

4.2. The Data Owner

Every set of data must have a Data Owner. The Data Owner has overall responsibility for the quality and integrity of the data. Specifically, the Data Owner is responsible for:

a) Deciding the criticality and sensitivity of the data and classifying the data accordingly Authorizing access to Data

b) Authorizing the use of the data, e.g. what processing takes place on the data

c) Regularly reviewing access privileges

d) Assessing the risks to the data. Risks could include but are not limited to:

   i. Theft

   ii. Data Loss – due to lack of proper backups

   iii. Neglect – Old hardware being recycled without proper data sanitization

   iv. Online File Share

e) Data Users and Data Custodians need to be made aware of the potential consequences of data theft or loss so the relevant parties can act so as to mitigate these risks;

f) Ensure that appropriate contingency plans are in place to safeguard the data and ensure that they or the Data Custodian have the appropriate backup and disaster recovery plans in place.

The Data Owner is the most senior person in the area within which the data is created unless this role has been explicitly delegated to someone else.

Functional Area	Student Data	Staff Data	Financial data	Data warehouse	Research Data
Data Owner	Registrar	HR Director	Accounts	IT Director	Principal Investigator

An inventory will be maintained of all the University's major electronic information assets and the ownership of each asset will be clearly stated. Within the information inventory, each information asset will be classified according to sensitivity and criticality.

Sensitivity has three categories:

a. Public data

b. Data for Internal Use Only

c. Confidential data (including Personal Data and Sensitive Personal Data)

4.3. The Data Custodian

In many cases data will be entrusted to an individual or a department/school/ college/administrative unit/research unit (e.g. IT Services) for the purposes of storage and/or processing in which case they take on the responsibilities of the Data Custodian. This relationship between owner and custodian is often managed by a contract or service level agreement which clarifies specific responsibilities for each party, typical Data Custodian responsibilities include:

a. Maintaining the integrity and confidentiality of the data entrusted to them.

b. Ensuring that access to the data is restricted to those individuals authorized by the data owner.

c. Ensuring that processes undertaken on the data have been authorized by the data owner.

d. Having adequate backup and recovery procedures in place for the data, taking into account the sensitivity and criticality of the data as characterized by the Data Owner.

e. Providing any information necessary for the Data Owner to fulfil their responsibilities.

4.4. The Data Users

Anyone using or processing University Data must ensure that they do so in a manner that safeguards and protects the integrity, confidentiality and availability of the data at all times. They must comply with the relevant policies of the University (as may be amended from time to time) and with all applicable legal requirements, particularly in relation to data protection and copyright. The data should only be used for the purposes approved by the data owner.

a. Data Users are responsible for protecting their access privileges – Usernames and Passwords for University Systems should not be shared
b. Data generated from central systems that cannot readily be accessed externally, e.g. DMIS, ITS, and HRIS etc. should not be removed from campus without first seeking permission from the Data Owner. Data from these systems is both personal and sensitive so care should be taken when looking to access the information externally.
c. Users should be especially vigilant in complying with this policy when transferring data to mobile equipment such as laptops, tablet devices, phones, USB memory sticks, PDAs, DVDs etc., as they have a greater risk of being lost or stolen.
    a. Anyone accessing information systems remotely to support the business activities of the University must be authorized to do so by the Data Owner of this data.
d. (Permission can be implied given the fact that the system allows the Data User to log in remotely) The strategic importance and sensitivity of the data being accessed needs to be considered and common sense should be used in these situations.
e. Removal off-site of Confidential Data must be properly authorised by the Data Owner. The potential fallout from the theft or loss of said Confidential Data should be considered by both the Data User and Data Owner before removing the data off-site. If necessary, the Data Custodian (e.g., IT Services) can be consulted to ensure all possible safe guards are being used e.g. laptop encryption.
f. Confidential Data or information, may only be transferred across networks, or copied to other media, when the confidentiality and integrity of the data can be reasonably assured throughout the transfer.
g. Unsolicited electronic mail (aka SPAM) should not be acted upon or forwarded.
h. Email addresses should be checked carefully prior to dispatch to avoid sending information to unintended users.
    a. Where the information contains data of a personal nature, extra vigilance is required. While it is acknowledged some users will need to process (including transmit) personal data as part of their job, all Data Users are required to comply with standard Data Protection Policy.

4.5. Storage Media

Storage media used for the archiving of information must be appropriate to its expected longevity. The format in which the data is stored must also be carefully considered, especially where proprietary formats are involved. IT Services will advise Data Owners and Data Users as to the appropriate media type.

4.6. Disposing of equipment/storage media

When permanently disposing of equipment containing storage media, all Confidential Data and licensed software must be irretrievably deleted before the equipment is moved off-site.

Any third party used for external disposal of the University's obsolete data-bearing equipment must be able to demonstrate compliance with the University's information security policies. Where appropriate and/or where the data being disposed of contains Confidential Data, as categorised by the Data Owner, the third party will enter into a service level agreement which documents the performance expected and the redress available in case of non-compliance and, where it contains personal data, the data protection contractual commitments required to be given to the University by law.

4.7. Breach of This Policy

Users are encouraged to be vigilant and to report any suspected violations of this Policy immediately to the IT department. On receipt of notice (or where the University otherwise becomes aware) of any suspected breach of this Policy, the University reserves the right to suspend a user's access to University's Data.

If any breach of this Policy is observed, then (in addition to the above) disciplinary action up to and including dismissal in the case of Staff, expulsion in the case of Students or contract termination in the case of third parties may be taken in accordance with the University's disciplinary procedures.

4.8. Revisions to Policy

The University reserves the right at any time to revise the terms of this Policy. Any such revisions will be noted in the revision history of the policy, which are available on the MRIIRS website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

In case of any queries in relation to this policy, please contact: General Manager IT.

4.9 EXIGENCY,IFANY

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

CHAPTER

14. POLICY AND PROCEDURES FOR E-GOVERNANCE

1. PREAMBLE

E-Governance prescribe policies and practices of the university in the matter of planning, implementation and offering of services through electronic-mode in the various areas of University Governance including administration, academics, examination, human resources, recruitment, training, performance appraisal, financial management, admission, placement, student and stakeholder support for efficient service delivery, improved productivity and transparency.

2. SCOPE

The Policy for e-Governance would enable all Academic and Central Units of the University to work and provide Services more efficiently through Paperless Administration across the University. This would enable the Stakeholders of the University to avail most of the Services in online mode with improved transparency in Services and accountability in records.

3. E-GOVERNANCE IMPLEMENTATION

- The University will ensure the implementation of E-Governance in all Academic and Central Units across the University. All major areas shall be covered including Administration, Academics, Admissions, Examinations, Library, Placements, Data Management and Support to the students.
- The University will make efforts and issue guidelines towards Data Management by maintaining a data inventory of records related to areas of implementation of e-Governance.
- IT Department, MRIIRS shall act as a nodal centre for the implementation of E-Governance across the University.
- The overall ownership of all the data arising through implementation of e-Governance in any of the areas shall be with the University and its respective Academic/Administrative department leaders only.
- This data may be shared amongst different units/departments within the provisions of the University Acts and Policies.
- Following basic positions shall be defined for EMS (Education Management System) Stakeholders along with their Roles & Responsibilities.

S. No.	Modules	Responsible Position/Individual	Key Responsibilities
1	Strategic Planning	Dean Academics	-Policy Making -Academics Decisions -Design flow
2	E - Governance	MRIIRS EMS Coordinator	-Handling EMS system at University Level -Communication with EMS Vendor -System Configurations and setups -Assisting and Providing training to different stake holders -Creating Circulars on EMS -Account creation of employees
3	Academics	Deans/Directors	-To keep a check at Faculty level on the working through reports
		Head of Departments	-To keep a check of various records like attendance marking, teaching plan, continuous internal assessment (CIA)/ end semester examination (ESE) record uploading/feedback reports/outcome attainment reports etc. at departmental level
		EMS Departmental Coordinators	-To perform all academic related activities on EMS portal at departmental level -To handle EMS queries at departmental level
		Teaching Staff	-All academics activities like lesson plan uploading, attendance marking, assignments uploading & evaluation, CIA/ESE record uploading, etc.
		Registrar Office	-To keep a check on attendance marking report and take action as per policy.
4	Examination	Controller of Examination	-All examination and assessment related activities -Viewing and downloading of all examination related reports

5	Accounts	Chief Finance Officer (CFO)	-All finance and accounts related decisions regarding flow of process, implementation of process etc -All financial reports access
6	Admissions	Director- Admissions, Deputy Director- Admissions, Registrar	-For complete admission process through EMS portal -To Keep a check on status through various available reports -To Keep a check on complete admission process and handle applications received for admissions
7	Grievance Complaint	SFC	To handle and keep a check on raised grievances of students
8	Hostel	Deputy Registrar/ Hostel Manager	-To keep a check on hostel facilities and resources through reports -Allocation and de-allocation of the Room Nos.
9	Transport	Transport Manager	-Assign routes to the candidate -Keep track of transport reports
10	Human Resource	HR Department	-To monitor employee record -To Keep track of recruitment links and received applications
11	Department/Staff Profile	Employee	-To enter the information related to Academics, Research Publications, Patents, Copyrights, FDPs/ Workshops/Conferences attended and upload related documents.
		Head of Departments	-To enter the information related to Activities organized and upload related documents -Keep the track departmental reports
		Deans of Faculty	-Monitor records at Faculty level

- Biometric Attendance marking and monitoring system shall be mandated for all the Academic and Administrative departments of the University.
- The university will digitize the records and a system for online data inventory shall be encouraged.
- The use of institutional email-ids shall be encouraged across the University.
- Restricted software's and web-pages shall not be utilized/browsed by the University students and employees.
- The university shall issue regular guidelines/standards for implementation of e-Governance across the University.
- The focus/objective shall be on promoting paperless administration through integration of Green IT across the University.
- The University shall train employees to promote and monitor implementation of e-Governance across the university.

4. PROCEDURES

- Each requirement as initiated by the concerned Academic/Administrative Head shall route to Manager-IT, MRIIRS.
- Manager-IT, MRIIRS shall prepare a plan in consultation with the respective Academic/Administrative Head including all infrastructure requirements.
- Prepared plan annexed with budgetary requirements shall be submitted for the approval of the competent authorities.
- Once approved, the quotations shall be invited by GM-IT, MRIIRS for procurement of the required software solutions.
- The roles shall be defined by the IT department and central EMS coordinator of the University.
- The training programs for the concerned Unit shall be organized for better understanding and implementation of Digitization of processes.

Regular maintenance support and assistance shall be provided by the IT Department and central EMS team, MRIIRS.

5. REPORTING MECHANISM

Manager-IT, MRIIRS shall submit and present the annual e-Governance report during the first meeting of Board of Management for each Academic Year for perusal and information. The annual report must highlight the initiatives taken for implementation of e-Governance during the year followed by the current status of e-Governance across the University.

6. COMPLIANCE MECHANISM

For implementation of e-Governance in any Academic and Administrative Unit of MRIIRS, respective Head shall submit their application along with the set of requirements to the IT Department of MRIIRS. After receiving all the documents, IT Department shall submit the proposal to the competent authorities for approval.

7. RECORD MANAGEMENT

e-Records of all the Academic/ Administrative Units shall be maintained and managed by the office of the concerned Academic/Administrative Unit for further compliances.

8. EXIGENCY, IF ANY

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

CHAPTER

15. POLICY FOR INFRASTRUCTURE USAGE AND MAINTENANCE AND ITS SOP's

This Policy framework shall govern the stakeholders' involvement in effective usage of University Infrastructure and the related maintenance processes.

1. PREAMBLE

The resources at Manav Rachna International Institute of Research and Studies (MRIIRS) support the educational, instructional, research, and administrative activities of the university and provide an enabling ecosystem for all the stakeholders to achieve the set mission of the university and much avowed core values.

If an individual is found to be in violation of the Acceptable Use Policy, the University shall take disciplinary action, including the restrictions. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to central, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and local laws develop and change.

This document establishes specific requirements for the use and maintenance of all the infrastructure resources at MRIIRS.

2. ABBREIVIATIONS

Admin	Administrator
AMC	Annual Maintenance Contract
CCTV	Close Circuit Tele Vision
CMC	Comprehensive Maintenance Contract
EPABX	Electronic Private Automatic Branch Exchange (Telephone Exchange)
GM	General Manager
GOVT.	Government
HVAC	Heating, Ventilation and Air Conditioning
Info Tech	Information Technology
Infra	Infrastructure
Lab/s	Laboratories
MEP	Mechanical Electrical and Power Supplies
MRIIRS	Manav Rachna International Institute of Research and Studies
PVC	Pro-Vice Chancellor
RWH	Rain Water Harvesting
SOS	Save Our Souls (Emergency Situation)
STP	Sewerage Treatment Plant
VC	Vice Chancellor

3. ORGANOGRAM

The infrastructure of the university will be maintained by a team of professionals skilled in their areas. The organogram of this section of the University includes four major divisions. These divisions includes services covered under the scope of

A. GM-Admin,
B. Director Sports,
C. GM-IT and
D. General Facilities

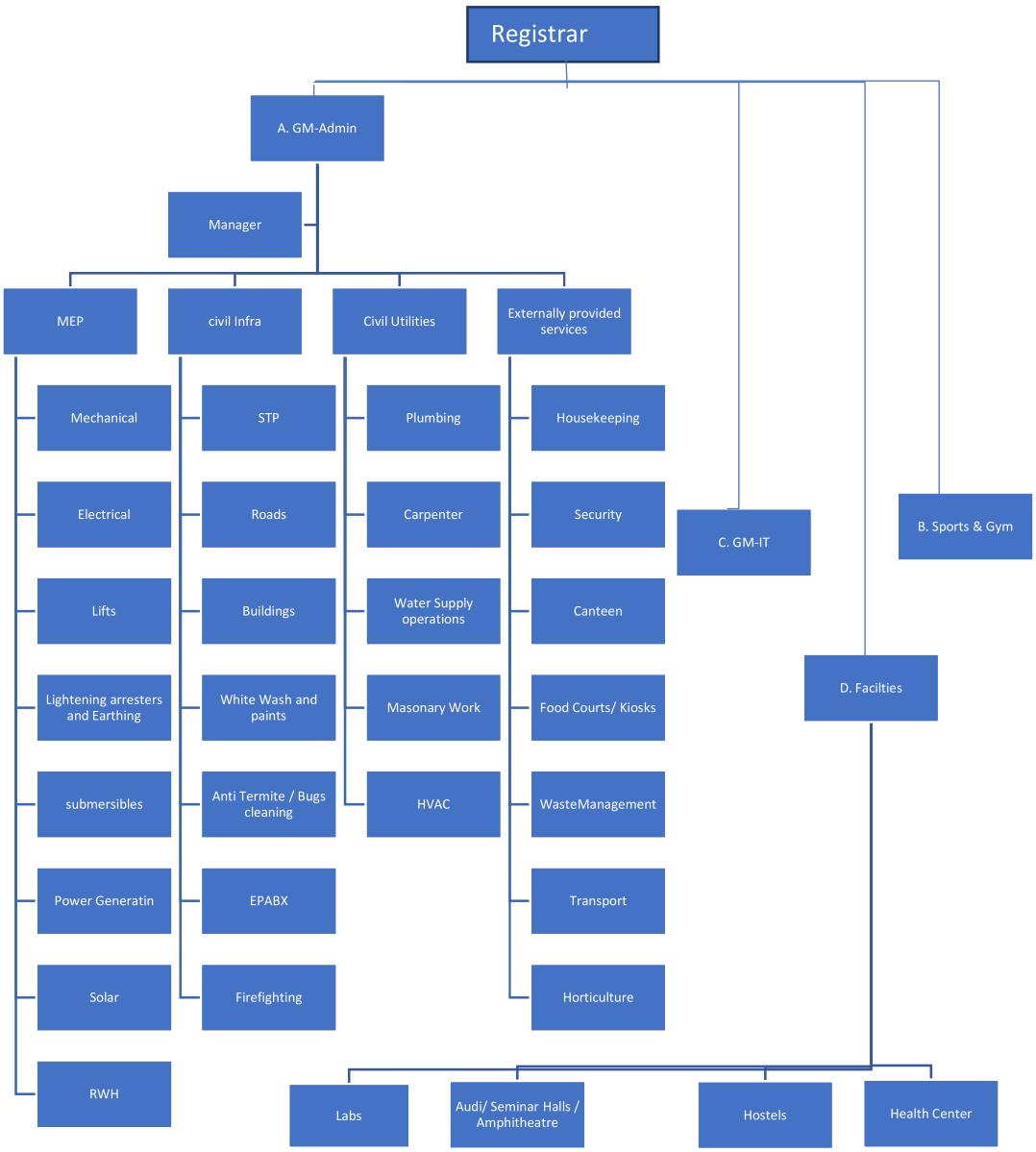


Figure-1: Organogram

4. SCOPE OF WORK

The scope of work defines the various areas which come directly or indirectly under the preview of GM-Admin with respect to augmentation and maintenance. The document also briefly explains and creates reference for the infrastructure related services which do not come under the direct preview of GM-Admin viz. Sports, InfoTech and Facilities.

The complaints/suggestions in the campus can be directly sent to gm.admin@mriirs.edu.in. For IT related issues the mail is directly sent to gm.it@mriirs.edu.in. For sports related issues the concerned mail id is director.sports@mriirs.edu.in. From there they are redirected to the respective section and are handled within 24 hours. Alternatively, an online ticket based system will be implemented to take care of issues related to various domains.

1. Mechanical, Electrical and Power Supplies (MEP)

MEP consists of all the areas related to mechanical, electrical and power supplies, which come under the preview of GM-Administration.

4.1.1 Mechanical

1. Repair and maintenance of windows, gates, doors etc. which requires fitting and welding jobs.
2. Creation and maintenance of temporary structures / sheds which require iron bending, welding etc.

4.1.2 Electrical

1. Repair and maintenance of external and internal wiring of the campus
2. Repair, maintenance and replacement of external and internal lightings, fans and switches as per requirements.

4.1.3 Power Generation/ Captive Power plants

1. In order to support the uninterrupted power supply, the University will maintain and enhance the power generation through Diesel based Gensets.

4.1.4 Lifts

1. The comprehensive annual maintenance contract will be outsourced.
2. The power supply to lifts will be provided by the University through electrical.

4.1.5 Lightening arresters and Earthing

1. It is essential to install the lightening arresters at the top of each building
2. The earthing points in each building will be recharged biannually or annually as per the requirements after periodic checking or onSOS basis.

4.1.6 Submersibles

1. The small repairs of all the submersibles motors will be done inhouse.

4.1.7 Solar Power Generation

1. The solar power plant installation at the rooftops and parking is outsourced and MoU is signed for 25 years
2. The electricity generated by solar power plant is metered to MRIIRS
3. In case the Solar Panels generates surplus power, the additional power may be wheeled to the DHBVN grid through MRIIRS.

2. Civil Infrastructure

The augmentation and maintenance of civil infrastructure come under the preview of GM-Administration.

4.2.1 Buildings

1. The augmentation of infrastructure including creation of new block / rooms will be outsourced to the respective vendor after due approval and process.

4.2.2 University Roads and walkways

1. Maintenance of University Roads to be outsources, as per the requirement.

4.2.3 Whitewash and Paints

1. Paint and whitewash of interior and exterior of university walls, doors, windows and other facilities of the university will be done, as per schedule and needs.
2. Polish work of furniture, wherever required will be done as per requirements.
3. Graffiti removal from the walls will be done, as per the requirements.

4.2.4 Rain Water Harvesting and Storm Water Drainage System

1. Installation of sufficient RWH and Storm water Drainage system in the campus
2. Cleaning and maintenance of the RWH and storm water drainage system on annual basis.

4.2.5 Anti termite and bugs treatment

1. The internal team will do the chemical treatment of buildings and areas for anti termite and bugs cleaning.

4.2.6 Sewage Treatment Plant

1. The sewage treatment plant will be maintained by the University staff.
2. The treated water will be re-circulated for horticulture and flushing systems in the buildings through dual water supply system.

4.2.7 University EPABX

1. The telephone equipment to be provided on each faculty student and staff table, security gates and facilities.
2. Erection and maintenance of underground telephone lines to be done internally by the team.

4.2.8 Firefighting

1. The firefighting equipment maintenance will be outsourced and periodic inspection / refilling to be done by the external party.
2. Check that the system is in place and is not damaged or obstructed.
3. The firefighting drill to be conducted in each block with a group of faculty, students, and staff members on regular basis.

3. Civil Utilities

Most of the civil infrastructure-based utilities once in place, will be maintained by internal staff of the university. This section of staff members will report to GM-Admin.

4.3.1 Plumbing

The plumbing staff will ensure the following:

1. Regular maintenance and cleaning of overhead/ underground water tanks
2. Maintenance of RO water systems on regular basis as per the schedule
3. Repair and maintenance of drainages,sinks and toilet seats as per requirements.
4. Repair/replacement of valves, taps, traps etc.
5. Cleaning and maintenance of storm water drainage system
6. Cleaning of clogged pipes, drains, sinks and toilets.
7. Detection/maintenance/ repairs of gas leakages within the campus.

4.3.2 Carpentry

A team of university appointed carpenters will ensure the following jobs:

1. Installation and repair of the doors, windows, hinges, building structures as per the requirements.
2. Installation of Window glass screens, curtains, and blinds.
3. Repair the damaged furniture and fittings.
4. Repair of wooden tile floors
5. Locks and latch repairs including locksmith services for faulty locks and missing keys of doors, drawers and almirahs.

4.3.3 Small masonry work

A small team of university appointed masons will ensure the following jobs:

1.S mall masonry work for the normal repairs and patch work in and outside the campus by masonry staff.

4.3.4 Water supply operations

A small team of technicians will ensure the following jobs in each block:

1. Ensure adequate water supply in each block for washrooms.
2. Maintain the dual supply for flushing system through water from STP.
3. Maintain and operate R.O. base water filtrations system for drinking water.
4. Cleaning and maintenance of overhead and underground water tanks.

4.3.5 Air Conditioning / HVAC

A group of university appointed technicians will ensure the following jobs:

1. Regular maintenance of air conditioning systems as per the annual maintenance plan
2. Operations of centralized HVAC units
3. Inhouse repairs of HVAC units
4. Disposal of HVAC equipment, which are beyond repair.

4. Externally provided services.

4.4.1 Control of externally provided services.

1. For each externally provided services the job work will be created as per requirement including budget estimates.
2. The written approval will be taken from the registrar/ VC.
3. The quotations will be invited.
4. On the basis of the past experience and cost, the work will be assigned to a vendor.
5. After the job completion, the vendor will give a completion certificate, authenticated by the university appointed expert/in charge.

4.4.2 Housekeeping

1. Cleaning of floors, roads, walkways etc, dusting of furniture on daily basis
2. Cleanliness and sanitization of wash rooms.
3. Weekly deep/chemical cleaning of the floors

4.4.3 Horticulture

1. Maintenance and upkeep of green space, lawns and potted plants in and around the campus
2. Support the tree plantation drives
3. Pruning of tree, shrubs and grass
4. Preparing the gardens for seasonal flowers
5. Cleaning of gardens

4.4.4 Security

1. Adequate security at the Gate to ensure restricted/authorized entry only.
2. Security guard at each floor/entry of the buildings to ensure the security of rooms and the fixtures installed there.

4.4.5 Canteen, food court and kiosks

1. Ensure hygienic and nutrition rich food as per the expertise through different vendors.

4.4.6 Waste management

1. Collect segregated garbage as per the green policy of University
2. Dispose off the bio hazardous waste as per the regulations

4.4.7 Transport

1. A separate transport department, for taking care of buses and their maintenance on daily, weekly, monthly, quarterly, half yearly & yearly basis
2. Maintain a fleet of luxury A/C buses to provide transport to the students for students and faculty members commuting from far of locations.
3. Maintain fleet of Non-AC Deluxe buses for the local students.
4. Maintain the essential devices in busses for passenger safety like like Fire Extinguisher, First-aid Kit, GPS to track the bus location, route, speed etc. and speed governor to restrict the speed of the buses (as per the guidelines of the Supreme Court).
5. Ensure that let the students board and de-board the buses inside the campus premises only at the scheduled time at arrival and departure.
6. Provide transport services to university staff, students and faculty members
7. Maintain a record of attendance of the drivers, cleaners, and support staff for providing smooth transport services
8. Keep the transport neat and clean.
9. Provide free Shuttle Service to & from ManavRachnaBadkhal Metro Station in the morning and afternoon.
10. During end semester exam days, apart from regular routes, provide additional shuttle service for Tughlakabad Metro Station, Delhi, Mathura Road (Badkhal Chowk) Faridabad & Pali Chowk from the campus.

5. Sports Infrastructure

1. The usage and maintenance policy for sports comes under the preview of Director sports.
2. The office of Director-Sports will have a separate policy document to support the sports facilities in the campus.
3. The other support departments will support the sports department in doing the small repairs including welding, carpentry, masonry work, horticulture etc.

6. Information Technology Infrastructure

1. The usage and maintenance policy for Information Technology comes under the preview of GM-IT.
2. The office of the GM-IT will have a separate policy document to support the IT facilities in the campus.
3. The other departments will support the IT department in doing the small repairs including welding, carpentry, masonry work, horticulture etc.

7. Facilities

7.1.1 Auditorium, Seminar Halls, Boardrooms, meeting rooms and Amphitheatre

1. Auditorium, seminar halls, board/meeting rooms and amphitheatre are under the control of the asset manager and the cleanliness is taken care of by the housekeeping team.
2. To use these facilities, the interested person needs to send a formal request to the asset manager through proper channel in the provided form. The resources will be made available on availability and priority basis with the permission of GM Admin.

7.1.2 Lab Equipment

1. The equipment, machinery, apparatus etc. will be maintained by the respective lab In-charges under the advice of concerned HoDs/Lab IN charges.
2. The record of equipment and their usage to be maintained in the registers by the person associated with the concerned Lab.
3. The Heads of the Departments report to the administration periodically for all the maintenance works. Minor repairs are requested through a mail to the concerned department and are attended on priority basis
4. Systematic disposal of waste of all types, such as bio-degradable chemical and e-waste to be done in the proper way, as per the University policy.

7.1.3 Hostels

1. The Chief hostel warden is custodian of all the hostels, supported by separate warden for each hostel.
2. Provide both on-campus and off-campus hostel accommodation for boys and girls with single, double and triple rooms.
3. Ensure that the hostel rooms are well furnished with essential modern facilities like TV, PCs, Wi-fi, Telephone, RO Drinking water, newspapers as well as games like Table Tennis etc.
4. Ensure to manage the well managed and hygienic mess, where nutritional needs and taste of students are taken care of, with the help of a hostel committee under the mentorship of Hostel warden.

1. Maintain additional ergonomically and aesthetically designed hostel basically meant for International students.
2. Ensure different categories of rooms in hostels viz. Air Conditioned, Non Air Conditioned, single seater, two seater, three seater and five seater rooms with attached/common bathrooms.

