K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

UNIVERSITY STUDENT HANDBOOK
2024

Sohna Road, Gurugram (Haryana)-122103

MESSAGE – Prof. Dinesh Singh
(Chancellor)

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

MESSAGE – Shri. Abhishek Gupta (Pro-Chancellor)

Dear Students,

Welcome to K. R. Mangalam University, where your aspirations meet opportunities and your journey toward excellence begins. We are dedicated to creating an innovative and supportive environment that empowers you to reach your full potential.

KRMU is a leader in academic excellence, providing education that adapts to the evolving global landscape. With committed faculty, state-of-the-art facilities, and strong academic frameworks, we equip you with the necessary knowledge and skills to succeed in your chosen field.

Education extends beyond the classroom, and we encourage you to participate in various activities that foster creativity, leadership, and social responsibility. Our modern laboratories, cultural events, and sports facilities are all designed to support your comprehensive development.

As you start this transformative journey, embrace challenges, uphold values of integrity and respect, and fully utilize the opportunities available to you. Your hard work will shape your future and contribute to the enduring legacy of K. R. Mangalam University.

The path ahead is promising, and we are here to support you at every step. Together, let us work towards creating an impactful, innovative, and inclusive world.

Wishing you a fulfilling and successful academic experience!

Shri. Abhishek Gupta

Pro-Chancellor

MESSAGE – Prof. Raghuvir Singh
(Vice-Chancellor)

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

Dear Student,

I welcome you for joining K R Mangalam University.

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

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

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

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

Contributing to National Development, Fostering National Global Competencies, inculcating a Value System, Promoting the Use of Technology and quest of excellence among Students. Our programs are customized with career paths for placements with high salaried jobs and the upcoming 4th Industrial Revolution the advent of "cyber-physical systems" involving entirely new capabilities for people and machines.

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

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

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

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

MESSAGE - Prof. Varuna Tyagi
(Dean- Academic Affairs)

As the Dean of Academics, I am honoured to spearhead a community that thrives on intellectual curiosity, collaborative learning, and a commitment to academic excellence.

Our academic programs are designed to cultivate critical thinking, creativity, and a passion for lifelong learning. Here at K.R. Mangalam University we take pride in offering a diverse range of disciplines that empower students to explore their interests and pursue their academic and professional aspirations.

I encourage everyone to actively engage in the vibrant academic community that surrounds us. Our faculty members are dedicated to fostering an environment that encourages dialogue, collaboration, and innovative thinking. I request you all to make the most of your academic journey by seeking out opportunities for research, internships, and participation in extracurricular activities.

This website serves as a valuable resource for accessing information about our academic programs, faculty profiles, research initiatives, and upcoming events. I invite you to explore the various sections and discover the wealth of opportunities that await you.

The Dean of Academics' office is here to support you in your academic endeavours. If you have any questions, concerns, or if there's anything we can assist you with, please feel free to reach out. We are committed to providing a nurturing academic environment that fosters growth, learning, and success.

Thank you for being a part of our academic community. Together, let us embark on a journey of discovery, knowledge, and achievement.

MESSAGE – Prof. Anjana Singh
(Dean- Students Welfare)

It is with great pleasure that I welcome you to K.R. University and extend best wishes on your journey.

In Student Life, we are focused on the education our students receive outside the classroom. Though we are mindful that the intellectual life will be the core of the enterprise at KRMU, we are dedicated to the idea that learning continues, is enhanced, and is made meaningful beyond the threshold of the conventional classroom. This student-centreed approach is very much in keeping with our Vision and mission.

You all are the moral and ethical leaders of both your family and our university. Although you are blessed to have a higher education, for a sustainable society, every drop counts. K.R. Mangalam University is committed to bringing new ideas, views, and responsibility for a sustainable future in this rapidly changing, challenging world. Your productivity for the betterment of society will constitute high-standard benchmarks for the inspiration of future students at K.R. Mangalam University. Get involved in campus life by joining a club or organization. Another word for this crucial "classroom outside the classroom" that we create is community.

The community we build together here is critical to the training students receive to become the leaders each are expected to be upon graduation from K.R. Mangalam University, Therefore, your engagement and participation in the community is an expectation rather than a mere extracurricular. From academic clubs to service organizations, there's something for everyone. You'll meet new people and gain leadership skills that will serve you well beyond your time at school.

The student life area is looking forward to seeing you.

About K.R. Mangalam University

K.R. Mangalam University, henceforth referred to as KRMU, located on Sohna Road, Gurugram, is one of the fastest

growing and most promising upcoming universities in India. It is a State Private University established in 2013 by an act of the legislature of the Haryana Government under Haryana Private Universities Act (Amendment) 8 of 2013.It is recognized by the UGC under Section 2f of the UGC Act, 1956 and empowered to award degree under section 22 (c). The primary aim of the University is to promote excellence in basic and professional education while upholding moral values.

KRMU offers Diploma, Undergraduate, Postgraduate and Doctoral Degree Programs across different disciplines. The group of educational units in the University promote education in the areas of Engineering & Technology, Legal Studies, Basic and Applied Sciences, Management and Commerce, Journalism and Mass Communication, Hotel Management and Catering Technology, Medical and Allied Sciences, Architecture and Planning, Agriculture, Fashion Designing, Humanities, Physiotherapy and Rehabilitation Sciences and Education. It also undertakes exemplary research and development programs of high impact with an industrial interface for the benefit of its students as well as the society.

The green and pollution-free environment, world-class infrastructure, advanced and comfortable learning environment, health and fitness activities, charming recreational spaces, and safe campus are some of the special features of KRMU. The University has a team of well-experienced, committed and well-qualified faculty who encourage and inspire their students to put in their best, excel in their fields and unleash their potential. The University provides a perfect balance between curricular and co-curricular activities with highly creative and innovative platforms for the students to enrich their personality. Various activities like industry visits, internships, guest lectures, workshops, social services, and medical camps are some of the regular features of the campus. Celebrations, festivals, various cultural programmes add colour and flavour to campus life. Students have several opportunities to participate and organize various activities like inter and intra-university competitions, national and international conferences, seminars, and workshops.

VISION

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

MISSION

- Foster employability and entrepreneurship through futuristic curriculum and progressive pedagogy with cutting-edge technology

- Instill notion of lifelong learning through stimulating research, Outcomes-based education and innovative thinking

- Integrate global needs and expectations through collaborative programs with premier universities, research centres, industries and professional bodies

- Enhance leadership qualities among the youth having understanding of ethical values and environmental realities

SYMBOL OF EXCELLENCE

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

KNOWLEDGE

ATTITUDE

SKILL

AMBITION

MORAL VALUES

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

K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

1. ENTRY GATE
2. EXIT GATE
3. STUDENTS PARKING
4. FACULTY PARKING
5. SECURITY OFFICE
6. ATM
7. A-BLOCK
8. B-BLOCK
9. C-BLOCK
10. CAFETERIA
11. FOOTBALL GROUND
12. BASKETBALL GROUND
13. LAWN TENNIS COURT
14. VOLLEYBALL GROUND
15. HOSTEL BLOCK
16. PROPOSED HOSTEL BLOCK
17. MECHANIC WORKSHOP
18. ANIMAL HOUSE
19. BIOGAS PLANT
20. GREEN HOUSE
21. COMPOST PIT
22. HERBAL GARDEN
23. ELECTRICAL ROOM
24. AGRICULTURE
25. CRICKET GROUND
26. PROPOSED D-BLOCK
27. STP PLANT
28. PROPOSED HOUSING BLOCK
29. NESCAFE

BLOCK B
BLOCK C
BLOCK A

TO GURUGRAM   SOHNA -GURUGRAM HIGHWAY   TO SOHNA

REGULATORY APPROVALS/ RECOGNITIONS

State Government, Haryana K.R. Mangalam University, Haryana has been estab- lished as a State private University at Sohna –Road, Gurgaon, Delhi-NCR by the Haryana Private Universi- ty(Amendment) Act No 8 of 2013, notified May 8, 2013.	
University Grants Commission (UGC) K.R. Mangalam University and the degrees awarded by the university are recognized by the UGC under Section 2 (f) of the UGC Act, 1956 vide UGC Letter ref. no. F.16- 1/2015 (CPP-I/PU) dated 4th March, 2015.	
Council of Architecture (CoA) Council of Architecture approved our under graduate course (B.Arch) in architecture after verifying the various requirements to be satisfied for the award of Degree.	
Bar Council of India (BCI) K.R. Mangalam University is recognized for conferring the degree of law for imparting B.A/B.Com/BBA, LL.B. (Hons.) and LL.B. (H) programmes by Bar Council of India(BCI)	
Pharmacy Council of India (PCI) Pharmacy Council of India has approved our Diploma in Pharmacy, B.Pharm and M. Pharm after verifying the various requirements to be satisfied for the award of Degree	
National Council for Teacher Education (NCTE) National Council of India has approved our B.Ed. and B.El.Ed courses for 100 and 50 seats vide letter ref. no. NRC/NCTE/Recognition/ B.Ed/2016147959-64 and 147896/901 dated 2nd May 2016 respectively	
Association of Indian Universities (AIU) K.R. Mangalam University is a member of Association of Indian Universities (AIU), an organization promoting university activities especially by way of sharing information and co- operation in field of education, culture, sports and allied areas.	

Best Practices: Sustainability

KR Mangalam University actively promotes sustainable development in nearby villages through various initiatives aimed at creating sustainable life practices and livelihoods. These efforts include capacity building and awareness drives in education, enhancing reading and communication skills among school children, and conducting outreach programs on digital literacy, financial literacy, and legal awareness. Health awareness and medical check-up camps are regularly organized at government high schools and villages in collaboration with health societies, NGOs, and the District Commissioner's Office in Gurugram.

The university also focuses on gender equity and empowering rural women by addressing their health, hygiene, education, and financial concerns. It promotes entrepreneurship through skill development and the formation of self-help groups, aligning with the Atmanirbhar Bharat initiative. Small-scale research projects fostering sustainable development in nearby villages receive financial support through seed grants, aiming to achieve equity and inclusion for the poor, vulnerable, and marginalized sectors.

Recognizing the vulnerabilities and specific needs of rural communities, KR Mangalam University works to reduce social and spatial disparities in income and human development. Cleanliness drives are regularly conducted through NSS and the Red Cross Society to maintain a green and clean environment and sensitize students and locals. The university also organizes activities to enhance agricultural practices, such as soil nutrient enrichment through green manuring and awareness programs for managing rice crop residue. Analysis of local soil and climatic conditions is carried out to improve agricultural produce.

Regular sessions on mental wellness, stress management, and holistic sustainability are held to develop physical, cognitive, emotional, linguistic, and social skills. These activities provide students with first-hand knowledge of the social milieu, helping them develop empathy, compassion, and a sense of social responsibility, which are crucial for personal growth and achieving educational goals in higher education.

KRMU Leadership

Professor Dr Dinesh Singh
Chancellor
Ph.D. (Mathematics)

Former Vice Chancellor of Delhi University

Prof. Raghuvir Singh
Vice Chancellor
Ph.D. (Human Resource)

Former Vice Chancellor, Teerthankar University, UP

Dr Mehraj Uddin Mir
(Motilal Nehru Chair)
Chair Professor
Ph.D. (Law), LLM

Former Vice Chancellor, Central University of Kashmir

Dr. Rahul Sharma
Registrar
Ph.D. (Law), LLM
Served as a Registrar in several reputed universities

Prof. Varuna Tyagi
Dean Academics

Dr.Vineet Dahiya
Controller of Examination (CoE)

Dr. Seema Raj
Dean Research

Prof. Tania Gupta
Director IQAC

Prof. Anjana Singh
Dean Student Welfare

Prof (Dr) Indira Bhardwaj
Dean SOMC

Prof. (Dr.) Tania Gupta
Dean SOED & SOHS

Prof. (Dr.) Meena Bhandari
Dean SBAS

Prof. (Dr.) Pankaj Aggarwal
Dean SOET
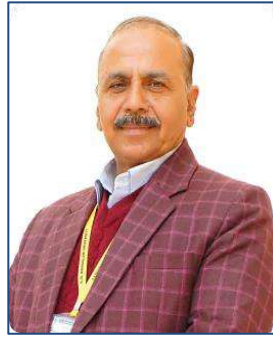
Prof. (Dr.) Joginder Singh Yadav
Dean SOAS

Prof (Dr) Hema Chaudhary
Dean SMAS

Prof (Dr) Anjana Singh
Dean SOHMCT

Prof (Dr) Tanaya Verma
Dean - SOAD

Prof (Dr) Amit Chawla
Dean - SJMC

Dr. Inderpreet Kaur
Assoc. Dean - SOLS

Ms. Mamta Shankar
School Coordinator - SPRS

OUR BOARD OF ADVISORS

S.No.	Name	Photo
1.	**Mr. Pranav Roach** President Hughes Network Systems India Limited	
2.	**Professor Kavi Arya** Professor, Department of Computer Science IIT Bombay	
3.	**Mr. Sunil Sethi** Chairman, Fashion Design Council of India	
4.	**Professor Umesh Rai** Vice Chancellor Jammu University and Former Director, South Campus Professor, Department of Zoology, University of Delhi	
5.	**Mr. Arun Kapur** Director, Royal Academy Bhutan Director, Vasant Valley School Vasant Kunj, New Delhi	

6.	**Ms. Gunmeet Bindra** Principal Welham's Boy's School, Dehra Dun	
7.	**Dr. Hemlata Reddy** Principal Sri Venkateswara College, University of Delhi	
8.	**Mr. Pawan Jaggi** Chairman, ARSD College University of Delhi	
9.	**Dr. Suman Sharma** Principal Lady Shriram College	
10.	**Mr. Vinod Sood** CEO Hughes Systique	

No.	Name	Photo
11.	**Prof. Malashri Lal** Formerly Dean, Academics Dean of Colleges, University of Delhi Former HOD English, University of Delhi	
12.	**Prof. S. G. Badrinath** Canara Bank Chair Banking and Finance Chair Centre for Capital Markets and Risk Management IIM-Bangalore.	
13.	**Mr. Pallav Sinha** Founder Merajob.in Former CEO, Fullerton Securities	
14.	**Prof. Madan M. Chaturvedi** HOD Chemistry, University of Delhi	
15.	**Prof. Anita Sharma,** Professor-Chinese and Ex. Pro Vice Chancellor, K.R. Mangalam University, Gurugram	

16.	**Mr. Vikram Atal** Senior Advisor- Mckinsey Consulting and Goldman Sachs U.S. Bank Holding Company	
17.	**Prof. Jack Copeland** Distinguished Professor of Philosophy, University of Canterbury, New Zealand And Co-Founder and Co-Director, Turing Centre at the Swiss Federal Institute of Technology (ETH), Zurich, Switzerland	
18.	**Prof. Sunita Singh Sen Gupta** Professor (Ph.D.) Faculty of Management Studies, University of Delhi.	
19.	**Dr. Pooja Sharma** Senior Scientist, Medanta Institute of Education and Research Medanta- The Medicity Gurugram (Haryana)	

Centre for Human Rights

The Centre of Human Right (CHR) is a research centre under the aegis of School of Legal Studies, K. R. Mangalam University, Sohna, Gurugram. The centre commits itself to make novel contributions to the Human Rights regime. The centre aspires to promote and undertake interdisciplinary research on the emerging trends in human rights and its allied fields.

 The (CHR) strives to understand and keep up with the ever-evolving field of Human Rights and aims to serve as a research and training centre in this field and the role of CHR in various policies. CHR aims to be an incubator of new approaches of law and best practices to better address the complex issues and problems faced by the human beings while disregarding any form of irrelevant and unreasonable classification of the same. Through its activities, the CHR thrives to become a focal point of innovative ideas and points of research and to contribute in the best possible manner to the global knowledge pool on the subject. The CHR hence, proposes to collaborate with similar educational and research foundations worldwide for making the substantive contribution towards availability of relevant literature on the subject of Human Rights.

The vision of the CHR is no doubt ambitious, but so is the spirit of this university's management, staff and students who would leave no stone unturned to achieve their targets by leaps and bounds.

Main objectives of the Centre for Human Rights:

- To inculcate sensitivity and awareness about Human Rights and Human rights Law Regime.
- To develop an understanding on difficult, yet important issues related to Human Rights, their importance, both on a national and international level.
- To formulate research strategies towards development of mechanisms towards better understanding of emerging issues in the global regime of Human Rights
- To address the critical need for evolution and systematic development of prevalent legal techniques and structures
- To better address the challenges presented by issues that emerge with the interaction of human beings with law, society and governance.
- To undertake research projects on various themes with special focus on identification and deeper analysis of issues in the State of Haryana
- To provide a platform for stakeholders for collaboration, study and research on policy decisions that determines the Human rights regime of the nation.

CENTRE FOR CRIMINOLOGY AND VICTIMOLOGY

The Centre for Criminology and Victimology at School of Legal Studies has established to aim to specialize in and promote expertise in the various dimensions of criminal Justice System. The Centre's primary goal is the promotion of criminology and victimology as a discipline among legal minds, to apply it in situations that help law enforcement agencies, and to persuasively highlight and identify the ambiguities and fallacies that deny the general public of their constitutionally guaranteed access to justice, particularly in Victim's rights. The centre also focuses to organize student-centric initiatives in the form of victim advocacy, legal clinic, and outreach programmes for extending victims' support services.

Objectives:

- To promote research and action in the selected areas of Criminal Justice, Criminology, Victimology, and Victim justice.
- To undertake publications and coordinate with various National and International agencies working in the broader areas of criminology and victimology.
- To organize student-centric initiatives in the form of victim advocacy, legal clinic, and outreach programmes for extending victims' support services.
- To develop a network of faculties and professionals within the country and across the globe.
- To establish collaboration with universities/faculties having special interests and are working on similar mandated objectives, with a view to developing programmes for visits, faculty exchanges and collaborative research.
- To seek cooperation from the different segment of the criminal justice system to help out victims.

Centre of Excellence for Sustainable Development Goals (SDG)

The Centre of excellence for Sustainable Development Goals (SDGs) at a university plays a pivotal role in advancing global sustainability efforts through interdisciplinary research, education, and community engagement. The centre integrates SDG principles into the university's curriculum, promotes sustainability in campus operations, and supports initiatives that aim to create positive impacts both locally and globally. Through its comprehensive approach, the centre not only enhances academic and practical understanding of sustainable development but also empowers the next generation of leaders to contribute effectively towards a more equitable and resilient world.

The Centre of excellence for Sustainable Development Goals (SDGs) is constituted:

- To Raise awareness of the SDGs and their importance

- To Provide education and training on the SDGs

- To Support research and innovation on the SDGs

- Advocating for policies and practices that support the SDGs

- Measuring progress towards the SDGs and Building partnerships to achieve the SDGs

The Centre has also initiated research and publish books on all the 17 SDG's Goals. University has actively published articles/ research papers under SDG 2, 3, 7, 8, 9,11,20,17. Aligning the activities and events with SDGs for impact and awareness. Offering of Value-Added Course and Open Electives on environment sustainability. Engaging students in various field visits and outreach program for fostering skills towards sustainable future.

Centre of Excellence: Artificial Intelligence (COE-AI).