7.1.4 Health Centre

1. Maintain a clean and hygienic clinic facility, to deal with all kinds of emergencies including a qualified doctor with necessary equipment and essential medicines.
2. Maintain ambulance services in the campus to deal with the emergency cases.
3. Have a tie up with local super speciality hospitals to take care of emergencies and support the healthcare of employee and staff of the institution.
4. Periodic conduct of health awareness campaigns.

8. Emergency Maintenance / repairs

1. The emergency repairs including changing of light bulbs, repair of leaking pipes, valves, taps and cisterns, clogged drains, locks, doors / handles, repair of furniture(including doors, handles, locks, benches) etc. are taken care of by the respective departments within 24 hours of receiving the complaints on mail-id:gm.admin@mriirs.edu.in.
2. The emergency repairs related to IT equipment are taken care of by staff members deputed in each block after receiving the complaints on phone call or through mail to gm.it@mriirs.edu.in.

9. Budget Preparation

9.1.1 Budget for Periodic and Emergency Maintenance

1. On the basis of the last year reports and keeping in view of the future requirements a separate budget for the periodic and emergency maintenance will be prepared by the respective section heads and the same will be submitted to their GM/Director/Section In charge.
2. The respective GM/Director/Section In-charge will present the maintenance budge to the VC.
3. After due deliberations, the budget will be approved by the Board of Management.

9.1.2 Budget for Infrastructure Augmentation

1. On the basis of the last year audit reports and plan to introduce new courses, a separate budget for augmentation in infrastructure will be prepared and submitted by the respective section heads and will be submitted to their GM/Director/Section In charge.
2. The respective GM/Director/SectionIn-charge will present the maintenance budge to the VC.
3. After due deliberations, the budget will be approved by the Board of Management.

10. Annual Audit

1. Each of the academic department will perform the physical verification of its infrastructural resources, with the help of a team of faculty and staff members.
2. A list of missing items, items not in use/ obsolete items, items requiring repair is to be prepared in the specified formats. The report will be submitted to the GM-Admin/GM-ITwithin the prescribed time.
3. The team experts from various sections will perform an annual audit and submit its report to the GM-admin for further necessary action.

11. Phasing out, Obsoletion and writing off

1. Because of change in technology, wear and tear, completion of life of items, development of new processes or products etc, the equipment may be phased out as per the following procedure.

a. The equipment may be moved to lower level utilization. e.g. the computers, printer, scanners etc. may be given to staff members for office use.

b. They can be transferred to other institutions, which were not having any such equipment so far.

c. The equipment can be auctioned or sold off as per the arrangements.

d. E-Wastes and Bio-Wastes will be disposed off to some specified vendors only as per MoU.

e. The assets either transferred to other institutions or disposed off will be written off from the records.

12. Adherence with Central, State and Local Regulations

1. The respective department make it sure to follow the national level policy guidelines with respect to

    a. Efficient and safe Electrical Operations
    b. Firefighting equipment
    c. Waste disposal including bio-hazardous waste disposal
    d. Green Environment and sustainability
    e. Lift Operations
    f. Provisions for security and safety in the campus
    g. Provisions for people with special needs
    h. Safe drinking water
    i. Hygienic food outlets
    j. Transport
    k. Diesel / Gas based power generation.

13. Policy Revisions

1. A team will be constituted under the guidance of vice chancellor, to look into the matters of policy with the heads, deans and directors of the concerned department/section as team members.
2. The team will submit its report with in one-week time to the office of VC. After due deliberations, the suggested points will be accepted as new policy document.

14. Standard Operating Procedure

The university leverages its IT muscle to ensure that the complaints/suggestions which appertain to maintenance and utilization of facilities in the campus can be directly entered into an online ticket based portal or sent to gm.admin@mriirs.edu.in. For IT related issues the online portal or the technician posted at the block is approached. Alternatively the mail can be directly sent to gm.it@mriirs.edu.in. For sports related issues the concerned mail id is director.sports@mriirs.edu.in. From there they are redirected to the respective section and are handled within 24 hours.

1. The concerned departments within 24 hours of receiving the complaints on mail-id:gm.admin@mriirs.edu.in ensure that complaints are duly attended to.
2. The emergency repairs related to IT equipment are taken care of by staff members deputed in each block after receiving the complaints portal, on phone call or through mail to gm.it@mriirs.edu.in.
3. The office of the sports director ensures the optimal utilization of the available resources through coaches, instructors and staff members.

However, any stakeholder can also approach the concerned functionary on phone or in person to get his complaints resolved in emergency or even in normal course. The complaints shall be duly recorded and executed.

In respect of teaching in classes, time table is efficaciously prepared to ensure an optimal utilization of class room, laboratories and other teaching infrastructure and learning resources. Use of other common utilities like auditorium, amphitheatres, sports facilities, gyms can be requisitioned well in advance and an optimal scheduling is executed to ensure the ready availability of these facilities. Special care is taken to ensure that security services/ guards can be summoned with greatest of despatch whenever and wherever needed.

15. EXIGENCY, IF ANY

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

CHAPTER

16. Policy and Procedures for Resource Mobilization

1. BACKGROUND

Resource Mobilization is the identification and utilization of the available material resources within the campus of Manav Rachna International Institute of Research and Studies (MRIIRS) (Deemed to be University), Faridabad. The proper utilization of these resources not only lead to improve productivity and competitiveness but also leads to generation of economic resources savings, investment capital, etc.

2. OBJECTIVES

1. To ensure Resource mobilization in maintaining sustainability of Resources.
2. To pave the way for improvement of the available services and resources to support the expansion of the organization's services as well as its existence to generate new business/earning through outsourcing the available resources.
3. The resources to be utilized for mobilization shall be as follows:

- Auditoriums/ Seminar Halls
- Shooting Ranges
- Sports Arena (Indoor and Outdoor Games): Volleyball, Basketball, Football, Cricket Gymnasium, Badminton Court, Table Tennis, Lawn Tennis & Squash Court etc.
- Central Lawn
- Conduct of Examinations by different outside agencies
- Bank premises
- outside premises for exhibition and other display activities
- Any other resource / activity / facility available in campus

4. To generate employment opportunities through human resources as and when there is demand of skilled workforce including use of Computer Labs by outside recruiting organizations.
5. To improve efficiency in outsourcing facilities to attract the clients by hiring expert in the concerned field (if not already available).

STANDARD OPERATING PROCEDURES (SOPs):

The following standard procedure, terms, conditions, and policy shall be applicable:

1) The Venues are primarily meant for use of various functions relating to academic and research, students' welfare, employees' welfare, cultural functions, campus placement and other co-curricular activities of the University. The use of Resources as mentioned above shall be allowed by the competent authority on the specific recommendations of Dean, Directors, Head of Department, Librarian, Director of Sports, GM-IT, CoE etc.
2) The user willing to use the Campus Venues shall be required to submit duly approved and signed application (Approval by the competent authority) in the prescribed proforma as per "Request Proforma" (At least 7 days in advance of the event/ programme) to the office of Director Administration for the booking.
3) Booking shall be done subject of availability and 'First Come First Serve' basis as per the booking calendar maintained by the office of Director Administration. If the booking is cancelled on the request of user, it has to be well informed at least 48 hrs prior to the commencement of function.
4) The user shall ensure that the numbers of their guests do not exceed the capacity of Venue. No extra seat shall be allowed to be placed in the Seminar Hall/Auditorium.
5) The user will be responsible for safety and security of the Venues property during the function. If any damage is done to any item/equipment or any theft is noticed during such use, the user shall bear the cost of damage/theft. This cost shall be deposited in Accounts Dept, falling which the same shall be recovered from him/her as decided by the competent authority.
6) If the cost of damage/theft exceeds the amount of refundable security, the security shall be forfeited and excess amount shall be paid by the user to the central accounts.
7) The user shall abide by all the Rules and Regulations and other terms and conditions revised from time to time, for booking and use of the Venues.
8) In the event of unfortunate co-instances, the Director Administration shall have the right to cancel the booking.
9) The user shall not use the Venues for the purpose other than what is mentioned in the request proforma.
10) The User shall not use the Venues for screening or presentation of any objectionable activity like pornographic scenes and files.
11) In case any tax / levy in respect of the function/ activity is required to be paid, the user shall pay the same.

12) The user(s) shall be entirely responsible for any risk or damage to life or property of any person (organizers, performers and audience or spectator). The University shall not bear any cost towards such loses /damages.
13) VVIP Lounge of the A Block Auditorium shall not be allowed for use by any outside agency and shall not be considered as a part of the Auditorium for the purpose.
14) The use of Auditorium Hall, Seminar Halls will not be allowed for rehearsal purposes of Students Youth welfare programmes,
15) The user shall have to intimate the name of VIP/Chief Guest invited for the programme/function at the time of booking on the prescribed Proforma.
16) No interior decoration, cooking and eatables in the venues shall be permitted.
17) Smoking, use of alcohol and other incriminating activities shall not be allowed. Further, any inflammable material is not allowed to be carried in the venues.
18) If there is any ambiguity in the implementation of SOP, the matter shall be referred to the Vice Chancellor MRIIRS whose decision shall be final.

REQUEST PROFORMA

(Auditorium / Board Room / Seminar Hall)

☐ Auditoriums ☐ Seminar Halls ☐ Shooting Ranges

Sports Arena (Indoor and Outdoor Games):

☐ Volleyball ☐ Basketball ☐ Football ☐ Cricket

☐ Gymnasium ☐ Badminton Court ☐ Table Tennis

☐ Lawn Tennis ☐ Squash Court etc. ☐ Central Lawn

☐ Conduct of Examinations by different outside agencies

☐ Other outside premises for exhibition and other display activities

(Please tick your choice) Booking Date: ……

Required On: ……

Name of Institute: ……..

Times From:…… To …….

Purpose: ……

Expected Strength: ……

Required Facilities: (Please Tick)

Lighting Lamp: ……

Placards: ……. In Numbers: ……..

Water / Tea Arrangements: ……. In Numbers: ……..

Sapling / Bouquet: …….. In Numbers: ……..

Still Photography:…… Time From: …… To: …….

Videography:…….. Time From: …… To: …….

Projector for presentation: ……..

Laptop with IT Person: ……

(a) Podium Mike: ……..

(b) Cordless Mike: ……

(c) Collar Mike: ……..

Extra Furniture (if any) ……

Details of Resources

S.no	Venue	Room no	Block	Capacity/Description-regular/theatre style set up
1.	A Block Auditorium 3rd Floor	AT 11	A Block	330 Seater
2	A Block Auditorium 3rd floor	AT 15/16	A Block	125 Seater
3.	A Block Board Room	AG 05	A Block	55 Seater
4.	A Block Seminar Hall Ground Floor	AG 29	A Block	40 Seater
5.	B Block Seminar Hall 2nd floor	BS-13	B Block	140 Seater
6.	C Block Seminar Hall Ground Floor	CG 29	C Block	70 Seater
7	E Block Seminar Hall Ground Floor	EG 07	E Block	40 Seater
8	T Block Seminar Hall Basement	TUG 16	T Block	350 Seater

_____	_____	_____	_____
Initiated By (Name & Designation)	Recommended By (Name & Designation)	Booked By (Name & Designation)	Approved By (Name & Designation)

CHAPTER

17. GOVERNANCE STANDARDS

1. PREAMBLE

Governance Standards prescribe policies and practices of the University in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership in institution building. Effective leadership by setting values and participative decision-making process is key not only to achieve the vision, mission and goals of the organization to co-ordinate the academic and administrative planning and implementation reflects the institutions efforts in achieving its vision.

The leadership provides clear Vision and Mission to the institution. The functions of the institution and its academic and administrative units are governed by the principles of participation and transparency. Formulation of development objectives, directives and guidelines with specific plans for implementation by aligning the academic and administrative aspects improves the overall quality of the Institutional provisions. The process of planning human resources including recruitment, performance appraisal, professional development programmes, seeking appropriate feedback, analysis of responses ensures that they form the basis for planning.

For financial governance, there are established procedures and processes for planning and allocation of financial resources. The University will develop further strategies for mobilizing of resources and ensure transparency in financial management. The income and expenditure of the institution will be subjected to regular internal and external audit.
The governance of the University will be aligned to the Mission and Vision of the University.

2. VISION AND MISSION OF THE UNIVERSITY

Vision:

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

Mission:

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

a. To inculcate skills and impart knowledge to the ignited minds in the fields of science and technology and soft skills including leadership, team building and communication.

b. To create human beings with golden heart who work and dedicate themselves for the advancement of humanity.

c. To undertake research and development activities in collaboration with the world of work leading to creation of new knowledge in the fields of science, commerce, engineering and technology, management, health sciences and therapies, sports, multi-media, applied and performing arts.

3. INVOLVEMENT OF LEADERSHIP IN UNIVERSITY MANAGEMENT

The leadership will be continuously involved in improving the academic and administrative systems of the University. The management of the University will make efforts for continuously improving the areas of teaching, research and student support. The leadership will make institutional arrangements for regular touch with various stakeholders including parents, alumni and industry representatives through periodic meetings and events which involve their participation.

The University leadership will constantly strive for excellence in the various areas of academics and administration. At the central level, regular meetings of the IQAC will be held to launch quality initiatives. At the departmental/Faculty level, faculty members will be encouraged to take quality initiatives in classroom delivery, research work and developing students' support systems. Regular meetings of the HoDs and Deans will be held under the chairmanship of the Vice-Chancellor where detailed discussions will be held to bring excellence in the various parts of the University life.

The leadership will have the practice of consulting various stakeholders particularly the students and people from academia and industry to find changing industry trends and student expectations. Regular touch will be kept with academia both inside and outside the University to assess the changing education scenario so that changes in the organizational needs of the University are appropriately assessed.

4. GOVERNANCE STRATEGY

All leadership positions and positions in statutory and non-statutory bodies of the University will remain duly filled up. In University Governance, Participatory Management will be thoroughly emphasized. The University will take all possible steps to groom leadership at all levels. For knowledge management, the University leadership will foster a culture of discussion in all departments.

The University and its all-constituent academic units will have a perspective plan to further its Vision and Mission.

The University will have a formal Quality Policy. The University will develop and execute strategy for larger industry interaction through corporate meets, involvement of industry professionals in various academic bodies, pre-placement seminars, and live projects and consultancy work from industry. The University is already connected with various industry associations and plans to further expand and strengthen these relationships particularly with those operating at international levels. The University will develop plans to give global orientation to the various courses taught in different faculties. It will have plans to encourage student and faculty members for exchange programmes with reputed foreign educational institutions. Faculty members would be supported for participating in foreign seminars and conferences for their value addition. The University would develop systems to enhance interaction with multinational companies and arrange guest lecturers from industry experts working in such companies. There will be plans to attract more foreign students to the different courses of the University. The University will encourage and support international conferences on the campus and be part of more international events. It will ensure that the departments operate independently for academic excellence and will have full accountability.

5. GRIEVANCE REDRESSAL SYSTEM

All Academic and Administrative units of the University will develop effective systems for receiving complaints and handling grievances of all the stakeholders. The mechanisms will be fully and continuously operational. The system will be periodically analysed to maintain good and harmonious stakeholder relationships within the norms of regulatory bodies. All instances of complaints, grievances and their redressal will be properly documented by all the units of the University.

6. DEPARTMENTAL EVALUATION AND FEEDBACK SYSTEM

As an integral part of the Governance System, the University will develop and execute Audit System for the performance evaluation of all the academic, student support and administrative units of the University. The audit will be based on specific criterion relevant to the department and the audit reports so obtained will be utilized to improve the performance of the constituent's units in future. The whole process will be duly documented. The different units of the University will follow the developed system of obtaining feedback from all stakeholders and the same would be utilized for the improvement of their performance. It will set-up a formal system for the identification of the needs of the different units so that the same are fulfilled on merit and the departments are enabled to show the expected standards of the performance.

7. FACULTY EMPOWERMENT AND STAFF DEVELOPMENT

The University will develop, execute and review faculty empowerment and staff development strategies as per already notified policy and procedures for faculty and staff welfare. The University will implement through its competent bodies like IQAC, faculty development and staff development programmes to build employee potential and raise academic productivity. The departments will set up platforms and mechanisms for peer group learning and organize seminars, conferences and expert lectures in the latest and the emerging areas to remain updated in the field of academics. Staff development programmes will be organized with the specific objectives to streamline procedures, improve efficiency and enhance student satisfaction.

The University will maintain academic ambience and environment and undertake such welfare measures as are needed to attract and retain quality faculty. To give right exposure to the students, faculty recruitment strategy will focus both on academically and professionally qualified faculty. The University will ensure that the minimum standards of qualification and experience are observed while recruiting faculty.

8. GENDER SENSITIZATION

Gender concerns will be duly built into the Governance System. The University will strive for due representation for Women in the different positions of the University. To create a harmonious and congenial environment gender sensitization programme will be organized for the different stakeholders' groups of the University. The governance structure will take special care to maintain and uphold the dignity of women in the different spheres of the activity.

9. DECISION MAKING

The decision making in the different spheres of the University life will be policy-based and institutionalized. The meetings of all statutory and non-statutory bodies will be held regularly and in accordance with the provision of the University ordinances and regulatory bodies. All the meetings of the bodies will be duly documented.

For effective implementation, the Standard Operating Procedures as outlined in **Annexure A** shall be observed.

Appendix - 1

Standard Operating Procedures for Governance Standards

Governance standards prescribe policies and practices of the University in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership in institution building. The governance of the University will be aligned to the mission and vision of the University.

1. INVOLVEMENT OF LEADERSHIP IN UNIVERSITY MANAGEMENT

- The management of the University will make efforts for continuously improving the areas of teaching, research and student support.
- The leadership will make institutional arrangements for regular touch with various stakeholders including parents, alumni and industry arrangements through periodic meetings and events that involve their participation.
- At the central level quarterly meetings of the IQAC will be held to launch quality initiatives.
- At the departmental/ faculty level, faculty members will be encouraged to take quality initiatives in classroom delivery, research work and developing student's support system.
- Meetings of the HoD and Deans will be held under the chairmanship of the Vice- Chancellor where detailed discussion will be held to bring excellence in the various parts of the University life.

The University will develop and execute strategy for larger industry interaction. Quality improvement strategies for industry interaction will include:

- Expert lecture by industry professionals in each semester.
- Association of industry experts in IQAC, Board of Studies, Innovation and Incubation Centre and other bodies of the University.
- Industry visits at least once in a Semester.
- Participation of industry experts in seminars and conferences.
- Association of Industry experts in curriculum design and delivery.
- Student mentorship by industry managers will be arranged.
- Collaborative research and consultancy projects with industry.
- Academic collaborations with industry for internships, collaborative projects, short term courses, certification courses, industrial visits etc.

2. GOVERNANCE STRATEGY

Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall adhere to the following criteria of governance system:

- Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, under section 3 of UGC Act,1956 is owned by a not-for-profit Trust in the name & style of Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, (Trust) registered under the Indian Trust Act 1882 (hereinafter referred to as the Sponsoring Trust).
- Among the authorities of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, there shall be a Chancellor who shall be appointed by the Sponsoring Trust and shall be a distinguished public figure.
- The Sponsoring body of Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, may also appoints a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same.
- The highest governing body of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall be a Board of Management to be headed by the Vice Chancellor. This body shall consist of a minimum of ten members and a maximum of fifteen members.
- The Board of Management of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall be independent of the Sponsoring Trust and Managing Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Trust on the Board of Management shall be limited to a maximum of four.
- The Board of Management shall consist of eminent persons capable of contributing to and upholding university ideals and traditions.

2.1 BOARD OF MANAGEMENT

- The Board of Management of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall be independent of the Sponsoring Trust and Managing Trust with full autonomy to perform its academic and administrative responsibilities. The number of representative(s)/nominee(s) of the Sponsoring Trust on the Board of Management shall be limited to a maximum of four.
- The Board of Management shall be constituted of eminent persons capable of contributing to and upholding University ideals and traditions.
- The composition of a Board of Management shall be as follows: -

i) Vice-Chancellor: Chairperson.

ii) Pro Vice-Chancellor.

iii) Deans of Faculties not exceeding two (by rotation based on seniority).

iv) Three eminent academics as nominated by the Chancellor, who shall have worked at the rank of professor and shall neither be from the Institution or the sponsoring body nor be their relatives.

v) In Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, the UGC shall nominate a representative. The UGC will nominate its representative from a panel of names selected through a Search Committee.

vi) Two teachers (from Professors, Associate Professors) by rotation based on seniority.

vii) One teacher by rotation of the rank of Assistant Professor.

viii) Maximum of four nominees of the Sponsoring Trust.

ix) The Registrar, shall be the Secretary.

The terms of membership of the Board of Management shall be as follows:

(i) All the members of the Board of Management other than the ex-officio members and the members of the teaching staff shall hold office for a term of three years and shall be eligible for reappointment.

(ii) Members of teaching staff in the Board of Management shall hold office for a period of 2 years or till such time as they continue to be members of the teaching staff, whichever is earlier.

- **Powers of The Board of Management:**

The Board of Management shall be the principal organ of Management and principal executive body of the institution deemed to be University and shall have the following powers, namely:

i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the institution deemed to be University and to allocate areas of study, teaching and research to them;

ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;

iii) To appoint such Professors, Associate Professors, Assistant Professors and other Academic Staff as may be necessary on the recommendation of the Selection Committee;

iv) To lay down the duties and conditions of service of the Professors, Associate Professors and Assistant Professors and other academic staff of the institution deemed to be University in consultation with the Academic Council;

v) To provide for appointment of Visiting fellows and Visiting Professors;

vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;

vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutions, Funds, Trusts and conveyances calculated to benefit the staff and the students of the Institution deemed to be University;

viii) To regulate and enforce discipline among the employees of the institution deemed to be University and to take appropriate disciplinary action, wherever necessary;

ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institution deemed to be University;

x) To grant leave of absence to the Vice-Chancellor and to make necessary arrangements for carrying on his/her functions during the period of absence;

xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degrees, Diplomas, Certificates and other academic tittles and distinctions;

xii) To fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee;

xiii) To institute Fellowships, including Travel Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Rules to be framed for the purpose;

xiv) To advise the Trust (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institution deemed to be University;

xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the institution deemed to be University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s);

xvi) To transfer or accept transfers of any movable property on behalf of the institution deemed to be University; Provided that the Board of Management has no right to transfer or alter ownership in any manner whatsoever of any movable or immovable property of the institution deemed to be University without the approval of the sponsoring Trust.

xvii) To execute in consultation with the Trust (if any) conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the institution deemed to be University or to be acquired for the purposes of the institution deemed to be University;

xviii) To issue appeals for funds for carrying out the objectives of the institution deemed to be University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.;

xix) To raise and borrow in consultation with the Trust (if any) money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the institution deemed to be University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the institution deemed to be University, all expenses incidental to the raising of money and to repay and redeem the money borrowed;

xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments;

xxi) To maintain a fund to which shall be credited:

- All moneys provided by the Central or State/UT Government(s) /University Grants Commission;
- All fees and other charges received by the institution/deemed to be University;
- All money received by the institution deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and
- All money received by the institution deemed to be University in any other manner or from any other source;

xxii) To open account or accounts of the institution deemed to be University with anyone or more scheduled banks and to lay down the procedure for operating the same;

xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee;

xxiv) To invest the funds of the institution deemed to be University or money entrusted to the institution deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment;

xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations/Bye-Laws;

xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of institution deemed to be University and for that purpose to appoint such agent or agents as it may deem fit;

xxvii) To provide building or buildings, premises, furniture, fittings, equipment's, appliances and other facilities required for carrying on the work of the institution deemed to be University;

xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the institution deemed to be University;

xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the institution deemed to be University and to rescind such recognition;

xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these Committees as it thinks fit;

xxxi) To appoint in order to execute an instrument or transact any business of the institution deemed to be University, any person as attorney of the institution deemed to be University with such powers as it may deem fit;

xxxii) To appoint Auditor(s) for the ensuing year;

xxxiii) To select an emblem and to have a common seal for the institution deemed to be University and to provide for the custody and use of such seal;

xxxiv) To delegate all or any of its powers to any Committee or sub- Committee constituted by it or the Vice-Chancellor of the institution deemed to be University or any other person;

xxxv) To conduct all administrative affairs of the institution deemed to be University not otherwise specifically provided for;

xxxvi) To take all necessary decisions for the smooth and efficient functioning of the institution deemed to be University.

- **Meeting of the Board of Management:**

(i) The Board of Management shall meet four times a year. Not less than 15 days' notice shall be given of a meeting of the Board of Management. Eight (8) members shall make the quorum for a Board of Management meeting.

(ii) Every meeting of the Board of Management shall be presided over by its Chairman and in his/her absence, by a member chosen by the members present, from amongst themselves.

(iii) Each member of the Board of Management, including its Chairman, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

(iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding as if such resolution had been passed at the meeting of the Board.

(v) A copy of the proceedings of each meeting shall be furnished to the Chancellor of the institution deemed to be University as soon as possible after the meeting.

- **Termination of membership:**

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a full-time appointment in the Institution deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, he/she shall cease to be a member of the Board of Management.

- **Constitution of Standing committee and Ad-hoc committee by the Board of Management:**

  Subject to the provision of the Rules of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, the Board of Management may, by a resolution, constitute such Standing Committee or Ad hoc Committee or Committees for such purposes and with such powers as the Board may think fit for discharging any function of the institution deemed to be University or for inquiring into, reporting and advising upon any matter of the Institution deemed to be University.

  The Board of Management may co-opt such persons on the Standing Committees or Ad-hoc Committees, as it may consider suitable

- **Delegation of Powers of the Board of Management:**

  The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer of the institution deemed to be University of the Standing Committee or the Ad–hoc Committee such of its powers as it may deem fit subject to the condition that the action taken by the Vice Chancellor or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

2.2 ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the Manav Rachna International Institute of Research and Studies(Deemed to be University) Faridabad, and subject to the provisions of the Rules, shall have the control over and be responsible for the maintenance of standards of teaching, research & training, approval of syllabus, co-ordination of research activities, examinations and tests within the institution/deemed to be University and shall exercise such powers and shall perform such other duties and functions as prescribed or conferred upon it by the Rules of the institutions.

Composition of the Academic Council: The Academic Council shall consist of the following persons, namely:

1. Vice Chancellor- Chairperson
2. Pro Vice-Chancellor (if any)
3. Dean(s) of Faculties
4. Heads of the Departments
5. All Professors other than the Heads of the Departments.
6. Two Associate Professors from the Departments other than the Heads of the Departments by rotation of seniority
7. Two Assistant Professors from the Departments by rotation of seniority
8. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution deemed to be University who will not in the service of the Institution deemed to be University, nominated by the Vice-Chancellor
9. Three persons who are not members of the teaching staff, co-opted by the Academic Council for their specialized knowledge
10. The Registrar, who shall be the Secretary of the Academic Council

Note: *The representation of different categories shall only through rotation and not through election. It shall also be ensured that no particular Faculty dominates the membership of the Council.*

Term of membership: The terms of members other than ex-officio members shall be of two years.

Powers and functions of the Academic Council:

The Academic Council shall have the following powers and duties, namely

i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take proper action thereon;

ii. To exercise general supervision over the academic work of the institution deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;

iii. To promote research within the institution deemed to be University, acquire reports on such researches from time to time;

iv. To prescribe courses of study leading to degrees and diplomas of the institution deemed to be University;

v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;

vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;

vii. To maintain proper standards of the examinations;

viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions deemed to be University;

ix. To suggest measures for departmental co-ordination;

x. To make recommendations to the Board of Management on:

(a) Measures for improvement of standards of teaching research and training;

(b) Institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;

(c) To recommend to the Board of Management, the establishment or abolition of departments/centres; and

(d) To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;

xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;

xiii. To take periodical review of the activities of the Departments/Centres and to take appropriate action with a view to maintaining and improving standards of instruction;

xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and

xv. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

Meeting of the Academic Council:

i) The Academic Council shall meet as often as may be necessary but not less than three times during an academic year. Not less than 15 days' notice shall be given of a meeting of the Academic Council.

ii) One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

iii) Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairman shall have a casting vote.

iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that at least one half of the total number of the members of the Academic Council have recorded their views on the resolution.

2.3 PLANNING & MONITORING BOARD

- The Planning & Monitoring Board shall be the principal Planning Body of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, and shall be responsible for the monitoring of the development programmes of the Institution deemed to be University.
- The Vice-Chancellor shall be the Chairman of the Planning & Monitoring Board. The Registrar is its Secretary. It may include seven internal members and three outside eminent experts, including one nominee of the UGC.
- The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- The Planning & Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the institutions deemed to be University.
- The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval. Proposals relating to the academic matters may be processed through the Academic Council.

2.4 FINANCE COMMITTEE

All the budget requirements shall be handled by the Finance committee of Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad.

Composition of the Finance Committee:

The composition of Finance Committee at MRIIRS shall be as follows:

1. Vice Chancellor – Chairperson.
2. Pro Vice-Chancellor.
3. A person nominated by the Trust.
4. Two nominees of the Board of Management, one of whom shall be a member of the Board.
5. UGC representative. The UGC will nominate its representative from a panel of names selected through a Search Committee. The Search Committee will be formed as per details & procedure as mentioned in Clause 5.0 of Annexure I of UGC (Institutions Deemed to be Universities) Regulations,2016 for selecting the panel of names.
6. Finance Officer- Secretary.

Terms of Office of the Finance Committee:

All members of the Finance Committee other than ex-officio member shall hold office for a term of three years.

Powers and Functions of the Finance Committee:

(i) To consider the annual accounts and financial estimates of the institution deemed to be University and submit them to the Board of the Management for approval;

(ii) To consider and recommend the annual budget and revised estimates to the Board of Management;

(iii) To fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the institution deemed to be University.

Note: *No expenditure other than that provided in the budget shall be incurred by the institution deemed to be University without the approval of the Finance Committee*.

Meetings of the Finance Committee

The Finance Committee usually meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Five Members shall constitute the quorum for the meeting.

2.5 SELECTION COMMITTEE

Selection Committee shall be constituted for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors, Assistant Professors and Lecturers and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Every selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Meetings of the Selection Committee

(a) The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

(b) Four members of the Selection Committee will always include at least two area experts.

(c) If the Board of Management will be unable to accept the recommendations of the Selection Committee, it will record its reasons thereof and will require an appropriate review by a high-power committee.

Composition of the Selection Committee

The composition of the selection committee shall be as follows:

- Vice–Chancellor -Chairperson
- An academician nominated by the Chancellor
- Dean of Faculty
- Head of the Department

- Three experts in the concerned subject/field nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the institute
- An academician representing SC/ST/OBC/ Minority /Women /Differently-abled categories, if any of candidate representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category
- At least four members, including two outside subject experts, constitute the quorum.

2.6 INTERNAL QUALITY ASSURANCE CELL

University shall establish its Internal Quality Assurance Cell to drive quality processes as per norms of the National Assessment and Accreditation Council (an autonomous institution of the University Grants Commission) to take quality initiatives for improving academic and administrative performance of the institutions.

- Quarterly Meetings of IQAC shall be chaired by the respective Vice-Chancellor and the decisions shall be executed by the Director IQAC.
- Some of the major responsibilities of IQAC shall include development and application of quality parameters and organization of activities relating to enhancement of educational quality. The cell will evolve mechanisms for timely, efficient and progressive performance of the various academic and administrative units of the university. The cell will undertake periodic academic review of the various departments in which specific measures for quality will be suggested and implemented. The cell will play a key role in promoting quality culture in the University. The cell will conduct faculty and staff development programmes, workshops and expert lectures from time to time to generate quality awareness among faculty and students for enhancing quality of education and student support services.

Functions

- Development of Quality Culture in the institution;
- Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution;
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

- Realistic assessment of quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of Society
- Optimization and integrations of modern methods of teaching and learning
- Enhancing the creditability of evaluation procedures
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.
- Facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Act as a nodal agency of the Institution for coordinating quality-related activities including adoption and dissemination of best practices;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Composition of IQAC:

IQAC shall be constituted under the Chairmanship of the Vice-Chancellor with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders

The composition of the IQAC be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

2.7 BOARD OF FACULTIES AND BOARD OF STUDIES

The academic responsibilities and decision- making in each department shall be facilitated by the Board of Faculty and Board of Studies.

Composition: The Board of Studies of each Faculty/ Department shall consist of:

- Dean of faculty/Head of the Department - Chairperson
- All Professors of the Faculty/Department
- Two Associate Professors of the faculty/Department by rotation according to seniority
- Two Assistant Professors of the faculty/Department by rotation according to seniority
- Not more than 2 external persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned on case-to-case basis, with the approval of Vice Chancellor on the recommendations of Dean of Faculty concerned.

In case of unavailability of sufficient number of Professors/Associate Professors within the Department, Vice Chancellor on the recommendations of Dean of Faculty concerned can nominate members from other allied Departments. The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution deemed to be University.

Powers of Board of Faculty:

a) General supervision over academic work
b) Directions regarding evaluation, research and improvement of academic standard
c) Promote research within the concerned departments
d) Measures to improve standards of teaching, training and research
e) Institution of fellowships, traveling fellowships, scholarships, medals, prizes etc.
f) Establishment or abolition of departments/ centres
g) Bye-laws covering academic functioning of the institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.
h) Appointment of sub- committees to advise on specific matters as may be referred by the Academic Council.

Powers of Board of Studies:

a) Coordination of teaching and research work in the assigned programmes

b) Appointment of committees of courses for the department, to supervise work in various areas

c) Recommendation regarding study scheme and syllabi

d) Recommendation of names of paper setters, examiners and moderators, wherever required

e) Consider schemes for advancement of standards of teaching and research

f) Prepare and formulate schemes for faculty development

g) Consider feedback reports on placement and employability of passed out students and suggest remedial measures

h) Consider proposals for revenue generation, such as consultancy, resource sharing etc.

Duties of Board of Studies:

1. To recommend to the Board of Faculty, the study scheme, courses and syllabi of Studies in the various programmes assigned to the Department;
2. To recommend to the Board of Faculty, name of paper setters, examiners and moderators, wherever required;
3. To consider schemes for the advancement of the standards of teaching and research and to submit such proposals to the Board of Faculty concerned;
4. To consider schemes for interaction with industry and to submit such proposals to Board of Faculty concerned;
5. To prepare and formulate schemes for Faculty development and to submit such proposals to Board of Faculty concerned;
6. To consider feedback reports on the placement and employability of the passed-out students and to suggest remedial measures, wherever necessary, for consideration of the Board of Faculty concerned;
7. To consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Board of Faculty concerned;
8. To perform all other functions which may be prescribed by the Ordinances / rules, and to consider all such matters as may be referred to it by the Board of Faculty, the Academic Council or the Vice-Chancellor;

9. To appoint committees of courses for the Department, wherever required and to supervise the work of such committees
10. To delegate to the Chairman, or to any other member of the Board or to a Committee, such or specific powers as may be decided upon by the Board from time to time.

Terms of Membership

All members of the BOS shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination.

Meetings:

i. Notice for a meeting of the Board, shall ordinarily be issued at least 10 days before the day fixed for the meeting. However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice- Chancellor.
ii. The quorum for the meeting of the Board shall be one third of its total members subject to minimum five members.
iii. The Chairman, Board of Studies, shall hold at least two meetings in a semester.

2.8 OFFICERS OF THE INSTITUTION DEEMED TO BE UNIVERSITY:

The following shall be the officers of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad:

a) Chancellor
b) Vice-Chancellor
d) Pro Vice-Chancellor
e) Registrar
f) Finance Officer
g) Controller of Examinations
h) Dean of Faculties
i) Head of Department
j) Such other officers as may be prescribed in the Rules of the institution deemed to be university.

a) CHANCELLOR:

Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, shall have a Chancellor who shall, when present, preside over the convocations of the institutions deemed to be university but shall not be the Chief Executive Officer. The Chancellor, who will be appointed by the sponsoring Trust, shall hold office for a period of 5 years and shall be eligible for one more term.

Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institute Deemed to be university.

b) VICE-CHANCELLOR

The Vice-Chancellor shall be a whole-time salaried officer of Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, and shall be appointed by the Visitor/Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

Persons of the highest level of competence, integrity, morals and institutional commitment shall be appointed as Vice-Chancellors. The Vice-Chancellor to be appointed shall be a distinguished academician, with a minimum of ten years of experience as Professor in a University system or ten years of experience in an equivalent position in reputed research and/or academic administrative organization.

The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice-Chancellor shall be as under:

I. In case, where the funding to the Institution Deemed to be University by the Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year account) the composition of Search-cum-Selection-Committee shall be as under:

- A nominee of Chancellor
- A nominee of the Central Government; who shall be an eminent academic nominated by the Government in consultation with UGC
- A nominee of Board of Management

II. In case, where funding is less than 50% of its expenditure, the composition of Search-cum-Selection Committee shall be as under:

- A nominee of the Visitor/Chancellor, who shall be the Chairperson of the Committee
- A nominee of the Chairman, University Grants Commission
- A nominee of the Syndicate/Executive Council/Board of Management of the Institution Deemed to be University

(i) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

(ii) In case of the office of the Vice-Chancellor becoming vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

(iii) The Vice-Chancellor shall not be a member of the sponsoring or managing Trust and/or a close relative of the President or members of the sponsoring or managing Trust.

POWER OF VICE-CHANCELLOR:

(i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.

(ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.

(iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.

(iv) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

(v) It shall be the duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.

(vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.

(vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.

(viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

(ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

REMOVAL OF VICE-CHANCELLOR

If the Vice-Chancellor of the Manav Rachna International Institute of Research and Studies (Deemed to be University)Faridabad, does not have the qualification as required under these Regulations and also UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time or not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Vice-Chancellor can be removed on the recommendations of an Enquiry Committee constituted by the Chairman UGC, after due process. The Commission based on the report of enquiry committee will give direction to the Visitor/Chancellor to remove the Vice-Chancellor. However, in case of Government controlled Institutions, the Commission will send its advice regarding removal of Vice-Chancellor to respective Ministries in Government of India/State Government/UT Government.

c) PRO VICE-CHANCELLOR

(i) The post of the Pro Vice-Chancellor may be created with the approval of the Board of Management and the Central Government.

(ii) The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.

(iii) The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor and at the pleasure of Vice-Chancellor.

(iv) The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the institution deemed to be university.

d) REGISTRAR

(i) The Registrar shall be a whole time salaried officer of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor - Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management.
4. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.

(ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.

(iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.

(iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.

(v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.

(vi) The following shall be the duties of the Registrar: -

1. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
2. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
3. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
4. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities;

5. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
6. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
7. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

e) FINANCE OFFICER:

(i) The Finance Officer shall be a whole-time salaried officer of the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, and shall be appointed by the Board of Management.

(ii) The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the institution deemed to be university.

(iii) The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.

(iv) He/she shall be responsible for the preparation of annual budget, estimates and statements of account for submission to the Finance Committee and the Board of Management.

(v) He/she shall be responsible for the management of funds and investments of institution deemed to be university, subject to the control of Board of Management.

f) CONTROLLER OF EXAMINATIONS:

(i) The Controller of Examinations shall be appointed by the Board of Management.

(ii) The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the institution deemed to be university.

(iii) The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.

(iv) The Controller of Examinations shall be a permanent invitee to the Board of Management.

g) DEAN

The Departments dealing with allied subjects could be grouped into faculties. Each Faculty may be headed by a Dean. The key functionaries of the Faculty will be the Dean and the Head of the Department. However, a democratic, participatory approach to decision- making will be followed. Following shall be the particular areas of responsibility, highlighting the decentralization in working:

Responsibilities of the Dean

1. Shall work with the Vice-Chancellor and higher management in leading and managing the institution as a whole.
2. Shall develop and agree to a budget for the Faculty as part of the planning and resources allocation process and then managing within it.
3. Shall ensure that the Faculty meet targets agreed as part of the planning and resources allocation process.
4. Shall lead and deploy Faculty staffing as required in order to achieve maximum effectiveness.
5. Shall lead responsibility for ensuring a high-quality student experience for students.
6. Shall be responsible for safety and environmental management.
7. Shall forward recommendations to higher management for new appointments, appraisals, special leave etc.
8. Shall be a part of the internal communications network ensuring faculty and staff members shall be kept informed of and contribute to University and Faculty developments.
9. Shall represent department to the Vice-Chancellor and to the local community.
10. Shall be responsible for identifying service levels required from contracted services on the campus and monitoring of service delivery.

h) HEAD OF DEPARTMENT:

There shall be a Head of the Department for each of the Departments in the Manav Rachna International Institute of Research and Studies (Deemed to be University) Faridabad, who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- The term of the Head of the Department shall normally be 3 years and he/she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- The powers and functions of the Head of the Department shall be prescribed by Rules of the institution deemed to be university.

Responsibilities of the Head of Department

1. Shall be responsible and accountable for setting and advancing the academic strategy of the department in line with Faculty and University strategic plans and direction.
2. Shall contribute to the overall leadership and management of the Faculty.
3. Shall develop and sustain appropriate structures for management, consultation, decision making and communication with staff and students.
4. Shall promote and represent the University both internally and externally.
5. Shall ensure the best possible student experience through fair admission, teaching- learning and administrative processes.
6. Shall ensure the highest levels of quality, integrity and ethics in all research undertaken.
7. Shall create a dynamic and forward-looking research environment for both staff and students.
8. Shall create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching and/or research.
9. Shall contribute to institute-wide initiatives in order to improve understanding and communication of this area
10. Shall ensure that University HR policies and procedures will get implemented.
11. Shall ensure that staff performance be managed appropriately and in a way that will be consistent with the expectations of the institution, and that fair workload allocation processes be in place.
12. Shall ensure all staff have access to the necessary support to enable them to contribute fully and develop their skills and experience.
13. Shall promote a culture of excellence, co-operation and respect both within and beyond the department.
14. Shall make effective use of all staffing resources and seek opportunities for collaboration and joint working with others beyond the department and beyond the Faculty.
15. Shall ensure students be included as appropriate in the various decision-making platforms within the department.

16. Shall ensure a safe and healthy environment for both staff and students, and full compliance with health and safety requirements.

17. Shall ensure all activities be carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement: such procedures will include teaching, research and management of all resources.

18. Shall comply with auditing, quality assurance and risk management procedures both internal and external.

Besides this there will be Faculty in-charges at the department level to take care of following various aspects of academics, co-curricular, extra-curricular activities with their well-defined roles and responsibilities:

- Programme Coordinator
- Course Coordinators
- Students' Mentors
- Training and Placement
- Time-Table and EMS (Academic module)
- Website
- Students Welfare
- Examination and Results
- Research and PhD programme

The academic responsibilities and decision- making in the department will be facilitated by the Board of Faculty and Board of Studies constituted as per UGC guidelines.

2.9 DELEGATION OF POWERS:

Subject to the provisions of these Regulations and Rules, any authority or officers of the Institution Deemed to be University with the approval of Board of Management, may delegate its power to any authority or officer or person under their respective control and subject to the conditions that the overall responsibility for exercising the powers so delegated shall continue to rest in the Authority or officer delegating such powers.

3. GRIEVANCE REDRESSAL SYSTEM

The system will be governed by the provisions of laid down Handbook of Ethical Policy and Code of conduct.

4. DEPARTMENTAL EVALUATION AND FEEDBACK SYSTEM

The system will be governed by the provisions of laid down Policy and Procedures for Feedback.

5. FACULTY EMPOWERMENT AND STAFF DEVELOPMENT

The system will be governed by the provisions of laid down Policy and Procedures for Faculty and Staff Welfare.

6. GENDER SENSITIZATION

This shall be governed by the provisions of University's Gender Equity Policy.

7. FINANCIAL MANAGEMENT

For smooth functioning of individual departments, financial powers shall be decentralized as and when notified by the office of Registrar. The income and expenditure of the institution are subject to regular internal/external audit.

Internal audit and external audits of University accounts shall be conducted as per the laid down standard operating procedures for the conduct of financial audits.

8. DECISION MAKING

a. The meetings of all statutory and non-statutory bodies will be held in accordance with the provision of the University ordinances and regulatory bodies.

b. All the meetings to be well documented.

c. Proceedings shall be shared with all members and other concerned.

CHAPTER

18. POLICY AND PROCEDURES FOR FACULTY AND STAFF WELFARE

1. PREAMBLE

Manav Rachna International Institute of Research and Studies was established in the year 2008 under Section 3 of UGC Act, 1956. MRIIRS recognizes its teachers and non-teaching employees as its most valuable assets and acknowledges the fact that the welfare of the employees is pivotal in achieving the Vision and Mission of the University. We are committed towards providing harmonious and caring environment to all of its faculty and staff members which will in turn drive them to develop and deliver their best potential at work. The faculty and staff welfare policy of MRIIRS, and its Standard Operating Procedures are defined to provide assistance to its employees during their tenure of service and even after it.

Faculty and Staff Welfare involves the conduct of orientation and induction to faculty and staff members including their recruitment, providing proper training and the developing skills, assessment of employee (performance of appraisal), providing proper compensation and benefits, motivating, maintaining proper relations with employees and unions, maintaining employee's safety, welfare and health by complying with rules and regulations of the organization. Every organization desire to have skilled and competent people to make their organization more effective than their competitor.

2. PURPOSE

The purpose of this faculty and staff welfare Policy and defined Standard Operating Procedures is to provide the scope, overall framework, rules and regulations within which the faculty and staff welfare activities shall have to be performed by the authorities of this institution while:

- Creating a harmonious and conducive work environment for effective functioning of all the faculty and staff members across its campus.
- Ensuring high level of efficient and effective support system to meet the requirements of the faculty and staff.
- Ensuring compliance of the guidelines by the Government Statutory Bodies.
- Making MRIIRS a competitive and lucrative place for work capable of attracting and retaining competent staff.
- Streamlining the administrative functioning of faculty and staff welfare issues.

3. SCOPE

The scope of the University's Policy and Procedures of faculty and staff welfare shall be to:

a) ensure that the quality of the work environment it provides is of the highest standard and commensurate with the expected standards
b) establish policies and procedures to enable it to fulfill regulatory bodies' requirements in relation to faculty and welfare schemes.

Following heads shall be covered under the Policy and Procedures of faculty and staff welfare:

A. Faculty and Staff Welfare Schemes
B. Appreciation/incentives of Teaching/Non-Teaching Staff for recognition at State, National and International levels
C. Faculty and Staff Development Programs
D. Recruitment System
E. Appraisal System

4. FACULTY AND STAFF WELFARE SCHEMES

The university will adopt all reasonable measures to promote the welfare of the employees. Special measures will be taken to recognize the needs of the female staff. The university will constitute a separate committee to develop and monitor welfare schemes for the employees. While adopting these measures, legal compliances will be fully taken care of.

- **Inclusiveness:** Manav Rachna holds the responsibility to demonstrate inclusivity among its all faculty and staff by providing an opportunity to display and share their own culture by enhancing representation of all communities. The university shall treat everyone fairly and allowing the same opportunities to all regardless of gender, race, religion, sexual orientation, culture or background.
- **PhD Fee Waiver**: The non-Ph.D faculty members shall be encouraged to enroll themselves for Ph.D programme. Fee waiver to faculty members shall be provided for 4 years in PhD programme at MRIIRS.
- **Seed Money:** Faculty members shall be eligible to seek seed money for research projects. Faculty members will be required to submit the request application to the Head of Department along with the complete Head wise financial details. The reviewed applications shall be submitted to the office of Registrar/PVC after due recommendation of respective Dean of the Faculty. Final approval authority shall be the office of Vice-Chancellor.

- **Cash rewards for indexed Publications**: Provision for Award of cash incentive to the faculty members for publication of research papers in the reputed 'Research Journals' shall be made. The information shall be collated by the Dean Research through the recommendation of the entire department Heads and respective Deans for subsequent approval by the competent authorities.
- **Study Leaves**: There shall be a provision for the faculty members to avail higher study leaves including pursuing Ph.D from other Universities to avail study leave for attending their Ph.D course work.
- **Fee Concession to wards of faculty/staff**: MRIIRS shall provide the benefits of acquiring education with MRIIRS/MREI Schools by providing fee concessions to the wards of faculty and staff members of MRIIRS. The application shall be submitted by the employee to the office of CHR through the recommendation of respective HoD and Dean of Faculty.
- **Day Care Facility:** In house Day care creche facility will be provided for the children of teaching and non-teaching members. The employees (both teaching and non-teaching) of MRIIRS shall be eligible to avail this facility during their working hours. This facility shall be made available with well-trained day care staff to provide the best care to children and to engage them in meaningful manner. The request application/email may be submitted by the respective employee to the central HR, MRIIRS through the recommendation of respective Head of the Department.
- **Medical Facility:** Apart from in-house medical facility, tie-up with Metro Heart Institute, Asian Hospital & Sarvodya Hospital, Faridabad for Health Services to students, staff and faculty members. Sarvodya Hospital provides medical assistance within the campus.
- **Long Service Association Rewards:** Faculty members and staff members with a stay of minimum 10 years shall continue to be honored every year on the occasion of celebration of New-Year in the University.
- **Food courts and canteen facilities** shall continue to be made available for food and refreshment.
- **On-campus ATM and Banking Facility**: Campus has 24 hr ATM facilities. During banking hours, Punjab National Bank is available for the benefit of its employees.
- **Accidental insurance cover** for faculty & staff members and students
- **Excellent civic amenities** and **subsidized transport facility** to the various destinations. **Conduct of Sports Tournaments** for faculty members/non-teaching staff.
- Advance against salary

- **Financial support** to its faculty/staff members to participate in Faculty Development Programs, Staff Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.

5. APPRECIATION/INCENTIVES OF TEACHING/NON-TEACHING STAFF FOR RECOGNITION AT STATE, NATIONAL AND INTERNATIONAL LEVELS

The role of a university functionary – whether a teacher, staff or student transcends way beyond the limits of classroom or a laboratory. He is expected to carry out his prowess and acquired knowledge for nation-building, societal progress, upholding our glorious heritage and culture, fostering technology and environmental sustainability for a multi-dimensional transformation. He is expected to transfer his robust work ethos for others to emulate. A teacher with his core knowledge, research potential and refined human traits has to act as a role model to provide impetus to the lesser privileged members of the society to enable them to unshackle and surge ahead professionally, economically and societal.

A university functionary must move out of his university precincts for a professional and societal interplay- be it at State, national or international professional conferences / symposia, cultural or sports meet or any other pertinent issue like environmental sustainability, health issues or redressal of some natural calamity.

MRIIRS has a policy in place to encourage, motivate and incentivize its team members to strive to excel in the outside environment in a whole lot of domains. The university does not confine to professional activities alone but treats achievements in cultural, societal, environmental, sports, performing arts on equal footing. The appreciations of laudable feats are itemized as under:

Appreciations by MRIIRS

1. One-time financial incentive
2. Recognition at a University function.
3. Appreciation certificate
4. Announcement on University Web site, social media, Annual Reports and Newsletters
5. Weightage in annual appraisal forms.

Recognition of efforts or awards by MRIIRS

1.	Patent Granted	1,2,4,5
2.	Patent published	1,3,4,5
3.	Invited Talk/Resource Person during an FDP	3,4,5
4.	Reviewer of paper / Journal or Journal Editor	4,5
5.	Special Award/fellow by a government organization	1,2,3,4,5
6.	Best Paper award for publication in Conference / Journal	4,5
7.	Best Paper award during in an International Conference held outside India	1, 4, 5
8.	Book/Chapter Publication by a National/International publisher	4,5
9.	Session Chair during a conference, panelist during a panel discussion	3,4,5
10.	Professional body Certification/accreditation from a National Level Body	1,2,4
11.	Senior Membership of a Professional Body	4,5
12.	Online Certification with Position	1,4,5

6. FACULTY AND STAFF DEVELOPMENT PROGRAMS

Preamble: Faculty and staff development are an important component of institutional development. The university will be committed to conduct, through its competent constituent bodies, programs for the development of faculty and staff for continuous improvement of performance. Further, the faculty members shall be encouraged to participate in Seminars/Conferences/Workshops/Training Programs/Short Term courses etc. within or outside the University.

Purpose: To declare Manav Rachna International Institute of Research and Studies's guidelines for faculty/staff development and ensure uniform deployment of the approved policy. This shall cover the conduct of faculty/staff development programs and participation of faculty/staff members in such programs within or outside the university. The purpose is to develop their attitudes, professional skills and abilities for full performance within the position and for career advancement within the University.

At MRIIRS, the Faculty and Staff development initiatives shall be taken:

- To enhance the domain specific knowledge and skill set of the faculty members for a more effective course delivery.
- To provide a forum for the faculty/staff members to network and exchange their professional views and experiences by organizing faculty/staff development programs and

nominating them to attend such faculty/staff development programs within or outside the university.

- To get them familiarize with innovative and rapidly changing teaching-learning pedagogies and improve their core competencies to ultimately achieve the organizational goals.
- To encourage the faculty members to embark on various research activities.
- To develop their attitudes, professional Skills and Abilities for full performance within the position and for career advancement within the university.

The University will develop comprehensive programs of development for faculty and staff to improve productivity and efficiency. Reputed resource persons will be invited for faculty and staff training from time to time so that the knowledge and competence remain fully updated. No discrimination of any type will be made in the selection of the employees for training and development and such opportunities will be equitably distributed.