The purpose of setting up Centre of Excellence: Artificial Intelligence (COE-AI) under School of Engineering and Technology (SOET) at KRMU is to encourage, engage and involve student innovators, young research scholars and faculty members to have hands-around on AI based technologies, design and develop intuitive technological solutions and produce good quality research in the following areas of projects and to benefit the most from AI in solving industrial & societal needs. This centre will provide the platform for innovative new solutions in AI space, a gateway to test and develop various techniques and solutions for projects undertaken by the University at central and state level.

Main objectives:

To equip laboratories/computing facility/research centres with modern AI enabled infrastructure facilities to enhance functional efficiency for teaching, training research and innovation purpose.

- To impart hands-on knowledge through self-directed and per-to-peer learning, conduct trainings and inculcate the habit of continuous learning and improven education system for the students
- To educate students and faculty about AI's rapidly developing capabilities and enable the students to pursue courses and/ or career of their choice.
- Facilitate interdisciplinary, cross disciplinary and trans-disciplinary collaborations in AI research.
- To promote active research about AI's social implications as its core mission
- To engage students and young researchers in discussions related to relationship between human and machine
- To design and develop large set to databases and storage facility for research & development purposes.
- To engage in collaboration with industrial experts and academicians.

Women Empowerment & Development Centre.

A plethora of legislation has been enacted for equal access to justice to establish an egalitarian society and to uplift and Shield those who have been the "weaker" section of society. Thus, this centre helps in assisting the authority to render justice to women and girl child irrespective of their caste, class, creed, and sex has been well enshrined in the constitution of India. The identification of the vulnerable section has been a debatable issue but to a greater extent women and girl children have been considered the vulnerable section. Therefore the centre is bound to take the initiative to address the overlooked issues related to women and girl children for their development. This centre adheres to the initiatives in accordance with the rights such as the equality of women (Article 14), no discrimination by the State (Article 15(1), equality of opportunity (Article 16), and equal pay for equal work (Article 39(d) as mentioned in the constitution of India.

Main objectives of the Women Empowerment & Development Centre:

- To analyze underlying causes through research on women's discrimination and to generate awareness.
- To develop a gender-sensitive curriculum according to regional and national demands.
- To combine knowledge and practice by facilitating discussion of the latest in analysis and approaches to women's equality from both academic and community-based participants, from a rich variety of perspectives – by the creative deconstruction of women's experiences.
- To sensitize the women students of University and society about their individual growth like nutrition, health, hygiene and sanitation
- To facilitate the economic empowerment of women by meeting with various self-help groups, NGO, and other government organizations.
- To provide an empathetic counselling environment for psychological empowerment to students and local women about their problems which they cannot share easily.

K.R. Mangalam Entrepreneurship & Incubation Centre (KEIC)

India is witnessing an upsurge of technology-driven and knowledge-based enterprises. Whether it is the field of conventional business or in IT and ITES, a sudden spurt in the number of new ventures or start-ups has taken the country by surprise. Technology and Innovation are playing a major role in this process. It is as if all of sudden people, especially the young ones are no longer afraid to dream an idea and work actively to convert their ideas to commercially viable business. Entrepreneurship development cell bridges the gap between ideas to the market product. Entrepreneurship development cell has taken a greater responsibility to generate the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur.

Objectives:

1. To inculcate within the faculty and the students the need for and importance of Enterprise Development.

2. Develop the self-esteem of young entrepreneurs through mentorship and networking.

3. Applying for grants from government organizations.

4. To promote the culture of innovation to enterprises among the students.

5. To enable students to remain self-reliant in their employment.

6. Foster within the academic community the ability to provide innovative technologies and business ideas and connect them to peers, mentors, and incubators.

7. Provide the facilities and training for skill development with formal education.

8. To strive to build a rapport with the leading educational institutes that are well-versed with EDC.

9. Nurture social entrepreneurship by providing hands-on training as well as distance education.

10. Industries tie-ups for the academic growth of the university.

ACADEMIC PROGRAMMES

S.No.	Programme	Programme Code
1	Bachelor of Computer Applications (Honours/Honours with Research) in Artificial Intelligence and Data Science	201
2	Bachelor of Science (Honours) in Computer Science	72
3	Bachelor of Science (Honours) in Cyber Security	83
4	Bachelor of Science (Honours) in Data Science	84
5	Bachelor of Technology in Computer Science and Engineering	01
6	Bachelor of Technology in Computer Science and Engineering (Artificial Intelligence and Machine Learning)	73
7	Bachelor of Technology in Computer Science and Engineering (Cyber Security)	41
8	Bachelor of Technology in Computer Science and Engineering (Data Science)	42
9	Bachelor of Technology in Computer Science and Engineering (Full Stack Development)	35
10	Bachelor of Technology in Computer Science and Engineering (UX/UI)	36
11	Master of Computer Applications	56
12	Bachelor of Business Administration (Honours/Honours with Research)	203
13	Bachelor of Business Administration (Honours/Honours with Research) in Business Intelligence and Analytics	204
14	Bachelor of Business Administration (Honours/Honours with Research) in Entrepreneurship	205
15	Bachelor of Business Administration (Honours/Honours with Research) in International Accounting and Finance	206
16	Bachelor of Business Administration (Honours/Honours with Research) in Logistics and Supply Chain Management	207
17	Bachelor of Commerce	21
18	Bachelor of Commerce (Honours)	07
19	Bachelor of Commerce (Honours/Honours with Research)	202
20	Bachelor of Commerce (Honours) in International Accounting and Finance	46
21	Bachelor of Commerce (Honours/Honours with Research) in International Accounting and Finance	208
22	Master of Business Administration	57
23	Master of Business Administration in Digital Marketing	48
24	Bachelor of Science (Honours) in Physics	09
25	Bachelor of Science (Honours/Honours with Research) in Physics	209
26	Bachelor of Science (Honours) in Chemistry	10
27	Bachelor of Science (Honours/Honours with Research) in Chemistry	210
28	Bachelor of Science (Honours) in Forensic Science	37
29	Bachelor of Science (Honours/Honours with Research) in Forensic Science	212
30	Bachelor of Science (Honours) in Mathematics	11
31	Bachelor of Science (Honours/Honours with Research) in Mathematics	211

32	Master of Science in Forensic Science	219
33	Integrated/ Dual Degree B.Sc.- M.Sc. in Forensic Science	220
34	Bachelor of Pharmacy	12
35	Diploma in Pharmacy	31
36	Master of Pharmacy (Pharmaceutics)	61
37	Master of Pharmacy (Pharmacology)	65
38	Bachelor of Arts Bachelor of Law (Honours)	17
39	Bachelor of Business Administration Bachelor of Law (Honours)	14
40	Bachelor of Commerce Bachelor of Law (Honours)	15
41	Bachelor of Law (Honours)	23
42	Master of Law	69
43	Bachelor of Architecture	16
44	Bachelor of Design (Honours/Honours with Research) in Game Design and Animation	86
45	Bachelor of Fine Arts	49
46	Bachelor of Design (Honours/Honours with Research) in UX/UI and Interaction Design	224
47	Bachelor of Design (Honours/Honours with Research) in Interior Design	223
48	Bachelor of Design (Honours/Honours with Research) in Fashion Design	221
49	Bachelor of Arts	25
50	Bachelor of Arts (Honours) in Economics	19
51	Bachelor of Arts (Honours/Honours with Research) in Economics	214
52	Bachelor of Arts (Honours) in English	18
53	Bachelor of Arts (Honours/Honours with Research) in English	213
54	Bachelor of Arts (Honours) in Political Science	38
55	Bachelor of Arts (Honours/Honours with Research) in Political Science	217
56	Bachelor of Arts (Honours/Honours with Research) in Psychology	215
57	Master of Arts in Psychology	225
58	Bachelor of Arts (Honours/Honours with Research) in Journalism and Mass Communication	218
59	Master of Arts (Journalism and Mass Communication)	67
60	Bachelor of Science (Honours) in Agriculture	82
61	Bachelor of Hotel Management and Catering Technology	76
62	Bachelor of Physiotherapy	13

UNIVERSITY ACADEMIC CALENDAR FOR ALL SCHOOLS

SESSION 2024-2025 (ODD SEMESTER, AUG-DEC 2024)

S.No	Details	Date
1	Last date of fee submission (senior batches)	30th June,24 (Sunday)
2	Muharram	17th July,24 (Wednesday)
3	Faculty Development Programme	22nd- 27th July,24 (Monday- Saturday)
4	Student Registration on ERP for all programmes	30th July,24 (Tuesday)
5	Commencement of classes (senior batches)	01st August,24 (Thursday)
6	Re-appear Examination	05th -10th August (Monday-Saturday)
7	Independence Day	15th August,24 (Thursday)
8	Rakshabandhan	19th August,24 (Monday)
9	Last Date of Registration for Open Elective,Value added courses and discipline electives (Senior Batches)	20th August,24 (Tuesday)
10	Orientation of Freshers	24th August,24 (Saturday)
11	Deeksharambh: Student Induction Programme (Fresher's Batch)	27th -31st August,24 (Tuesday-Saturday)
12	Janmashtami	26th August,24 (Monday)
13	Commencement of regular classes (Fresher's Batch)	02nd September,24(Monday)
14	Registration for Clubs and Societies (Fresher's Batch)	11th -13th September (Wednesday- Friday)
15	Summer Internship Evaluation for Senior Batch	16th -18th September,24 (Monday-Wednesday)
16	Last Date of Registration for Minor and any other elective course (Fresher's Batch)	23rd September,24 (Monday)
17	Class Representative Meeting with Dean Academics	16th-27th September,24 (Monday-Friday)
18	Issue of Mid-Term Warning to students for shortage of attendance	26th September,24 (Thursday)
19	Mahatama Gandhi Jayanti	2nd October,24 (Wednesday)
20	Mid Term Exam	7th-11th October,24 (Monday-Friday)
21	Dussehra	12th October,24 (Saturday)
22	Re-appear Examination	14th-18th October,24 (Monday-Friday)
23	Parent Teacher Meeting	18th October,24 (Friday)
24	Diwali	31st October,24 (Thursday)
25	Govardhan Puja	2nd November (Saturday)
26	Bhai Duj	3rd November, (Sunday)
27	Class Representative Meeting with Dean Academics	11th-14th November,24 (Monday-Thursday)
28	Guru Nanak Jayanti	15th November,24 (Friday)
29	Inter-University Fest	23rd November,24 (Saturday)
30	Issue of End-Term Warning to students for shortage of attendance	02nd December,24 (Monday)
31	TEDx Event	05th December,24 (Thursday)
32	Last Day of Teaching (ODD Semester)	05th December,24 (Thursday)
33	Practical Exams/Presentation/Field Visits/Project Work	06th -09th December,24 (Friday-Monday)
34	End Semester Examination for all years	10th -24th December,24 (Tuesday-Tuesday)
35	Christmas	25th December,24 (Wednesday)
36	Answer Sheet Evaluation	26th December,24-28th December,24 (Thursday-Saturday)
37	Winter Break (Students)	25th December,24- 08th January,25 (Wednesday-Wednesday)
38	Last date of fee submission	31st December,24 (Tuesday)
39	Commencement of Even Semester Classes	09th January,25 (Thursday)

1. *Total Teaching Days- 93 (Excluding Examination, Admission, Vacations, Fest and Public Holidays).*
2. *The University reserves the right to revise/alter the academic calendar as deemed fit.*

SESSION 2024-2025 (EVEN SEMESTER, JAN-JUNE 2025)

S.No	Details	Date
1	Last date of fee submission	31st December,24 (Tuesday)
2	Student Registration on ERP for all programmes	31st December,24 (Tuesday)
3	Commencement of Even Semester Classes	09th January,25 (Thursday)
4	Republic Day	26th January,25 (Sunday)
5	Last Date of Registration for Open Elective, Value added courses and discipline electives (All Batches)	27th January,25 (Monday)
6	Class Representative Meeting with Dean Academics	03rd-07th February,25 (Monday-Friday)
7	Mahashivratri	26th February,25 (Wednesday)
8	University level conference	27th -28th February,25 (Thursday-Friday)
9	Issue of Mid-Term Warning to students for shortage of attendance	28th February,25 (Friday)
10	Mid Term Examination	07th- 12th March,25 (Friday-Wednesday)
11	Parent Teacher Meeting	22nd March,25 (Saturday)
12	Holi	14th March,25 (Friday)
13	Id-ul-Fitr	31st March,25 (Monday)
14	Ramnavmi	06th April,25 (Sunday)
15	Mahavir Jayanti	10th April,25 (Thursday)
16	Ambedkar Jayanti	14th April,25 (Monday)
17	Good Friday	18th April,25 (Friday)
18	Class Representative Meeting with Dean Academics	21st -25th April,25 (Monday-Friday)
19	Issue of End-Term Warning to students for shortage of attendance	02nd May ,25 (Friday)
20	Last Day of Teaching (EVEN Semester)	09th May,25 (Friday)
21	Practical Exams/Presentation/Field Visits/Project Work	12th – 14th May,25 (Monday-Wednesday)
22	End Semester Examination for all batches	15th May - 29th May ,25 (Thursday-Thursday)
23	Internship	30th May,25 (Friday)

3. *Total Teaching Days- 90 (Excluding Examination, Admission, Vacations, Fest and Public Holidays).*
4. *The University reserves the right to revise/alter the academic calendar as deemed fit.*

Teaching Learning process

The teaching and learning process at KRMU is a multifaceted system designed to equip students with a comprehensive education and skills focused on learning to earn a living and learning to live. It typically involves aligning curriculum design, teaching methods, learning approaches, assessment, and evaluation. By integrating these elements, university aim to create a dynamic and effective learning environment that prepares students for academic success and professional careers. The teaching-learning process at a university entails a dynamic interaction between instructors and students. Professors deliver lectures, facilitate discussions, and provide resources to effectively convey subject matter. Students engage through active listening, note-taking, and participation in class activities. Assessments, such as exams, essays, and projects, measure comprehension and encourage critical thinking. Group work and collaborative projects promote teamwork and communication skills. Technology, including online platforms and digital tools, enhances learning by providing access to extensive resources and enabling remote participation. Continuous feedback from both students and faculties refines the educational experience, fostering growth and understanding.

Outcome-Based Education (OBE)

K R Mangalam University has embraced Outcome-Based Education (OBE), a student-centreed learning philosophy that emphasizes measuring student performance through specific outcomes. These outcomes are clear, measurable, and observable goals that students are expected to achieve by the end of an instructional period. This approach ensures that all educational activities and assessments align with the desired learning outcomes. Outcome-Based Education signifies a substantial shift from traditional education systems by concentrating on what students should ultimately achieve. By clearly defining, targeting, and assessing learning outcomes, OBE seeks to ensure that all students acquire the essential knowledge, skills, and competencies necessary for success in their future endeavours. Although its implementation can be challenging, the potential benefits for student engagement, personalized learning, and overall educational quality render OBE a compelling approach for contemporary education systems.

Innovative Teaching and Curriculum Design

At KRMU, we are dedicated to continuously innovating our teaching approaches and curriculum design to provide an education that not only informs but transforms.

- **Embracing Innovation:** Our academic approach is centred around pioneering teaching methods and a dynamic curriculum. We regularly update our courses and programs to include the latest academic research and industry insights.

- **Interdisciplinary Learning:** We encourage an interdisciplinary approach in our curriculum, preparing students for the complexities of the modern world by integrating knowledge across different disciplines.

- **Technology Integration:** Advanced technology is a key component in our teaching, enhancing the learning experience with digital tools and virtual labs.

- **Experiential Learning:** Hands-on experience is vital in our courses, with practical projects, internships, and fieldwork linking academic theories to real-world applications

- **Responsive Curriculum:** We ensure that our curriculum remains relevant and by regularly incorporating feedback from students and stakeholders and adapting to emerging industry trends

Academic Structure- 2024-25

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

i.   **Odd Semester**   : July - December
ii.   **Even Semester**   : January – June

All rules and regulations for programme offered during Odd and Even semester will be applicable.

(a) Schools and Programmes

There are Twelve Schools with the one Institute offering Undergraduate, Post Graduate and Doctoral Degree programmes. All programmes offered by the University have the approval of appropriate regulatory bodies like Council of Architecture (COA), Bar Council of India (BCI), Pharmacy Council of India (PCI), Haryana State Council for Physiotherapy (HSCP), National Council for teachers Education (NCTE) and guidelines of UGC/AICTE etc., wherever applicable. More Schools and Programmes including Professional Diploma courses are in the offering. The programmes that are currently offered by these schools can be viewed at the University website: *www.krmangalm.edu.in.*

(b) Course Registration

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

(c) Attendance Policy

1. Every student shall aim to achieve 100% attendance in all the lecture, tutorial, practical, studio classes and participate in seminars arranged in the School/ constituent units and events organized at the Institution/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 25% may be granted. Thus, the attendance requirement for appearing in the End-Term examinations will be a minimum of 75% of the classes actually held in each Course separately.
2. If a student is found to be continuously absent from the classes without any

information for a period of 10 days, a notice will be sent to the student about his unauthorized absence, asking him to explain why his name should not be struck off the rolls of University, under intimation to his guardian/parents. If student still remains absent unauthorized for another 10 days after the date of issue of the notice, the name of such a student will be struck off the rolls. Such a student may, however, apply for re-admission which may be considered by the Head of School/constituent unit as per prescribed procedure, and only after the Admission Committee approves the recommendations, student will be re-admitted on payment of prescribed re-admission fee and settlement of all pending dues.

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

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

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

5. Dean Academic/Dean of School will announce the names of all such students who are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), on the last day of teaching, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).

In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course by error, his ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.

Note: Classes are held on working days, from 09.10 am to 04.00 pm. www.krmangalam.edu.in

ADMISSION & MIGRATION POLICY FOR STUDENTS

CONTENTS

REGULATIONS FOR ADMISSION & MIGRATION OF STUDENTS

1. PRELIMINARY

1.1 SHORT TITLE, APPLICABILITY AND COMMENCEMENT

a) These Regulations may be called "K.R. Mangalam University Regulations for Admission and Migration of Students".

b) These Regulations shall apply to all the undergraduate and postgraduate programmes offered by the K.R. Mangalam University (KRMU).

c) These Regulations shall come into force from the date of approval by the Governing Body of K.R. Mangalam University.

1.2 DEFINITIONS

In these Regulations, unless there is something repugnant in the subject or context:

a) **"Academic Council"** means the Academic Council of the University constituted under Para 17 of the First Statute of K.R. Mangalam University, Haryana Private University Act, 2006 (Amended 08 of 2013).

b) **"Academic Programmes"** means the academic programmes of the University as approved by the Academic Council.

c) **"Admission Committee"** means the Committee constituted by the University to approve the intake capacity and eligibility criteria of the students into various academic programmes of the University.

d) **"Controller of Examination"** means the Controller of Examination of the University.

e) **"Director Admissions"** means the Director Admissions of the University.

f) **"Dean"** means the Dean of the School/College/Centre of the University.

g) **"Fee"** means the fee prescribed by the University to be charged to students.

h) **"Fee Committee"** means the Fee Committee constituted by the University to approve fees and other charges for approved programmes.

i) **"Registration"** means registration of a student who has been duly admitted to the University for a Full-time Academic Programme offered by the K.R. Mangalam University.

j) **"Registrar"** means the Registrar of the University.

k) **"Student"** means a student who has registered for programme a full-time academic offered by the K.R. Mangalam University and is progressing as per schedule.

l) **"Director International Affairs"** means the Director of International Affairs.

m) **"Pro-Vice Chancellor"** means the Pro-Vice Chancellor of the University.

n) **"Vice Chancellor"** means the Vice Chancellor of the University.

o) **"University"** means the K.R. Mangalam University (KRMU), Sohna, Haryana, India.

2. ADMISSION POLICY

2.1 The admission policy of the University shall be consistent with the vision/mission and philosophy of the University.

2.2 The admission of students in the University shall be based on merit, providing equal opportunity to all without any prejudice towards gender, religion, caste, creed, race, nationality, or place of birth of a student.

2.3 The merit for admission to the University may be determined based on aggregate or overall grades/marks obtained in the qualifying examination together with attainments in co-curricular and extra-curricular activities etc. and/or based on marks or grades obtained in the entrance test conducted by the University or by any State/National level agency.
Provided that admission in the professional and technical programmes/courses shall be made through an Entrance -test.

2.4 Except for professional and technical programmes, the University may allow relaxation from entrance test and provide weightage in terms of co-curricular and extra-curricular activities and/or interview/group discussion to the deserving students.

2.5 After enrolling at K.R. Mangalam University, students will receive all communication on their official Email ID and Academia.

3. ADMISSION DEPARTMENT

a. There will be an Admission Department at the University level to plan, coordinate and organize admission related activities of the University, such as

i. Preparing/notifying admission schedule;

ii. Publicity and outreach measures;

iii. Processing admission applications/ scrutiny;

iv. Preparing admission lists and taking approval from the Admission Committee;

v. Sending offer letters to the candidates;

vi. Conduct KREE (K.R. Mangalam University Entrance Exam)

vii. Processing the admission of students

viii. Coordinating with schools to organize orientation programmes for newly admitted students;

3.2 The Admission Department shall also coordinate with the concerned schools for processing lateral entry and migration cases as per the policy.

3.3 The Admission Department shall be headed by the Director Admission and have requisite support staff.

3.4 The Admission Department shall function as per the KRMU admission policy under the regulation and direction of the Admission Committee of the University.

4. ADMISSION COMMITTEE

4.1 The Admission Committee is a statutory authority of the university constituted in terms of Para 28 of the First Statute of K.R. Mangalam University, Haryana Private University Act, 2006 (Amended 08 of 2013).

4.2 The composition of the Admission Committee, as specified in the University Statutes, is as under:

a) Director Admission – Chairperson

b) Concerned Dean/ Head of the Departments

c) Admission members of the concerned Schools

d) Other members co-opted by the Chairperson of this committee

e) Admission Officer- Convener/Member-Secretary.

4.3 As per section 28 of the University First Statutes, the Admission Committee shall, subject to the superintendence of the Academic Council, lay down the minimum qualification for admission to various programmes of studies, the number of seats in each of the programmes and the date(s) of the commencement and conclusion of the admission process.

5. LATERAL ADMISSION

5.1 In a Lateral Admission, there is a direct admission into the second year whereas, in a regular admission process, the entry is only in the first year of the course.

5.2 To be eligible for B.Tech lateral entry engineering/admission, an engineering diploma is required.

5.3 To be eligible for B. Pharm lateral entry, a Pharmacy diploma is required

6. ELIGIBILITY/ SELECTION CRITERIA

The eligibility/selection criteria for enrolment to various academic programmes of the University shall be as recommended by the Admission Committee and approved by the Academic Council from time to time.

7. HOW TO APPLY

All candidates who are seeking admission to various programmes are required to follow the steps listed below:

a) Start your application at https://admissions.krmangalam.edu.in

b) Pay the required Application Fee

c) Submit the Application Form

d) Take the K.R. Mangalam University Entrance Examination (KREE)

e) Attend our Faculty-Led Interview

f) Receive the Admission Offer

g) Get Enrolled and Be a part of the KRMU Community

8. ADMISSION PROCESS

The Admission Process shall comprise of the following steps:

a) Release of Admission Notifications through various publicity modes. The applicants can apply for admission, both online and offline.

b) Education Counsellors/Faculty representatives from Schools should take care of the admission enquiries and counsel the candidates/parents about the programmes/ courses etc and clear their doubts.

c) Examine the admission forms received for eligibility check.

d) Plan/make arrangements for the conduct of the K.R. Mangalam University Entrance Examination (KREE) for entrance, wherever required, for eligible applicants. The exam will be conducted at the University campus, designated centres and through online mode. The exam will be of 30 minutes duration comprising questions on Quantitative/Qualitative Aptitude, Subject Knowledge, General English, General Awareness, etc.

e) Candidates who have cleared KREE will be further assessed through a personal interview by the faculty of the respective programme offered by the concerned school for their Subject Knowledge, Overall Behavioural Pattern, English Communication, Personality, etc.

f) The documents of such candidates as are found fit shall be scrutinised by the admission audit team and the final selection list shall be put up to the Admission Committee for approval.

g) The candidates in the approved list shall be offered admission, and they are advised to pay the total applicable fee at the earliest and confirm their provisional admission.

h) The complete documents of the admitted student shall be sent to the Registrar's Office on or before the Induction programme day. Failure to do so may result in the cancellation of Provisional Admission.

THE LIST OF DOCUMENTS IS AS UNDER, PLEASE VERIFY WHETHER EACH DOCUMENT IS REQUIRED AS ORIGINAL OR PHOTOCOPY:

STUDENT APPLYING FOR UG PROGRAMME		
REQUIRED DOCUMENTS	**ORIGINAL/ PHOTOCOPY**	**LINK**
8 Colour Photographs 2X2 Inch with White Background	Original	
Mark Sheet of 10th	Original	
Mark Sheet of 12th / 10+2 or equivalent	Original	
TC or Migration or both as applicable for the offered programme.	Original	
Character Certificate	Original	
Aadhaar Card	Photocopy (Self-attested)	
Medical Certificate by Registered Doctor	Original	
Caste Certificate (In case of SC/ST/OBC)	Photocopy (Self-attested)	
Family Certificate (Parivar Pehchan Patra) (In case of Pharmacy Programmes)	Photocopy (Self-attested)	
NATA Score Card (In case of B.Arch Programme)	Photocopy (Self-attested)	
Domicile Certificate for Haryana State residence only	Photocopy (Self-attested)	
Notarized Gap Certificate, if there is any academic year gap (If class 12th is passed on or before academic year 2023)	Original	
Compartment Pass Marks Sheet (If required)	Original	
Compartment Result Undertaking (If required)	Original document as per the link	https://bit.ly/43mFIpz
Anti-Ragging Undertaking - Student	Original document as per the link	https://bit.ly/4ageMdr
Anti-Ragging Undertaking - Parent	Original document as per the link	https://bit.ly/4ageMdr
Undertaking of All the unavailable Essential Documents	Original document as per the link	https://bit.ly/3TcscjG
University Merit Scholarship Form along with supporting documents (If a student is availing scholarship as per University scholarship policy)	Original document as per the link	https://bit.ly/3vfdQY0

STUDENTS APPLYING FOR PG PROGRAMME

REQUIRED DOCUMENTS	ORIGINAL/ PHOTOCOPY	LINK
8 Colour Photographs 2X2 Inch with White Background	Original	
Mark Sheet of 10th.	Original	
Mark Sheet of 12th / 10+2 or equivalent.	Original	
Mark Sheet of UG Degree (All semester Mark Sheets or Transcript).	Original	
UG Degree/ Provisional UG Degree (In the absence of degree).	Original	
Marksheet of PG Degree (All semester Mark sheets or transcript) - (Only applicable for M.Tech applicants who have not done B.Tech must submit their MCA or M.Sc proof.)	Original	
PG degree/ Provisional PG degree(in the absence of degree) - (Only applicable for M.Tech applicants who have not done B.Tech must submit their MCA or M.Sc proof.)	Original	
TC or Migration or both of UG as applicable for the offered programme.	Original	
Character Certificate.	Original	
Aadhaar Card.	Photocopy (Self-attested)	
Medical Certificate by Registered Doctor.	Original	
Caste Certificate (In case of SC/ST/OBC).	Photocopy (Self-attested)	
Family Certificate (Parivar Pehchan Patra). (In case of Pharmacy Programmes)	Photocopy (Self-attested)	
Domicile Certificate for Haryana State residence only.	Photocopy (Self-attested)	
Notarized Gap Certificate, if there is any academic year gap. (If UG/ PG programme is passed on or before academic year 2023)	Original	
Backlog Pass Marks Sheet (If required).	Original	
Backlog Result Undertaking (If required).	Original document as per the link	https://bit.ly/3x8SsEr
Anti-Ragging Undertaking – Student.	Original document as per the link	https://bit.ly/4ageMdr
Anti-Ragging Undertaking – Parent.	Original document as per the link	https://bit.ly/4ageMdr
Undertaking of All the unavailable Essential Documents	Original document as per the link	https://bit.ly/3TcscjG
University Merit Scholarship Form, along with supporting documents (If a student is availing scholarship as per University scholarship policy)	Original document as per the link	https://bit.ly/49eHJG0

a) All photocopies must be self-attested by the student & Guardian.

b) Unsigned/ Incomplete application forms and/or applications submitted without the application fee/ required enclosures shall be invalidated.

c) The admission will be confirmed only after verification of your credentials with original documents. Any discrepancy found in the details submitted may lead to the cancellation of the Provisional Admission and forfeiture of the total fee paid.

d) If a student has either compartment/ supplement in Class XII or any backlogs in the undergraduate programme then he/ she is required to fill out the undertaking to submit the passing result by 31st October 2024. Failing which university may cancel the provisional admission of the student without any intimation.

e) All admissions are given on a provisional basis subject to the verification of original documents and eligibility criteria for the programme as laid down by the University.

f) It is made expressly clear that admissions shall be made only amongst candidates who have applied within the stipulated time limit prescribed in the admission notice published by the university and have deposited the application fee.

9. FEE STRUCTURE FOR STUDENTS TAKING ADMISSION IN 2024-25

PROGRAMME	DURATION	PROGRAMME FEE SEMESTER 1 TOTAL	PROGRAMME FEE SEMESTER 2 TOTAL	PROGRAMME FEE PER YEAR
FEE STRUCTURE (2024-25)				
Undergraduate Programmes				
1. School of Engineering and Technology				
1 B.Tech. Computer Science and Engineering	4 Years	105000	105000	210000
2 B.Tech. Computer Science and Engineering (AI & ML) with academic support of Samatrix and IBM	4 Years	125000	120000	245000
3 B.Tech. Computer Science and Engineering (Full Stack Development) with academic support of Xebia	4 Years	115000	115000	230000
4 B.Tech. Computer Science & Engineering (UX/UI) with academic support of ImaginXP	4 Years	115000	115000	230000
5 B.Tech. Computer Science and Engineering (Cyber Security) with academic support of EC-Council and IBM	4 Years	115000	115000	230000
6 B.Tech. Computer Science and Engineering (Data Science) with academic support of IBM	4 Years	115000	115000	230000
7 BCA (AI & Data Science) with academic support of Samatrix and IBM	3 Years	80000	75000	155000
BCA (Hons. with Research) AI & Data Science with academic support of Samatrix and IBM	4 Years	80000	75000	155000
8 B.Sc. (Hons.) Computer Science with academic support of IBM	3 Years	65000	60000	125000
9 B.Sc. (Hons.) Cyber Security	3 Years	65000	60000	125000
10 B.Sc. (Hons.) Data Science	3 Years	65000	60000	125000
2. School of Management and Commerce				
11 BBA (HR/Mktng/Fin/IB/Travel & Tourism)	3 Years	85000	85000	170000
BBA (Hons. with Research) (HR/Mktng/Fin/IB/Travel & Tourism)	4 Years	85000	85000	170000
12 BBA (Business Intelligence & Analytics) with academic support of Samatrix and IBM	3 Years	95000	95000	190000
BBA (Hons. with Research) (Business Intelligence & Analytics) with academic support of Samatrix and IBM	4 Years	95000	95000	190000
13 BBA (Entrepreneurship) with academic support of GCEC Global Foundation	3 Years	95000	95000	190000
BBA (Hons. with Research) (Entrepreneurship) with academic support of GCEC Global Foundation	4 Years	95000	95000	190000
14 BBA (International Accounting and Finance) (ACCA - UK) with academic support of Grant Thornton	3 Years	95000	95000	190000
BBA (Hons. with Research) (International Accounting and Finance) (ACCA - UK) with academic support of Grant Thornton	4 Years	95000	95000	190000
15 BBA (Logistics and Supply Chain Management) with academic support of Safexpress	3 Years	95000	95000	190000
BBA (Hons. with Research) (Logistics and Supply Chain Management) with academic support of Safexpress	4 Years	95000	95000	190000
16 B.Com. (Hons.) with academic support of NSE	3 Years	70000	70000	140000
B.Com. (Hons. with Research) with academic support of NSE	4 Years	70000	70000	140000
17 B.Com. (Hons.) (International Accounting and Finance) (ACCA - UK) With academic support of Grant Thornton	3 Years	75000	75000	150000
B.Com. (Hons. with Research) (International Accounting and Finance) (ACCA - UK) With academic support of Grant Thornton	4 Years	75000	75000	150000
18 B.Com. Programme	3 Years	60000	55000	115000
3. School of Basic and Applied Sciences				
19 B.Sc. (Hons.) Physics	3 Years	45000	40000	85000
B.Sc. (Hons. with Research) Physics	4 Years	45000	40000	85000
20 B.Sc. (Hons.) Chemistry	3 Years	45000	40000	85000
B.Sc. (Hons. with Research) Chemistry	4 Years	45000	40000	85000
21 B.Sc. (Hons.) Maths	3 Years	45000	40000	85000
B.Sc. (Hons. with Research.) Maths	4 Years	45000	40000	85000
22 B.Sc. (Hons.) Forensic Science	3 Years	60000	60000	120000
B.Sc. (Hons. with Research) Forensic Science	4 Years	60000	60000	120000
4. School of Medical and Allied Sciences				
23 B.Pharm.	4 Years	90000	90000	180000
24 B.Pharm. (Lateral)	3 Years	90000	90000	180000
25 D.Pharm.	2 Years	55000	55000	110000
26 Bachelor of Physiotherapy(BPT)	4 Years	75000	70000	145000
5. School of Architecture and Design				
27 Bachelor of Architecture (B.Arch)	5 Years	90000	90000	180000
28 Bachelor of Fine Arts (BFA)	4 Years	55000	55000	110000
29 Bachelor of Design (B.Des.) (Fashion Design)*	4 Years	100000	100000	200000
30 Bachelor of Design (B.Des.) (Textile Design and Entrepreneurship)*	4 Years	100000	100000	200000

#	Programme	Duration			
31	Bachelor of Design (B.Des.) (Interior Design)*	4 Years	100000	100000	200000
32	Bachelor of Design (B.Des.) (Game Design & Animation) with academic support of ImaginXP	4 Years	115000	115000	230000
33	Bachelor of Design (B.Des.) (UX/UI & Interaction Design) with academic support of ImaginXP*	4 Years	115000	115000	230000
6. School of Legal Studies					
34	BBA LL.B. (Hons.)	5 Years	85000	85000	170000
35	B.Com. LL.B. (Hons.)	5 Years	85000	85000	170000
36	B.A. LL.B. (Hons.)	5 Years	85000	85000	170000
37	LL.B. (Hons.)	3 Years	75000	75000	150000
7. School of Journalism & Mass Communication					
38	B.A.(Journalism And Mass Communication)	3 Years	75000	75000	150000
	B.A. (Hons. with Research) (Journalism And Mass Communication)	4 Years	75000	75000	150000
8. School of Humanities					
39	B.A. (Hons.) English	3 Years	55000	55000	110000
	B.A. (Hons. with Research) English	4 Years	55000	55000	110000
40	B.A. (Hons.) Economics	3 Years	55000	55000	110000
	B.A. (Hons. with Research) Economics	4 Years	55000	55000	110000
41	B.A. (Hons.) Psychology	3 Years	60000	60000	120000
	B.A. (Hons. with Research) Psychology	4 Years	60000	60000	120000
42	B.A. (Hons.) Political Science	3 Years	60000	60000	120000
	B.A. (Hons. with Research) Political Science	4 Years	60000	60000	120000
43	B.A. Programme	3 Years	55000	55000	110000
9. School of Hotel Management, Catering & Technology					
44	Bachelor of Hotel Management and Catering Technology (B.HMCT.)	4 Years	95000	90000	185000
45	B.A. (Hons.) Culinary Arts*	4 Years	115000	110000	225000
46	Diploma in Culinary Arts*	1 Year	150000	150000	300000
10. School of Agriculture Sciences					
47	B.Sc. (Hons.) Agriculture	4 Years	65000	65000	130000
Integrated Programmes					
48	Integrated/ Dual Degree B.Sc. - M.Sc. (Forensic Science)*	5 Years	60000	60000	120000
Postgraduate Programmes					
1. School of Engineering and Technology					
49	MCA	2 Years	55000	55000	110000
2. School of Management and Commerce					
50	MBA with academic support of IBM	2 Years	140000	140000	280000
51	MBA (Digital Marketing) with academic support of Imarticus Learning	2 Years	165000	165000	330000
3. School of Basic and Applied Sciences					
52	M.Sc. Forensic Science*	2 Years	60000	60000	120000
4. School of Medical and Allied Sciences					
53	Master of Pharmacy (M.Pharm.) – Pharmaceutics	2 Years	70000	70000	140000
54	Master of Pharmacy (M.Pharm.) – Pharmacology	2 Years	70000	70000	140000
5. School of Legal Studies					
55	LL.M.	1 Year	70000	70000	140000
6. School of Journalism & Mass Communication					
56	M.A.(Journalism and Mass Communication)	2 Years	55000	55000	110000
7. School of Humanities					
57	M.A. Applied Psychology*	2 Years	55000	50000	105000
Ph.D.					
58	Ph.D. (All Disciplines)		55000	55000	110000
*Subject to approval					
Application Fee (one time) (Non-refundable)					900
Alumni Fee (One time) (Non-refundable)					2000
Security Deposit (Refundable)					10000
Registration Fee (To be paid on offer of Admission, adjusted in Semester Fee)					25000
Hostel Security Deposit (Refundable)					20000
Hostel Fee (per annum) (Annual fees of Hostel to be paid upfront)					154000
Transport Fee (per annum)					48000
Shuttle Transport (per annum)					24000
Note: The Programme fee payable in subsequent years may increase up to 10% per annum. The Hostel & Transport fee payable in subsequent years may increase up to 20% per annum.					

9.1 PROVISIONS IN THE ACT AND ORDINANCES

a) As per Para 34 of the First Statute of K.R. Mangalam University empowers the University to prescribe, demand and receive payment of fees and other charges.

b) Further, Clause 34.1and 34.2 of the Statute of the University provides, inter-alia, which the tuition, examination, and any other fee chargeable from the students shall be as recommended by the Fee Committee and approved by the Governing Body of the University.

c) The Fee Committee after taking into consideration the revenue and expenditure of the previous year, School-wise/programme-wise intake, cost escalation etc, shall recommend the fee structure for various programmes for consideration and approval by the Governing Body of the University. The fee structure once approved shall be circulated and published on the University website for general information.