6.1 Faculty Development Programs (FDPs)

At MRIIRS, Faculty development programs including Short Term Training Programs (STTPs), Short Term Courses (STCs), Workshops, etc. shall be organized to enhance the teaching-learning effectiveness and overall upgradation of the faculty members.

a) FDPs will be organized by the Internal Quality Assurance Cell (IQAC)/concerned departments depending upon the areas of development. The Deans of various Faculties/Head of departments will decide specific topics/areas of FDPs relevant to their academic units and identify a coordinator for each FDP. Domain-centric FDPs will be organized by the concerned departments and quality related FDPs (pedagogy, soft and professional skills, research orientation, and educational technology) will be organized by the IQAC/Office of the Dean Research at central level.
b) It will be mandatory for each faculty member below the rank of a University Professor to attend at least 2 FDPs in an academic year depending upon academic and interest area. Senior faculty members may also be motivated to join FDPs as per their interest or requirement.
c) Ordinarily, FDPs will be organized on working Saturdays of a month. Longer duration FDPs may be organized during May-July and November-December. Concerned HoDs will make arrangements for substitute classes when FDPs are held on week days.
d) FDPs will be conducted by well- known outside experts from academia and industry along with senior members of the University. The concerned conducting units will obtain the consent of external and internal experts before including their names in the proposals.

e) An FDP proposal as developed by a conducting unit will essentially include the following:
   i. Specific title of the FDP with broad outline of contents;
   ii. Expected outcome and pedagogy to be used;
   iii. Names of the resource persons (both external and internal) along with their brief CVs/introduction;
   iv. Target batch size;
   v. Program duration and the suggested date(s) of the program;

f) The proposals will be made in the areas of contemporary interest and should be attractive enough to generate participation.

g) A separate budget head will be provided by the University to meet expenses related to FDP activities.

The implementation of policy of Faculty Development Programs shall be governed by the standard operating procedures as outlined below:

Standard Operating Procedures for Faculty Development Programs (FDPs)

The given below Standard Operating Procedures shall be followed for organizing Faculty Development Programs:

a) Faculty coordinator(s) from each department will be nominated for execution of the respective FDPs.

b) Keeping in mind the approved Strategic Perspective Plans of the department and in line with the University's Academic calendar, department's activity calendar including planned FDPs shall be prepared by the respective coordinator of the department. It must get prepared at least 2-3 weeks prior to start of the semester.

c) The calendar through concerned Dean will be forwarded for approval of the Dean Academics of the University.

d) The specific title of the FDP, expected outcome, pedagogy to be used, the tentative dates and the names of the resource persons (along with their brief CV/profile) will be notified by a HoD/ internal coordinator from the concerned department as nominated by the department.

e) Outside resource persons for FDPs should be senior and from reputed institutions, including academia and industry.

f) The FDP coordinator in consultation with HoD and senior faculty members of the department will chalk out the plan of FDP to be organized. The respective committees including organizing committee, registration committee etc shall be constituted. Finalizations with respect to

contents to be covered, resource persons to be targeted, finances involved shall be done after due deliberations.

g) The nominated FDP coordinator will look for the opportunity to apply for possible funding/grant for FDP through UGC, DST, AICTE, DBT etc.

h) The coordinator will take the consent of the proposed Resource persons in consultation with HoD.

i) After the confirmation from resource persons, coordinator along with the organizing committee members shall prepare the draft brochure highlighting about the University, department, outline of planned faculty development program, target audience, expected outcome, registration details and resource persons.

j) The brochure shall be forwarded to head of the department for subsequent approval. The program venue, logistics required, refreshments, certificates, felicitation of the guests/ resource persons and other FDP related expenses may be met under a separate budget head to be provided by the university.

k) Once approved, the brochure shall be circulated among the faculty members of university and outside the university for subsequent registrations. This process must be started at least three weeks before the conduct of the FDP.

l) The attendance of the participants is to be recorded by the FDP coordinator.

m) Each faculty development programme should have a feedback session and the feedback should be analyzed for further improvement in quality of FDPs. Feedback record should be maintained by the organizing unit.

n) Certificate of participation must be issued to the participants on completing the program preferably for week long program and feedback on the program should also need to be sought.

o) The post event report of the organized FDP will be prepared by the respective coordinator and submitted to the IQAC for record within a week time.

p) The proceedings of each FDP should be widely circulated for the benefit of all.

q) IQAC should also hold FDPs in multi-disciplinary areas/quality related areas for which specific combinations of departments may be identified for faculty participation.

r) At the faculty/departmental level, faculty development should also be targeted through research seminar series, peer group learning platforms, experience sharing sessions and sharing of research and ideas.

6.2 Staff Development Programs (SDPs)

Administrative staff in any organization is an important component of the University system. They are supposed to have complete understanding of rules and regulations, administrative practices and procedures. The University lays great emphasis, among other things, on Staff Development Programs on a regular basis.

With this end in view, development sessions for all the secretarial and other staff working in various units of the University will be held at a regular interregnum to train and upgrade them in administrative procedures, systems, practices, communications skills, documentation methods, use of IT tools like MS Office, MS Excel etc. and to sensitize them to follow them religiously for better productivity and doing full justice with the jobs entrusted to them. This will create a positive overall impact in the University and help to meet the organizational goals in full measures.

The Staff Development Programs would be preferably in the following areas:

a) Uniform and effective filing system
b) Maintenance of records including system of tracking of files, papers and follow ups
c) Brief, easy and clear-cut noting and drafting
d) Simple and effective official writing
e) Receipt and dispatch of incoming and outgoing mails so that the movement of files / papers / correspondence / letters can be easy and without any loss of time
f) Upkeep of files and office records in a systematic and simple manner, so as to retrieve the required file / papers within no time,
g) Proper upkeep and utilization of university equipment under the charge,
h) Maintenance of engagement diary, telephone directory on a regular basis.
i) Acquaintance and insight into the working of the various branches / university including the admissions,
j) Acquaintance with the rules and regulations of the university that govern the system.
k) Role and guidelines of the respective Regulatory Bodies,
l) Initiating advance action on any given matter to avoid last minute action/ approval,
m) Addressing grievances/queries of students, ex-students, their parents and visitors in a proper and efficient manner and within the frame work of rules and regulations. The satisfaction of the users should be supreme,
n) Extending due courtesy and proper behavior to all those who come to your contact in your day-to-day area of operation.

More areas will be suggested as per need by the reporting officers. The reporting officers will maintain a track of development of employees working under them and ensure that the development programs reflect in their day-to-day working.

The implementation of policy of Staff Development Programs shall be governed by the standard operating procedures as outlined below.

Standard Operating Procedures for Staff Development Programs (SDPs)

Conduct of Staff development programs will be governed by the following guidelines:

a) Staff development programmes are to be conducted as per the need analysis.
b) Staff development programmes are to be conducted on a regular basis. The duration may vary from one day to week long programmes.
c) Through the administrative officer of the concerned department, the employees are to be nominated for the training programs.
d) The coordinator will be appointed who in consultation with the administrative officer of the respective unit will prepare the plan and work for the finalization of resources/logistics.
e) After every training program, the coordinator shall submit the post event report along with attendees list.
f) Respective administrative officer will be responsible for maintaining a diary for the development of employees to be reviewed from time to time to align it to the best practices and regulatory requirements.

6.3 Participation in Seminars/Conferences/Workshops/Training Programs /Short Term courses etc.

Manav Rachna International Institute of Research and Studies believes in investment in the people to have an enriched pool of teachers. To fulfil this:

a) The university shall permit the employees to attend Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc.
b) The university shall provide the financial support to its faculty members to participate in Faculty Development Programs, Workshops, Conferences, Short Term Courses, Short Term Training Programs etc. Apart from this the entitled financial support shall also be provided towards the membership fee of Professional Bodies.
c) There shall be a cap on the number of professional development programmes for which the financial support shall be provided per faculty member.

d) Each faculty member shall submit the request application on the prescribed Performa well in advance as per the devised standard operating procedures.
e) The post event report shall be submitted by the respective faculty member to the reporting head.

The implementation of policy of Participation of employees in Seminars/Conferences/ Workshops/Training Programs/Short Term courses etc. shall be governed by the standard operating procedures as outlined below.

Guidelines for Participation in Seminars/ Conferences/ Workshops/ Training Programs etc. by the Teachers of Manav Rachna International Institute of Research and Studies:

a) The confirmed teachers of University shall be allowed to attend seminars/conference/workshop etc. and be paid T.A. and delegation fee according to entitlement if the same has not been allowed by the hosting Institution/Organization. However, travel by own car/taxi may not be allowed if the distance exceeds 500Km to and fro.
b) Only those teachers whose papers will get accepted for reading in the conference or who are the office bearers of the Organization/Society/Association which organizes conference/seminar/workshop shall be allowed.
c) Every application for attending the conference must reach the office fifteen days before the date of journey duly recommended by the Head of the Department. (Annexure 1)
d) University employees permitted to attend the conferences etc. shall be treated on duty leave.
e) A teacher who has availed of this facility shall be considered for foreign seminars and conferences only after the expiry of a period of atleast one year.
f) The payment for attending seminar/conferences shall be made as per the following criteria:
   i. For attending International seminars and conferences Abroad.
      Assistance will be granted for travel expenses only @50% of the Air-fare by economy class and entitled delegate fee out of University funds
   ii. For attending seminars/conferences in India
      Travel grant 100% by entitled class and delegate fee.
g) In addition to this, faculty members shall also be supported financially/allowed to attend the development programmes as organized within MRIIRS.

7. RECRUITMENT POLICY AND PROCEDURES

Preamble: Human Resources department shall be responsible for of recruitment, selection of employees, providing proper orientation and induction, providing proper training and the development skills, assessment of employee (performance appraisal), providing proper compensation and benefits, motivating, maintain proper relations with employees, maintaining employee safety, welfare and health by complying with rules regulations of the organization and competent authority. The department will take care of all segments of human resources including faculty, staff and students.

The major aspects or areas of human resource management of the university will include the following:

a) Conducting job analysis
b) Planning faculty and staff needs
c) Recruiting and selecting the right people for the jobs
d) Orientation and training of the employees for better productivity and efficiency
e) Determining and managing salaries
f) Providing benefits and incentives
g) Appraising performance
h) Resolving disputes
i) Communicating with all employees at all levels

Purpose: To develop quality improvement strategies, it is imperative for all the units of the university to conduct proper analysis of the requirement of manpower of their departments including faculty and non-teaching staff.

7.1 Faculty Appointments

Faculty appointments shall be strictly as per UGC norms as amended from time. There shall be a **Selection Committee** for making recommendations to the Board of Management for appointment to the posts of Professors, Associate Professors and Assistant Professors and such other posts as may be prescribed in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Every selection Committee shall be constituted in accordance with the UGC Regulations on Minimum Qualifications for appointment of Teachers and other Academic Staff in Universities and colleges and Measures for the Maintenance of Standards in Higher Education, 2010 as amended from time to time.

Each unit of the university shall ensure that it has qualified members of staff to deliver the programs offered and to support the delivery of such programs. The department shall also develop effective rewards and awards management system so that a well-balanced and highly motivated workforce is maintained. The work and remuneration standards shall be legally compliant.

The university will adopt recruitment processes which are fair and transparent and which are based on merit in the best interest of the university. Workplace diversity will be given due importance in the selection process.

7.2.1 Joining the University and Induction Programme

It is important that new employees receive a well-planned induction, as prescribed by the committee under the leadership of the Vice Chancellor, to become fully operational quickly. The place for sitting of the employee must be identified along with all necessary facilities prior to joining of the candidate in order to convey the impression of professionalism. This is what is expected from the employee also in reciprocity.

8. APPRAISAL POLICY AND PROCEDURES

Preamble: All categories of employees will be subject to performance appraisal through suitable assessment mechanisms. The appraisal will be regular, fair and will be based on all the relevant aspects of the working of the employee and his/her responsibilities. The faculty and staff appraisal data are utilized for decision making by both the reporting officer and Appointing authority for Appraisal, Promotion, and Tenure.

Purpose: The purpose of a faculty/staff appraisal system is to enhance the potential of its human resources by motivating the achievement-oriented faculty member; Reward decisions (salary raises, promotions, tenure); Discipline decisions (static job status, termination); and Faculty development and improvement.

Because of this need, it is the responsibility of the institution not only to carry out evaluation of faculty, but also to provide faculty with systematic support for improvement of instruction. All performance evaluations should foster building relationships based on trust, mutual commitment,

and team effort. Intellectual honesty, rigor, and fairness are essential throughout the process. This system is designed so that individual faculty is responsible for their own instructional improvement. Such a process ultimately will result in a better teaching and learning environment.

The faculty evaluation is oriented towards both summative and formative ends and promoting excellence in teaching and learning; that is, faculty's individual development and improvement—towards doing better.

The purposes of this evaluation are following:

a) Assess and promote excellence in the teaching/learning process.
b) Meet the educational needs of students and community by continually monitoring instructional performance.
c) Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.
d) Provide a basis for professional growth and development.

8.1 Components of the Faculty Performance Management Proforma

(Annexure II)

a) Self-Appraisal: All faculty members shall rate themselves by completing the Faculty member self-appraisal part, being as objective and impartial as possible. Based upon self-appraisal findings or related areas of interest for self-improvement, the faculty notes proposed professional development opportunities.

Part A: Personal Data

Individual faculty will fill the complete details of Part-A related to Personal Data including:

- Additional Qualification acquired during the year
- UGC/AICTE/ISTE/Refresher courses/FDPs attended during the year
- Most significant Publication details and
- Future Plans

Part B: Academic Performance Indicators

Individual faculty will fill the complete details of Part-B related to Academic Performance under the following categories:

- **Category I: Teaching, Learning and Evaluation related Activities (Max Score 180)**
  - i) Details of Lectures, Seminars, Tutorials, practical's, Contact Hours
  - ii) Reading/Instructional material consulted and additional knowledge resources provided to students
  - iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.
  - iv) Result Analysis
  - v) Examination Duty Assigned and Performed
- **Category II: Co-Curricular, Extension and Professional Development Related Activities (Max Score 100)**
- **Category III: Behavioral Skills and Values (Max Score 70)**
- **Category IV: Research and related contributions (Max Score 150)**

b) Reporting Officer's Evaluation of Faculty Proforma: The departmental head will complete the evaluation process of faculty using the information from the observation of instruction, review of syllabi, evaluation of other duties, feedback from departmental academic committee or department heads or other reporting officers, and other appropriate sources. The reporting officers may include written comments in their evaluation of each faculty. These comments increase the usefulness of the evaluation to aid faculty members in their development and growth. Proposed action plans resulting from this evaluation shall be noted and reviewed during the faculty member's next evaluation. These written comments will be attached to the completed evaluation document, which shall be forwarded to the Concerned Dean and then to the Vice Chancellor or Higher Accepting Authority. At the discretion of the Higher Accepting Authority, a follow up meeting may be called between the faculty member, the reporting officer, and the Higher Accepting Authority.

c) Procedures for the Annual Review of the Faculty member Appraisal Proforma

- ✓ Both faculty members and reporting officer will sign the Self Performance Appraisal Proforma.
- ✓ The reporting officer will forward the original document to the Dean, if applicable, and then to the VC or Higher Accepting Authority for review and approval.

- ✓ Upon the VC's approval, signed copies of the evaluation document will be sent electronically by the VC's Office to the Dean Concerned/HODs for apprising the decision to all concerned through written communication, if applicable
- ✓ Originals will be forwarded to the Human Resources Office to be placed in the faculty member's personnel file.

8.2 Staff Appraisal System (Annexure III)

a) Personal particulars shall be filled by the concerned staff member.
b) Once filled, the proforma shall be submitted to the reporting officer.
c) Reporting officer shall rate the staff member for given 15 points on a scale of 5-point as per Annexure III.
d) The reporting officer will forward the original document to the Dean, if applicable, and then to the VC or Higher Accepting Authority for review and approval.
e) Upon the VC's approval, signed copies of the evaluation document will be sent electronically by the VC's Office to the Dean Concerned/HODs for apprising the decision to all concerned through written communication, if applicable
f) Originals will be forwarded to the Human Resources Office to be placed in the staff member's personnel file.

8.3 Faculty & Staff Appraisal Process for each Academic Year

The following sequence shall be followed for the annual Faculty & Staff Evaluation Process

a) Each faculty member and staff will receive his/her Self Appraisal Evaluation Proforma from the office of Dean / HOD.

b) All the faculty/staff and reporting officer should adhere to the time schedule notified by the competent authority for submission of the "Faculty performance management proforma and Staff Appraisal proforma". Form will be collected by the faculty/staff from the department in the last week of June every year.
c) "Faculty performance management proforma and Staff Appraisal proforma," should be neatly filled and self-assessed by the individual faculty and staff respectively and submitted to the reporting officer well in the first week of July every year.
d) Reporting officer will verify the accuracy of the data and put his own assessment about his/her faculty and staff members in the proforma.

e) Reporting officer of the concerned department will send the assessed proforma for further consideration and submit to the Dean of the concerned faculty, latest by the end of second week of July every year.

f) Dean of the concerned faculty will send his/her own recommendation to Head of University, latest by the end of third week of July every year for approval.

g) Poor performer faculty and staff should be notified by the competent authority as per their level of performance which shall be assessed as:
   Outstanding: If Overall Assessment Score is 80% and above
   Very Good: If Overall Assessment Score is 60% and Above
   Good: If Overall Assessment Score is 40% and Above
   Average: If Overall Assessment Score is below 40%

h) Good performer faculty and staff should also be appreciated with appreciation letter apart from their appraisal by the competent authority

i) Appraisal letter should be issued to the faculty and staff members in the first week of August every year by the Head of university.

j) The promotion of faculty/staff will be on the basis of regulatory authority guidelines of MRIIRS defined separately.

The appraisal data shall be used to identify performance gaps, undertaking quality initiatives, identifying training needs and rewarding employees.

8.4 Document Confidentiality

Appraisal documents and materials prepared and gathered in this process shall be treated as confidential and limited to authorized persons such as the reporting officers, the Dean, Vice Chancellor or Higher Accepting Authority.

9. EMPLOYEE RETENTION

Employees are the asset for any organization. Organizations make a lot of investment to develop the employees and take steps to retain them. The university will make every effort to ensure employee satisfaction and give them reasonable opportunities to develop and grow. It will maintain motivating systems to recognize and reward the employees through both monetary and non-monetary methods.

10. RESOLVING DISPUTES

The university will take all reasonable steps to prevent and resolve grievances and disputes. Such mechanism shall be duly institutionalized to make it free from any bias or discrimination. There will be special arrangements to look into the complaints, suggestions and disputes of female staff as per norms of law and regulatory bodies. The HR system of the university will be periodically reviewed for continuous improvement of the university.

11. EXIGENCY, IF ANY

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

Annexure I: Proforma for Application for attending Seminar/Conference. Workshops/STTP/FDP/QIP and towards membership fee of Professional Bodies

Manav Rachna International Institute of Research and Studies (MRIIRS)
Faridabad

Proforma for attending Seminar/Conference/Workshop/STTP/FDP/QIP and towards membership fee of Professional Bodies

This form should be sent to the Registrar at least 15 days before attending the conference/other programme.

Name of Faculty member _____

Designation_____

Name of Department _____

Nature of Conference : (Tick ✔ whichever is applicable)

a) National level / International level (India/Abroad)
b) Presenting a paper/attending the conference /training program

Detail of Conference etc: (Attach a copy of acceptance letter along with a copy of abstract/full paper and plagiarism report)

Name of Conference_____

Venue:_____Date_____

Name of Institution/Organizing the Conference/Workshop/Professional Body for

Membership_____

Duration:_____

Title of the Paper (if presenting a paper)_____

_____

Name of Authors:_____

Support provided by the Organizing forum (if any)_____

Support required from the Institute: 1. Duty Leave_____Days

2. Registration/Membership fees: Rs._____

3. Travel Expenses: Rs._____

4. Total Support needed: Rs._____

Outcome of the Conference etc: (Tick ✔whichever is applicable)

1. Abstract will be published in Seminar Proceedings
2. Full paper will be published in Conference Proceedings
3. Paper will be published in Referred Journals.
4. In the interest of both faculty as well as the Institute.

Name of Conference/Workshop already attended with date & place within Academic Year_____
_____

The applicant should ensure that the participation in the conference/workshop etc would not disturb commitments regarding lectures or other assignments.

(Signature of Faculty Member)

Comments of Departmental Sub Committee (On the basis of presentation)
_____

_____

(Signature of HOD)

Recommendation of Dean:_____

(Signature of Dean)

Annexure II: Faculty Performance Management Proforma

Form No. _____

MANAV RACHNA
vidyaparikshan

FACULTY PERFORMANCE MANAGEMENT PROFORMA

DATE: _____

Academic Session:

Period: From _____To_____ Employee Code: _____

PART A - PERSONAL DATA

1. Name in full (CAPITAL LETTERS): _____
2. Designation:_____
3. Department and Faculty: _____
4. Academic Qualifications:_____
5. Field of Specialization: _____
6. Date of Birth: _____
7. Date of Joining In teaching position: _____ Post:_____
8. Present Post Held: _____
9. Date of Joining in teaching position: _____ at _____ (University/ Institution)
10. Present Scale of Pay: _____
11. Present Basic Pay: _____
12. Leave Availed during the period:

Nature of Leave	Number of Days
Casual leave	
Earned / Vacation Leave	
Academic / Duty Leave	
Study Leave	
Medical I Maternity Leave	
Leave without pay / Extraordinary Leave	

13. Additional Qualification acquired during the year:

Degree/ Exam	Month and Year	Discipline	Score where applicable

14. UGC /AICTE/ISTE/Academic Staff College (MR) Orientation/Refresher Courses attended during the year:

S.No.	Name of FDP	Duration	Place	Sponsoring Agency
1.				
2.				
3.				
4.				

15. List of five most significant Publications *(for the purpose of Evaluation):

S.No	Title of Paper	Name of Journal/ Publisher in case of Book	Date of Publication and Impact factor, if any	Volume, Number and Pages
1				
2				
3				
4				
5				

Please attach three copies of the five publications:

16. Any other relevant information pertaining to profession:

17. FUTURE PLANS

(Please provide a brief outline of your prospective plans for teaching and research)

(i) Teaching:

(ii) Research:

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled-in Proforma.

Name and Signature

Place: _____

Date: _____

PART B: ACADEMIC PERFORMANCE INDICATORS

Category I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(i) Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester-wise details, where necessary)

S.No.	Course/Paper and Year	Level	Mode of Teaching	Hours allotted per week	% of classes taken as per documented record
1					
2					
3					

*Lecture (L), Seminar (S), Tutorial (T), Practical (P)

		API Score Claimed	API Score Awarded by Reporting Officer
(a)	Classes Taken - Average for the year (max 50 for 100% performance & Proportionate Score upto 60% performance, below which no score may be given)		
b)	Teaching Load In excess of UGC norm (ma score:10)		

(ii) Reading / Instructional material consulted and additional knowledge resources provided to students.

S.No	Course/Paper	Consulted	Prescribed	Additional Resource Provided	
API Score based on preparation and imparting of knowledge/instruction as per curriculum & syllabus enrichment by providing additional resource to Students (max.scrore:20)				API Scored Claimed	
				API Scored Awarded by Reporting Officer	

(iii) Use of Participatory and innovative Teaching-Learning Methodologies, Updating of subject content, Course Improvement etc.

S.No.	Activity	Short Description	Score	API Score Claimed	API Score awarded by Reporting Officer
1	Teaching Innovation including innovative courses/pedagogies developed		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
2	Preparation of new teaching learning materials		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
3	Student & Faculty feedback on the quality of classroom teaching and students' interaction		Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
4	Communication Skills	Listen & seek information before providing Inputs to students, Influence Changes In behavior through communication, Score on Communication Gym (Out of 400).	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
5	Use of ICT in Class Delivery	Ability to use modern ICT Techniques, Use of PowerPoint presentation for making presentations, Use of Program and Project Management tools for teaching students, Use of relevant software for teaching analytical skills	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
6	Effective Teaching (Including Recapitulation and Assimilation)	Preparation of appropriate lesson plan/training plan, use of modern teaching methodology like problem solving, demonstration, case studies and simulations, use appropriate questioning technique to Involve students, ensure understanding of students before closing the class, etc.	Outstanding -10 Very Good-7 Good-5 Average- 3 Modest- 1		
		Total Score (Max. Score:60)			

(iv) Result Analysis

Results	Subject Name	Score out of 5	API Score Claimed	API Score awarded by Reporting Officer
Theory Subject 1				
Theory Subject 2				
Theory Subject 3				
	Total (T) (15 X T) / (5/10/15) Max:15			

(v) Examination Duty Assigned and Performed

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score Claimed	API Score awarded by Reporting Officer
1	Question paper settling, moderation and related work (Max.5)				
2	invigilation / supervision & related examination duties (Max.10)				
3	Evaluation /assessment of answer scripts and assignments related to internal assessment, external examination and re-evaluation Max. 10)				
	Total Score (Max.25)				

Category II : Performance Scores for Co-Curricular, Extension and Professional Development Related Activities

S.No.	Name of activity	Notes	Unit of assessment	Max. Score	API Score claimed	API Score awarded by the Reporting Officer
1	Discipline related co-curricular activities (e.g. field work, study visit, student seminar, events, career counseling etc.)	Provide details and evidence	Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
2	Other Extra-curricular activities (cultural, sports, NSS, NCC etc)	-do-	-do-	10		
3	Extension and dissemination activities (public lectures, talks, seminars, popular writings not covered under Category III)	-do-	-do-	15		
4	Participation in Students counseling and placement activities, if any.	Actual hours spent	Hours per academic year	07		
5	Participation in Board of Studies, Academic and Administrative Committees I Student Mentoring	Actual hours spent	Hours per academic year	08		
6	Overall contribution to the collective/corporate life of the Institution (including 4, 5 and any other contribution)	Evidence to be provided.	Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
7	Conduct of CSR Activity during the year		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
8	Sensitization towards Green Initiatives Internal and External		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
9	Provision of advice and technical support through consultancies		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
10	Facilitation of Professional linkages (service on specialist/technical task force and committees as a chairperson)		Outstanding-10 Very Good-7 Good-5 Average- 3 Modest- 1	10		
	TOTAL SCORE					

Total score for category II= 100. Minimum API Score required= 40

Category III. Performance Scores for Behavioral Skills and Values

S.No	Description	Self-assessment score on 5-point scale	Score by Reporting Officer
1.	Health & Personally		
2	Punctually & Regularity		
3	Initiative and Drive		
4	Sense of Responsibility		
5	Cross Functional and Team Orientation		
6	Behavior towards colleagues		
7	Relationship/Attitude towards students		
8	Willingness to learn		
9	Personal Carriage, Temperament and manners		
10	Communication skill		
11	Reliability and Dependability .		
12	Integrity (Financial, Moral and Academic)		
13	Ethics in teaching & research		
14	Gender sensitivity at work place		
	Maximum Total Score: 70; Minimum: 35		

Declaration

I certify that the information provided is correct as per records available with the University and/or documents enclosed along with this filled-in Proforma.

Name and Signature

Place: _____

Date: _____

FOR USE BY
Reporting Officer

Name and Signature

Specific Remarks, if any:

Place: _____

Date: _____

Category IV. Performance Scores for research and related contributors (for giving API Score, refer the attached, Instructions for filling-up category-IV)

A. Published Papers in Journals

S.No.	Full Journal paper (In format given below with author names in the order published: Authors Name, Title of paper, Name of Journal, Vol—No--, MM, YY, pp)	ISSN/ISSN No.	Whether peer reviewed	Impact factor, if any	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed: **Total API score awarded by Reporting Officer:**

B.(i). Articles/Chapters published in Books

S.No.	Full Articles/Chapters in books. (In format given below with author names in the order published. :Authors Name, Title of Chapter/ Article, Edition, Publisher	ISSN/ISSN No.	Whether peer reviewed	Publisher International /National/ Regional	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed: **Total API score awarded by Reporting Officer:**

B.(ii). Full Papers published in Conference Proceedings

S.No.	Full Papers in Conference proceedings. (In format given below with author names in the order published. :Authors Name, Title of Paper, Name of Conference, MM,YY,pp)	ISSN/ISSN No.	Details of Conference International/National /Regional	API Score claimed	API Score awarded by Reporting Officer
1.					
2.					
3.					