10. POLICY FOR MIGRATION OF STUDENTS

10.1 MIGRATION POLICY

a) The Policy covers the migration of students from within a Department/ School of K.R. Mangalam University (intra-University) or from other Universities to K.R. Mangalam University (inter-University).

b) Such migration will not be the right of a student; though it is a permissive facility and hence not obligatory on the part of the university to allow.

c) Inter-university migration shall be allowed to students coming from Universities/ Institutes established under recognized by the Regulatory Bodies.

d) In addition, the academic record of a student shall also be a determining factor for allowing migration.

10.2 INTRA-UNIVERSITY (INTRA-DEPARTMENT/SCHOOL) MIGRATION

The migration of a student enrolled in an undergraduate or postgraduate programme shall be regulated as under:

a) A Student can apply for Intra-Department/School migration within the University only after the completion of the first year of the enrolled

b) me and is academically eligible to register for the third semester.

c) Such migration shall be allowed after the completion of the second semester but before the start of the third semester.

d) However, change of discipline of study shall not be allowed under the migration policy.

10.2.1 ORDER OF PREFERENCE FOR MIGRATION

a) Change of programme/branch within the Department, if permissible, shall be carried out at the level of School/Faculty of concerned discipline. The concerned department/ school shall check the eligibility criteria for migration of the candidate and if the candidate fulfils the criteria the department shall forward his/her case to the admission cell and Registrar's office after the approval of the Dean of the concerned School.

b) Preference shall be given to those students who have cleared all the courses of the first and second semesters.

c) Further, such students shall be required to submit a "No objection certificate" (NOC) from their parents in support of the change of programme/Branch of their ward.

d) In cases where the student migrates from one programme to another, the fee difference must be paid.

10.2.2 DOCUMENTS REQUIRED:

a) Grade cards of first and second Semesters issued by the Controller of Examinations office.

b) Requisite Migration Form duly signed along with the NOC.

10.3 INTER-UNIVERSITY MIGRATION

a) The following conditions shall be applicable for student migration cases from other Universities/ Institutes.

b) Migration of students from other recognized Universities/Institutions to K.R. Mangalam University in undergraduate/postgraduate programmes shall be allowed up to 15 days before the date of commencement of the semester. Such migration shall be regulated as under:

1) The candidate must have passed all the courses of the previous semester of the University from where he/she is migrating.

2) The courses studied by the candidate must be mapped with the courses offered by K.R. Mangalam University. The student has to pass all those courses which are not mapped, whenever they are offered by the University.

3) The candidate would be required to furnish an undertaking that he/she will attend classes and pass the courses which are not equivalent to courses of K.R. Mangalam University.

4) The candidate will have to produce an NOC from the institute/university where he/she is presently studying.

5) Such migration will be subject to the availability of seat(s) in programmes/ branches in which migration is sought.

6) Migration will be governed by the rules and regulations of K.R. Mangalam University.

7) In addition to the above, the admission to UG/PG programme, credit transfer will be allowed a maximum up to 50% of the credit of the programme.

8) No Inter-University migration will be allowed after half of the duration of the course. No migration will also be allowed in the Even Semester.

10.3.1 PROCEDURE FOR INTER-UNIVERSITY MIGRATION

a) A candidate seeking migration should obtain a 'No Objection Certificate' (NOC) in the prescribed format (Annexure-1) from the University/Institute where the student is studying and from K.R. Mangalam University where migration is sought.

b) The candidate seeking migration should submit an application duly signed by him/ her along with "NOC" issued by the University/Institute last studied.

c) K.R. Mangalam University will authorize migration only if a vacant seat is available in the programme/branch in which migration is sought.

d) Such migration will be governed by the rules and regulations of K.R. Mangalam University.

10.3.2 DOCUMENTS REQUIRED

a) Grade cards of first and second semesters issued by the Controller of Examinations office.

b) Requisite Migration Form duly signed along with the NOC

10.4 MIGRATION FOR PH.D. PROGRAMMES

Research scholars pursuing Ph.D. programmes from recognized Universities may allowed to migrate to K.R. Mangalam University on the following conditions:

a) The candidate should be a bonafide registered Research Scholar of a recognized University.

b) The candidate should have fulfilled all the eligibility conditions and has completed the course work with the minimum stay of one year in the University where registered.

c) Submit a status report on the research work completed as of date duly verified by the Research Guide and Ph. D programme coordinator.

d) Should have a valid and convincing reason for migration.

e) Produces a NOC issued by the guide and Ph.D. programme coordinator, duly forwarded by the competent authority of the University.

f) Submit a research plan in association with the proposed Guide at K.R. Mangalam University.

g) Gives a declaration in writing to abide by the research policies and rules and regulations of the K.R. Mangalam University.

h) The application must be reviewed and approved by the SRC and URC.

10.5 INFORMATION TO AUTHORITIES

All the migration cases i.e., Intra/ Inter/ Ph. D. must be informed to the office of Registrar, Vice Chancellor, COE and Admission Cell by the concerned school.

11. SCHEDULE OF FEE

a) The fee for the year will be payable in two instalments as scheduled:
  • 1st Instalment: At the time of admission
  • 2nd Instalment: On or before 31st December

b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).

c) A fine of Rs. 100 per day will be charged if the fee is paid after the due date.

  1. If the payment of the delayed fee with fine along with the fee for the next semester is not paid by the due date of the payment of fee for the next semester, then the name of the students shall be struck off from the university.

  2. However, students of C (1) above can apply for the re-registration by paying the following: -

Re-registration charge of Rs. 5000 and Outstanding fee with Fine @ Rs. 100 per day since the due date of both the semesters.

THE FEE CAN BE PAID OFFLINE OR ONLINE

a) For Offline, Fee Payment Option:

Debit/Credit Card swipe at Cash counter, Cash at Cash counters located at University Campus, Demand Draft/Cheque - Please draw the DD/Cheque in favour of "K R Mangalam University". In the case of DD, it should be payable at Gurgaon. Please mention your name, Roll No / Application Sequence No and contact number on the backside.

b) For Online, Fee Payment Option:

University Official website www.krmangalam.edu.in/payment-procedure

Fees can also be paid using the following link: https://bit.ly/4c5LEY6

FEES in Easy Monthly Instalments - In case a parent wants to pay fees in instalments, they can now pay fees in easy monthly instalments through GrayQuest.

For more details visit: https://grayquest.com/institute/krmu

12. SCHOLARSHIPS 2024

Only for First 100 Students, First Come First Served

Undergraduate Programmes		
Part A - On The Basis of Marks Scored in Class XII Examination		
Eligibility Criteria	**Scholarship**	**Remark**
90% and above	100%	To be paid in 3 instalments-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 6) given below the table.
85% to less than 90%	35%	To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 6) given below the table.
80% to less than 85%	25%	
Part B - On The Basis of Other Category		
Category	**Scholarship**	**Remark**
Siblings	15%	Applicable to all siblings excluding the first child admitted at KRMU
K.R. Mangalam Group	15%	For students who have passed 12th standard from K.R.Mangalam group of schools or KRMU Graduates opting to pursue another Undergraduate (UG) programme
Defence Scholarship	15%	For children of Defence Personnel
Staff Discount	15%	Children of KRMU staff seeking admission in all UG courses
Sports Quota - State Level	NIL	Participation
	25%	Medal/ Award Winner

Sports Quota - National Level	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in World Cup	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Common Wealth Games	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Asian Games/ Asian Championship	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Olympics	25%	Participation
	50%	Medal/ Award Winner

Remark

To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 6) given below the table.

Part C - On the Basis of Entrance Examination

CUET (On the basis of Best 5 percentile score)

Eligibility Criteria	Scholarship
95.01 percentile and above	100%
85.01 percentile to 95th percentile	35%
75.01 percentile to 85th percentile	25%
50 percentile to 75 percentile	10%

JEE (MAIN)

Eligibility Criteria	Scholarship
95.01 percentile and above	100%
90.01 percentile to 95th percentile	35%
85.01 percentile to 90th percentile	25%
75.01 percentile to 85th percentile	10%

CLAT RANK

Eligibility Criteria	Scholarship
0001 - 2,500	100%
2,500 - 5,000	35%
5,001 - 10,000	25%

LSAT

Eligibility Criteria	Scholarship
95.01 percentile and above	100%
85.01 percentile to 95 percentile	35%
75 percentile to 85 percentile	25%

NATA

Eligibility Criteria	Scholarship
130.01 & above	100%
110.01 to 130	35%
90 to 110	25%

Remark

1. For 100% Scholarship - To be paid in 3 instalments-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 6) given below the table.

2. For 35%/ 25%/ 10% Scholarship - To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 6) given below the table.

Note:

1) Above scholarship is applicable only on the first year Programme fee
2) This scholarship policy (Part A, Part B and Part C) is not applicable for D.Pharm
3) Part A and Part C is not applicable for LLB (Hons.) and B.Ed programme. (Only Part B is applicable)

4) No two scholarships will be combined
5) Part A Scholarship will be awarded on the basis of an overall aggregate marks obtained in the last qualifying examination
6) 2nd Instalment and 3rd instalment (where applicable) of scholarship amount will be paid by cheque if the student fulfils ALL the criteria [a], b), c)] listed under:-

   a) Attendance in immediately preceding semester is 75% or above

   b) The student has cleared examination of ALL the subjects which were on offer in the immediately preceding semester

   c) There is no case of indiscipline, unfair means or misconduct

7) For CUET Scholarship anyone with 4 or minimum 3 attempted papers with an aggregate 50 and above percentile score will get 10% scholarship on their Programme Fee for Semester 1
8) This policy is not applicable for Lateral Entry and Migration.

Postgraduate Programmes (Only for First 100 Students, First Come First Served)

PG (MBA) on the basis of Graduation Score

Eligibility Criteria	Scholarship	Remark
95% and above	100%	To be paid in 3 instalment-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 2) given below the table.
85% to less than 95%	35%	To be paid in 2 equal instalment-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 2) given below the table.
75% to less than 85%	25%	

PG (Non-MBA) on the basis of Graduation Score

Eligibility Criteria	Scholarship	Remark
75% and above marks in Graduation	25%	To be paid in 2 equal instalment-1st instalment will be paid by cheque in first Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 2) given below the table.
50% to less than 75% marks in Graduation	10%	

On the Basis of Entrance Examination

CAT/ MAT/ XAT

Eligibility Criteria	Scholarship	Remark
95.01 percentile and above	100%	To be paid in 3 instalment-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 2) given below the table.
85.01 percentile to 95 percentile	35%	To be paid in 2 equal instalment-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester, if the student fulfils all the criteria listed under Note: 2) given below the table.
75 percentile to 85 percentile	25%	

CUET

Eligibility Criteria	Scholarship	Remark
75% and above marks in Graduation	25%	1. Applicable for students who attempted CUET 2. To be paid in 2 equal instalment-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 2) given below the table.
50% to less than 75% marks in Graduation	10%	

Alumni Scholarship		
UG to PG		
Eligibility Criteria	**Scholarship**	**Remark**
KRMU Undergraduate Programme student seeking admission in Post Graduate Programme (including MBA)	10%	Alumni Scholarship will be paid in two equal instalments: 1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester, if the student fulfils all the criteria listed under Note: 2) given below the table.
Note		

1. Applicable only on Programme Fee for Semester 1

2. 2nd Instalment and 3rd instalment (where applicable) of scholarship amount will be paid by cheque if the student fulfils ALL the criteria [a), b), c)] listed under:-

a) Attendance in immediately preceding semester is 75% or above.

b) The student has cleared examination of ALL the subjects which were on offer in the immediately preceding semester.

c) There is no case of indiscipline, unfair means or misconduct.

3. No two scholarships can be combined or offered to students

4. This policy is not applicable for M. Pharma & LL.M

5. This policy is not applicable for Lateral Entry and Migration.

13. REFUND/CANCELLATION POLICY

Refund of fees is governed in accordance with the guideline issued by Statutory Councils and Regulatory Authorities from time to time for students seeking admission in 2024-25 (new Admission).

Any notice of withdrawal prior to the date of commencement of classes (1st Day of Induction Program) is eligible for 100% refund.

In case of student apply for refund or admission cancellation, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

Sr. No.	Point of time when notice of withdrawal of admission is informed to the University	Percentage of Refund of Aggregate Fees* (Refund Admissible when class attended)	Percentage of Refund of Aggregate Fees* (Refund Admissible when class NOT attended)
1.	Within 15 days from the date of commencement of Classes (1st Day of Induction Programme)	75%	100%
2.	After 15 days from the commencement of classes (1st Day of Induction Programme)	0%	0%

Note:
- Dates for withdrawal of admissions for refund might change as per the statutory councils and regularity authorities' norms.
- In case of 100% refund of aggregate fee, Rs. 2,000/- will be deducted as processing charges from the refundable amount exclusive of security deposit.
- Fee of Rs.900/- paid for Application form for admission is non-refundable.
- Validity of date for submission of application for refund is as per the date of email received on refund@krmangalam.edu.in / official email id or Refund Form submitted in Hard copy.

14. HOSTEL FEE FOR LATE JOINING AND REFUND POLICY

For academic session 2024-25, the Hostel fee is Rs. 154000/- per year:

a) The fee for the 1st year is payable upfront at the time of admission:

b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).

c) A fine of Rs. 80 per day will be charged if fee is paid after the due date. If the payment of delayed fee with fine is not paid till 31st July for the Odd Sem and 31st January for the Even Sem then the university shall withdraw the facility and student shall be asked to vacate the hostel immediately. However, if the student comes back after 31st July or 31st January to pay the delayed fees and continue using the Hostel facility, he has to pay the fine @ Rs. 80 per day along with the Hostel Fee.

At the beginning of the semester, student is required to fill the undertaking to allow the university to adjust the fee from the Security Amount (paid at the time of admission) if he/she fails to deposit the hostel fee.

The fee can be paid offline or online

a) For Offline, Fee Payment Option:

Debit/Credit Card swipe at Cash counter, Cash at Cash counters located at University Campus, Demand Draft/Cheque - Please draw the DD/Cheque in favour of "K R Mangalam University". In the case of DD, it should be payable at Gurgaon. Please mention your name, Roll No. / Application Sequence No. and contact number on the backside.

b) For Online, Fee Payment Option:

University Official website www.krmangalam.edu.in/payment-procedure Fees can also be paid using the following link: https://bit.ly/4c5LEY6

FEES in Easy Monthly Instalments - In case a parent wants to pay fees in instalments, they can now pay fees in easy monthly instalments through GrayQuest. For more details visit: https://grayquest.com/institute/krmu

14.1 LATE JOINING: INCASEASTUDENTWANTSTOAVAILTHEHOSTELFACILITY

S. No.	For New Students 2024-25	Hostel fee to be charged
1.	From Freshmen Orientation Day till 30 days	Rs 154000/-
2.	> 30 days & ≤ 60 days	Rs 144000/-
3.	> 60 days & ≤ 90 days	Rs 134000/-
4.	> 90 days & ≤ 120 Days	Rs 124000/-
5.	> 120 days ≤ 150 days	Rs 114000/-
6.	> 150 ≤ 180 days	Rs 104000/-
7.	> 180 days	Rs 94000/-
S. No.	**Odd Semester (1st July) (2nd Year Onwards)**	**Hostel fee to be charged**
1.	1st July – 31st July	Rs 77000/-
2.	1st Aug – 31st Aug	Rs 67000/-
3.	1st Sep -30th Sep	Rs 57000/-
4.	1st Oct onwards	Rs 47000/-
S. No.	**Even Semester (1st Jan) (2nd Year Onwards)**	**Hostel fee to be charged**
1.	1st Jan – 31st Jan	Rs 77000/-
2.	1st Feb – 29th Feb	Rs 67000/-
3.	1st Mar – 31st Mar	Rs 57000/-
4.	1st April Onwards	Rs 47000/-

14.2 Refund Policy: In case of student leaves the hostel and apply for hostel fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	For New Students 2024-25	Deductions
1.	From Freshmen Orientation Day till 30 days –	Rs 20000/-
2.	> 30 days & ≤ 60 days	Rs 40000/-
3.	> 60 days & ≤ 90 days	Rs 60000/-
4.	> 90 days & ≤ 120 Days	Rs 80000/-
5.	> 120 days ≤ 150 days	Rs 100000/-
6.	> 150 days ≤ 180 days	Rs 120000/-
7.	> 180 days	Rs 154000/-
S. No.	**Odd Semester (1st July) (2nd Year Onwards)**	**Deductions**
1.	1st July – 31st July	Rs 20000/-
2.	1st Aug – 31st Aug	Rs 40000/-
3.	1st Sep -30th Sep	Rs 60000/-
4.	1st Oct onwards	Rs 77000/-
S. No.	**Even Semester (1st Jan) (2nd Year Onwards)**	**Hostel fee to be charged**
1.	1st Jan – 31st Jan	Rs 20000/-
2.	1st Feb – 29th Feb	Rs 40000/-
3.	1st Mar – 31st Mar	Rs 60000/-
4.	1st April Onwards	Rs 77000/-

Note: For withdrawal, students will be required to submit an application to the Hostel Warden before commencement of Semester. If failed to submit the withdrawal application, fee will be applicable as per the refund policy chart. Hostel security deposit will be refunded on leaving the hostel, after adjusting dues, if any.

For withdrawal/refund, students will be required to submit an application to: hostel.refund@krmangalam.edu.in

15. TRANSPORT FEE FOR LATE JOINING AND REFUND POLICY

15.1 For academic session 2024-25 the Transport fee is Rs. 48,000/- per year:

a) The fee for the year is payable in two equal instalments as schedule:
   i. 1st Instalment: At the time of admission
   ii. 2nd Instalment: On or before 31st December

b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).

c) A fine of Rs. 60 per day will be charged, if fee is paid after the due date. If the payment of delayed fee with fine is not paid till 31st July for the Odd Sem and till 31st January for the Even Sem then the university shall withdraw the facility and student shall not be allowed to board on the Bus. However, if the student comes back after 31st July or 31st January to pay the delayed fees and continue using the transport facility, he has to pay the fine @ Rs. 60 per day along with the Transportation Fee.

At the beginning of the semester, student required to fill the undertaking to allow the university to adjust the fee from the Security Amount (paid at the time of admission) if he/she fails to deposit the transportation fee.

The fee can be paid offline or online

a) For Offline, Fee Payment Option:
Debit/Credit Card swipe at Cash counter, Cash at Cash counters located at University Campus, Demand Draft/Cheque - Please draw the DD/Cheque in favour of "K R Mangalam University". In the case of DD, it should be payable at Gurgaon. Please mention your name, Roll No / Application Sequence No and contact number on the backside.

b) For Online, Fee Payment Option:
University Official website www.krmangalam.edu.in/payment-procedure
Fees can also be paid using the following link: https://bit.ly/4c5LEY6

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For more details visit: https://grayquest.com/institute/krmu

15.1.1 **Late joining:** In case a student wants to avail the transport facility		
S. No.	**For New Students 2024-25**	**Transport fee to be charged**
1.	From Freshmen Orientation Day till 30 days	Rs. 24,000/-
2.	> 30 days & ≤60 days	Rs. 20,500/-
3.	> 60 days & ≤ 90 days	Rs. 17,000/-
4.	> 90 days	Rs. 13,000/-

S. No.	**Even Semester (1st Jan)**	**Transport fee to be charged**
1.	1st Jan – 31st Jan	Rs. 24,000/-
2.	1st Feb – 29h Feb	Rs. 20,500/-
3.	1st Mar – 31st Mar	Rs. 17,000/-
4.	1st April Onwards	Rs. 13,000/-

S. No.	**Odd Semester (1st July)**	**Transport fee to be charged**
1.	1st July – 31st July	Rs. 24,000/-
2.	1st Aug – 31st Aug	Rs. 20,500/-
3.	1st Sep -30th Sep	Rs. 17,000/-
4.	1st Oct onwards	Rs. 13,000/-

15.1.2 **Refund Policy:** In case of student discontinue use of transport facility and apply for transport fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	**For New Students 2024-25**	**Deductions**
1.	From Freshmen Orientation Day till 5 days (Transport route not available as desired)	NIL
2.	> 5 days & ≤ 30 days	Rs. 6,000/-
3.	> 30 days & ≤ 60 days	Rs. 12,000/-
4.	> 60 days & ≤ 90 days	Rs. 18,000/-
5.	> 90 days	Rs. 24,000/-

S. No.	**Even Semester (1st Jan)**	**Deductions**
1.	1st Jan – 31st Jan	Rs. 6,000/-
2.	1st Feb – 29th Feb	Rs. 12,000/-
3.	1st Mar – 31st Mar	Rs. 18,000/-
4.	1st April Onwards	Rs. 24,000/-

S. No.	**Odd Semester (1st July)**	**Deductions**
1.	1st July – 31st July	Rs. 6,000/-
2.	1st Aug – 31st Aug	Rs. 12,000/-
3.	1st Sep -30th Sep	Rs. 18,000/-
4.	1st Oct onwards	Rs. 24,000/-

15.2 For academic session 2024-25 the Transport fee (Shuttle) is Rs. 24,000/- per year:

a) The fee for the year is payable in two equal instalments as schedule:
i. 1st Instalment: At the time of admission
ii. 2nd Instalment: On or before 31st December

b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).

c) A fine of Rs. 60 per day will be charged, if fee is paid after the due date. If the payment of delayed fee with fine is not paid till 31st July for the Odd Sem and till 31st January for the Even Sem then the university shall withdraw the facility and student shall not be allowed to board on the Bus. However, if the student comes back after 31st July or 31st January to pay the delayed fees and continue using the transport facility, he has to pay the fine @ Rs. 60 per day along with the Transportation Fee.

At the beginning of the semester, student required to fill the undertaking to allow the university to adjust the fee from the Security Amount (paid at the time of admission) if he/she fails to deposit the transportation fee.

The Fee can be paid offline or online

a) For Offline, Fee Payment Option:

Debit/Credit Card swipe at Cash counter, Cash at Cash counters located at University Campus, Demand Draft/Cheque - Please draw the DD/Cheque in favour of "K R Mangalam University". In the case of DD, it should be payable at Gurgaon. Please mention your name, Roll No / Application Sequence No and contact number on the backside.

b) For Online, Fee Payment Option:
University Official website www.krmangalam.edu.in/payment-procedure
Fees can also be paid using the following link: https://bit.ly/4c5LEY6

FEES in Easy Monthly Instalments - In case a parent wants to pay fees in instalments, they can now pay fees in easy monthly instalments through GrayQuest.

For more details visit: https://grayquest.com/institute/krmu

15.2.1 Late joining: In case a student wants to avail the transport facility

S. No.	**For New Students 2024-25**	**Transport fee to be charged**
1.	From Freshmen Orientation Day till 30 days	Rs 12,000/-
2.	> 30 days & ≤60 days	Rs. 10,000/-
3.	> 60 days & ≤ 90 days	Rs. 8,000/-
4.	> 90 days	Rs. 6,000/-

S. No.	**Even Semester (1st Jan)**	**Transport fee to be charged**
1.	1st Jan – 31st Jan	Rs 12,000/-
2.	1st Feb – 29th Feb	Rs. 10,000/-
3.	1st Mar – 31st Mar	Rs. 8,000/-
4.	1st April Onwards	Rs. 6,000/-

S. No.	**Odd Semester (1st July)**	**Transport fee to be charged**
1.	1st July – 31st July	Rs 12,000/-
2.	1st Aug – 31st Aug	Rs. 10,000/-
3.	1st Sep -30th Sep	Rs. 8,000/-
4.	1st Oct onwards	Rs. 6,000/-

15.2.2 Refund Policy: In case of student discontinue use of transport facility and apply for transport fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	**For New Students 2024-25**	**Deductions**
1.	From Freshmen Orientation Day till 5 days (Transport route not available as desired)	NIL
2.	> 5 days & ≤ 30 days	Rs. 3,000/-
3.	> 30 days & ≤ 60 days	Rs. 6,000/-
4.	> 60 days & ≤ 90 days	Rs. 9,000/-
5.	> 90 days	Rs. 12,000/-

S. No.	**Even Semester (1st Jan)**	**Deductions**
1.	1st Jan – 31st Jan	Rs. 3,000/-
2.	1st Feb – 29th Feb	Rs. 6,000/-
3.	1st Mar – 31st Mar	Rs. 9,000/-
4.	1st April Onwards	Rs. 12,000/-

S. No.	**Odd Semester (1st July)**	**Deductions**
1.	1st July – 31st July	Rs. 3,000/-
2.	1st Aug – 31st Aug	Rs. 6,000/-
3.	1st Sep -30th Sep	Rs. 9,000/-
4.	1st Oct onwards	Rs. 12,000/-

15.3 TRANSPORT REGISTRATION AND WITHDRAWAL:

• A student who opted to use university transport will be registered for university transport till completion of the programme, he/she is enrolled. Therefore his/ her transport fee bills will be generated in the subsequent semesters based on his/ her initial registration.

• Any student wishes to discontinue use of university transport in succeeding semesters will be required to apply for withdrawal through written communication to Transport Office prior commencement of the next semester.

• For withdrawal, students will be required to submit an application to the Transport Office before commencement of Semester. If failed to submit the withdrawal application, fee will be applicable as per the refund policy chart.

• For withdrawal/refund, students will be required to submit an application to : **transport.refund@krmangalam.edu.in**

16. CONCLUSION

K.R. Mangalam University Policy for Admission and Migration of Students will be subject to review annually on the basis of suggestions received from stakeholders, impact analysis and considerations by the committee group constituted at the time.

17. JURISDICTION

On any dispute arising out of or in respect of admission, the Director Admission, K R Mangalam University, Gurugram Road, Sohna, or his nominee's decision shall be final. All matters shall be subject to Gurugram jurisdiction.

Annexure I

NOC FOR MIGRATION

(Issued by the School from where the student is migrating)

This is to certify that…………………………………………D/o, ………………………S/o……………………

………………………of Department…………………………Roll No……………………… is a regular

student of………………………………Department. She/ He has applied for migration from…………………

……………………………………………(Programme/ Course/ University) to……………………………………

(Programme/ Course/ University). This School/ Department has no objection to her/him migration out of this

(Programme/ Course/ University).

Further certified that:

a) The student is eligible to registered for third semester commencing from (in case of Programme/Course)

b) She / He has cleared all the subjects of first year

Or

She / He has……………………………………subject not cleared as on………………………………………

c) There are no Department dues pending as against the student

Signature of HoD   **Signature of the School Dean**

with Seal   **with seal**

✂-------------------------------✂--✂

(Issued by the School to which the student seeks migration)

This is to certify that this School/ University has……………………………………………………………(Number) of

seats vacant in …………………………………………… (Branch).

This is also to certify that this institution has no objection to Ms./Mr…………………………D/o/

S/o……………………………………of. …………………………………………………………… Department

Roll No. ……………………………… migrating to this Programme/School.

Signature of HoD   **Signature of Dean**   **Signature of Registrar**
with Seal   **with Seal**   **with seal**

DECLARATION

I,_____(Student Name), hereby declare that I have thoroughly read and understood the complete Admission and Migration Policy of K.R. Mangalam University. I am fully aware of the requirements, guidelines, and procedures outlined in the policy.

I have familiarized myself with the admission process, including the eligibility and selection criteria, and fee structure. I also understand the policies regarding lateral admission, migration of students, scholarships, and refund/cancellation procedures.

By signing this declaration, I affirm that I accept and agree to abide by all the terms and conditions stated in the Admission and Migration policy. I do hereby declare that all documents submitted by me are correct, authentic and genuine. If any of the documents submitted by me are found to be false, invalid or fake, the university can cancel my admission and can forfeit my fees. I understand that any violation or non-compliance may lead to the termination of my admission.

Admission and Migration Policy is a compilation of various policies and procedures for Students. All Policies are subject to change without any prior notice.

I acknowledge that it is my responsibility to stay informed about any updates or changes to the Admission and Migration policy.

Signature of Parent/Guardian_____   Date: _____

Signature of Applicant_____   Place: _____

Programme Name : _____

KRMU Application No. _____

Fee Refund Policy for students admitted in the academic year 2024-25.

Refund of fees is governed in accordance with the guideline issued by Statutory Councils and Regulatory Authorities from time to time for students seeking admission in 2024-25 (new Admission).

Any notice of withdrawal prior to the date of commencement of classes (1st Day of Induction Program) is eligible for 100% refund.

In case of student apply for refund or admission cancellation, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

Sr. No.	Point of time when notice of withdrawal of admission is informed to the University	Percentage of Refund of Aggregate Fees* (Refund Admissible when class attended)	Percentage of Refund of Aggregate Fees* (Refund Admissible when class NOT attended)
1.	Within 15 days from the date of commencement of Classes (1st Day of Induction Program)	75%	100%
2.	After 15 days from the commencement of classes (1st Day of Induction Program)	0%	0%

Note: *

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

HOSTEL FEE FOR LATE JOINING AND REFUND POLICY

For academic session 2023-24 the Hostel fee is Rs. 140,000/- per year:

a) The fee for the year is payable in two equal instalments as schedule:
   a. 1st Instalment: At the time of admission (for 1st Year)
   b. 2nd Instalment: On or before 31st December
b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).
c) A fine of Rs. 80 per day will be charged, if fee is paid after the due date.
d) Fee can be paid offline or online through official website www.krmangalam.edu.in/payment-procedure
   ➢ Fees must only be paid at the Accounts office of the university or online using university Official App or website www.krmangalam.edu.in

Late joining: In case a student wants to avail the hostel facility

S. No.	For New Students 2023-24	Hostel fee to be charged
1.	From Freshmen Orientation Day till 30 days	Rs. 70,000/-
2.	> 30 days & ≤ 60 days	Rs. 60,000/-
3.	> 60 days & ≤ 90 days	Rs. 50,000/-
4.	> 90 days	Rs. 40,000/-

S. No.	Even Semester (1st Jan)	Hostel fee to be charged
1.	1st Jan – 31st Jan	Rs. 70,000/-
2.	1st Feb – 29th Feb	Rs. 60,000/-
3.	1st Mar – 31st Mar	Rs. 50,000/-
4.	1st April Onwards	Rs. 40,000/-

S. No.	Odd Semester (1st July)	Hostel fee to be charged
1.	1st July – 31st July	Rs 70,000/-
2.	1st Aug – 31st Aug	Rs. 60,000/-
3.	1st Sep -30th Sep	Rs. 50,000/-
4.	1st Oct onwards	Rs. 40,000/-

Refund Policy: In case of student leaves hostel and apply for hostel fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	For New Students 2023-24	Deductions
1.	From Freshmen Orientation Day till 30 days	Rs. 17,500/-
2.	> 30 days & ≤ 60 days	Rs. 35,000/-
3.	> 60 days & ≤ 90 days	Rs. 52,500/-
4.	> 90 days	Rs. 70,000/-

S. No.	Even Semester (1st Jan)	Deductions
1.	1st Jan – 31st Jan	Rs. 17,500/-
2.	1st Feb – 29th Feb	Rs. 35,000/-
3.	1st Mar – 31st Mar	Rs. 52,500/-
4.	1st April Onwards	Rs. 70,000/-

S. No.	Odd Semester (1st July)	Deductions
1.	1st July – 31st July	Rs. 17,500/-
2.	1st Aug – 31st Aug	Rs. 35,000/-
3.	1st Sep -30th Sep	Rs. 52,500/-
4.	1st Oct onwards	Rs. 70,000/-

For withdrawal, students will be required to submit an application to the Hostel Warden before commencement of Semester. If failed to submit the withdrawal application, fee will be

applicable as per the refund policy chart. Hostel security deposit will be refunded on leaving the hostel, after adjusting dues, if any.

TRANSPORT FEE FOR LATE JOINING AND REFUND POLICY

For academic session 2023-24 the Transport fee is Rs. 44,000/- per year:

a) The fee for the year is payable in two equal instalments as schedule:
  i. 1st Instalment: At the time of admission (for 1st Year)
  ii. 2nd Instalment: On or before 31st December
b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).
c) A fine of Rs. 60 per day will be charged, if fee is paid after the due date.

Late joining: In case a student wants to avail the transport facility

S. No.	For New Students 2023-24	Transport fee to be charged
1	From Freshmen Orientation Day till 30 days	Rs. 22,000/- it is 24k
2.	> 30 days & ≤60 days	Rs. 18,500/-
3	> 60 days & ≤ 90 days	Rs. 15,000/-
4	> 90 days	Rs. 11,000/-

S. No.	Even Semester (1st Jan)	Transport fee to be charged
1.	1st Jan – 31st Jan	Rs. 22,000/-
2.	1st Feb – 29h Feb	Rs. 18,500/-
3.	1st Mar – 31st Mar	Rs. 15,000/-
4.	1st April Onwards	Rs. 11,000/-

S. No.	Odd Semester (1st July)	Transport fee to be charged
1.	1st July – 31st July	Rs. 22,000/-
2.	1st Aug – 31st Aug	Rs. 18,500/-
3.	1st Sep -30th Sep	Rs. 15,000/-
4.	1st Oct onwards	Rs. 11,000/-

Refund Policy: In case of student discontinue use of transport facility and apply for transport fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	For New Students 2023-24	Deductions
1.	From Freshmen Orientation Day till 5 days (Transport route not available as desired)	NIL
2.	> 5 days & ≤ 30 days	Rs. 5,500/-
3	> 30 days & ≤ 60 days	Rs. 11,000/-

	> 60 days & ≤ 90 days	Rs. 16,500/-
4	> 90 days	Rs. 22,000/-

S. No.	Even Semester (1st Jan)	Deductions
1.	1st Jan – 31st Jan	Rs. 5,500/-
2.	1st Feb – 29th Feb	Rs. 11,000/-
3.	1st Mar – 31st Mar	Rs. 16,500/-
4.	1st April Onwards	Rs. 22,000/-

S. No.	Odd Semester (1st July)	Deductions
1.	1st July – 31st July	Rs. 5,500/-
2.	1st Aug – 31st Aug	Rs. 11,000/-
3.	1st Sep -30th Sep	Rs. 16,500/-
4.	1st Oct onwards	Rs. 22,000/-

Transport Registration and Withdrawal:

• A student once opted to use university transport will be registered for university transport till completion of the programme he/she is enrolled. Therefore his/ her transport fee bills will be generated in the subsequent semesters based on his/her initial registration.

• Any student wishes to discontinue use of university transport in succeeding semesters will be required to apply for withdrawal through written communication to Transport Office prior commencement of the next semester.

• For withdrawal, students will be required to submit an application to the Transport Office before commencement of Semester. If failed to submit the withdrawal application, fee will be applicable as per the refund policy chart.

TRANSPORT FEE FOR LATE JOINING AND REFUND POLICY

For academic session 2023-24 the Transport fee (**Shuttle**) is Rs. 22,000/- per year:

a) The fee for the year is payable in two equal instalments as schedule:
   a. 1st Instalment: At the time of admission (for 1st Year)
   b. 2nd Instalment: On or before 31st December
b) Second year onwards, semester fee shall be paid on or before 30th June (Odd Semester) and 31st Dec (Even Semester).
c) A fine of Rs. 60 per day will be charged, if fee is paid after the due date.

Late joining: In case a student wants to avail the transport facility

S. No.	For New Students 2023-24	Transport fee to be charged
1.	From Freshmen Orientation Day till 30 days	Rs 11,000/-
2.	> 30 days & ≤60 days	Rs. 9,250/-
3.	> 60 days & ≤ 90 days	Rs. 7,500/-
4.	> 90 days	Rs. 5,500/-

S. No.	Even Semester (1st Jan)	Transport fee to be charged
1.	1st Jan – 31st Jan	Rs. 11,000/-
2.	1st Feb – 29h Feb	Rs. 9,250/-
3.	1st Mar – 31st Mar	Rs. 7,500/-
4.	1st April Onwards	Rs. 5,500/-

S. No.	Odd Semester (1st July)	Transport fee to be charged
1.	1st July – 31st July	Rs. 11,000/-
2.	1st Aug – 31st Aug	Rs. 9,250/-
3.	1st Sep -30th Sep	Rs. 7,500/-
4.	1st Oct onwards	Rs. 5,500/-

Refund Policy: In case of student discontinue use of transport facility and apply for transport fee refund, fee will be calculated as per the date of written communication by student/Guardian and refund will be processed after making the deductions given below:

S. No.	For New Students 2023-24	Deductions
1.	From Freshmen Orientation Day till 5 days (Transport route not available as desired)	NIL
2.	> 5 days & ≤ 30 days	Rs. 2,750/-
3.	> 30 days & ≤ 60 days	Rs. 5,500/-
4.	> 60 days & ≤ 90 days	Rs. 8,250/-
5.	> 90 days	Rs. 11,000/-

S. No.	Even Semester (1st Jan)	Deductions
1.	1st Jan – 31st Jan	Rs. 2,750/-
2.	1st Feb – 29th Feb	Rs. 5,500/-
3.	1st Mar – 31st Mar	Rs. 8,250/-
4.	1st April Onwards	Rs. 11,000/-

S. No.	Odd Semester (1st July)	Deductions
1.	1st July – 31st July	Rs. 2,750/-
2.	1st Aug – 31st Aug	Rs. 5,500/-
3.	1st Sep -30th Sep	Rs. 8,250/-
4.	1st Oct onwards	Rs. 11,000/-

Transport Registration and Withdrawal:

- A student once opted to use university transport will be registered for university transport till completion of the programme he/she is enrolled. Therefore his/ her transport fee bills will be generated in the subsequent semesters based on his/her initial registration.

- Any student wishes to discontinue use of university transport in succeeding semesters will be required to apply for withdrawal through written communication to Transport Office prior commencement of the next semester.

- For withdrawal, students will be required to submit an application to the Transport Office before commencement of Semester. If failed to submit the withdrawal application, fee will be applicable as per the refund policy chart.