Total API score Claimed: **Total API score awarded by Reporting Officer:**

B.(iii). Books published as author or as editor

S.No.	Books Published. (Reference in the format given below with author names in the order published) : Authors Name, Title of Chapter/Article, Edition, Publisher	ISSN/ISSN No.	International/National /Regional	Editor/Author	API Score claimed	API Score awarded by Reporting Officer
1.						
2.						
3.						

Total API score Claimed: **Total API score awarded by Reporting Officer:**

C. (i). Ongoing /Completed Research projects and consultancies

S.No.	Title	Agency	Period	Principal Investigator or Co-PI.	Grant/Amount in (Rs Lakhs)	API Score claimed	API Score awarded by Reporting Officer
1.							
2.							

Total API score Claimed: **Total API score awarded by Reporting Officer:**

C.(ii)Completed Research outcomes: quality and outcome

S.No.	Title	Agency	Period	Principal Investigator or Co-PI	Report Accepted/Patent Technology transferred	API Score Claimed	API Score awarded by Reporting Officer
1.							
2.							

Total API score Claimed: **Total API score awarded by Reporting Officer:**

D. Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score Claimed	API Score awarded by Reporting Officer
M.Phill*					
Ph.D*					

*Note: Attach List of Students with title of Thesis and year and names of Co-guide, if any

Total API score Claimed: **Total API score awarded by Reporting Officer:**

E.(i). Training courses, teaching-learning-evaluation technology, faculty development programmes attended

S.No.	Programme	Duration	Organized by	API Score awarded by Reporting Officer
1.				
2.				

Total API score Claimed: **Total API score awarded by Reporting Officer:**

E (ii). Papers presented in Conferences, Seminars, Workshops, Symposia*

S.No.	Full Papers Presented, (In format given below with author names in the order published. Authors Name, Title of paper, Name off Conference, MM, YY.	ISSN/ISBN No.	Details of Conference International/ National/Regional	API Score claimed	API Score awarded by Reporting Officer
1.					
2.					

Note: Please see that for any conference paper published claim is not made for presentation also.

Total API score Claimed: **Total API score awarded by Reporting Officer:**

E (iii) Invited Lectures/Refresher/Orientation courses class and Chairmanships at National or International Conference/Seminars

S.No	Details of event. Refresher Course/Lecture on_____(area)_____at_____ from_____to_____.	Class/Talk or Chair	International/ National/	API Score claimed	API Score awarded by Reporting Officer
1.					
2.					
3.					
4.					
5.					

Total API score Claimed: **Total API score awarded by Reporting Office:**

Signature of the Faculty with date

SUMMARY OF API SCORES

Category	Criteria	Max Points	Score by Reporting Officer
I	Teething, Learning & Evaluation related activities	180	
II	Co-curricular, Extension, Professional Development, etc.	100	
III	Behavioral Skills and Values	70	
	TOTAL (I+II+III)	350	
IV	Research & Academic Contribution		
	TOTAL (I+II+III+IV)		

Date:

(Name and signature of reporting officer)

Designation-_____

Report of the Reviewing Officer I Head of Institution

1. Do you agree with the assessment of the Reporting Officer? If No, give reason(s): YES/NO
2. Has anything of adverse nature, or which indicates lack of Integrity, come to the notice, and has been established: YES/NO
3. Specific Recommendation about qualitative performance of the faculty:

Overall Assessment (tick any one):

Outstanding ( )	Very Good ( )	Good( )	Average ( )
(80% and above)	(60% and above)	(40% and Less than 60%)	(Below 40%)

Signature
Reviewing Officer/ Head of Institution
Name _____
Designation

Observations by the Higher Accepting Authority (if any):

Signature
Higher Accepting Authority
Name_____
Designation _____

Instructions for Filling–up Category-IV of the Proforma

Brief Explanation: Based on the teacher's self-assessment, API Scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion and between university and colleges. The self - assessment score will be based on verifiable criteria and will be final zed by the reporting officer.

S.No	APIs	Engineering/Agriculture/Veterinary Science/Sciences/Medial Sciences	Faculties of Languages Art/Humanities/Social Science/Library/Physical education/Management	Max. points for University and College Teacher Position
IV(A)	Research Papers (Published in Journals)	Refereed Journals*	Refereed Journals'	15/ Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	Non referred but recognized and reputable journal and periodicals, having ISBN/ISSSN numbers.	10/Publication
IV (B)	Research Publications (books, chapters In Books, other than referred journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/book;10 Chapter in an edited book.
		Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers	Subjects Books by National level publishers / State and Central Govt. Publications with ISBN/ISSN numbers.	25/Book and 5/chapter in edited book.
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15/Book and 3/chapter in edited book.
		Chapters contributed to edited knowledge based volumes published by International Chapters contributed to edited knowledge based volumes published by International Publisher.	Chapters contributed to edited knowledge based volumes published by International Chapters contributed to edited knowledge based volumes published by International Publisher.	10/Chapter
		Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/IISN numbers and with numbers of national and International directories.	Chapters in knowledge based Volumes by Indian/National level publishers with ISBN/IISN numbers and with numbers of national and International directories.	5 /Chapter
IV (C)	Research Projects			
IV C (i)	Sponsored Projects carried out/ongoing	a) Major Projects amount mobilized with grants above 30.0 lakhs	Major Projects amount mobilized with grants above 5.0 lakhs	20 / each Project
		b) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.0 lakhs	Major Projects amount mobilized with minimum of Rs.3.00 lakhs up to Rs.5.00 lakhs.	15 / each Project
		Minor Projects Amount mobilized with grants above 50,000 up to Rs.5 Lakh)	Minor Projects (amount mobilized with grant above Rs.25,000 up to Rs.3 Lakh)	10 / each Project
	Consultancy work carried out /ongoing	Amount mobilized with minimum of Rs.10.00 lakh.	Amount mobilized with minimum of Rs.2.00 lakhs	10 points per every Rs.10.0 lakhs and Rs.2.0 lakhs.

IV C (ii)	Completed projects: Quality Evaluation	Completed Project Report (acceptance from funding agency)	Completed Project Report (acceptance from funding agency)	20/ each major project and 10/ each minor project not covered in anywhere else.
	Project Outcome/Outpurs	Patent/Technology transfer/Product Process	Major Policy document of Govt. Bodies at Central and State level.	25/ each national level output or patent. 40/each for International level output.
IV D	Research Guidance			
	M.Phill	Degree Awarded only	Degree Awarded only	3 Points for each candidate
	Ph.D	Degree Awarded only	Degree Awarded only	10 Points for each candidate
		Thesis submitted	Thesis submitted	7 Points for each candidate
IV E	TRAINING COURSES AND CONFERENCE / EMINAR/WORKHOP PAPERS Attended			
IV E (I)	Refresher courses, Methodology workshops, Training, Teaching-Learning Evaluation Technology Programmes, Faculty Development Programmes (Max:30 Points)	Not less than two-week duration	a) Not less than two-week duration	20 points each
		b) One week duration	b) One week duration	10 points each
IV E (II)	Papers in Conference/Seminars/workshops etc.	Participation and Presentation of research paper (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International Conference	a) International Conference	10 Points each
		b) National	b) National	7.5 Points each
		c)Regional/State level	c)Regional/State level	5 Points each
		d)Local-University/College level	d)Local-University/College level	3 Points each
IV E (III)	Invited lecturers or presentations for conferences/symposia or talks in refresher courses	a) International	a) International	10 Points each
		b). National Level	b). National Level	5 Points each

Note: 1. For Publications and paper presentations Involving multiple authors, API calculations would be as given: From 1 to 3 Authors: 100% credit for each author. 4 to 6 Authors: 60% credit for each author. 7 and Above authors: 40% credit for each author. (No specific weight age for the order of authors in the publications/ patents). Wherever relevant to any specific discipline, the API score for paper in referred journal would be augmented as follows: (I) Indexed) Journals - by 5 points; (ii)papers with impact factor between 1 and 2 by 10points; (iii)papers with impact factor between 2 and 5 by 15 points; (iv) papers with Impact factor above 5 by 25 points.

2. For Thesis Guidance, Projects and Consultancy Involving multiple persons in Investigator role, API calculations would be as given: Principal Investigator or Guide gets 70% of the points, Co-Investigators or co-guides share the remaining 30% of the points.

Annexure III: Staff Appraisal Proforma

Manav Rachna International Institute of Research and Studies

Proforma for Staff Appraisal

Period: From.....to.....

Department/Unit _____

Name of the Employee _____

Designation _____

Name and Designation of Reporting Officer_____

I. PERSONAL PARTICULARS

i) Name _____

ii) Date of Birth _____

iii) Date of Joining the Institute _____

iv) Date of Joining at present post _____

v) Academic Qualifications _____

(Mention specifically if any additional qualification has been acquired during the year under report)

vi) Scale of Pay _____

vii) Present Basic Pay and total emolument _____

viii) Special achievements during the year under report, if any _____

Signature of staff member

Part I: Appraisal by Reporting Officer

S.No	Description	Grade					Marks
		5	4	3	2	1	
1	Health & Hygiene						
2	Punctuality & Regularity						
3	Commitment & Devotion						
4	Sense of responsibility						
5	Compliance and Adherence						
6	Grasp and Comprehension						
7	Writing Ability and drafting						
8	Communication skills						
9	Loyalty and Integrity						
10	Self-Discipline						
11	Temperament and Manners						
12	Willingness to take additional responsibilities						
13	Relation with students and other staff						
14	Willingness to work beyond normal working hours/on holidays						
15	Technical ability						
Total Marks (T1)							

5: Excellent/ 4: Very Good/ 3: Good/ 2: Satisfactory/ 1: Poor

Scaled marks (T1 x 10/15) =

Signature of Reporting Officer

Part-II: Appraisal by Dean / Director concerned

Marks out of 50 =

Overall marks: Scaled marks of appraisal by Reporting Officer + Marks by Director-Principal

Overall Rating: Excellent/ Very Good/ Good/ Satisfactory/ Poor

Signature of Dean / Director

Part-III: Acceptance by accepting authority

Signature

CHAPTER

19. POLICY FOR GENDER EQUITY

1. PREAMBLE

As an educational Institution MRIIRS plays an important role in the development and progress of the country through offering relevant and innovative academic programmes to students from diverse walks of life. In delivering on the promise of excellence the Gender Equity Policy guides the institutionalization of policies and practices that promote gender equity and equality and which ensure that no member faces discrimination or harassment on the basis of their gender. The overarching purpose of the Gender Equity Policy is to operationalize gender mainstreaming, thereby ensuring that all genders have equitable access to the resources and tools of development to better their lives. It ensures that all genders study and work in an environment that protects the fundamental rights and freedoms of all. For dealing with complaints the University has a special Internal Complaints Committee, Along with this the University has a Women and Gender Sensitization Committee and a Committee for Prevention of Sexual Harassment to empower and bring justice to the victim.

2. OBJECTIVES

In particular the Policy aims at achieving the following objectives:

1. The policy covers all matters related to Gender mainstreaming and the prevention of gender based violence.
2. Facilitating the creation to enable full development of individual intellectual potentials of people of all genders.
3. Ensure the dignity and integrity of people of all genders so that all are equally respected and valued regardless of status.
4. Providing guidelines that will facilitate equality and equity of opportunities for people of all genders in terms of accessing knowledge, employment opportunities, services as well as equality and equity of treatment by employers and all service providers at this University. (Equality and Equity of treatment means, meeting specific and distinct needs of different categories of people of all genders).

5. Advocate for a governance, administrative, teaching and research culture that is gender sensitive in all aspects of the university's operations including admissions, employment etc.
6. Establishing guidelines of the University to take actions in redressing the historical gender imbalances, such guidelines should include affirmative actions.
7. Proposing institutional transformation of values, norms and practices, which hinder promotion of gender equity and equality.
8. Providing guidelines that will support women empowerment as students and as members of staff so that they can demand gender accountability from office bearers.
9. Preventing discrimination and violence at work and in work related activities.
10. Ensure that all the staff and students are aware of their rights and responsibilities regarding gender based violence in the workplace.
11. Providing guidelines that will enable the University to institute measure that will ban discriminative practices, procedures and rules.

The policy guidelines, proposals, and provisions in this Gender Equity Policy Framework will apply specifically and directly to all departments, administration and other intuitional structures of the University.

3. DEFINITIONS

Affirmative Action

It refers to the process by which institutions identify and take positive steps to enhance opportunities in education, training and employment of underrepresented people. It is often time bound, ending when the perceived imbalance has been addressed.

Discrimination

It refers to the biases, prejudices and intolerance that people suffer from on account of their sex, race, social status, religion, health condition or related factors. In higher education institutions, gender discrimination may manifest in systematic exclusion of women

or men from executive authority, unfairness in the allocation of research, teaching and other resources, discouragement from pursuing specific courses and hostility to gender activism in higher education.

Gender

Gender is used to describe those characteristics of men and women which are socially constructed, while sex refers to those which are biologically determined. It refers to the roles, privileges, resources, responsibilities that society gives assigns a person because they are born male or female.

Gender Analysis

The identification, investigation and use of data to inform action to address inequalities that arise from the different roles of men and women, or the unequal power relationships between them and the consequences of these inequalities on their wellbeing.

Gender Awareness

Gender awareness is consciousness and recognition by an institution of the importance of gender and its effect on their objectives, plans and programs.

Gender Blindness

It refers to the conscious development of objectives, plans and program in an organization or institution with no effort to recognize or incorporate gender issues that might influence functioning of that organization, the production of plans, the implementation of programs or their outcomes.

Gender Budgeting

This is the examination of all expenditures and revenues from a gender perspective. All expenditure is examined for its relevant accessibility, impacts and consequences for men and women. It involves scrutinizing the ways the resource expenditure can be made to reflect the institutional goal of gender equity.

Gender Dynamics

The relationships and interactions between and among boys and girls, women, and men. Gender dynamics is informed by socio-cultural ideas about gender and the power relationships that define them. Gender dynamics either reinforce or challenge existing gender norms.

Gender Equality

The absence of discrimination, on the basis of a person's sex, in providing opportunities, in allocating resources and benefits or in access to services. Gender ensures that both sexes have identical rights, freedom, conditions, and opportunities for realizing their full potential and for contributing to and benefiting from economic, social, cultural, and political development. It means society values males and females equally for their similarities and differences and the diverse roles they play.

Gender Equity

Fairness and justice in the distribution of benefits and responsibilities between men and women. The concept recognizes that men and women have different needs and strengths and that these differences should be identified and addresses to rectify the imbalance between the sexes.

Gender Gap

Gender gap is the difference in the scores between men and women on attitudes, interests, behavior, knowledge and perspectives on particular issues.

Gender Inequality

The ways in which males and females are treated differently in relation to opportunities and responsibilities in the society.

Gender Mainstreaming

Gender mainstreaming is the process of assessing the implications for men and women of any planned action, including legislation, policies or programs, in any area and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the design, implementation, monitoring and evaluation of policies and programs in all political, economic and social spheres so that inequality is not perpetuated.

Gender Roles

Clusters of socially or culturally defined or learned expectations about how male and female members of a society should behave in specific situations. Gender roles are usually based on stereotypical beliefs that males and females possess distinct, mutually exclusive physical and psychological characteristics which determine their behavior and characteristics.

Gender Sensitivity

Gender sensitivity is the translation of gender awareness into practices that result in changes in the perceptions, plans and activities of institutions and organizations.

A gender sensitive institution not only has the awareness, but also demands gender responsiveness that includes acting on gender issues.

Gender Stereotype

Gender Stereotype is a rigid and over-simplified definition of a group of people in which all members of that group are labeled with similar characteristics. Stereotypes produce behavior patterns that conform to expectations in a society and are used as standards for evaluating categories of people based on their gender.

Sex

The biological differences between men and women which are normally universal and are determined at birth. It is the physiological state of being male or female.

Assault

Assault represents a continuum of forcible physical forms of pressure that compel individuals to engage in any activity against their will.

Consent

Freely and affirmatively communicated willingness to participate in particular activity or behavior, expressed either by words or clear, unambiguous actions. It assumes the ability of each party to communicate this willingness and not merely silence or the lack of protest. Similarly, the existence of a prior or current social relationship does not provide the basis for an assumption of consent. Consent shall only be implied when both parties are of similar social and professional standing, i.e. where there is no power held over one party.

Exploitation

Taking non-consensual advantage of another person. Exploitation includes, but is not limited to: electronically recording, photographing, or transmitting sounds or images without the knowledge and consent of all parties involved, voyeurism, and distributing intimate or sexual information about another person without that person's consent.

Gender Based Violence

An umbrella term for any harmful act that is perpetrated against a person's will based on abuse of power and privilege of the socially ascribed (gender) differences between males and females. It takes the form of actions that result in physical, sexual and psychological harm or suffering to a person and affront to their human dignity, whether occurring in public or private life. It is men who predominantly carry out such violence, and women who are increasingly becoming victims of Gender based violence.

Harassment

Threatening to commit an action against another person, stalking and cyber-stalking. Sexual harassment includes, but is not limited to words, persistent requests for sexual favors or dates, gestures, touching, unwanted sexual overtures, engaging in indecent exposure, coerced sexual intercourse and rape.

Intimidation

Workplace intimidation is an intentional and malicious attempt to cause a coworker/student to feel inadequate or afraid. Intimidation includes verbal threats, unjust criticism, sabotage or sexual harassment and physical violence.

Perpetrator

Any staff or student who engages in gender based workplace violence.

Risk factors

Contextual, individual, societal and workplace factors that predispose individuals to being victims of gender based violence.

Sexism

Conduct by members of the administrative or the academic staff, or of students, that is offensive in nature, leading to alienation of members of both sexes. Alienating messages may be overt and intentional or subtle and unintentional, but they denigrate the working or learning experiences of both men and women.

Sexual Misconduct

Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. The term includes gender based violence, sexual assault, sexual exploitation and sexual intimidation. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

Survivor

A person who has experienced gender based violence and is taking medical, legal and psychological steps to overcome their trauma.

Victim

Any staff or student who is the object of gender based workplace violence. A victim is compelled to behave as expected out of fear.

Violence

A means of control and oppression that ranges from emotional, social or economic force, coercion or pressure to physical harm. It may be overt in the form of physical assault or covert in the form of intimidation, threats and deception. Violence can be a one-time incident or repeated over time.

Workplace

All places where staff and students need to be or go to by reason of their work and studies and which are under the direct or indirect control of Manav Rachna International Institute of Research and Studies. This covers physical premises including constituent departments and faculty affiliated to the University. Premises include both physical and virtual settings including, but not limited to offices, stores, farms, out-of-doors, classrooms, hostels, cyber space and in any location where work is performed.

4. ROLES AND RESPONSIBILITIES

a. Roles and Responsibilities of the Board of Management and Academic Council

i) The Council and Board shall ensure the sustenance of gender friendly environment by promoting gender equity and eliminating discrimination across all constituents departments and Faculty by formulating and enforcing such policies

ii) The Council and Board shall receive and consider bi-annually a progress report from the Vice Chancellor on steps taken or being taken to provide a gender friendly environment in the University.

b. Roles and Responsibilities of the University Management

The Vice Chancellor, Pro Vice Chancellors and other Executive Directors, Deans, Directors, Chairpersons, Head of the Departments, all Academic and Administrative units

i) Shall facilitate the processes relating to monitoring compliance with gender policies.

ii) Shall address gender differences and inequalities in the planning, implementation, monitoring and evaluation of the university's work policy.

iii) Shall support and sustain incorporation of a gender perspective into the mainstream of the University policies, programs and governance.

iv) Include gender analysis and planning in strategic and operational planning and budget planning

v) Formulate strategies for addressing gender issues in policies, programs and projects of departments, institutes, schools.

vi) Lay emphasis on training and sensitization on, and promotion of, gender sensitive practices in order to ensure that a gender –equality and equity perspective is incorporated in all levels.

vii) Review curriculum to mainstream gender into all core university programs

5. POLICY STATEMENTS

a. Governance

i) Establish policies and procedures that ensure gender equity and equality in the management of the university.

ii) Ensure gender equity in appointment and promotions to senior positions in the university, as deans and directors, Pro-Vice Chancellors and administrative staff.

b. Academic Programs

i) Implement affirmative action in the admission of male and female students in programs where either gender is underrepresented.

ii) Institute grants scholarships to assist the disadvantaged gender

iii) Ensure the use of gender responsive teaching and learning strategies to eliminate bias in language, attitudes and instructional processes, including in academic research.

iv) Promote gender responsive practice in hiring and appointment of academic staff.

c. Work Settings

i) Create an environment that fosters participation of people of all genders in safety and free from harassment

ii) Address gender issues related to sexual offences

iii) Provide adequate, appropriate and gender responsive facilities and amenities for all students and staff.

7. STRATEGIES

i) Disseminate the Gender Equity Policy document to all members of the University.

ii) Conduct awareness training to all staff and students on their gender rights and responsibilities.

iii) Use sex disaggregated data to enhance gender awareness and responsiveness.

iv) Ensure parity in appointments to management positions without prejudice to merit.

v) Ensure the gender rule is achieved by enforcing terms of appointment and limitations to terms of appointment, thereby ensuring rotation of responsibilities.

vi) Implement affirmative action without compromising competence as a means of redressing gender imbalances in the recruitment and capacity development of staff where there are gender equity gaps.

vii) Implement affirmative action for admitting qualified students in programs with an underrepresentation of either gender

viii) Source for scholarships for students from disadvantaged backgrounds in programs where either gender is underrepresented.

ix) Include tenets of the gender mainstreaming policy in orientation programs for new students.

x) Mobilize resources for research on gender issues.

xi) Disseminate the policy document to all members of the University.

xii) Display information on gender based violence and available resources in places where staff or students can obtain it without having to request for it or be seen removing it, such as staff or student rest rooms, notice boards in hostels, schools and

institutes, the health services unit, students center and administration blocks. Such information shall include available resources of assistance such as gender based violence focal person(s), complaints mechanism and information on support and referral. Information shall also be made available on the official University website and newsletters, as appropriate.

xiii) Conduct awareness training for all staff and students on their rights and responsibilities in preventing gender based violence in the workplace.

xiv) Create an environment that fosters participation of all genders in safety and free from gender based violence in any form.

xv) Provide adequate, appropriate and gender responsive facilities and amenities for all staff and students.

xvi) Address issues related to gender based violence in the workplace. The response shall include, but not limited to: identifying a focal person to whom staff or student can go to seek help; resource and referral information; work schedule adjustments or leave as needed to obtain assistance; and workplace relocation, if feasible. Appropriate assistance will be provided based on individual need and availability.

xvii) When any staff or student needs to take time off for medical assistance, legal assistance, court appearances, counseling stemming from gender based violence, relocation or to make other necessary arrangements to create a safe situation, the University shall, to the extent legally possible, facilitate the process with no prejudice to the victim.

6. POLICY PROVISIONS

Manav Rachna International Institute of Research and Studies shall, to the fullest extent possible without violating any existing rules, regulations, statutory requirements, contractual obligations and collective bargaining agreements, designate and direct all staff and students to follow these guidelines.

a) There shall be zero tolerance to any form of gender based violence in the workplace.

b) The University will take all reasonable measures to foster a safe work environment for all staff and students.

In accordance with existing statutes and regulations, the University shall hold staff or students accountable under this policy who engages in the following confirmed behavior:

1. Misuse University resources to commit an act of gender based violence;
2. Commit an act of gender based violence from or at the workplace or from any other location while on official business ;or
3. Misuse their job-related authority and/or resources in order to negatively affect victims and/or in perpetrating an act of gender based violence;
4. Threaten, harass or abuse a person at the workplace, from the workplace, or on University business using any workplace resources such as work time, workplace phones, fax machines, mail, email, or other means;
5. Falsely accuse any staff or student of Manav Rachna International Institute of Research and Studies of gender based violence.
6. No staff or student will be penalized or disciplined in the workplace solely for being a victim of gender based violence. The Institute is committed to working with victims of gender based violence to prevent abuse and harassment from recurring in the workplace.
7. Victims of gender based violence shall be provided with appropriate support and assistance, including legal, medical and psychological support.
8. Staff or students who are indentified as perpetrators of gender based violence will face an investigation that may culminate in disciplinary measures instigated against them.
9. Any staff or student found to have threatened, harassed, or abused someone at the workplace, or from the workplace, is subject to corrective or disciplinary action, up to and including dismissal.

7. POLICY IMPLEMENTATION

The University based on the policy has formed **formal bodies** for awareness and for redressal of complaints. These constituent bodies are:

i) **Women and Gender Sensitization Committee** – It will focus on two areas -

a) **Women** - It is the task force specifically for all issues related to women i.e. staff, faculty and students in the university. It is a platform for women to voice their concerns and issues they face specific to their gender.

It aims for empowerment of women and encouraging them to pursue their work with dignity and reassurance and assisting them in achieving equality in all spheres of life.
It aims to help women in securing her due rights and entitlement.

It would work to effectively meet the psychological, physical, nutritional, health and emotional needs and requirements of the women staff and students of the university.

The committee would organize awareness drives, campaigns, seminars, panel discussions, workshops etc for this purpose.

b) **Other Genders** - The aim is to create awareness on gender related issues, gender equality and equity and to understand the importance of affording all genders equal opportunities and treatment. It provides a platform for students to voice their concerns with regard to gender issues. It aims to work towards sensitization of gender issues. The main focus is to make the youth, faculty and staff gender sensitive and create positive values that support people of all genders and their rights. This would be through trainings, awareness drives, panel discussions, seminars, workshops etc.

ii) **Internal Complaints Committee** – In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 with Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act 2013, Internal Complaints Committee is constituted to deal with complaints related to sexual harassment at work place.

The policy of the University encompasses people from all genders and any aggrieved person belonging to any gender from Manav Rachna International Institute of Research and Studies can approach the committee. The SOP's are detailed and are to be strictly adhered to by all the stakeholders failing which even legal action may be taken. **By the 2019 amendment, Committee for Prevention of Sexual Harassment has been merged with Internal Complaints Committee.**

The Internal Complaints committee to be formed by the Vice Chancellor would be formed as per the UGC /Govt. of India guidelines.

iii) **Psychological Counseling Cell** – is a critical and pioneering undertaking for enhancing psychological, mental, emotional and spiritual health and wellness.

The Psychometric lab and Psychological Counseling Cell consisting of clinical and counseling psychologists of the University will undertake counseling sessions for women and people of all genders to help them cope and deal with various issues they are facing with respect to gender. It would also undertake training for the issue.