Fee Structure (2024-25)	Fee Structure (2024-25) NEW Students			
Program	**Duration**	**ODD SEMESTER**	**EVEN SEMESTER**	**TOTAL AMOUNT PAYABLE**
		Total	Total	
Under Graduate				
1. School of Engineering and Technology				
1	B.Tech. Computer Science and Engineering	4 Years	**105000**	**105000**	**210000**
2	B.Tech. Computer Science and Engineering (AI & ML) with academic support **of Samatrix and IBM**	4 Years	**125000**	**120000**	**245000**
3	B.Tech. Computer Science and Engineering (**Full Stack Development) with academic support of Xebia**	4 Years	**115000**	**115000**	**230000**
4	B.Tech. Computer Science & Engineering (**UX/UI) with academic support of** ImaginXP	4 Years	**115000**	**115000**	**230000**
5	B.Tech. Computer Science and Engineering (Cyber Security) with academic support **of EC-Council and IBM**	4 Years	**115000**	**115000**	**230000**
6	B.Tech. Computer Science and Engineering (Data Science) with academic support **of IBM**	4 Years	**115000**	**115000**	**230000**
7	B.Tech. Mechanical Engineering (Automotive Designs & Electric Vehicle) with academic support of **Siemens**	4 Years	**-**	**-**	**-**
8	BCA (AI & Data Science) with academic support of **Samatrix and IBM**	3 Years	**80000**	**75000**	**155000**
	BCA (Hons. with Research) AI & Data Science with academic support of Samatrix and IBM	4 Years	**80000**	**75000**	**155000**
9	B.Sc. (Hons.) Computer Science with academic support of **IBM**	3 Years	**65000**	**60000**	**125000**
10	B.Sc. (Hons.) Cyber Security	3 Years	**65000**	**60000**	**125000**
11	B.Sc. (Hons.) Data Science	3 Years	**65000**	**60000**	**125000**
	2. School of Management and Commerce				
12	BBA (HR/Mktng/Fin/IB/Travel & Tourism)	3 Years	**85000**	**85000**	**170000**
	BBA (Hons. with Research) (HR/Mktng/Fin/IB/Travel & Tourism)	4 Years	**85000**	**85000**	**170000**
13	BBA (Business Intelligence & Analytics) with academic support of **Samatrix**	3 Years	**95000**	**95000**	**190000**

	BBA (Hons. with Research) (Business Intelligence & Analytics) with academic support of **Samatrix**	4 Years	**95000**	**95000**	**190000**
14	BBA (Entrepreneurship) with academic support of GCEC Global Foundation	3 Years	**95000**	**95000**	**190000**
	BBA (Hons. with Research) (Entrepreneurship) with academic support of GCEC Global Foundation	4 Years	**95000**	**95000**	**190000**
15	BBA (International Accounting and Finance) (ACCA - UK) with academic support of Grant Thornton	3 Years	**95000**	**95000**	**190000**
	BBA (Hons. with Research) (International Accounting and Finance) (ACCA - UK) with academic support of Grant Thornton	4 Years	**95000**	**95000**	**190000**
16	BBA (Logistics and Supply Chain Management) with academic support of Safexpress	3 Years	**95000**	**95000**	**190000**
	BBA (Hons. with Research) (Logistics and Supply Chain Management) with academic support of Safexpress	4 Years	**95000**	**95000**	**190000**
17	B.Com. (Hons.) with academic support of **NSE**	3 Years	**70000**	**70000**	**140000**
	B.Com. (Hons. with Research) with academic support of **NSE**	4 Years	**70000**	**70000**	**140000**
18	B.Com. (Hons.) (International Accounting and Finance) (ACCA - UK) With academic support of Grant Thornton	3 Years	**75000**	**75000**	**150000**
	B.Com. (Hons. with Research) (International Accounting and Finance) (ACCA - UK) With academic support of Grant Thornton	4 Years	**75000**	**75000**	**150000**
19	B.Com. Programme with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	**60000**	**55000**	**115000**
	3. School of Basic and Applied Sciences				
20	B.Sc. (Hons.) Physics with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	**45000**	**40000**	**85000**
	B.Sc. (Hons. with Research) Physics with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	**45000**	**40000**	**85000**
21	B.Sc. (Hons.) Chemistry with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	**45000**	**40000**	**85000**
	B.Sc. (Hons. with Research) Chemistry with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	**45000**	**40000**	**85000**

22	B.Sc. (Hons.) Maths with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	**45000**	**40000**	**85000**
	B.Sc. (Hons. with Research.) Maths with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	**45000**	**40000**	**85000**
23	B.Sc. (Hons.) Forensic Science	3 Years	**60000**	**60000**	**120000**
	B.Sc. (Hons. with Research) Forensic Science	4 Years	**60000**	**60000**	**120000**
	4. School of Medical and Allied Sciences				
24	B.Pharm.	4 Years	**90000**	**90000**	**180000**
25	B.Pharm. (Lateral)	3 Years	**90000**	**90000**	**180000**
26	D.Pharm.	2 Years	**55000**	**55000**	**110000**
27	Bachelor of Physiotherapy(BPT)	4 Years	**75000**	**70000**	**145000**
	5. School of Architecture and Design				
28	Bachelor of Architecture (B.Arch)	5 Years	**90000**	**90000**	**180000**
29	B.A. Fashion Design	3 Years	**-**	**-**	**-**
30	Bachelor of Design (B.Des.)	4 Years	**-**	**-**	**-**
31	Bachelor of Interior Design (BID)	4 Years	**-**	**-**	**-**
32	Bachelor of Fine Arts (BFA)	4 Years	**55000**	**55000**	**110000**
33	B.Sc. (Hons.) Interior Design	3 Years	**-**	**-**	**-**
34	Bachelor of Design(B.Des.) (Game Design & Animation) **with academic support of ImaginXP**	4 Years	**115000**	**115000**	**230000**
	Bachelor of Design (B.Des.) (Fashion Design)*	4 Years	**100000**	**100000**	**200000**
	Bachelor of Design (B.Des.) (Textile Design and Entrepreneurship)*	4 Years	**100000**	**100000**	**200000**
	Bachelor of Design (B.Des.) (Interior Design)*	4 Years	**100000**	**100000**	**200000**
	Bachelor of Design(B.Des.) (UX/UI & Interaction Design) **with academic support of ImaginXP***	4 Years	**115000**	**115000**	**230000**
	6. School of Legal Studies				
35	BBA LL.B. (Hons.)	5 Years	**85000**	**85000**	**170000**
36	B.Com. LL.B. (Hons.)	5 Years	**85000**	**85000**	**170000**
37	B.A. LL.B. (Hons.)	5 Years	**85000**	**85000**	**170000**
38	LL.B. (Hons.)	3 Years	**75000**	**75000**	**150000**
	7. School of Journalism & Mass Communication				
39	B.A.(Journalism And Mass Communication)	3 Years	**75000**	**75000**	**150000**
	B.A. (Hons. with Research) (Journalism And Mass Communication)	4 Years	**75000**	**75000**	**150000**
	8. School of Humanities				

40	B.A. (Hons.) English with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	55000	55000	110000
	B.A. (Hons. with Research) English with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	55000	55000	110000
41	B.A. (Hons.) Economics with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	55000	55000	110000
	B.A. (Hons. with Research) Economics with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	55000	55000	110000
42	B.A. (Hons.) Psychology with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	60000	60000	120000
	B.A. (Hons. with Research) Psychology with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	60000	60000	120000
43	B.A. (Hons.) Chinese with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	-	-	-
	B.A. (Hons. with Research) Chinese with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	-	-	-
44	B.A. (Hons.) Political Science* with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	60000	60000	120000
	B.A. (Hons. with Research) Political Science* with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	4 Years	60000	60000	120000
45	B.A. Programme with preparation for Competitive Exam (Banking/ Insurance/ Railways/SSC) for Central and State Govt. Jobs	3 Years	55000	55000	110000
9. School of Education					
46	Bachelor of Elementary Education (B.El.Ed.)	4 Years	-	-	-
47	Bachelor of Education (B.Ed.)	2 Years	-	-	-
10. School of Hotel Management, Catering & Technology					
48	Bachelor of Hotel Management and catering Technology (B.HMCT.)	4 Years	95000	90000	185000
	B.A. (Hons.) Culinary Arts*	4 Years	115000	110000	225000
	Diploma in Culinary Arts*	1 Year	150000	150000	300000

	11. School of Agriculture Sciences				
49	B.Sc. (Hons.) Agriculture	4 Years	**65000**	**65000**	**130000**
	Intergrated Programs				
50	Integrated BBA + MBA with academic support of IBM (4 yrs + 1 yr Industry Internship)	5 Years	**-**	**-**	**-**
	Integrated/ Dual Degree B.Sc. - M.Sc. (Forensic Science)*	5 Years	**60000**	**60000**	**120000**
	Post Graduate				
	1. School of Engineering and Technology				
51	M.Tech. Computer Science and Engineering	2 Years	**-**	**-**	**-**
	M.Tech in VLSI	2 Years	**-**	**-**	**-**
	M.Tech in Power, Electronics and Drive	2 Years	**-**	**-**	**-**
	M.Tech in Automobile Engineering	2 Years	**-**	**-**	**-**
52	MCA	2 Years	**55000**	**55000**	**110000**
	2. School of Management and Commerce				
53	MBA with academic support of **IBM**	2 Years	**140000**	**140000**	**280000**
54	MBA (Logistics and Supply Chain Management)with academic support of Safexpress	2 Years	**-**	**-**	**-**
55	MBA (Digital Marketing) with academic support of Imarticus Learning	2 Years	**165000**	**165000**	**330000**
56	M.Com.	2 Years	**-**	**-**	**-**
	3. School of Basic and Applied Sciences				
57	M.Sc. (Hons.) (Part Time)	2 Years	**-**	**-**	**-**
	M.Sc. Forensic Science*	2 Years	**60000**	**60000**	**120000**
	4. School of Medical and Allied Sciences				
58	Master of Pharmacy (M.Pharm.) - Pharmaceutics	2 Years	**70000**	**70000**	**140000**
59	Master of Pharmacy (M.Pharm.) - Pharmacology	2 Years	**70000**	**70000**	**140000**
	5. School of Legal Studies				
60	LL.M.	1 Year	**70000**	**70000**	**140000**
	6. School of Journalism & Mass Communication				
61	M.A.(Journalism And Mass Communication)	2 Years	**55000**	**55000**	**110000**
	7. School of Humanities				
62	M.A. English	2 Years	**-**	**-**	**-**
63	M.A. Economics	2 Years	**-**	**-**	**-**
64	M.A. Applied Psychology	2 Years	**55000**	**50000**	**105000**
	8. School of Education				
65	M.A. (Education)	2 Years	**-**	**-**	**-**
	Ph.D				
66	Ph.D (All Disciplines)		**55000**	**55000**	**110000**

Application Fee (one time) (Non refundable)			900
Alumni Fee (One time) (Non refundable)			2000
Security Deposit (Refundable)			10000
Registration Fee (To be paid on offer of Admission, adjusted in Semester Fee)			25000
Hostel Security Deposit (Refundable)			20000
Hostel Fee (per annum)			154000
Transport Fee (per annum)			48000
Shuttle Transport (per annum)			24000
Note: "The fee payable in subsequent years may increase UPTO 10% per annum"			

* Subject to approval

Scholarship
Only For First 100 students, First Come First Served

Undergraduate Programmes

Part A - On The Basis of Marks Scored in Class XII Examination

Eligibility Criteria	Scholarship	Remark
90% and above	100%	To be paid in 3 instalments-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 6) given below the table.
85% to less than 90%	35%	To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester, if the student fulfils all the criteria listed under Note: 6) given below the table.
80% to less than 85%	25%	

Part B - On The Basis of Other Category

Category	Scholarship	Remark
Siblings	15%	Applicable to all siblings excluding the first child admitted at KRMU
K.R. Mangalam Group	15%	For students who have passed the 12th standard from K.R.Mangalam group of schools or KRMU Graduates opting to pursue another Undergraduate (UG) programme
Defence Scholarship	15%	For children of Defence Personnel
Staff	15%	Children of KRMU staff seeking admission in all UG courses

Discount		
Sports Quota - State Level	NIL	Participation
	25%	Medal/ Award Winner
Sports Quota - National Level	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in World Cup	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Common Wealth Games	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Asian Games/ Asian Championship	25%	Participation
	50%	Medal/ Award Winner
Sports Quota - Student participated/ awarded in Olympics	25%	Participation
	50%	Medal/ Award Winner

Remark

To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 6) given below the table.

Part C - On the Basis of Entrance Examination

CUET (On the basis of Best 5 percentile score)		JEE (MAIN)		CLAT Rank		LSAT		NATA		NCHMCT Rank	
Eligibility Criteria	Scholarship	Eligibility Criteria	Scholarship	Eligibility Criteria	Scholarship	Eligibility Criteria	Scholarship	Eligibility Criteria	Scholarship	Eligibility Criteria	Scholarship
95.01 percentile and above	100%	95.01 percentile and above	100%	1-2500	100%	95.01 percentile and above	100%	130.01 & above	100%	1-1000	100%
85.01 percentile to 95th percentile	35%	90.01 percentile to 95th perce	35%	2501-5000	35%	85.01 percentile to 95 percentile	35%	110.01 to 130	35%	1001-3000	35%

		ntile									
75.01 percentile to 85th percentile	25%	85.01 percentile to 90th percentile	25%	5001-10000	25%	75 percentile to 85 percentile	25%	90 to 110	25%	3001-5000	25%
50 percentile to 75 percentile	10%	75.01 percentile to 85th percentile	10%								

Remark

1. For 100% Scholarship - To be paid in 3 instalments-1st instalment (25%) will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment (50%) and 3rd instalment (25%) will be paid by cheque in 2nd Semester and 3rd Semester respectively, if the student fulfils all the criteria listed under Note: 6) given below the table.

2. For 35%/ 25%/ 10% Scholarship - To be paid in 2 equal instalments-1st instalment will be paid by cheque in 1st Semester post documents verification & there is no case of indiscipline. 2nd instalment will be paid by cheque in 2nd Semester if the student fulfils all the criteria listed under Note: 6) given below the table.

Note

1) Above scholarship is applicable only on the first year Programme fee
2) This scholarship policy (Part A, Part B and Part C) is not applicable for D.Pharm
3) Part A and Part C is not applicable for LLB (Hons.) and B.Ed program. (Only Part B is applicable)
4) No two scholarships will be combined
5) Part A Scholarship will be awarded on the basis of an overall aggregate marks obtained in the last qualifying examination
6) 2nd Instalment and 3rd instalment (where applicable) of scholarship amount will be paid by cheque if the student fulfils ALL the criteria [a), b), c)] listed under:-
   a) Attendance in immediately preceding semester is 75% or above
   b) The student has cleared examination of ALL the subjects which were on offer in the immediately preceding semester
   c) There is no case of indiscipline, unfair means or misconduct
7) For CUET Scholarship anyone with 4 or minimum 3 attempted papers with aggregate 50 and above percentile score will get 10% scholarship on their Program Fee for Semester 1
8) This policy is not applicable for Lateral Entry and Migration.

SCHOLARSHIP SCHEME (CGPA)

(For All Undergraduate Continuing Students)

ACADEMIC SESSION 2024-25

CGPA (at the end of Academic Year)	Scholarship (Amount in Rs.)
> 9.75	75,000
> 9.50 – 9.75	40,000
> 9.25 – 9.50	20,000

Eligibility Conditions:

1. The scholarship will be paid in two equal installments.
2. **First installment (for CGPA) will be paid in the Odd Semester for the Academic Session: 2025-26**.
   a) Attendance in the both Semesters (Previous odd & Even Semester) for the Academic Session: 2024-25 is not below 75%.
   b) All the courses/papers of both Semesters (Previous odd & Even Semester) for the Academic Session: 2024-25 are cleared.
   c) There is no case of indiscipline or unfair means.
3. **Second installment (for CGPA) will be paid in the even Semester the Academic Session: 2025-26**.
   a) Attendance in the Odd Semester for the Academic Session: 2025-26 is not below 75%.
   b) All the courses/papers of Odd Semester for the Academic Session: 2025-26 are cleared.
   c) There is no case of indiscipline or unfair means.

Note:

- CGPA Based Scholarship is not applicable for passing out students.
- The scholarship would not apply if there is a gap between academic sessions.
- Only those students who have cleared their examination in 2023-24 would be eligible for scholarships.
- Maximum one Scholarship can be availed by the students whichever is higher.
- Scholarship granted if student has paid full amount of fee upto current semester.
- The University reserve the right to review, modify or cancel the CGPA scholarship due to any given circumstances as notified by the University.

K.R. MANGALAM UNIVERSITY

Sohna Road, Gurgaon - 122103

EXAMINATION ORDINANCE

2024

INDEX

1. DEFINITIONS

I. In these Regulations/Rules, unless the context otherwise requires following definitions are used:

i. **"Academic Year"** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. The academic year is divided into two semesters – Odd Semester and Even Semester, followed by a Summer & Winter Break and Optional Summer Semester during Summer Break.

ii. **"Academic Calendar"** means the exact dates of all the important events, such as commencement of classes, Government/Institution holidays, conduct of Internal/External Theory/Practical examinations, Last working day, Vacation etc., during the Academic Session, which shall be specified in the Institute's Academic Calendar and approved by the Academic Council.

iii. **"K.R. Mangalam University Entrance Examination"** shall mean the Admission Test conducted by the University for Admission to any Academic Programme of the University.

iv. **"Answer Book"** means the document/notebook containing the answer or answers as given by a student during examination to the question or questions contained in the question paper meant for the said examination.

v. **"Audit Course"** shall mean a Course opted by a student outside his/her Scheme and student does not earn credits for the Course (This is also called a non-credit Course).

vi. **"Non Attending Student"** means a student who is not promoted but continuous to be on the rolls of the university, but does not attend the classes.

vii. **"CoE"** means the Controller of Examinations.

viii. "**Course"** is a component/module of an Academic Programme for which credits, a syllabus and required number of learning hours per week are specified. The learning hours are suitably distributed into Lecture hours (L), Tutorial hours (T), Studio hours (S), and Practical hours (P) per week. Each Course is identified by a code (Course Code) and title (Course Title).

   a. **"Course Code"** shall mean a curricular component identified by a designated Code number normally consisting of a string of alphanumeric characters.

   b. **"Course Title"** shall mean a name of Course conveying what is covered by the Course.

   c. **"Course Credit/Credit"** shall mean a number indicating the weightage assigned to a Course e.g. theory, practical, studio, project, dissertation, thesis, research work, or any other academic component, on the basis of learning hours per week for all learning activities. This

is suitably divided among L, T, P and S, depending on the nature of Course.

ix. **"SGPA"** shall mean the Semester Grade Point Average reflecting the performance of a student in a Semester.

x. **"CGPA"** shall mean the Cumulative Grade Point Average, reflecting the up-to-date cumulative performance of a student.

xi. **"End-Term Examination" (ETE)** means a comprehensive examination conducted by the K.R. Mangalam University at the end of a Semester for each Course as prescribed in Scheme of Examination of a Programme.

xii. **"Examination Cell"** means the group consisting of core staff and faculty for overlooking the operations and management of examinations and academic records under overall control of CoE.

xiii. **"Examination Centre"** means the University, any institution or part thereof, or any other place, fixed by the University for the purpose of holding its examinations and includes the entire premises attached thereto.

xiv. **"Examination Committee"** means the Examination Committee constituted by the Vice Chancellor to devise detailed procedure for an efficient, transparent and fair evaluation of students, including coordination of activities relating to conduct of examinations.

xv. **"Moderation Committee"** shall mean the Committee appointed by the Vice Chancellor to moderate Question papers/grades/marks awarded by the Evaluator for a Course.

xvi. **"UFM (Unfair Means) Committee"** Unfair Means Committee is constituted by the Vice-Chancellor to hear the unfair means cases and to propose the penalty keeping in view the gravity of the offence resorted by a student during the examinations.

xvii. **"External Examiner"** shall mean a person who is not in the employment of K.R. Mangalam University and is appointed as an Examiner.

xviii. **"Continuous Evaluation"** means any form of evaluation of learning attainment made during the course of academic year such as Projects/ Quizzes/ Assignments and Essays/ Presentations/ Participation/ Case Studies/ Reflective Journals etc., which contributes to the final score in examinations.

xix. **"Mid Term"** refers to the assessment written in the middle of a semester to test students' performance in a course. Mid-terms are a type of formative assessment, which measures students' understanding of course material throughout a term rather than only at the end and identifies areas in which students struggle.

xx. **"Re-assessment"** involves a comprehensive review of the entire answer book, checking each question and answer once again. It includes retotaling and aims to ensure that all questions have been properly evaluated and marked.

xxi. **"Internal Examiner"** shall mean an Examiner who is a teacher of the University.

xxii. **"Invigilator"** means a person who assists the CoE/Superintendent of the Examination Centre in

conducting and supervising an examination.

xxiii. **"Maximum Registration Period"** shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a Degree, Diploma or Certificate Programme for which a student is admitted.

xxiv. **"Minimum Registration Period"** shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a Degree, Diploma or Certificate Programme for which a student is admitted.

xxv. **"Panel of Examiners"** shall mean a Panel constituted with the approval of the Vice-Chancellor for the conduct of practical/studio examination, viva-voce examination etc. and evaluation of students' performance.

xxvi. **"Question Paper"** means a document containing question(s) to be administered at an examination to be answered by a student.

xxvii. **"Scheme of Teaching and Examination"** shall mean the Scheme of Teaching and Evaluation for a Programme as approved by the Academic Council.

xxviii. **"Semester/Yearly"** is the defined period of an Academic Year that provides the number of working days as prescribed by the Regulatory Agencies.

xxix. **"Superintendent of an Examination Centre"** means a person appointed by the University to conduct and supervise its examinations at a centre.