The Women and Gender Sensitizing Committee and Internal Complaints Committee appointed by the Vice-Chancellor shall oversee the implementation of this policy by:

i) Monitoring and evaluation of the implementation of the policy.

ii) Collecting and analyzing sex disaggregated and other relevant data to guide in planning and programming.

iii) Sensitizing employees on gender mainstreaming and on prevention of gender based violence.

iv) Reviewing and advising on all university policies and procedures that may impact on gender equality and equity.

v) All information relating to staff or student's involvement in a situation relating to gender based violence, to the extent possible, shall be kept confidential and shall not be made part of any staff or student's personnel file

8. BREACH OF POLICY

All staff, faculty, management and students are mandated to adopt a work ethic that adheres to the letter and spirit of this policy. Any member who contravenes this policy shall be subject to the appropriate University disciplinary procedures. Service providers, contractors, visitors to the university shall recognize and ensure conformity to the university gender policies in their undertakings in relation to the university. Any other person who has a responsibility for ensuring compliance with the policy and contravenes any of the rules will be subjected to appropriate action by the relevant authority.

CHAPTER

20. GREEN POLICY

1. INTRODUCTION

Environmental degradation has been caused due to human activities all across the globe and has reached on alarming level. Climate change, natural resource depletion and pollution are contributed by and impacting upon each and every individual on Earth. MRIIRS is committed to confront these challenges in all possible ways and make the University ecosystem a sustainable one. As a step towards this endeavor, MRIIRS has formulated a Green Policy, which would maintain the sustainability of not only the University ecosystem, but also the surrounding environment by involving all its stakeholders and utilizing the skills, knowledge and technologies towards the improvement of environment. The Green Policy of MRIIRS will direct to include environment conservation in decision making at all levels by stakeholders and to ensure awareness about conservation of environment and natural resources, to encourage projects and initiatives on afforestation, landscape and ecosystem restoration, soil and water conservation, water quality maintenance, waste management, clean energy resources and climate change mitigation.

The Green Policy of MRIIRS will be a guiding document to every stakeholder that will provide the guidelines and steps to plan and execute the processes instrumental in environmental conservation in direct and indirect ways. The activities performed to meet the objectives of the policy will be planned, formulated, approved and implemented by the Green Committee of MRIIRS, through various environment conscious groups in the University. The drives undertaken for this purpose will encompass the activities for water conservation, energy conservation, use of clean fuels, reduction of greenhouse gas emissions, afforestation, waste reduction and recycling etc.

2. STATEMENT OF THE POLICY

The Green Policy of MRIIRS, Faridabad aims to institutionalize best practices for environment protection, natural resource conservation and sustainable development through a human– environment co-existence model. The university is committed towards sustainability through effective participation and supervision of institutional resources with assurance of providing excellent teaching, learning and research environment.

The goals to be achieved through this policy are-

i) To conserve the natural environment and resources.
ii) To develop sustainable solutions for environmental problems.

iii) To promote and support innovations and start-ups aiming towards environmental sustainability.

iv) To promote rural technologies and facilitate development of newer technologies in rural India for inclusive growth

v) To control energy consumption, implement means of energy conservation and attempt to generate green energy.

vi) To develop sense of responsibility among students and all other stakeholders towards conservation of natural resources and development of sustainable environment.

vii) To adopt fair, ethical and environmentally friendly approach in all the communications and functions of the University.

viii) To evolve futuristic technologies and develop engineering designs that could be pivotal for the sustainable utilization of augmented natural resources.

ix) To help building up a society that has conservation oriented attitude and exist in harmony with nature.

x) To create awareness about environmental issues and solutions through participation in related activities and competitions within and outside the campus.

xi) To conduct Green audit/ Environment audit/ Sustainability/ Energy audit to evaluate the efficiency of existing systems and processes, and implement the recommendations in pursuit of sustainability.

xii) To enter into MoUs and agreements with external agencies/ organizations/ industry for acquiring efficient technological solutions for conservation of environment such as renewable energy generation, waste management and other green processes.

3. SCOPE OF THE POLICY

This policy applies to all the members of the MRIIRS community including all the staff, faculty members, students, researchers and others. All natural resources including water and energy are under the scope of this policy.

4. POLICY OBJECTIVES

The MRIIRS green policy should make sure that the university works in a tenable manner by managing its water and energy consumption with a wise, responsible and efficient usage of water and energy. This policy contributes to the commitment of the university in meeting goals related to water and energy based problems and in maintaining

environmental sustainability. This policy supports the change in individual actions and behaviors, and campus processes.

The objectives of MRIIRS Green Policy are:

i) To educate and engage students, faculty and other stakeholders on environmental concerns and sustainability.
ii) To lower the direct impact on the environment, that occurs due to University campus activities and management, to an appropriate level.
iii) To make the MRIIRS green policy widely known and visible to all the stakeholders of the University so that their participation could be increased in all the endeavors related to this policy.
iv) To participate in key government flagship programs and foster collaborations among academic institutions, knowledge partners, industry and local communities.

5. POLICY IMPLEMENTATION

All members of the University community will undertake to acquire efficient usage of water, energy and other natural resources in every possible way and spread consciousness to adopt systematic practices and procedures. The University community shall make all the endeavors to minimize the carbon footprint and consequently act to improve the University's environmental performance.

The implementation of MRIIRS Green Policy will include a directional process in which stage wise achievements of objectives will be planned and monitored by the Green Committee. The key components of the implementation plan are detailed further.

5.1 Green Committee

The Green Committee of MRIIRS will be as follows-

Chairman- Vice Chancellor of the University

Members-

Professors- 02
Associate Professors- 04
Assistant Professors- 05
Administrative Staff members- 03
Students- 05
Research Scholars- 02
Members from Industry/ Academia/ Parent community- 05

5.2 Roles and Responsibilities of the MRIIRS Green Committee

i) Green Committee of MRIIRS will be constituted with representatives from faculty, students, researchers and staff, who will be the part of various environmental groups in the campus.

ii) The committee will ensure the participation of the employees from all verticals, besides the faculty and students, such as administrative staff, engineering staff, house-keeping staff and others as nominated by the Vice Chancellor.

iii) The committee would be constituted for a period of five years.

iv) The committee will create action plans in accordance to the green policy of MRIIRS and would give necessary support to the various departments/ environmental groups in the university to implement the action plans.

v) The committee will be sensitive towards the changing ecological needs of the society and of the university campus and therefore will have the authority to modify the action plan after a thorough review, in order to comply with the Green policy.

vi) The committee will ensure that the environmental sustainability will be considered as of utmost importance and will approve the university development plans only when found complying with the Green policy.

vii) The committee will support the green activities of the environmental groups like awareness campaigns and green drives to achieve the sustainability goals.

viii) The committee will ensure the inclusion and implementation of interdisciplinary courses that address environmental issues in the curricula of various programs at different levels.

ix) The committee will promote beyond campus environmental activities to enhance the participation of stakeholders and create awareness.

x) The committee will promote interdisciplinary research focused towards bringing technological and innovative solutions to environmental problems.

xi) The committee will conduct Green audit/ Environment audit/ Sustainability/ Energy audit and implement the audit committee recommendations towards sustainability.

xii) The committee will encourage the University to enter into MoUs and agreements with external agencies/ organizations/ industry for acquiring technological solutions for environmental problems.

5.3 Key Components of Policy Implementation

The implementation of MRIIRS Green Policy will include a directional process in which stage wise achievements of objectives will be planned and monitored by the Green Committee. The key components of the implementation plan are detailed further.

i) Conservation of Natural Flora and Fauna for Environment Protection

MRIIRS always had been sensitive towards environmental conservation and have shown respect towards nature. All forms of life i.e. humans, animals and plants are closely interlinked and disturbance in one gives rise to an imbalance in others, therefore MRIIRS shall endeavor to preserve, protect and improve the environment and to safeguard the forests and wildlife in our vicinity, and to have compassion for the living creatures.

ii) Landscaping &Tree plantation

Green cover is to be maintained in the MRIIRS campus to ensure the ecological balance and reduce carbon footprint. Promotion of environmental consciousness is to be done by aesthetic landscaping, raising gardens, parks and open spaces in the campus. Landscaping should include planting of herbs, shrubs, trees and grass, taking into consideration the climate and topography of the region and conservation of existing environmental features

iii) Preventing Pollution

Water, soil or air pollution causes unsanitary conditions which leads to human health hazards and adversely affects the natural environment, perturbing the ecological balance. MRIIRS is committed to reducing and preventing pollution in and around the campus through effective strategies employing conventional and innovative measures. Some of the measures to curb pollution in the campus are-

- **Restricted entry of automobiles –**
  Conventional fuel driven vehicles like cars and busses should be restricted to move inside the campus as they are the major contributors of pollution releasing green-house gases and other harmful pollutants into the environment like polycyclic aromatic hydrocarbons, nitrogen oxides carbon monoxide volatile organic compounds and particulate matter. These pollutants are potentially toxic to humans as well as the flora and fauna in the surroundings.

- **Use of Bicycles/ Battery powered vehicles –**
  To reduce the dependency on automobiles and promote greener and healthier ways of commuting within the campus, use of non-polluting vehicles like bicycles and battery powered vehicles like electronic carts should be encouraged.

Awareness in this regards should be created among all stakeholders to implement the measures in an effective manner.

- **Pedestrian Friendly pathways –**
  Walkways and pathways that are pedestrian friendly and safe, should be built and well maintained throughout the campus for ease of commuting. The pathway design should be transit-friendly and incorporate the features that promote the usage of pathways such as appropriate dimensions, strategic placement, safe and comfortable slope, ambience, lighting, marked cross-walks, unobstructed pathway for disabled persons and wheelchairs or pushchairs, and tactile paving for persons with visual impairment .

iv) Water Conservation & Management

MRIIRS realizes that water is a valuable resource and all possible measures should vbe taken for its conservation. There should be discipline on water usage, and consumption of water should be economized. Water is to be recycled and reused as much as possible aiming towards zero discharge.

v) Energy Conservation & Management

MRIIRS advocates for implementing processes for efficient management and conservation of energy. The use of clean fuels and clean technologies, energy efficient devices and non-conventional energy sources should be encouraged there should be enhanced use of environmentally benign energy systems.

vi) Waste Management

The MRIIRS members should strive to minimize generation of all forms of waste at individual or community level. There should be stringent preventive measures for indiscriminate disposal of solid wastes, effluents and hazardous substances in land and water in and around the campus. The principle of 3R's i.e. reduce, reuse and recycle should be followed by all associates of MRIIRS.

vii) Plastic Usage and Plastic Waste Management

While plastics have contributed to our lives in many ways, it is the environment which has been hit the most by the impact of them being non-degradable. Keeping that in mind, it is the responsibility of every person, to not only say a "No to Plastic", but also to create and raise awareness about the ills of the use of plastics and to save our environment. Therefore, the MRIIRS community has consciously chosen to REDUCE, REUSE, RECYCLE, REPAIR and REPLACE the plastic and implement a ban on the 'single use plastics'.

The plastic products that need a conscious decision for their usage, disposal and management include, but not limited to-

- Carry bags made of polyethylene, polypropylene, polystyrene resins or any similar material.
- Packaging material made from plastic or polyethylene for the purpose of carrying or dispensing commodities.
- Single use plastic utensils or products made by shaping the polymer.
- Any polymeric fragments or micro-plastics, which arise due to disintegration and physic-chemical breakdown of the plastic material.

There should be complete ban on the use non-biodegradable material such as polythene and plastic and any kind of waste generation should be minimized at individual and organization level.

viii) Campus Operations

All the campus operations including constructions, repairs and building maintenance should be done with minimum exploitation of natural resources and should have restorative impact on the surrounding environment. Measures should be taken to reduce all forms of pollution i.e. air, water and soil pollution. Sustainable transportation means should be adopted.

ix) Emissions & Footprint

The University should be well aware of its contribution to global climate change by estimating its own carbon footprint. Conscious steps should be taken to reduce green-house gas emissions and per-capita carbon footprint.

x) Environmental Audits-

The present day scenario of environmental degradation necessitates the accounting of all the processes of the organization for their impact on the environment. This is done by carrying out green audits and energy audits. Green audit is the tool of management system that evaluates the sustainability of the organizational processes with least harm to the environment. The audit helps to detect and monitor sources of environment pollution and suggests different parameters and methods for environmental protection. The audit also emphasizes on management of wastes, energy consumption, quality and quantity of water, hazards, safety of stakeholders and also the management of disasters.

xi) Health & Well-being-

The health and well-being of all the members of Manav Rachna family is of utmost importance and all the green endeavors should be focused upon enhancement of health and productivity of Manav Rachna community. The campus environment should be pollution free and the exposure to toxic chemicals should be reduced. The use of chemical pesticides, food colorants and preservatives, chemical sanitizers and cleaning agents should be minimized and replaced with non-toxic material of biological origin. Air purifying plants should be incorporated to enhance indoor air quality and add aesthetics to the indoor environment.

xii) Inclusion in Curriculum

The courses that enhance the awareness about Environmental issues and impart knowledge for Environment protection, conservation and management should be included in the curricula of all undergraduate and post graduate programs. Environment awareness activities should be conducted in the student induction program. Research and innovation that could bring technological solutions to environmental problems should be promoted.

6. Standard Operating Procedures

SOPs for Energy Conservation, Water Conservation, Waste Management, Environment Protection and Plastic Waste Management have been laid down for effective implementation of the Policy across the University.

Annexures-

I. SOPs for Energy Conservation
II. SOPs for Water Conservation
III. SOPs for Waste Management
IV. SOPs on Environment Protection
V. SOPs on Plastic Waste Management

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

STANDARD OPERATING PROCEDURES
ON
ENERGY CONSERVATION

Manav Rachna International Institute of Research & Studies

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

SOPs on Energy Conservation

Aim and Scope

The aim of this SOP is to point out detailed rules, time-lines and responsibilities with regard to the Energy Conservation within the MRIIRS campus. All the conventional energy sources, renewable energy systems and energy management are to be driven by these SOPs.

Usage of Electrical and Electronic items

- Switch off all energy consuming equipment including lights, window air conditioners of offices, classrooms and laboratories while not being used.
- Switch off all equipment and lights of common areas at the end of the working day and throughout the weekend.
- Use devices that power down or switch off automatically when not in use; Switch off personal computers and equipments at the end of the workday and throughout the weekend.
- Close doors and windows of air conditioned rooms in the building to prevent loss of warm/ cool air and conserve energy.
- Use day lighting and task lighting in rooms and offices during work rather than constant overhead lighting.
- Prohibit the use of personal electric heaters in offices or any other areas of the building.
- ACs should be operated only when necessary.

Buildings and Constructions

- The decisions and processes of new building construction and renovation should consider energy life cycle costing and analysis.
- New building construction and renovation should be based upon maximizing energy efficiency.
- Decrease the energy consumption by promoting the use of alternative energy sources such as solar water heaters, solar lights, day lighting etc.
- Centralize the utility systems for heating, cooling and other mechanical processes wherever possible.
- Promote strategic use of metering in the campus for energy management.

Lighting

- Make maximum use of natural daylight and minimize indoor lighting whenever possible.
- Minimize the use of exterior decorative lights.
- Promote the use of highly efficient lighting systems and lighting controls made with emerging technologies.
- Use sensor based lighting system to reduce energy consumption.
- Replace conventional CFLs and other lighting appliances with energy efficient LEDs.

Heating and cooling

- Minimize energy usage by setting heating and cooling set points and maintaining the comfort of building occupant at the same time.
- Set temperatures for occupied space to ambient for cooling.
- Shut down the cooling systems in an unoccupied space.
- Set the schedules for Heating, Ventilation and Air Conditioning (HVAC) occupancy aiming towards minimum energy consumption.
- Restrict the exceptions to HVAC occupancy schedules only to special areas that require constant or specific temperatures such as research facilities.
- Usage of most energy efficient means for heating or cooling supply.
- Avoid heating or cooling during off-hours and holidays.
- Window installed air conditioners should be used only in areas that lack central cooling or proper air balance.
- Report areas that are too cold or too hot to the central facilities controller to avoid wastage of energy.

Purchases & Procurements

- Purchase Star rated electrical and electronic equipments and appliances to ensure minimum energy consumption.
- Procure energy efficient electronic office equipment, including but not limited to computers, monitors, printers, scanners, photocopy machines and other such items.

Transportation

- Encourage students and employees to use University Bus service or public transport system for commuting to and from the campus to reduce single occupancy vehicle trips.
- Alternatives means such as bicycling, walking, and carpools should be used instead of driving single occupancy vehicles within the campus.
- Ensure the safety and accessibility for all pedestrians, bicycle riders and visitors within the campus as a sustainability measure.
- Lower the utilization of petroleum products in the University by using low-emitting vehicles.
- Incorporate alternative fuel and technology in vehicles.
- Maintain and operate a cost-effective modes of transportation such as electrified transportation or battery operated carts that reduce dependence on petroleum fuels.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

STANDARD OPERATING PROCEDURES
ON
WATER CONSERVATION

Manav Rachna International Institute of Research & Studies

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

SOPs on Water Conservation

Aim and Scope

The aim of this SOP is to point out detailed rules, time-lines and responsibilities related to the Water Conservation within the MRIIRS campus. All the water sources, distributions systems, disposal and recycling facilities and water management are to be driven by these SOPs.

Water Distribution and Efficient Utilization

- Make use of water recycling, capturing and reuse systems, such as storm water collection and HVAC condensate recovery, for non-potable uses.
- Install low-flow fittings, water saving flush valves, sensors and flow restrictors on faucets and showers in shower facilities, labs, and restrooms.
- Do not use single-pass or one-way flow cooling water systems for mechanical equipments.
- Report water leakages, dripping through faucets and fixtures that do not shut off, repairable fittings, to the facilities administrator.
- Water reservoirs of Refrigerated Water Coolers should be regularly cleaned and filters should be replaced from time to time.

Water quality monitoring

- **Drinking Water Inspection**- Inspection of Drinking Water for its physico-chemical characteristics as mentioned below will be done by the supervisor on daily basis, , and will be informed immediately to the university administration if any discrepancy is observed:

  The Physical characteristics of Water to be inspected are as follows-

  Turbidity: It is the non-transparent appearance, cloudiness or haziness of water caused by particulate matter or suspended solids present in water as impurities, that make it to appear turbid.

  Colour: Water should be colourless. Dissolved organic matter from decaying vegetation or other soluble inorganic impurities can provide certain colour to water and make it unsuitable for drinking purpose.

Taste and Odour: Any organic or inorganic compounds which contaminate the water and impart taste and odour to the water making it unfit for human consumption.

Temperature: The appropriate temperature of water for drinking purposes is 5 to 12 °C. Water temperature above 25 °C is not recommended for drinking.

- **Sanitary inspections**- Sanitary inspections of the water supply distribution system will be conducted by the supervisor weekly. The inspection should cover all water system, including the source, treatment plants, transmission mains, distribution system and storage reservoirs. The parameters of inspection should be qualitative to find out the deficiencies, inadequacies and hazards which could lead to contamination of water.

- **Repair and maintenance**- The general issues of repair and maintenance of water distribution system should be immediately addressed by the facility administrator. These include cleaning and de-silting of the water tanks and chlorination of water on a regular basis.

- **Cleaning and De-Silting of the Water Tanks:** De-silting of the water tanks should be done on monthly basis, but the frequency can be increased during rainy season and in case of any incident demanding instant cleaning of the water reservoirs. After de-silting the water should regains its colour and odour and inspected for its suitability for drinking purposes.

Chlorination: It is the process of water purification by killing certain bacteria and other microbes in water through addition of chlorine. Chlorination is also an effective way to prevent the spread of many waterborne diseases such as cholera, dysentery, and typhoid. The chlorination schedule should be followed strictly. During summers chlorination of the water should be done on monthly basis, while during the winter season chlorination of the water will be done less frequently.

Waste Water Recycling

- The domestic wastewater generated within the campus should be treated and reused for appropriate non-potable applications such as gardening and irrigation. Supply of fresh water shall be restricted only for potable purposes.
- A sewage treatment plant should be operational for treatment of domestic wastewater.

- Signs and symbols signifying and clearly indicating "treated unused water not fit for drinking" to be fixed on the outlets ,hydrants, valves, both surface and sub-surface, covers and at all conspicuous places of re-cycled distribution system.
- No cross-connections shall be made or allowed to be made between the re-cycled water and potable water supply system to avoid contamination.
- Quality standards will be adopted so that the recycled water does not contaminate other sources of water- surface as well as ground water.
- A robust monitoring system shall be adopted for analysis of wastewater quality on a regular basis, with check points in place to identify any deviations from compliance and remedial actions for the same.
- Rain water and run-off water should be collected through rain water harvesting systems to enhance the ground water recharge.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

STANDARD OPERATING PROCEDURES
ON
WASTE MANAGEMENT

Manav Rachna International Institute of Research & Studies

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

SOPs on Waste Management

Aim and Scope

The objective of this SOP is to specify detailed rules, time-lines and responsibilities related to the waste generation, identification, handling, storage, transport and disposal within the MRIIRS campus.

Waste Classification

i) **Non-hazardous waste:** Wastes that are not hazardous or harmful to the environment, such as domestic waste, food waste, etc.

ii) **Hazardous waste:** These wastes are categorized as special wastes due to some characteristics such as toxicity, corrosiveness, flammability and reactivity as they contain certain chemicals, metals and pathogenic organisms that cause severe damage to the environment even at low levels of concentration.

iii) **Biomedical waste:** Biomedical waste comprises of the waste that includes human anatomical waste (not including teeth, hair and nails), human and animal cultures, animal waste, stocks or specimens, cell lines, live or attenuated vaccines, microbiological waste and material that has come into contact with any of these items, human blood/blood products and body fluids, items contaminated with blood/blood products and body fluids, biologically contaminated sharps including needles, needles attached to syringes, and blades, and pathogenic/transgenic plants/plant parts including plant pests.

iv) **e-waste**: Waste electrical and electronic equipment, whole or in part or rejects from their repair process, which are intended to be discarded, is called e-waste.

Handling and Transportation of Waste

- Waste should be handled in such a way that it does not pose any threat to human health and the environment.
- Proper precautions should be taken in order to avoid accidents that could lead to soil or water pollution, fire or explosion and element generation.
- Internal transportation of waste should be done properly. Containers with liquid waste should always be closed. Containers carrying solid or liquid waste should also be secured in order to avoid any spills.

Waste Storage

- Storage areas for waste should be planned correctly.
- Spills and leakages should be minimized or avoided wherever possible.
- Sites of hazardous waste should be covered and have suitable containment alongwith proper drainage facilities.
- Spills should be avoided wherever possible or contained and collected so as to prevent contamination of soil or water.
- Waste storage areas must be isolated and identified properly
- Each waste unit should be marked clearly and all operators including those involved in waste collection and transportation should be aware and have proper understanding of each unit.
- Any hazard risks (flammable, toxic, etc.) should be clearly legible and immediately identifiable.
- Chemical wasted that are incompatible should be segregated accordingly.
- Easy access to suitable first aid emergency equipment during fire and spills should be available.
- A Safety Data Sheet should be available for hazardous waste.

Procedure for non-hazardous waste

- Waste generated in three separate streams should be segregated and stored in three separate bins namely bio-degradable, non-biodegradable and domestic hazardous wastes
- Sanitary waste should be wrapped in a suitable wrapping material and disposed in the bin meant non- bio-degradable waste.
- Construction and demolition waste, as and when generated, in campus should be disposed off separately.
- Most of the horticulture waste and garden waste generated from the campus should be used mostly for composting. Remaining horticulture waste should be collected as bio-degradable waste.
- The solid waste generated in the campus, on streets, or public spaces outside the campus should not be thrown, burnt, buried or disposed in the drain or water bodies.
- Handover segregated wastes to authorized waste collector as per the direction or notification by the authorities from time to time.

❖ **Waste segregation**

Waste should be segregated in 2 dustbins.

a) Green bin for Wet waste. The wet waste includingcooked and uncooked food wastes like eggshells and bones, flower, fruit and vegetable peels, garden/plant wastes, Soiled paper should be thrown in green bin.

b) Blue for dry waste. The dry waste includingany kind of paper, cardboard & cartons, plastics, wood, containers & packaging of all kinds excluding those containing hazardous materials and compound packaging (Tetra pack etc.) should be thrown in blue bin.



Procedure for hazardous waste

- ❖ In case of hazardous waste, each container having the waste should be labeled with the words "Hazardous Waste.
- ❖ Containers having chemical waste should be clearly labeled with the full name of the chemical and concentration, if known.
- ❖ When using a container which differs from the original chemical to collect waste, always obliterate the original label to avoid confusion, then re-label as hazardous waste and list the contents.
- ❖ Unused chemical reagents, in original containers, with intact labels that are deemed waste, only need to be labeled Hazardous Waste as the original label has all other required information.
- ❖ Hazardous waste should not be combined with any other materials or wastes. If so, the entire mixture should be classified as hazardous waste.
- ❖ Non-hazardous or less hazardous materials should be used in place of hazardous ones wherever possible.
- ❖ Disposal of hazardous waste actually occurs only at permitted Treatment, Storage, and Disposal Facilities.

Procedure for Biomedical waste

- All the Biomedical wastes should be segregated properly within the lab so that it is disposed properly.
- Biomedical waste should not be contaminated with any radioactive material or chemicals.
- Biomedical waste in lab should be collected and kept in approved clear autoclave bags within bins clearly labeled as "Biohazardous Waste".
- General lab waste such as paper towels and bench coverings should be kept to a minimal.
- Use of Autoclave bags having biohazard symbol is NOT permitted.
- Only half of the autoclave bags MUST be filled with waste. Over filled bags or bags filled with more than half full will be returned for re-packaging.
- Half-filled autoclave bags should be tied with biomedical/biohazardous waste tags containing the detailed description of the waste.
- Sharps should be disposed in suitablesolid containers and not in autoclave bags.
- General surface decontamination and decontamination of solutions containing microbes and toxins should be done using chemical decontaminants that such as chlorine, iodine and alcohols, using an appropriate decontamination method approved by the Institutional Biosafety Committee.
- Infectious materials and toxins, together with associated waste can be effectively decontaminated by autoclaving.
-

Procedure for e-waste management

- Most electronic equipments contain a various hazardous substances and toxic metals such as lead, mercury, cadmium, nickel, polychlorinated biphenyl (PCB) oils, and radioactive materials. Therefore, such waste should be managed properly and never be disposed in the solid waste bin.
- If the equipment still functions properly before its disposal, other University departments can be to see if it can be of any use to them.
- If other departments can use the equipment, notify University Inventory Services of the transfer. If no University department can use the equipment, contact University Inventory Services to have them delete the equipment from the inventory system.
- The e-waste should then be channelized to authorized collection center or registered dismantler or recycler or is returned to the pick-up or take back services provided by the producers.
- Records of e-waste generated should be maintained and made available for scrutiny by the concerned authorities.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

STANDARD OPERATING PROCEDURES
ON
ENVIRONMENT PROTECTION

Manav Rachna International Institute of Research & Studies

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

SOPs on Environment Protection

Aim and Scope

The aim of this SOP is to protect the environment in and around the University campus. The usage, management, conservation and preservation of all kinds of natural resources are to be done through these SOPs.

Environment Protection

Any kind of anthropogenic activity has direct or indirect impact on the environment. Over-exploitation of resources has led to the situation where natural resources such as water, forests, conventional energy sources coal and petroleum, minerals etc. are depleting at a very fast rate. Developmental activities of human race like urbanization and industrialization is the major cause of environmental pollution, green-house effect and subsequently climate change.

The SOPs for Environment Protection thus should encompass diligent measures towards protection of all the aspects of environment including both abiotic and biotic factors. The measures are as follows-

- Promote afforestation activities within and around the campus and maintain green cover.
- Minimize the exploitation of resources from their natural sources by avoiding extraction of ground water, cutting of trees, any mining activity.
- Conserve fresh water and harvest rain water.
- Conserve conventional energy by limiting the use of electricity and fossil fuels.
- Generate energy by using renewable resources such as solar energy.
- Minimize pollution to protect air, water, soil and human health.
- Conserve biodiversity by not encroaching upon the natural habitats.
- Reduce, reuse and recycle waste.
- Restrict the use of automated and technology intensive products and processes to reduce the impact of technology on environment.
- Reduce personal Carbon footprint.
- Regularly evaluate the impact of human activities at personal and organizational level, identify the gaps and implement measure to enhance sustainability.
- Embrace environment friendly life style.
- Create awareness about environmental protection among all stakeholders and abide them to follow an environmentally sustainable life style.

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES

STANDARD OPERATING PROCEDURES
ON
PLASTIC WASTE MANAGEMENT

Manav Rachna International Institute of Research & Studies

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

SOPs on Plastic Waste Management

Aim and Scope

The objective of this SOP is to specify detailed rules and responsibilities regarding ban on use and management of plastic and similar material within the MRIIRS campus.

About Plastics

Plastics have become inevitable and pervasive in everyday life of all. There is wide range of plastic materials and thereby plastic products which are under common usage by people. Of these, only some are recyclable, while most are non-biodegradable. The term 'plastic' encompasses any polymer of chemical nature which is non-biodegradable, made of high or low density polyethylene, multi-materials like acrylonitrile butadiene styrene (ABS) or polycarbonate (PC), or material of similar chemical composition which is harmful for environment.

Any kind of single use plastic is a major pollutant to environment as its degradation in a landfill can take several hundred years, releasing potentially toxic and hazardous microplastics. This makes it obligatory to completely ban the usage, production and disposal of single use plastics.

Plastics can be broadly categorized as-

1. Polyethylene Terephthalate (PET or PETE)- It is used commonly as water bottles and carbonated drink packaging bottles.

2. High-Density Polyethylene (HDPE)- It is thick, durable, opaque plastic used as containers for chemicals, juice, milk, as shampoo bottles and medicine bottles.

3. Polyvinyl Chloride (PVC)- It is used to make pipes, toys, detergent bottles, blister wrap, cling wrap, and tubings.

4. Low-Density Polyethylene (LDPE)- It is most widely occurring form of plastic, used in grocery bags, garbage bags, agriculture bags, bread packagings, frozen food bags, plastic wraps and lining or coatings for paper cartons and cups for hot & cold beverages.

5. Polypropylene (PP)- It is strong, stiff and heat resistant, and is widely used as containers for hot food, as tiffins and water bottles.

6. Polystyrene (PS)- It is commonly known as the Styrofoam and is widely used as disposable food containers, egg cartons, disposable cups and bowls and packaging material.

7. Others- This category includes plastics that are composed of more than one form of plastic mentioned above or made of alternative material known as bio

Polycarbonates (PC) also appear in this category, which is used to make baby feeding bottles, sipper cups, water bottles and ketchup bottles.

Guide to usage of Plastics in MRIIRS campus

- Limiting the use of plastics by every individual as far as possible in their daily lives, which would subsequently reduce the dependence on plastics and would further decrease the production of plastics.
- Minimize generation of plastic waste at both individual and organizational level.
- Instruct canteens to sell and serve food in eco-friendly packaging only.
- Avoid littering, dumping and burning of plastics to prevent air, soil and water pollution.
- Segregate plastic waste at source in color-coded garbage bins.
- Segregation of non-biodegradable plastics by house-keeping staff for safe disposal of the same through authorized agencies.
- Conduct training sessions of house-keeping staff to impart knowledge about mechanism and importance of waste segregation.
- Ensure segregated storage of waste at source and handover segregated waste to urban local body or agency registered as recycler.
- Replace plastics by using eco-friendly products like renewable cotton bags, recycled paper products, wooden or pulp utensils, plant based packaging materials, etc.
- Shift to bio-degradable and compostable plastics.
- Carry out awareness drives to sensitize people and raise awareness on the harmful impact of the usage of Single-use plastic.
- Extend pledge to every member of MRIIRS community to strive to make his/her household plastic free.
- Install necessary alternative facilities like water units to avoid the purchase and use of plastic water bottles.
- Dissuade every stakeholder of MRIIRS and general public in the adjoining approachable communities against the use of plastics.
- Spread awareness intensively about alternatives to plastics like paper bags, cloth bags, kulhars in place of plastic containers.
- All messes, food joints within the campus and hostels shall adhere to these norms strictly.

Rules for Ban on Plastics in MRIIRS campus

The following are completely banned for usage in the University campus-

- Disposable Polyethylene Terephthalate (PET) water bottles
- Disposable Plastic cutlery, plates and cups
- Garbage bags made of polythene
- Shopping bags and carry bags made of polythene
- Plastic straws
- Plastic trays
- Plastic food containers
- Food packaging film;
- Plastic ice cream tubs or containers
- Hot and cold drink cups
- Insulated food packaging
- Protective packaging for fragile items
- Chips bags
- Bottle caps
- Juice/milk packets/tetra-packs with plastic lining
- Single-use plastic sheet banners and posters
- All single use plastic products

The following items are restricted for usage in the University campus, should be reused and/ or recycled to the maximum extent-

- Dispensing containers for water
- Dispensing containers for cleaning fluids
- Microwave dishes
- Cutlery - Trays, plates, bowls, cups, glasses for repeated use
- Refillable pens
- Plastic-ware used in laboratories
- Plastic bins and buckets
- Biodegradable plastic

CHAPTER

21. GUIDELINES AND PARAMETERS OF ACADEMIC AUDIT

1. PURPOSE

The purpose of academic audit will be to develop a system for conscious, consistent and catalytic action to improve the academic performance of the institution. It will also ensure to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Academic departments are the backbone of the University's core business and most activities like teaching, research and extension services in the University are affiliated with them. An academic audit reviews the processes and procedures used by departments to enhance the quality of their programmes and awards. Departments are required to have processes that guarantee quality in teaching and learning they provide to students. Standards for student achievement must be set and attendant processes must be in trend to implement.

2. SCOPE

An academic audit shall be conducted to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are to:

a) Define the main areas of focus towards quality assurance and enhancement in teaching-learning
b) Identify the processes and procedures used by departments for quality assurance and enhancement in each of the focus areas
c) Appraise the adequacy and effectiveness of the quality assurance processes and procedures
d) Make appropriate recommendations for continuous improvement of the processes and procedures after taking feedback of all stakeholders used for quality assurance and enhancement.

3. BROAD AUDIT AREAS

The primary unit of academic audit is the department. There are six basic areas that will be examined in an academic audit. These areas are:

a) Curricular Aspects
b) Teaching-Learning and Evaluation
c) Research, Innovation and Extension

d) Infrastructure and Learning Resources
e) Student Support and Progression
f) Governance, Leadership and Management

Further, departments shall be asked to provide the details about:

- Thrust Areas of the Department
- Best Practices followed in the Department
- SWOC Analysis of the Department
- Future plans of the Department

4. SPECIFIC AUDIT PARAMETERS

The specific audit parameters will include:

a) Standard Academic Ratios.
b) Doctoral output
c) Faculty qualifications
d) Research publications and funded projects
e) Consultancy projects and patents generated
f) Faculty development programmes
g) Seminars, conferences and workshops organized
h) External linkages
i) Course outcome achievement and quality of curriculum content
j) Pedagogical standards
k) Industry interaction and networking
l) Student development programmes
m) Student support serviced
n) Alumni engagement
o) Administrative and infrastructure quality
p) Feedback system
q) Student performance including extra curriculum activities
r) Governance standards
s) Quality initiatives

5. QUALITY AUDIT COMMITTEE

The university will appoint a Quality Audit Committee (QAC) for each Faculty which will be constituted as follows:

a) Head of the concerned department (Coordinator)
b) One member of IQAC (to be nominated by Vice-Chancellor)
c) Outside expert (to be nominated by Vice-Chancellor)

The concerned Dean will facilitate the departmental audit. The term of a committee shall be two years. The Coordinator shall organize internal academic audit and produce the required documents and records to the IQAC. The audit process will be completed in the month of July-August and remedial measures to be initiated by September.

6. REPORTING

The purpose of academic audit is not judgmental but to cause quality improvement to happen. The auditors will produce a report that describes the strengths and weaknesses of the department and recommendations for improvement.

The audit report will be made available to the auditee who shall respond to the issues raised in the report. The report will be sent to Director IQAC and Dean Academics for further information and record. The response of the auditee shall be part of the final audit report which shall be approved by the competent authority.

7. AUDIT PROCESS AND PROCEDURE

The Audit process shall be as follows:

a) The University will appoint a Quality Audit Committee for each Faculty. The constitution of this committee will be as follows:
   - Head of the concerned department (Coordinator)
   - One member of IQAC (to be nominated by Vice Chancellor)
   - Outside Expert (to be nominated by Vice Chancellor)
b) The schedule for Audit shall be finalized in consultation with outside expert of each Audit Committee.
c) The coordinator will make ready all the relevant records for presentation before the committee along with the information as filled on Audit Proforma (Part A-Basic Information of the Department ad Part-B- Audit Parameters). Annexure I
d) At the time of audit, faculty, staff and students will be made available for interaction with the committee.
e) The committee will prepare a summary of main observations and discuss it with the Dean.

f) After discussion with the Dean and other stakeholders the committee will fill up the prescribed proforma and record its major suggestions for improvement and give recommendations of good practices.

g) The audit report will be made available to the auditee who then responds to the issues raised in the report.

h) The report will be sent to Director IQAC and Dean Academics for further information and record.

i) The concerned department will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards in the department.

j) The report of the action taken is presented at the next due meeting of the IQAC.

k) The departments review the action taken at the end of each Academic Year. In the light of assessment new set of measures will be taken for next Academic Year.

The concerned Dean will fully facilitate the Audit process.

8. ACTION ON THE AUDIT REPORT

The concerned department will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards in the department. The report of the action taken shall be presented at the next due meeting of the IQAC.

9. EXIGENCY, IF ANY

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

Manav Rachna International Institute of Research and Studies

Departmental Academic and Administrative Audit

Academic Year .....

IQAC/AAA/...../

Name of the Department:
Name of the Faculty:
Year of Establishment:

Details of programs offered:

Name of Program	Duration of Program	Academic Year		Academic Year		Academic Year		Academic Year		Total Enrolment	
		Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment	Sanctioned Intake	Present Enrolment
UG											
PG											
PhD											

Faculty profile:

Cadre wise			Qualification wise				Total
Professor	Associate Professor	Assistant Professor	Ph.D	Pursuing Ph.D	PG	Others	

Percentage of Faculty members with PhD:
Faculty cadre ratio:
Number of Academic support staff (Technical & Administrative):

Criterion I – Curricular Aspects

1.1 Curriculum Design & Development:

1.1.1 Programs / Courses for which revision was carried out during the AY:

Name of Program / Course	Program / Course Code	Dates of revision

1.1.2 Programs / Courses focused on employability/ entrepreneurship/ skill development:

Name of Program / Course	Program / Course Code	Dates of introduction	Activities with direct bearing on Employability/ Entrepreneurship/ Skill development

1.2 Academic Flexibility:

1.2.1 New Programs / Courses introduced during the AY:

Name of Program / Course	Program / Course Code	Dates of introduction

1.2.2 Electives / Interdisciplinary Courses introduced during the AY:

Name of Course	Course Code	Departments involved

1.3 Curriculum Enrichment:

1.3.1 Value-added courses offered during the AY:

Value added Courses	Course Code	Date of Introduction	Number of students enrolled	Number of students who completed the course

1.3.2 Field Projects / Internships under taken during the AY:

Project Title / Internship	Number of students enrolled

1.4 Feedback System:
1.4.1 Whether structured feedback received from all the stakeholders.

Students	Teachers	Employers	Alumni	Parents
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Provide URL for feedback collection & analysis and action taken reports

Criterion II – Teaching – Learning and Evaluation

2.1 Student Enrolment and Profile:

2.1. 1 Demand Ratio during the AY:

Name of the Program	Number of seats available / sanctioned	Number of eligible applications received	Number of students admitted / enrolled

2.2Catering to Student Diversity:

2.2.1 Student - Full time teacher ratio for the current AY:

Number of UG students enrolled	Number of PG students enrolled	Number of faculty members teaching only UG program	Number of faculty members teaching only PG program	Number of faculty members teaching both UG & PG

List of Guest / Visiting Faculty members:

Student-Teacher Ratio (as per enrolled students): UG: PG:
Student-Teacher Ratio (as per student intake): UG: PG:

2.3 Teaching – Learning Process:

2.3.1 Percentage of teachers using ICT for effective teaching:

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools & resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources & techniques used

2.3.2 Student mentoring system (in max. 500 words):

Number of total students enrolled for the Academic Year	Number of Full Time Teachers	Mentor – Mentee Ratio

2.4 Teacher Profile and Quality:

2.4.1 Number of full time teachers appointed during the AY:

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current AY	No. of faculty with PhD

2.4.2 Honours and recognitions received by teachers during the AY:

Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies

2.5Student Performance and Learning Outcomes:

2.5.1 Program Outcomes, Program Specific Outcomes and Course Outcomes defined for all programs displayed on website of the institution (provide the web-link)

2.5.2 Pass percentage of final year students:

Programme Code	Programme Name	Number of students that appeared in the final year examination	Number of students that passed in final Semester / year examination	Pass percentage

3.1Promotion of Research & Facilities:

3.1.1 Teachers awarded National / International fellowship for advanced studies / research during the AY:

	Name of the teacher awarded fellowship	Name of the Award	Date of Award	Awarding Agency
National				
International				

3.1.2 Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other fellows in the Institution enrolled during the AY:

Name of Research fellow	Duration of fellowship	Type of fellowship	Funding agency

3.2 Resource Mobilization for Research:

3.2.1 Research funds sanctioned and received from various agencies, industry and other organizations:

	Duration	Name of the funding Agency	Total grant sanctioned	Amount received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University				
Students Research Projects (other than compulsory by the University)				
International Projects				
Any other(Specify)				
Total				

3.3Innovation Ecosystem

3.3.1 Workshops / Seminars / Conference Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the AY:

Title of Workshop / Seminar / Conference	Date(s) From…To

Provide Link to the Activity report on the website:

3.3.2 Awards for Innovation won by Institution / Teachers / Research Scholars / Students during the AY:

Title of the innovation	Name of the Awardee	Awarding Agency with contact details	Date of Award	Category (Institution/ Teacher/ Research)

3.3.3 No. of start-ups incubated on campus:

Name of the start up	Nature of start up	Year of commencement	Contact information of the promoters

3.4Research Publications and Awards:

3.4.1 Ph. Ds awarded during the AY:

Name of the PhD Scholar	Name of the Guide/s	Title of the Thesis	Year of registration of the Scholar

3.4.2 Research Publications in the Journals notified on UGC website during the AY: (This covers 3.4.5 and 3.4.6)

Average Impact Factor:

h-Index of the Institutional Publications during the year (based on Scopus/ Web of Science)**:**

National Journals:

Name of the Author/s	Title of the paper	Name of the Journal	Year of publication	ISSN number, Volume, Issue, Page(s)	Citation Index	Institutional affiliation as in the publication

International Journals:

Name of the Author/s	Title of the paper	Name of the Journal	Year of publication	ISSN number, Volume, Issue, Page(s)	Citation Index	Institutional affiliation as in the publication

3.4.3a Books and Chapters in edited Volumes / Books published, per Teacher during the AY:

Name of the teacher	Title of the book/chapters published	National / international	Year of publication	ISBN/ISSN number	Affiliating Institute at the time of publication	Name of the publisher

3.4.3b Papers in National / International Conference Proceedings per Teacher during the AY:

Name of the teacher	Title of the paper	Name of the conference	National / international	Year of publication	ISBN/ISSN number of proceeding	Affiliating Institute at the time of publication

3.4.4 Patents published / awarded:

Name of the Patenter	Patent Number & Status (Filed/Published/awarded)	Title of the Patent	Year of Award of Patent

3.4.5 Faculty participation in Seminars / Conferences and Symposia during the AY:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars / Workshops				
Presented papers				
As Resource Persons				

3.5 Consultancy:

3.5.1 Revenue generated from Consultancy:

Name of the Consultant(s) Department	Name of Consultancy project	Consulting / Sponsoring Agency	Year	Revenue generated (amount in rupees)

3.5.2 Revenue generated from Corporate Training by the institution:

Name of the Consultant(s) Department	Title of the corporate training Programme	Agency seeking training	Year	Revenue generated (amount in rupees)	Number of Trainees

3.6 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the AY:

Name of the Scheme	Organizing unit/ agency/ collaborating agency	Name of the Activity	Number of teachers coordinated in such activities	Number of students participated in such activities

3.7Collaborations

3.7.1 Number of Collaborative activities for Research, Faculty exchange, Student exchange during the AY:

Nature of the Activity	Name of the collaborating agency with contact details	Name of the Participant(s)	Source of financial support	Year of collaboration	Duration

3.7.2 Linkages with institutions / industries for internship, on-the-job training, project work, sharing of research facilities etc. during the AY:

Nature of Linkage	Title of the Linkage	Name of the partnering institution/ industry /research lab with contact details	Year of commencement	Duration (From-To)	Name of the participant

3.7.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the AY:

Organization/ Institute with which MoU is signed	Year of signing MoU	Purpose and Activities	Number of students /teachers participated under MoUs	Duration

Criterion IV – Infrastructure and Learning Resources

4.1 Physical Facilities:

Details of augmentation in infrastructure facilities during the AY:

Facilities	Existing	Newly added
Class rooms		
Laboratories		
Seminar Halls		
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN		
Seminar halls with ICT facilities		
Video Centre		
No. of important equipments purchased (≥ 1.0 lakh) during the current AY.		
Value of the equipment purchased during the AY (Rs. in Lakhs)		
Others		

4.2 Library as a Learning Resource

4.2.1 Library Services:

Items	Departmental Library				Central Library					
	Existing		Newly added		Existing		Newly added		Total	
	No.	Value	Number	Value	Number	Value	Number	Value	Number	Value
Text Books										
Reference Books										
e-Books										
Journals										
e-Journals										
Digital Database										
CD/ Video										
Others (specify)										

4.2.2 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala), CEC (Under Graduate), SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e-content	Link of the relevant document

4.3 IT Infrastructure:

Total Computers in the Department:
Computer Labs in the Department:
Bandwidth available of internet connection:
Name of the e-content development facility:

Criterion V – Student Support and Progression

5.1Student Support:

5.1.1 Scholarships and Financial Support during the AY:

	Name of the scheme	Number of students benefited	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National (Govt. scheme)			
b) International scheme			

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counseling and Mentoring etc. during the AY:

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved with contact details

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the AY:

Name of the scheme	Number of benefited students by Guidance for Competitive exam	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the AY:

No. of grievances appealed	No. of grievances redressed	Average time for grievance redressal in number of days

5.2Student Progression:

Number of students in passing out batch at the time of admission (including Lateral entry):
Number of students graduating in minimum stipulated period of time:
Number of students in passing out batch with B+ grade and above:

5.2.1 Details of campus placement during the AY:

On Campus				Off Campus			
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Package received	Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Package received

5.2.2 Student progression to higher education in percentage during the AY:

Name of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services):

Items	No. of Students selected/ qualifying	Registration /roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Batch-wise Result Analysis for the current AY:

Program and Batch	Odd Semester			Even Semester		
	Course Code	Pass % of students in the Course	% of students with B+ grade and above in the Course	Course Code	Pass % of students in the Course	% of students with B+ grade and above in the Course
UG First Year						
	Batch-wise Average pass %			Batch-wise Average pass %		
UG Second Year						
	Batch-wise Average pass %			Batch-wise Average pass %		
PG First Year						
	Batch-wise Average pass %			Batch-wise Average pass %		

5.3Student Participation and Activities:

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national /international level (award for a team event should be counted as one) during the AY:

Name of the award/ medal	National/ International	Sports/ Cultural	AADHAR / Student ID number	Name of the student

5.4Alumni Engagement:

Meetings/activities organized by Alumni Association during the AY**:**

Number of Alumni association meetings	Dates of meetings	No of members attended	Total no of Alumni enrolled

Criterion VI – Governance, Leadership and Management

6.1Institutional Vision and Leadership:

Mention two practices of decentralization and participative management during the AY:
Mention extent of implementation of ERP:

6.2 Strategy Development and Deployment:

Quality improvement strategies adopted by the department for each of the following:

❖	Curriculum Development:
❖	Teaching and Learning:
❖	Examination and Evaluation:
❖	Research and Development:
❖	ICT:
❖	Industry Interaction / Collaboration:
❖	Admission of Students:

6.3 Faculty Empowerment Strategies:

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the AY:

Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

6.3.2 Number of professional development / administrative training programs organized for teaching and non teaching staff during the AY:

Title of the professional development Programme organized for teaching staff	Dates and Duration (from-to)	No of participants
Title of the administrative training Programme organized for non-teaching staff		

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programs during the AY:

Name of teachers who attended	Title of the professional development Programme	Date and Duration (from – to)

Thrust Areas of the Department:

Best Practices followed in the Department:

SWOC Analysis of the Department:

- **Strengths:**
- **Weaknesses:**
- **Opportunities:**
- **Challenges:**

Future Plans of the Department:

- **Short Term Plans:**
- **Long Term Plans:**

Name & Signature of HoD

Manav Rachna International Institute of Research and Studies
Departmental Academic and Administrative Audit
Academic Year .....

AUDIT REPORT

Department:

Date of Visit:

SWOC Analysis of the Department	
Strengths	
Weaknesses	
Opportunities	
Challenges	
Recommendations / Suggestions	
Names and Signatures of Audit team members	
Name, Designation & Affiliation	**Signatures with Date**

CHAPTER

22. GUIDELINES AND PARAMETERS OF ADMINISTRATIVE AUDIT

1. PURPOSE

Administrative units are the backbone of the University's core business. The purpose of administrative audit will be to develop a system for conscious, consistent and catalytic action to improve the administrative performance of the institution. It will also ensure to promote measures for institutional functioning towards quality enhancement through institutionalization of best practices.

2. SCOPE

An administrative audit shall be conducted to ascertain the presence and adequacy of quality assurance procedures, their applicability and effectiveness in guaranteeing quality of inputs, processes and outputs. Specific objectives are to:

a) Define the main areas of focus towards quality assurance and enhancement in teaching-learning
b) Identify the processes and procedures used by departments for quality assurance and enhancement in each of the focus areas
c) Appraise the adequacy and effectiveness of the quality assurance processes and procedures
d) Make appropriate recommendations for continuous improvement of the processes and procedures after taking feedback of all stakeholders used for quality assurance and enhancement.

3. QUALITY AUDIT COMMITTEE

The university will appoint a Quality Audit Committee (QAC) for each Administrative Cluster which will be constituted as follows:

a) Head of the concerned section (Coordinator)
b) One member of IQAC (to be nominated by Vice-Chancellor)
c) Outside expert (to be nominated by Vice-Chancellor)

The concerned section head will facilitate the audit. The term of a committee shall be two years. The coordinator shall organize administrative audit and produce the required documents and records to the IQAC. The audit process will be completed in the month of July-September and remedial measures to be initiated by October.

4. REPORTING

The purpose of administrative audit is not judgmental but to cause quality improvement to happen. The auditors will produce a report that describes the recommendations for improvement. The audit report will be made available to the auditee who shall respond to the issues raised in the report. The report will be sent to Director IQAC and concerned quarter head for further information and record. The response of the auditee shall be part of the final audit report which shall be approved by the competent authority.

5. AUDIT PROCESS AND PROCEDURE

The Audit process shall be as follows:

a) The University will appoint a Quality Audit Committee for each Administrative cluster. The constitution of this committee will be as follows:

- Head of the concerned Section (Coordinator)
- One member of IQAC (to be nominated by Vice Chancellor)
- Outside Expert (to be nominated by Vice Chancellor)

b) The schedule for Audit shall be finalized in consultation with outside expert of each Audit Committee.

c) The coordinator will make ready all the relevant records for presentation before the committee along with the information as filled on Audit Proforma. Annexure I

d) At the time of audit, members of the unit will be made available for interaction with the committee.

e) The committee will prepare a summary of main observations.

f) The audit report will be made available to the auditee who then responds to the issues raised in the report.

g) The report will be sent to Director IQAC and concerned quarter head for further information and record.

h) The concerned section will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards.

i) The report of the action taken is presented at the next due meeting of the IQAC.

j) The departments review the action taken at the end of each Academic Year. In the light of assessment new set of measures will be taken for next Academic Year.

The central Administrative Audit coordinator will fully facilitate the Audit process.

6. ACTION ON THE AUDIT REPORT

The concerned section will initiate a plan of action on the recommendations of the QAC for further improvement of the quality and standards. The report of the action taken shall be presented at the next due meeting of the IQAC.

7. EXIGENCY, IF ANY

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

ANNEXURE - I: AUDIT PROFORMA

MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH AND STUDIES FARIDABAD
Format for Administrative Audit

Part-A

Name of Cluster:
AY:
(To be filled by each concerned section/ branch under cluster)

Name of the Section/Office	
Administrative Head of the Section/Office	
1	Work domain/ areas of work of section/ office. (Describe in 500 words)
2	Organizational Structure/ Organogram of section/office with defined roles/ responsibilities of each associated staff member
3	Standard Operating Procedures/Processes followed by the Section/Branch as per assigned mandate/ roles and responsibilities
4	Details of record maintained by the section/ office. (Enlist records and documents used in section/office)
5	Innovative practices (Describe any two innovative practices of section/office)
6	Compliance to previous audit (Action Taken Reports for Previous Audits)

Part-B (To be filled by Audit Team)

Cluster:
Section/Office:
Date of Visit:

A. Para-wise observations/ remarks on **Part A** highlighting strengths and areas of concerns:

1	Work domain/ areas of work of section/ office. (Describe in 500 words)	
2	Organizational Structure/ Organogram of section/office with defined roles/ responsibilities of each associated staff member	
3	Standard Operating Procedures/ Processes followed by the Section/Branch as per assigned mandate/ roles and responsibilities	
4	Details of record maintained by the section/ office. (Enlist records and documents used in section/office)	
5	Innovative practices (Describe any two innovative practices of section/office)	
6	Compliance to previous audit (Action Taken Reports for Previous Audits)	

B. Suggestions for improvements:

Signature and Name
Head of Section/Office

Signature and Name
Audit Team members

CHAPTER

23. HANDBOOK OF ETHICAL POLICY & CODE OF CONDUCT

This Handbook of Ethical Policy and Code of Conduct shall be applicable to the entire community of faculty, staff and students of MRIIRS.