II. "He" & "His" imply "he"/"she" and "His"/"Her", respectively.

2. EXAMINATION OFFICERS-DUTIES AND FUNCTIONS

2.1. CONTROLLER OF EXAMINATIONS (CoE)

The Controller of Examinations shall be a full time officer of the University. The Controller of Examinations shall perform the following functions:

i. He/She shall be responsible for conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.

ii. He/She shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities Ex. Publication of results, preparation of degree certificates, medals and merit certificates.

iii. He/She shall collect information from the Schools of the University, as may be necessary, for the discharge of his/her duties.

iv. He/She shall also perform such other duties as may be prescribed in these guidelines on conduct of examinations and evaluation of students' performance from time to time, by the Board of Management or Academic Council or other authorities of the University.

v. While he/she, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice-Chancellor, until the Controller of Examinations resumes his/her duties or the vacancy is filled.

2.2. DEPUTY CONTROLLER OF EXAMINATIONS

The Deputy Controller of Examinations will act as representative of the Controller of Examinations and interface between University Examination Cell and Superintendent Exams. He/She performs all the functions related to examination matters as per guidelines issued by Controller of Examinations.

Responsibility	Pre-Conduct
CoE Dy. CoE Asst. CoE	1. Receipt of Academic Calendar 2. Preparation of Examination schedule/Date-Sheet 3. Obtaining Students Registration (Main and Re-appear/Debarred) 4. Preparation of question paper (Setting, Moderation, Printing and Packaging) 5. Preparation of Answer Books and allied materials
Responsibility	Conduct

CoE	1. Issuance of Admit Card
	2. Appointment of Centre Superintendent
	3. Invigilators List
Dy. CoE	4. Ensure proper seating plan
	5. Timely and correct dispatch of Question paper
	6. Ensure timely and smooth conduct of examination
Asst. CoE /Suptd.	7. Camera Monitoring
	8. Collection of Answer Books
	9. Timely dispatch of Answer Books to Evaluation Centre.
	10. Ensure smooth conduct of evaluation
	11. Process of reporting of Unfair Means Cases.
Responsibility	**Post Conduct**
CoE	1. Evaluation Process
	2. Hearing of UFM cases
Dy. CoE	3. Retotaling of Answer Books
	4. Receipt of Internal and External Marks
Asst. CoE / Suptd.	5. Result compilation, Moderation and Declaration
	6. Re-assessment of Answer Books
	7. Preparation of Grade Cards, Provisional Certificates and Degrees
	8. Convocation Process.

TIME FRAME FOR EXAMINATIONS

Particulars	Time Frame
Time frame of Registration	20 days after the commencement of semester
Requisition of Question Papers	45 days before the commencement of examinations
Date –Sheet	One month before the commencement of examinations

Seating Plan	One week before the commencement of examinations
Admit Card Issue	One week before the commencement of examinations
Completion of Evaluation	3 days from the last exam
Result Publications	Maximum 20 days after the last End Term Exam

3. TYPES OF COMMITTEES

3.1. EXAMINATION COMMITTEE

There shall be an Examination Committee in the University constituted by the Vice-Chancellor.

(a) The composition of the Examination Committee shall be as under:

  i. Chairperson - Controller of Examinations, ex-officio.
  ii. Members   - Professors/Deans of Schools/Heads of constituent units /Associate Professors/Assistant Professors not exceeding four nominated by the Vice Chancellor.
  iii. External Member - One Professor/Associate professor nominated by Vice chancellor.
  iv. Secretary   - Deputy Controller of Examinations, ex-officio.

The tenure of the nominated Members of the Examination Committee shall be for two years. Two- third Members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each Semester. The decisions of the Examination Committee shall be placed before the Academic Council through Vice Chancellor.

(b) Functions of the Examination Committee shall be:

  i. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.

  ii. To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.

  iii. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.-

  iv. To make recommendations to the Academic Council for the improvement of the examination system.

  v. To appoint such number of sub-committees with the approval of Vice-Chancellor as it may think fit, and in particular, may delegate to any one or more persons or sub-

committee(s),its power to deal with examination matters.

vi. To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice-Chancellor about the action to be taken against the concerned person(s).

vii. To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting of the question paper etc. for consideration of the Vice-Chancellor and also decide the action to be taken against any examiner/paper setter/moderator in cases of mistakes/omissions/ negligence/leakage in paper- setting/moderation/evaluation etc.

viii. To investigate the cases of large divergence in the results of any Course. For this purpose, the Examination Committee may itself scrutinize the answer books or may order scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Examination Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the Vice- Chancellor such action as it may deem fit such as debarring the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc. If the errant examiner is an employee of the University, such act will also amount to misconduct on the part of employee.

3.2. UNAFIR MEANS (UFM) COMMITTEE

Unfair Means Committee is constituted by the Vice- Chancellor to hear the unfair means cases (with Deputy CoE as member secretary) and to propose the penalty keeping in view the gravity of the offence resorted by a student during the examinations.

(a) The composition of the UFM Committee shall be as under:

(a) Chairperson   - Professor/Dean of a School, nominated by Vice Chancellor,

(b) Members   - Professors/Deans of Schools/Heads of constituent units /Associate Professors not exceeding five nominated by the ViceChancellor.

(c) Co-opted Member - Professors/Deans of Schools/Heads of constituent units /Associate Professors from concerned School/Department of which student is involved in Unfair Means Act.

(d) Member Secretary - Deputy Controller of Examinations, ex-officio.

The tenure of the nominated Members of the UFM Committee shall be of two years.

(b) Procedure of the UFM Committee should be as under:

i. The CoE of the University or the Officer authorized, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.

ii. The student may appear before the UFM Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.

iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/ her by the UFM Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent. Clause 5.9.

iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

v. The Committee shall follow the above procedure in the spirit of the principle of natural justice.

vi. After serving a show cause notice, if the implicated student fails to appear before the UFM Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

vii. The Committee shall submit its report to the Controller of Examinations, along with its recommendations regarding punishment to be inflicted or otherwise.

3.3. MODERATION COMMITTEE

The Committee constituted by the Vice- chancellor, for the purpose of moderation of question papers and examination results.

(A) Question Paper Moderation Committee

(B)   Result Moderation Committee

(A)   QUESTION PAPER MODERATION COMMITTEE

i. The composition of the Question Paper Moderation Committee shall be as under:

The Vice Chancellor shall constitute a Question Paper Moderation Committee, in each semester to ensure the consistency of question papers within the framework of the syllabus, thereby ensuring consistency of assessment for all students. The committee comprising of the following members:

(a) Chairperson   - Dean Academics or any other Dean

(b) Member   - One Dean/Professors /Associate Professors

(c) Member   - One member from Dean Academic

(d) Co-opted Member - One Dean/Professors/Associate Professors from concerned School/Department of which the question paper is to be moderated.

(e) Member Secretary   - Deputy Controller of Examinations, ex-officio.

The tenure of the nominated Members of the Question Paper Moderation Committee shall be of two years.

ii.   The functions of the Question Paper Moderation Committee shall be as under:

(a)   The committee ensure that every CO's of a particular course is mapped along with Bloom level in question paper.

(b)   The committee shall ensure that the questions are from within the syllabus.

(c)   The committee shall ensure that the coverage and level of question paper are appropriate and consistent with the curriculum and assessment framework.

(d)   The committee shall ensure that the question paper contains no ambiguity and the wording of each question is precise, definite and easily understandable.

(e)   The committee shall ensure that the question paper model conforms to the scheme of evaluation.

(f)   The committee shall ensure that there are no spelling mistakes or other error in the question paper.

(g)   The recommendations of the Moderation Committee shall be placed before the Vice-Chancellor for approval, before implementing.

(B)   RESULT MODERATION COMMITTEE

i. The composition of the Result Moderation Committee shall be as under:

Result Moderation Committee means the Committee appointed by the Vice Chancellor in each semester to moderate grades/ marks awarded by the Evaluators in different course. The committee comprising of the following members:

- **(a)** Chairperson   - Controller of Examinations, ex-officio
- **(b)** Member   - One Dean/Professors /Associate Professors
- **(c)** Member   - One member from Dean Academic
- **(d)** Co-opted Member   - One Dean/Professors/Associate Professors from concerned School/Department of which the result is to be moderated.
- **(e)** Member Secretary   - Deputy Controller of Examinations, ex-officio.

  The tenure of the nominated Members of the Question Paper Moderation Committee shall be of two years.

ii. The functions of the Result Moderation Committee shall be as under:

- **(a)** The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various courses are in conformity with the usual standards before declaration of results.

- **(b)** The Committee shall bring to the notice of the Vice-Chancellor any lapses or omissions on the part of the paper setter(s) and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is imbalanced.

- **(c)** The Committee will formulate the guidelines according to the Semester result to improve the grades/results. However, Moderation Committee will take decisions based on overall result of the University, which will remain confidential.

- **(d)** The recommendations of the Moderation Committee shall be placed before the Vice-Chancellor for approval, before implementing.

- **(e)** Student who are not regular in classes or involved in cases of indiscipline or use of unfair means may not be given the benefits of moderation.

4. EXAMINATION RULES AND REGULATIONS

4.1. COURSE REGISTRATION

i. It is mandatory for all students to register in every semester for the courses they have been advised to be enroll by the office of Dean of respective School within two weeks of start of

semester through a Course Registration process.

ii. Students having any outstanding dues to the University will not be permitted to register for the Semester.

iii. Late registration may be permitted in extenuating circumstances only with the approval of the Dean Academics and only after clearing all the dues and paying the late registration fine.

iv. If a student fails to register for a semester, in all the courses then he/she will not be able to appear in End Term Examination. Subsequently if he/she fails to register for an Academic Year then his/her name may be struck off from university payroll.

v. Any student willing to improve grade or re-appear in a Course to clear '**F**' grade is also required to register in the Course at the beginning of semester, by the specified date and after payment of due fees and late fine, if any.

4.2. ATTENDANCE

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

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

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

iv. The Vice-Chancellor may, however, consider a written request made on very genuine grounds for the condonation of deficiency in attendance on the recommendations of the Dean, before the commencement of the examinations, for the reasons listed below:

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

v. Dean Academic/Dean of School will announce the names of all such students who are not eligible to appear in the End-Term Examination (ETE) of one or more course(s), <u>on the last day of teaching</u>, before the start of End-Term examination and simultaneously intimate the same to the Controller of Examinations (CoE). In such cases, the student will be marked absent in the ETE and the absent will be treated as zero marks in ETE of such course(s).

vi. In case, any student, who has been debarred to appear in ETE, appears in the ETE of a course

by error, his/her ETE shall be treated as null for that Course and the student will be marked Absent in the ETE and the Absent will be treated as zero marks in ETE of such course.

4.3. APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

i. The Dean shall forward to the Controller of Examinations the panel of internal and external paper setters, examiners for End-Term practical examinations, viva-voce examinations, evaluators of answer books, head examiners, external experts for moderation of question papers etc. for approval by the Vice Chancellor.

ii. External examiner shall be a person not below the rank of an Associate Professor having a minimum of five year of experience and shall be an expert in OBE. He/She must be a regular employee of the organization.

iii. The Controller of Examinations shall prepare a consolidated panel of internal/external paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the Dean. He/She may, at his/her discretion, add or delete the name(s) from the panel recommended by the Dean.

iv. The Vice-Chancellor, on the recommendations of the Controller of Examinations, shall approve the panel of internal/external paper setters, examiners, evaluators, Head Examiners, moderators ordinarily from amongst persons recommended by the Controller

of Examinations. He/She may, however, appoint a person whose name is not included in the panel recommended by the Controller of Examinations, if he/she is satisfied that the person in question possesses the requisite qualifications and experience.

v. A viva-voce examination for Dissertation/Thesis/Training/Internship etc. shall be conducted ordinarily by a board of minimum two examiners of whom one shall be an external examiner and the other internal examiner. For undergraduate courses the external examiner may not be mandatory.

vi. In case of practical/studio and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the School. In case of End-Term practical or viva- voce examination at the under graduate level, the external examiner shall be an expert in the course with not less than Five years' experience of teaching the course at the graduate and/or post graduate degree level.

vii. The internal examiners, in case of practical/studio examinations, both at the UG degree and the PG degree level, shall be appointed from amongst the teachers of the University whose candidature are to be examined on the recommendation of the Dean .

viii. An examiner may be discontinued any time, if in the opinion of the Controller of Examinations, his/her work is found to be unsatisfactory.

ix. An examiner's work shall be deemed to be unsatisfactory in case of one or more of the following:

   (a) Mistakes of such a nature that affects the result are found in his/her work in the course of checking and scrutiny.

   (b) He/She is found to have delayed the work without good and sufficient reason.

   (c) In the opinion of the Examination Committee or the Controller of Examinations or any authority of the University, there are reasonable doubts about his/her integrity or suspicion that he/she is accessible to examinees or their relations.

   (d) If there is serious complaint against his/her paper e.g. the paper was much above or below the standard or contained questions outside the prescribed Course or the breach of any such condition.

x. The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

xi. No person shall act as a paper-setter or examiner or moderator in theory, viva-voce, jury or

practical examination if any of his/her relations is taking the same examination.

xii. No person shall act as tabulator for any examination, if any of his/her relations is appearing or has appeared at that examination.

4.4. SETTING OF QUESTION PAPERS

i. The Question Paper prepared by the Faculty Member/External Examiner should be set within the prescribed Syllabus of the Course, for the specific examination and covering every CO for a particular course.

ii. Questions must be based on different degrees of difficulty to test the level of understanding of main concepts.

iii. Question Papers must cover all modules/units of the Course syllabus.

iv. Question Paper(s) shall be prepared by Internal Examiners for Projects/ Quizzes/ Assignments and Essays/ Presentations/ Participation/ Case Studies/ Reflective Journals, Mid-Term and End- Term Examinations or any other prescribed examination.

v. For selected courses, External Examiners may be appointed by Vice Chancellor, who will prepare one Question Paper.

vi. The guidelines for End Term Examination Question paper setting is attached as Annexure 9.

4.5. EXAMINATION ADMIT CARD

i. The Admit Card will be issued by the University to students eligible to appear in End-Term examination based on the attendance, fees, documents, discipline.

ii. Students re-appearing in any of the University Examination must fill up the Reappear Examination Form.

   (a) Student shall fill up all details clearly with blue/black ink and sign. Dean of the respective School or an officer nominated by him/her shall verify the eligibility of the student.

   (b) CoE or an officer authorized by him/her shall verify and authenticate eligibility of the student to reappear in the course(s). Thereafter Examination Admit Card portion will be detached and forwarded to School for handing over to the student.

iii. CoE/Centre Superintendent/Invigilator/Supervisory staff at examination centre shall ensure that **no student is permitted to appear in any examination without Admit Card.**

The student is also required to carry his/her University I-Card along with the admit card to the examination hall.

iv. If a student loses Admit Card before completion of examinations, he/she may apply to the Controller of Examinations through his/her Dean. Duplicate Admit card will be issued after verification and payment as prescribed by competent authority.

5. **CONDUCT OF EXAMINATIONS**

i. The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council.

ii. Examinations shall be open to regular students i.e. students who have undergone a course of study in the School for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.

iii. A student may not be admitted into the examination hall, if he/she fails to present to the Examination Centre Superintendent/Invigilator of the examination his/her admit card and University I-card or fails to satisfy the officer that it will be produced within a reasonable time.

iv. The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for the purpose of identification.

v. Permission to appear/re-appear at a university examination may be withdrawn before or during the examination which, in the opinion of the Vice-Chancellor, justifies the student's expulsion.

vi. Detailed Guidelines relating to the conduct of examinations such as Schedule of Examinations, submission of examination forms, issue of admit cards, issue of duplicate admit cards, instructions to examiners, examination centre superintendents, invigilators, other members of staff engaged in examination duty shall be approved by the Vice- Chancellor. The Examination Centre shall be advised through Guidelines to take all steps for proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination centre from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

5.1. EXAMINATION SCHEDULE

i. CoE will notify the Comprehensive Examination Schedule for all the courses for which examinations are to be conducted well in advance of the commencement of examinations.

ii. While scheduling examinations all care should be taken to ensure that No overlapping the courses/papers of examination occurs for any regular or reappear candidate.

iii. The scheduling of all practical examination shall be done by the Dean of the concerned School sufficiently in advance of the scheduled commencement of the examinations and the same be also displayed on the notice board of the School/Departments.

iv. Examination Schedule shall be also posted on the University website and Academia before the commencement of the examinations.

5.2. PREPARATIONS FOR THE THEORY EXAMINATIONS

i. List of registered students for the University examination may be ascertained by the Centre Superintendent.

ii. On the basis of number of candidates and the seating capacity of halls/ classrooms available, the number of rooms required should be fixed and necessary steps be taken to make arrangements for the conduct of examination.

iii. The Centre Superintendent in consultation with CoE appoints invigilators.

iv. In each of the Examination Centre a Control Room is allocated identified at the examination centre for the entire period of examination.

v. Attendance sheets of candidates seated in each of the Examination Centre be prepared based on the programme of study and semester.

vi. Preparation of answer books stock register at the examination centre which needs to be updated after each session of examination.

vii. Seating plan be prepared for each room and displayed in the respective rooms.

viii. The Centre Superintendent to appoint members from various cadres of staff to facilitate the conduct of day-to-day affairs in connection with conduct of examination.