PART I

GUIDING PRINCIPLES FOR ETHICAL CONDUCT

1. Preamble

Ethical practice is essential in every kind of academic activity. Any violation of basic ethics will affect the value and credibility of the activity being carried out, whether it is teaching or research or administration or Management. Manav Rachna International Institute of Research and Studies (MRIIRS, Deemed to be University) values integrity, honesty and fairness, and strives to integrate these values into its teaching, research and business activities. Each member of the University is responsible for sustaining the highest ethical standards of the University, and of the broader community in which we function.

2. Policy of ethical conduct to uphold standards of integrity and quality

MRIIRS recognizes that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the University. The University must strive at all times in its dealings, including its business activities, to maintain the highest standards of quality and integrity.

This section states the general principles of ethical conduct which should be followed in different aspects of academia:

Guiding Principles for Management, Administrators and Faculty Members

The members of MRIIRS are dedicated to support and maintain a scholarly community in which all share in the common enterprise of learning. As a central aim, the University promotes intellectual inquiry through vigorous discourse, both oral and written. The fundamental principles that must necessarily be the bedrock include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for University resources. In becoming part of University, one has to accept the rights and responsibilities of membership in the University's academic and social community, and assume the responsibility to uphold the University's principles.

2.1. Standards of Integrity:

2.1.1. Respect for the Integrity of the Academic Process

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual purposes of the University. One's conduct as community member inside and outside the University should protect and promote the University's pursuit of its academic mission. Faculty, staff, students and all personnel are therefore, expected to conduct ourselves with integrity in our learning, teaching, and research, and in the ways in which one manages and support those endeavours.

2.1.2. Individual Integrity

In order to ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that an individual's personal integrity will be reflected not only in honest and responsible actions, but also in a willingness to offer direction to others whose actions may be harmful to themselves or the community. The University expects that all members' right from the Board of Management to faculty and students of MRIIRS will be truthful and forthright. The University also expects that community members will not engage in behaviour that endangers their own sustained effectiveness or that has serious ramifications for their own or others' safety, welfare, academic well-being or professional obligations.

2.1.3. Respect for the Freedoms and Privileges of Others

MRIIRS strives for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance and understanding. MRIIRS values and encourages individuality while also affirming the need to maintain a climate in which the activities of academic and community life may be freely pursued. A socially responsible community provides a structure within which individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

2.1.4. Statement of Non-Discrimination

MRIIRS does not discriminate on the basis of sex, race, colour, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, gender expression or any other category protected by applicable law, in the administration of its educational policies, admission policies, scholarship and loan programs, or other institution administered programs. The University is committed to honest, open and equitable engagement with racial, religious, gender, ethnic, sexual orientation and other differences. The University seeks to promote an environment that in its diversity is integral to the academic, educational and community purposes of the institution.

2.1.5. MRIIRS Respects Academic Freedom and Freedom of Expression and Inquiry

MRIIRS affirms that academic freedom is essential to the function of education and to the pursuit of scholarship in universities and, mindful of its historic commitment to scholarship and to the free exchange of ideas, affirms that members of the community shall enjoy full freedom in their teaching, learning, and research. This includes freedom of religious belief, of speech, of press, of association and assembly, or other activity inside and outside the University, the right to petition the authorities, public and University, to invite speakers of their choice to the campus, and that students and faculty members as such should not be required to take any oath not required of other citizens. The time, place, and manner of exercising these rights on the campus shall be subject to reasonable regulation only to prevent interference with the normal functions of the University.

The University accepts people's right to Protest, however actions such as the following, are unacceptable: blocking; obstructing or impeding passage of a person or vehicle; actions that result in bodily harm; erecting or placing of obstructions that result in depriving others of their rights. Halting a lecture, debate, or any public forum is an unacceptable form of protest. "Halting" means directly or indirectly preventing a speaker from speaking - even for a brief period of time - or seizing control of a public forum for one's own purposes.

2.1.6. Maintaining the Confidentiality and Privacy of Information

As a member of the University community, one is privy to and receives and produces various types of confidential, proprietary and private information on behalf of the University. Access to confidential information should be limited to those who require it to

discharge their duties. As a member of MRIIRS fraternity when one receives confidential information one has a responsibility to maintain and safeguard this information and use it with consideration and ethical regard for others. One must not divulge non-public information regarding the University to an outside party, or to those within the University, except for legitimate business, research or academic purposes. One will not directly exchange with another institution or University or any other body information that includes prospective tuition, financial aid or salary plans.

One's obligations regarding confidential information continue after one's relationship with the University ends. It is imperative that one complies with all laws, third-party agreements and University policies and principles pertaining to the use, protection and disclosure of confidential information.

2.1.7. Computing Resources

The computing resources at MRIIRS support its educational, instructional, research and administrative activities. Use of these computing resources is a privilege that is extended to one as a member of MRIIRS community. One's use of these services and facilities may allow one to have access to valuable University resources, to sensitive data and to internal and external networks. Consequently, it is important for one to behave in a responsible, ethical and legal manner.

2.2. Conflict of Interest and Commitment

All decisions and actions taken by one, as a member of the MRIIRS, in the conduct of University business, will be made in a manner that promotes the best interests of MRIIRS. One has an obligation to address both the substance and the appearance of conflicts of interest and commitment and, if they arise, to disclose them to the appropriate University representative and withdraw at the earliest from debate, voting, or other decision-making processes where a conflict of interest exists or might arise.

2.2.1. Conflict of Interest

A conflict of interest may take many forms but arises when one, as a member of the MRIIRS community, might be able to use the authority of one's MRIIRS position to:

- Influence the University's business decisions in ways to give improper advantage or financial benefit to oneself, a family member or associate, or obtain for oneself, a family member, or an associate a financial benefit beyond the compensation one is authorized to receive for performing one's University responsibilities.

2.2.2 Conflict of Commitment

A conflict of commitment occurs when a commitment to activities outside of one's University responsibilities interferes with one's capacity to meet one's University responsibilities.

It is recognized that some of one's outside service and professional responsibilities can and do benefit MRIIRS.

As a member of the MRIIRS, one must disclose any outside activity that is, or may be perceived to be, a conflict of commitment so that these activities can be managed properly.

2.3. Respect for University Resources

As members of the MRIIRS, one must respect and conserve the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the University's mission.

2.3.1. University resources include, but are not limited to University equipment, communications systems and solutions; technology; software and service licensing; procurement tools; and databases containing personal information. It also includes the time and effort of employees, students and others at MRIIRS; and those resources purchased/paid with University funds, including funds received by MRIIRS through government or other external funding sources.

2.3.2. University resources are reserved for use for operational purposes use. The use of University resources for personal gain or advantage, or for the benefit or gain of any other individual or outside entity (including organizations in which one has a vested interest) is strictly prohibited unless permission has been obtained from the management. One may not use the University name and/or visual identity (logos and associated word marks), other than in the context of one's MRIIRS responsibilities. Any personal use of University resources must be in accordance with published limitations; should not incur any additional expense to the University; should not interfere with an employee's obligation to carry out University duties in a timely and effective manner; must in no way undermine official University business; must not involve activities that are unlawful or inappropriate; and should never be used in a way that seems to connote MRIIRS sponsorship of personal ventures.

2.3.3. Employees should consult with the competent authority in advance if they have any questions about appropriateness of certain practices. However, such decisions cannot circumvent existing policies and procedures established by the University.

2.4. Treat Each Other with Respect

MRIIRS is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to this institutional commitment is the principle of treating each community member fairly and with respect. The University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants. Each one as a member of the MRIIRS, share a commitment to performing one's duties in accordance with the highest standards of ethics and in compliance with University policies and all applicable laws and regulations.

2.5. Maintenance and Reporting of Complete and Accurate Financial Information

One will adhere to University policy for all University financial accounts, reports, expense reimbursements, time submissions and other transactions and documents. One will maintain accurate books and records, and University financial reports will reflect complete and accurate information in a transparent manner.

3. Documents of Code of Conduct

The *Principles of the MRIIRS* are values that hold for the entire University. Specific standards of conduct and procedures for redress of violations of those standards for various members of the community can be found in the following University documents:

3.1. For All Students, including Graduate and Post Graduate Students

The standards and procedures for all students may be found in the Handbook for Students. All students are expected to read the academic code and the Code of Student Conduct, be familiar with the Principles of the MRIIRS, and sign a statement acknowledging their responsibility for the codes.

3.2 Faculty

Policies and procedures regarding faculty rights and responsibilities are found in the Code of Conduct for Teachers, which puts into practice the ethical guidelines of the University.

3.3. Management, Non-teaching and Administrative Staff

Policies and procedures regarding rights and responsibilities are found in the Code of Conduct for Non-Teaching and Academic Staff, which puts into practice the guiding principles of MRIIRS.

4. Compliance with the Law

MRIIRS is committed to the highest standards of ethical and professional conduct. This means, one conducts business on behalf of the University adhering to these standards in the performance of one's duties. It is the responsibility of each individual – whether a faculty or staff member, student employee or volunteer acting on behalf of the University – to comply with legal and regulatory requirements, policies and procedures that apply to an individual's particular duties. If one is a manager or supervisor, one is also responsible for teaching and monitoring compliance. If one has a question pertaining to interpretation or applicability of a policy, one can contact the individual who has oversight of, or responsibility for, the policy. If one is a senior officer of the University, one may consult, as needed, with the competent authority regarding unresolved questions and/or interpretation of laws and regulations.

4.1. Contractual Obligations

Accepting an agreement or contract, including sponsored project funding, may create a legal obligation on the part of MRIIRS University. One must comply with the terms and conditions of the agreement as well as applicable laws and regulations. Therefore, only if one has the authority delegated by an appropriate competent authority to oneself can one enter into agreements or contracts on behalf of the University; otherwise, one cannot sign an agreement.

4.2. Environmental Health and Safety, including Workplace Health and Safety

Members of the University have a shared responsibility to ensure a safe workplace and to protect the health and safety of all students, faculty, staff and visitors. This means one needs to adhere to good health and safety policies and practices; comply with all environmental health and safety laws, regulations and related University policies; attend required training; and report unsafe conditions, equipment, or practices to University officials.

4.3. Non-University Professional Standards

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession (such as attorneys, certified public accountants and medical doctors). These professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct and professional responsibility and standards to guide their members. If one belongs to such organizations, one is expected to adhere to University policies and this Code of Conduct, in addition to any professional standards. If one believes there is a conflict between a professional standard and University policy, one should discuss the concern with one's Head of Institution.

1.4.1. Communication Policies

MRIIRS is governed by government laws pertaining to rights and permissions affecting communications produced by any member of the MRIIRS. Privacy laws require permissions for the use of an individual's image or likeness for marketing or promotional use. Copyright and trademark laws outline standards for securing permission for incorporating forms of intellectual property that include: video, photography, design, written works, and audio recording. Individuals or units at MRIIRS that violate these laws in their communications may be subject to individual or joint liability. MRIIRS outlines policies on image use and copyright this applies to all members of the MRIIRS to limit institutional and personal liability.

4.5. Guidelines for Promotional Activities

MRIIRS encourages positive relationships with its partners, contractors, vendors and stakeholders. However, members of the MRIIRS faculty or staff cannot, in their capacity as University employees or representatives, endorse non-affiliated, for-profit business or operations. Questions about participating in press releases, testimonials, and other forms of promotional activities should be addressed to the office of the concerned department at the University.

5. Appropriate Reporting of Suspected Violations

MRIIRS is committed to the highest standards of ethical conduct and integrity in all areas of its mission. One as a member of the MRIIRS community should report suspected violations of applicable laws, regulations, government contracts and grant requirements, and of this Code of Conduct. This reporting should normally be made initially through standard management channels, beginning with one's immediate superior, instructor or advisor. If for any reason it is not appropriate for one to report suspected violations to one's immediate superior (e.g., the suspected violation is by the superior), one may go to a higher level of management or contact MRIIRS University's competent authority / Management. One expects that one's report will be made in a good faith and with the effort to address legitimate issues needing correction, or to otherwise provide reliable information

5.1. Suspected Fiscal Misconduct

All University employees and students are responsible for the proper conduct and handling of any University resource or fiscal matter entrusted to them, in accordance with laws, regulations, University policies and other expectation of ethical business conduct. The University's Misconduct Policy requires employees and students to promptly report to the competent authority any actual or suspected fiscal misconduct, whether by members of the University community, or by persons outside the University involving University resources. If one instead reports fiscal misconduct to a superior or another responsible person, then that individual must immediately notify the competent authority.

5.2. Anonymous and Confidential Reporting

MRIIRS members (including faculty and staff) can report concerns to competent authorities in confidence. All necessary contact information of competent authorities is publically displayed on the University website and visible places on the University campus.

5.3. Cooperation

As a member of the MRIIRS, one will cooperate fully with any audit, inquiry, or investigation undertaken at MRIIRS's direction by its attorneys, investigators, internal auditors or independent agencies.

6. MRIIRS Policy against Sexual Harassment and Gender Discrimination

6.1. MRIIRS has a strict policy against any form of Sexual harassment or gender discrimination related issues in keeping with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 enacted by the government of India, the Hon'ble Supreme Court's landmark judgement in Vishakha v/s State Government case in 1997 (hereinafter referred to as the 'Vishakha Guidelines') and the Protection of Children from Sexual Offences (POCSO) Act, 2012.

6.2. The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply in totality to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

6.3. According to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, "sexual harassment includes one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

i. Physical contact or advances, or
ii. A demand or request for sexual favours, or
iii. Making sexually coloured remarks, or
iv. Showing pornography, or
v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature."

6.4. Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

6.5. The Act provides for the constitution of an Internal Complaints Committee and its composition. In accordance with the act such a committee has been constituted in the University the current composition of which has been provided for in the University website and displayed at various visible places inside the University premises. The procedure filing of complaints and inquiry has also been specified in the Act and is followed by the university.

6.6. **Jurisdiction:** The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

6.6.1. By a member of the university against any other member of the university irrespective of whether the harassment is alleged to have taken place within or outside the campus.

6.6.2. By a resident against a member of the university or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.

6.6.3. By an outsider against a member of the University or by a member of the university against an outsider if the sexual harassment is alleged to have taken place within the campus.

6.6.4. By a member of the university against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the university/college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

PART II

CODES OF CONDUCT

A. CODE OF CONDUCT FOR TEACHERS

The teachers of MRIIRS are subject to the guidelines provided by UGC for college and University teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see to that there is no incompatibility between his/her precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility.

I. Basic Conduct Rules Every Teacher must adhere to:

1) Interpretation- Employee means any person appointed by the University to any post in the University.

1.1 Every employee shall at all times:-

a. Maintain absolute integrity;

b. Show devotion on duty; and

c. Do nothing which is unbecoming of an employee of the University.

1.2 i. Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

ii. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

iii. Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to

him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

iv. An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

v. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation: Nothing in clause (ii) of sub-rule (2.2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

2) Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Rule shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to anybody, they will be required to take leave of absence during the term as member as in the case of teach.

3) Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

4) Connection with Press or Radio:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper of periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical.

Provide that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

(4.A) Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

5) Evidence before a Committee or any other authority:

I. Save as provided in sub-rule (3) no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

II. Where any sanction, has been accorded under sub-rule (1) no such employee giving such evidence shall criticize the policy or any action of the University or the Government.

III. Nothing in this rule shall apply to:

a. The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any Stage Legislature;

Or

b. The evidence given in any judicial enquiry; or

c. The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

6) Unauthorized communication of information:

No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

7) Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

8) Private Trade or Employment:

(1) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the

Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

9) Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note: The burden of providing that the insolvency or indebtedness was the result or circumstances which, with exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

10) Vindication of acts and character of employees

(1) No employee shall except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private.

(3) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

11) Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

12) Bigamy:

(1) No employee shall contract another marriage unless prescribed by his her law.

13) Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management which shall decide the same.

14) Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under Rule 14 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

II. Conduct Rules related to Professional Values and Integrity

1. Professional Values

1.1 She/he shall **be concerned and committed to the interests of the students** - This attitude should be directed towards the specific needs of each student. She/he should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

1.2 She/he shall **not prevent any student from expressing her/his viewpoint** although it may differ from that of his/her own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

1.3 **Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status**. There should not be any partiality or vindictive attitude towards any of them.

1.4. She/he should try to **develop an educational environment**. Her/his aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.

1.5 The teacher should instil a **liberal and forward looking outlook** among her/his students, making them community oriented, patriotic, accepting and broad minded.

1.6 Above all a teacher should **conform to the ethos of her/his profession and act in a dignified manner**. She/he should keep in mind that society has entrusted her/his with their children.

2. Professional Development and Practices

2.1 It is imperative that a teacher **continuously updates herself/himself in his field** and other related ones in order to upgrade himself and the student community. She/he must also acquaint herself/himself with recent methodologies and other applications.

2.2 A teacher must, alongside teaching, **pursue research** as innovation contributes to the continuous progress and development of a subject and should involve herself/himself in **seminars and workshops** where there is interchange of academic topics.

2.3 **Developing new teaching strategies and curriculum** as well as planning for an upgraded academic system, research should be an integral part of her/his professional duties.

2.4 Alongside academic duties, the teacher will have to carry out the **Institution's allied educational responsibilities** such as admissions, seminars/conferences, employability assistance, and entrepreneurial activities and so on. She/he should also be participating in **extra-curricular activities** of the University as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

3. Professional Integrity

3.1 Teachers must maintain **ethical behaviour** in professional practice by accurately representing certifications, licenses and other qualifications.

3.2 Honesty should not be compromised in research. The university has a **separate policy on Academic Integrity and Anti Plagiarism**, and teachers of the university are expected to uphold high standards of originality in both their own work and that of their students. The quality and originality of research and academic scholarship shall not be compromised on at any cost. Any act where honesty has been compromised will call for strict disciplinary / legal action as per the policy on "Academic integrity and antiplagiarism".

3.3 There should be **no conflict between professional work and private practice**. A teacher in the University shall not be providing private tuitions against remuneration which compromises her/his duties at the University.

3.4 The teacher must **respect the confidentiality** of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

4. Professional Collaboration

4.1 Teachers should be **respectful and cooperative towards their colleagues**, assisting them and sharing the responsibilities in a collaborative manner.

4.2 Teachers should **refrain from lodging unsubstantiated allegations** against their colleagues in order to satisfy personal vested interests.

4.3. All the **non-teaching and administrative staff** of the University shall be shown the same level of respect and cooperation as the teaching faculty.

4.4 Teachers should discharge their responsibilities in accordance with the **established rules outlined** by the competent authorities and adhere to the conditions of contract.

5. Student-Teacher Conduct

5.1 Teacher **should respect the right and dignity of the student** in expressing her/his opinion.

5.2 Teacher should **deal justly and impartially** with students regardless of their religion, caste, and gender, political, economic, social and physical characteristics.

5.3 Teacher should **encourage students** to improve their individual attainments, develop their personalities and at the same time contribute to community welfare.

5.4 Teacher should **refrain from inciting students** against other students, colleagues or administration.

5.5 Teacher should **encourage regular interactions with the guardians** of the students to ensure a holistic understanding of the students' practices outside of the classroom.

B. CODE OF CONDUCT FOR MANAGEMENT, NON-TEACHING AND ADMINISTRATIVE STAFF

All the Management, Non-teaching and administrative staff of MRIIRS is expected to keep the ethos of the University in keeping with that of an educational institute of repute and

follow the code of conduct stipulated by the State Government of Haryana. The University has put forward its code of ethics for the Management and Administrative staff along the following lines:

I. **General Code of Conduct Rules**:

1) **Interpretation-** Employee means any person appointed by the University to any post in the University.

General:

1.1 **Every employee shall at all times:-**

d. Maintain absolute integrity;

e. Show devotion on duty; and

f. Do nothing which is unbecoming of an employee of the University.

1.2 i. Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

ii. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

iii. Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

iv. An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

v. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation: Nothing in clause (ii) of sub-rule (2.2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

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(2) Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Rule shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to any body, they will be required to take leave of absence during the term as member as in the case of teach.

(3) Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

(4) **Connection with Press or Radio**:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper of periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical.

Provide that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

(4.A) Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

(5) Evidence before a Committee or any other authority:

I. Save as provided in sub-rule (3) no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

II. Where any sanction, has been accorded under sub-rule (1) no such employee giving such evidence shall criticize the policy or any action of the University or the Government.

III. Nothing in this rule shall apply to:

d. The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any Stage Legislature;

Or

e. The evidence given in any judicial enquiry; or

f. The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

(6) Unauthorized communication of information:

No employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

(7) Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

(8) Private Trade or Employment:

(1) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade business or owns or manages an insurance agency or commission agency.

(3) No employee shall without the previous sanction of the University except in the discharge of the official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

(9) Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note: The burden of providing that the insolvency or indebtedness was the result or circumstances which, with exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

(10) Vindication of acts and character of employees

(1) No employee shall except with the previous sanction of the University, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private.

(3) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

(11) Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

(12) Bigamy:

(1) No employee shall contract another marriage unless prescribed by his her law.

(13) Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management which shall decide the same.

(14) Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under Rule 14 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

II. Conduct Rules related to Professional Values and Integrity

1. Professional Conduct

1.1 The Management and Administrative staff shall **acquaint themselves with the University policies** and adhere to them to their best ability.

1.2 She/he shall **perform the duties** they have been assigned with sincerity and diligence as well as with transparency and accountability.

1.3 To the extent possible, prior **information regarding leaves** and absences should be given. In case of sudden contingencies, information on their absence should be promptly forwarded to the reporting authority.

1.4 They should not, on any account, **undertake any other job** besides the one assigned to them by the University within the stipulated office hours. Neither shall she/he engage in any private trade or business within University premises.

1.5 They shall not engage in any anti-secular activities that can hamper the academic functioning of the University.

1.6 They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

2. Workplace Conduct

2.1 They should be **punctual** as their prior presence is required daily for the commencement and smooth functioning of University activities.

2.2 They should also be responsible for the **proper use and maintenance of University equipments** and furniture.

2.3 They should not be under **the influence of drugs or alcohol** during office hours.

2.4 They are expected to respect the **confidentiality** of information regarding examination, personnel matters relating to other staff, or any other matters that demand confidentiality.

2.5 They should perform their duties with honesty and integrity. There should **be no falsification of official documents** entrusted to them.

2.6 They should show **no discrimination on basis of gender, caste or religion**.

3. Professional Relationship

3.1 Interactions between them and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with them in libraries, science laboratories and computer laboratories. It is expected that they behave in a **helpful, friendly and patient manner** towards the students.

3.2 They should give **due respect to the decisions made by the college authorities**. Any matter of contention should be attempted to be settled amicably and not through antagonistic behaviour.

3.3 A friendly and **cooperative relationship** should be maintained with the **teaching faculty** of the university to help generate a friendly and harmonious environment.

3.4 They are the first to come into contact with students and guardians, and their behaviour should be keeping with the ethos and policies of the institution. They should demonstrate patience, politeness and an eagerness to help.

C. CODE OF CONDUCT FOR STUDENTS

All students admitted to any programme in MRIIRS are expected to follow the rules and regulations prescribed by UGC and the University guidelines as specified in the Students' Handbook. The University has put forward its code of ethics for the administrative staff along the following lines:

1. Conduct

1.1 All students must uphold academic integrity, be respectful to all persons, to their rights, to the college property and to the safety of others.

1.2 The student shall be regular in the classes.

1.3 All students must deter from indulging in any and all forms of misconduct including partaking in any activity on-campus and off-campus which may affect the University's interests and reputation substantially.

1.4 In the event, the student is forced to discontinue studies for any legitimate reason; she/he may be relieved from the University subject to the written consent of the competent authority.

1.5 In case of relieving the student, she/he shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.

2. The various forms of Misconduct, the Students should refrain from, include:

2.1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc.

2.2. Intentionally damaging or destroying University property or property of other students and/or Faculty members & non-teaching and administrative staff.

2.3. Any disruptive activity in a class room or in an event sponsored by the university.

2.4. Inability to produce the identity card, issued by the university, or refusing to produce it on demand by campus security personnel.

2.5. Participating in activities including-

2.5.1. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India

2.5.2. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy.

2.5.3. Unauthorized possession or use of harmful chemicals and banned drugs.

2.5.4. Possessing, consuming, distributing, selling of alcohol, cigarettes, drugs or any banned substances.

2.5.5. Rash driving on the campus that may cause any inconvenience to others or animals

2.5.6. Pilfering or unauthorized access to the resources of others.

2.5.7. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving.

2.6. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms without prior permission.

2.7. Unauthorized entry, tampering of property or facilities of private residences of Teaching/Non-teaching staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.

2.8. Causing damage to or destruction of any property of the university, or any property of others in the university premises would invite punishment.

If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

3. Academic Integrity

3.1. The Policy on academic integrity forms an integral part of the Code which applies to all students of the university to which they should adhere. Failure to uphold these principles threatens both the reputation of the University and the value of the degrees awarded to its students. Every pupil of the University should feel responsible to ensure the highest standards of academic integrity. The academic integrity is covered separately in details in the policy for "Academic Integrity and Antiplagiarism" developed on the basis of the UGC guidelines for the same.

3.2. As per the MRIIRS policy on "Academic Integrity and Anti plagiarism", a student should

i) Properly acknowledges and cites use of the ideas, results, material or words of others.

ii) Properly acknowledge all contributors to a given piece of work.

iii) Make sure that all assignments in a course are submitted by her/his own.

iv) Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.

3.3. Violation of this policy includes, but is not limited to:

3.3.1. Plagiarism: The definitions, descriptions, provisions and penalties are described in details in the MRIIRS policy on "Academic Integrity and Anti plagiarism".

3.3.2. **Cheating:** Cheating includes, but is not limited to: (1) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts. (2) Allowing or facilitating copying, or writing a report or taking examination for someone else. (3) Using unauthorized material, copying, collaborating when not authorized and purchasing or borrowing papers or material from various sources. (4) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications. (5)Creating sources, or citations that do not exist (6) Altering previously evaluated and re-submitting the work for re-evaluation (7) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet. The definitions, descriptions, provisions and penalties are described in details in the MRIIRS policy on "Examinations"

3.3.3. **Conflict of Interest:** A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research and publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4. Anti-Ragging Policy in MRIIIRS

4.1. MRIIRS has a strict and coherent anti-ragging policy in place in keeping with the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations'). The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

4.2. Ragging constitutes one or more of the following acts:

4.2.1. 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 any student

4.2.2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student

4.2.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student

4.2.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student

4.2.5. Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students

4.2.6. Any act of financial extortion or forceful expenditure burden put on a student by other students;

4.2.7. Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, and gestures, causing bodily harm or any other danger to health or person

4.2.8. 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 any other student.

4.2.9. Any act that affects the mental health and self-confidence of 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 other student.

4.3. Anti-Ragging Committee: There shall be an anti-ragging committee framed in accordance to requirements of the UGC regulations. The Anti-Ragging Committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. Any student found to have participated in any form of ragging shall be given suitable punishment as listed in the UGC regulations.



MANAV RACHNA

Vidyanatariksha