5.3. SEATING ARRANGEMENT IN THE EXAMINATIONS

i. The Examination Hall/ Room(s) should have adequate light and ventilation. It should be clean and tidy. Sufficient furniture, viz. desk, chairs, tables, benches should be provided to the candidates. It should be ensured that the atmosphere around the Examination Hall remains calm and quiet.

ii. The examination section shall prepare well in advance, the statement   regarding seating arrangements for the candidates.

iii. Each Candidate shall be allotted a definite seat for each paper of the examination. It is NOT

necessary to allot the same seat for a candidate for his/her entire examination. The seat allocation for reappear candidate may vary for each of the paper due to logistics and administrative constraints.

iv. Sufficient space is given between two examinees so that the neighboring candidates may not peep into each other's answer booklets. As far as possible, two adjacent candidates shall not be writing the same course/paper. If necessary, a candidate of a different course or paper shall be seated between two candidates of the same paper.

v. The Examination Hall(s) should be opened half an hour before the commencement time in order to enable candidates locate their allotted seat.

vi. Special care may be taken in providing a seat to a candidate who suffers from any infectious disease, so as not cause an adverse effect on the other candidates. Candidates who cannot climb staircase due to their physical condition shall be provided sitting arrangement in a room on the Ground floor.

5.4. DUTIES OF CENTRE SUPERINTENDENT

i. Centre Superintendent, in consultation with CoE will, one day prior to examination, ensure that the entire infrastructure for conduct of examination such as furniture, stationery etc. are in order and available in sufficient quantity for smooth conduct of the examination.

ii. The Centre Superintendent shall be responsible for displaying complete details of the examinations for every session on the display board near the entrance gate of his/her centre.

iii. Centre Superintendent will hand over Question paper packets (after receiving them from the CoE prior to start of the exam) to Invigilators as per the seating plan, after cross checking details and maintain the log records in the register.

iv. If the number of copies of the question paper falls short, the Centre Superintendent will inform the same to CoE, who will provide requisite copies of question papers well before the start of the examination.

v. The Centre Superintendent in consultation with CoE appoints invigilators as per strength of examinees in a room and fix maximum number of examinees in an examination room.

vi. Centre Superintendent will maintain a record of the invigilators assigned to each room and for each session, Invigilators are to be appointed from the present, regular staff.

vii. Centre Superintendent will ensure that examination begins and ends at the scheduled times.

viii. Centre Superintendent will ensure that attendance of a student is recorded on an attendance sheet and verification forms for the examinations he/she has appeared in.

ix. Centre Superintendent will ensure that answer books are sealed along with Dispatch memo within 30 minutes of the close of examination, along with the Details of Absentees.

x. It will be the responsibility of the Centre Superintendent to ensure that all records of the examination are maintained.

xi. No amendment of any kind would be permitted by the Centre Superintendent in the question paper during the conduct of the examination, bet he/she shall inform CoE and waits for his/her instructions.

xii. Centre Superintendent will ensure deposit of used answer books within an hour of the close of the examination's session to the office of the CoE. Centre Superintendent will report the following activities to the CoE of occurrence of following in real time:

- Opening of wrong question paper
- Discrepancies in the question paper
- Any untoward happening.
- Unfair Means Cases.
- Infringement by any staff deputed for examination work.

5.5. INSTRUCTIONS FOR INVIGILATORS

i. Invigilators are required to report at the control room at least 30 minutes before the scheduled time of examination.

ii. Entry of the students to the examination hall is to be permitted on the production of valid Admit Card / Identity Card.

iii. Students shall not be allowed to carry prohibited items such as books, written papers, mobile phones, electronic gadgets or any other type of incriminating material at the examination venue.

iv. Before the commencement of the examination, the invigilator shall see to the satisfactory arrangement of examination table and seats. He/She shall take care to seat the candidates in such a way as to render all communication between them impossible.

v. Answer Books shall be distributed 05(five) minutes before the start of examination.

vi. Students are asked to read and follow instructions printed, if any, on the answer booklet and check the answer booklet for number of pages and for its condition before writing.

vii. Exchange or borrowing of pen, pencil, eraser, scale, calculator, etc. during examination is prohibited. In emergent situations these may be permitted through the invigilator only.

viii. No student should be permitted to leave the examination hall during the first 45 minutes

for internal examination and one and half hour for External Examination and last 15 minutes of the examination.

ix. Invigilators must check that the entries on the cover page of the answer booklet have been correctly made and ensure that attendance sheet has been signed by the student after correctly filling the his/her roll number.

x. Invigilator will not leave the examination hall during the examination. In emergency, invigilator can be permitted by the centre superintendent by deploying another invigilator in their absence.

xi. In UFM cases, every page of the recovered material must be signed by the Student. Invigilator(s) and countersigned by the centre superintendent.

xii. Invigilators are not allowed to use mobile phones in the examination hall.

xiii. During the course of examination, the invigilator is expected to move about the place of their duty and not to engage themselves in study or conversation

xiv. All invigilators should try to familiarize themselves with the Guidelines and rules governing the Conduct of Examinations before the commencement of the examination.

xv. As soon as the time allotted has expired, Invigilator shall collect the answer books, have them arranged in serial order and deposit the same with the faculty authorized by the Centre Superintendent.

xvi. Each invigilator will count the number of answer booklets issued to the students in his/her room, head count the number of students actually present and then tally the same with the Attendance Sheet and the total number of answer booklets got issued from the Centre Superintendent.

xvii. Invigilators should bear in mind that examination can be very stressful for students and can occasionally provoke unreasonable or extreme behaviour. Situation should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other students and maintains sanctity of the examination.

xviii. No person will be allowed in an examination room during an examination except the students concerned, invigilators at the persons authorized to do so by the competent authority.

xix. In case of any doubt in the question paper, no advice should be given by the invigilator and matter shall be reported to the Centre Superintendent for clarification.

xx. Invigilators are required to give answer books to all students individually.

5.6. RESPONSIBILITIES OF INVIGILATORS

i. Collecting answer books and other than exam related materials from the Examination Control Room.

ii. Ensure distribution of papers and materials appropriately (according to the seating plan).

iii. Conduct invigilation in such a way as to cause minimum disturbance to the candidates.

iv. Make announcements to candidates as necessary.

v. Collect and deliver completed answer books and attendance sheets to the examination control room.

vi. Follow the guidelines in regard to conduct of exams and report to the Centre Superintendent.

5.7. DUTIES OF FLYING SQUAD

i. To ensure that no unauthorized person is appearing in the examination. For this purpose, the members of the flying squad shall check attendance of the genuine candidates. This is the primary duty of the Invigilators assigned in each room.

ii. To ensure that no Books, Calculators, Mobile Phones or any other material except writing board and writing material i.e. pen pencil etc. is being carried by candidates into the examination hall/room.

iii. To ensure that late comers are not admitted into the examination hall later than 30 minutes after the commencement of the exam.

iv. Students are not allowed to leave the Examination Hall before half of the time is over.

v. To ensure that no student takes recourse to any unfair means and possesses any unauthorized paper or material with him/her. The members of the squad will also have the authority to inspect and search any person/candidate in the event of suspicion. Female member of the Flying Squad is only authorized to search a girl student.

vi. The members of flying squad should also observe the conduct of the Invigilators and other functionaries deployed for examination duty to ensure that no one helps any candidate directly or indirectly. Any violation should be brought to the notice of the Centre Superintendent.

vii. The members of the Flying Squad must also check that no unauthorized person is moving about or present in the premises of the examination centre. In case of suspicion the identity of such person should immediately be checked and in case of unauthorized person necessary action be initiated.

viii. Possession and use of Mobile Phone by the candidates as well as the Invigilators in the

centre premises is strictly prohibited.

ix. Guidelines for the student for smooth conduct of examinations is attached as Annexure 13.

5.8. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATIONS

i. Amanuensis may be provided on request made by the student to the Head of Institution on the recommendations of the Dean well in advance duly supported by a Medical Certificate (subject to verification) by an authorized Medical Officer of University's choice, if required, under the following cases:

   (a) Students having impairment of movement in arms and hands can read independently

   but have problem in writing.

   (b) Locomotors impaired and cerebral palsy students.

   (c) Sudden illness rendering the student unable to write.

   (d) An accident involving injury rendering the student unable to write

ii. The amanuensis may be a student of at least one lower grade of education or of a different stream than that of the student.

iii. The Dean shall select suitable amanuensis from the institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the student for whom amanuensis has beenappointed.

iv. A separate room for such disabled student(s) and one separate Invigilator to supervise the examination shall be provided.

v. No extra fee shall be charged from the student for providing the facility of amanuensis.

vi. For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

5.9. MISCONDUCT/ MALPRACTICE/ UNFAIR MEANS CASES

Any candidate found in possession of or accessible to him/her, any paper, books or notes, written or printed or any kind of material, whether the papers, the books or the notes relate to the subject of examination of that day or not; writing during examination hours on any paper

other than the answer book, or any portion of the question paper or answers or notes relating to any question; talking to another candidate or to any other person other than the members of the Supervisory Staff in or outside of the Examination Hall; consulting the notes/books outside the Examination Hall; receiving help from another candidate with without his/her consent or giving help to him/her or receiving the help from a person who is not a candidate for the examination of that day; disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the examiner through the answer book or using abusive or obscene language in the answer book; communication or attempting to communicate, directly or through a relative guardian or friend with an Examiner or with the Registrar/ Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolation thereto, swallowing or destroying any notes, paper etc. found with him/her, making deliberate previous arrangement to cheat in the examination as mentioned below:

    i. Smuggling in another answer book or taking out or arranging to send out an answer book;

    ii. Impersonation;

    iii. Obtaining admission to the Examination Hall on a false representation;

    iv. Forging another person's signature;

    v. Failing to deliver his/her answer book to the persons In charge before leaving the Examination Hall; and Refusing to obey the Superintendent of Examination or creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with examination any time before or after the examination, shall be disqualified according to the rules.

Punishment:-

The Vice Chancellor in the cases of University examinations, after taking into consideration the report of the Unfair Means Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or forgiving him/her from the charges and shall impose anyone or more of the following punishments on the student/s found guilty of using unfair means:

i. Cancellation of performance of the student in full or in part in the examination he/she has appeared for.

ii. Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.

iii. Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years.

iv. Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.

v. In addition to the above mentioned punishments, the Vice chancellor may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice Chancellor may impose on such a student additional punishment/ penalty, as it may deem fit.

vi. The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of Examinations or by the Officer authorized by him / her in this behalf, under intimation to the School / Department he/she belongs to.

The Vice-Chancellor may impose any of the above punishments on the candidate on the recommendations of Unfair Means Committee.

The unfair means cases be resolved immediately after the examination is over.

The Broad Categories of Unfair Means Resorted to by Students at the University Examinations and the Quantum of Punishment for each Category thereof.

S.No.	Offence	Punishment
1	Possession of relevant copying material	The candidate should be given "Strict Warning"
2	Actual copying from the copying material for the first time	Cancellation of performance for that particular Course Paper
3	Actual copying from the copying Material more than two Course Papers in the same Semester / Annual Exam	Exclusion of the student from University Examination for one additional Semester/Annual examination.
4	Copying of another student's answer book and possession of other students answer book.	Cancellation of performance for the particular Course Paper of both the students
5	Mutual / Mass copying	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
6	(i) Smuggling-out or smuggling-in of answer book as copying material.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations

	(ii) Smuggling -in of written answer book based on the question Course Paper set at the examination.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
	(iii) Smuggling-in of written answer book and forging signature of the Supervisor thereon.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations with additional fine.
7	Interfering with or counterfeiting of University seal, or answer books or office stationery used in the Examinations.	Exclusion of the student from University Examination for Semester/Annual examinations.
8	Answer Book main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion / cancellation of performance of all the involved students from University examination for that particular Semester/Annual examinations
9	Insertion of currency notes / to bribe or attempting to bribe any of the Person/s connected with the conduct of examinations.	Exclusion of the student from University Examination for Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
10	Using obscene language / violence threat at the examination centre by a student at the University examination to Supervisors/ Flying Squad/Centre Superintendent.	Exclusion of the student from University Examination for Semester/Annual examinations.
11	Using Mobile Phone or any sort of Electronic Gadget and copying from / using it which is not allowed in the examination.	Cancellation of performance for that particular Course Paper also confiscate the electronic gadget.
12	Impersonation at the University Examination.	Exclusion of the student from University examination. (both the students if impersonator is the student of University)
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University Examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper

14	Found having written on palms or on the body, or on the clothes, while in the examination	Cancellation of the performance of the Student at the University examination for that particular Course Paper.
15	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
16	If on previous occasion, a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. If same student is found three or more times for similar offence then his/her name may be struck off from university payroll.	
17	**Practical/ Dissertation Project Report Examination** Student involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
18	The Vice Chancellor / Controller of Examinations, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.	

5.10. INSPECTION OF EXAMINATION CENTRE

i. Every examination Centre shall be open to inspection by the Chancellor, Vice-Chancellor, Dean Academics or Controller of Examinations and such other officers so authorized by the Vice-Chancellor or Controller of Examinations on his/her behalf.

ii. There shall be Observers/Flying Squads who shall be required to visit centre allotted to them during examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his/her inspection report to the Vice-Chancellor.

5.11. LOSS OF ANSWER BOOKS

i. If any answer book of student(s) is lost at the Examination Centre after having been received by the Centre Superintendent of the examination or by any of the invigilators or during transmission to concerned person, the candidate may be required to reappear in that particular paper in which the answer book was lost, on a date fixed by the CoE.

ii. The invigilator of the particular room which reported loss of answer book asked for explanation subject to enquiry by Examination Committee.

iii. If an answer book of a student received by the Controller of Examinations or the Officer authorized on his/her behalf or by an evaluator is lost, the Vice Chancellor shall have the power to decide:

  (a) Whether the student be given in lost paper, the average of marks earned by him/her in other papers.

  (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.

iv. The following formula shall be applicable for determining the average of lost paper(s)

  (a) Compulsory paper(s): Average of other Compulsory Papers

  (b) Elective Paper(s): Average of other Elective Papers

  (c) Practical Paper(s): Average of other Practical Papers

v. In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof.

6. EVALUATION

i. The evaluation of the End Term Examination is carried out centrally.

ii. The Dy. CoE shall ensure that the Registers pertaining to issuing of Answer books to the Evaluator, receiving of assessed answer books from the Evaluator are maintained properly.

iii. There is a provision (if required) to evaluate answer books from the external examiners.

iv. All the answer books must be duly coded with a six-digit code so that student identity is not revealed.

v. A separate register is maintained to track the coded Answer books.

vi. Only one packet of answer books shall be given for evaluation, one after another i.e., after completing the evaluation of answer books of the previous packets. Only 30-60 answer books should be issued for evaluation to each evaluator in a day.

vii. The Dy. CoE shall remind the evaluators to ensure that the papers are evaluated strictly in accordance with the scheme of evaluation, if any, and that the papers are not evaluated in a hurry.

viii. The evaluator will complete the evaluation of answer books within 48 Hours of issue on answer book.

ix. Upon completion of the assessment, the evaluators input the marks from the assessed answer books into the ERP system. Following this, the marks are rechecked and verified before being finalized by the evaluators. The evaluators then generate a printed marks award list (foil report), which is submitted along with the answer books to the assessment centre. The Examination Cell receives the marks via ERP for result compilation, while the answer books are retained for archival purposes.

x. All the answer books are re-checked by laboratory technicians as assigned by CoE.

EVALUATION COMPONENTS

6.1. EVALUATION SCHEME FOR THEORY COURSES

Evaluation Component	Weightage
Internal Marks (Theory) :- **I) Continuous Assessment (30 Marks)** **(All the components to be evenly spaced)** Projects/ Quizzes/ Assignments and Essays/ Presentations/ Participation/ Case Studies/ Reflective Journals (minimum of five components to be covered)	30 Marks
Mid Term Exam	20 Marks
External Marks (Theory) : – End Term Examination	50 Marks

* (**It is compulsory for a student to secure 40% marks in Internal and End Term Examination separately to secure minimum passing grade).**

Overview of Internal Evaluation (30 Marks) –

Internal evaluation is designed to assess students' ongoing learning and application of course materials through diverse assessment methods. Instructors have full autonomy within the 30 marks to employ assessment strategies that best align with the course's learning objectives.

Recommended Assessment Types:-

Projects: - Individual or group projects focusing on research, analysis, and practical application of concepts.

Quizzes: - Regular, short assessments to evaluate understanding of the material.

Assignments and Essays: - In-depth tasks to assess critical thinking and problem-solving skills.

Presentations: - Assessing knowledge dissemination and communication skills.

Participation: - Evaluation of engagement and contributions to class activities.

Case Studies: - Application of theoretical knowledge to real-world scenarios.

Reflective Journals: - Personal reflections on learning processes and course content.

Guiding Principles for Internal Evaluation:-

1. **Alignment with Learning Outcomes:** - Ensure all assessments are purposefully designed to measure the intended learning outcomes of the course.

2. **Clarity and Transparency: -** Provide detailed instructions and grading criteria for each type of assessment at the course onset.

3. **Variety and Relevance: -** Employ a mixture of assessment methods to address different learning styles and comprehensively evaluate student skills and knowledge.

4. **Feedback: -** Deliver constructive and prompt feedback for all assessments to facilitate student learning and development.

5. **Fairness and Objectivity: -** Utilize standardized rubrics and criteria to maintain grading consistency and objectivity.

6. **Documentation and Record-Keeping: -** Maintain detailed records of all assessments, including types, dates, submissions, and grades. This documentation will be comprehensive and meticulous to ensure transparency.

Implementation Steps:-

1. **Course Planning: -** Define the assessment types and schedule at the start of the semester, tailored to the course requirements.

2. **Communication: -** Transparently communicate the detailed assessment plan to students, including evaluation rubrics and submission guidelines.

3. **Mid-Semester Review: -** Engage with students to receive feedback on the assessment methods and adjust strategies as needed based on their input.

4. **End-of-Course Evaluation: -** Evaluate the effectiveness of the assessment methods using student feedback and performance data to refine future assessments.

Documentation and Compliance:-

1. Comprehensive Records: - Instructors are required to keep systematic records of all internal evaluations which include student performances, assessment types, and individual feedback sessions.

2. Departmental Review: - Department heads will periodically review these records to ensure alignment with the university's educational standards and the consistency of assessment practices across courses.

3. University-Level Oversight: - An annual audit conducted by the CoE will review these assessment records to verify compliance with internal evaluation guidelines and the integrity of the grading processes.

6.2. EVALUATION SCHEME FOR PRACTICAL COURSES

Particular	Weightage
Internal Marks (Practical) :- I) Conduct of Experiment II) Lab Records III) Lab Participation IV) Lab Project	 10 Marks 10 Marks 10 Marks 20 Marks
External Marks (Practical) :- End Term Practicals and Viva Voce	 50 Marks

* (**It is compulsory for a student to secure 40% marks in Internal and End Term Practicals and Viva Voce separately to secure minimum passing grade).**

This evaluation scheme will be applicable for all the schools **except SMAS, SPRS, SOAP and SOAS** from AY 2024-25.

6.3. EVALUATION SCHEME OF SMAS

6.3.1.   EVALUATION COMPONENT OF B.PHARMA

S. No.	Evaluation Component	Max Marks

1	Non Pharmacy Courses	75
	Non Pharmacy Practical Courses-Continuous Mode-Attendance	2
	Non Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
	Non Pharmacy Practical Courses-End Term Examinations	15
	Non Pharmacy Practical Courses-Sessional Exam-I/II	5
	Non Pharmacy Theory Courses-Continuous Mode-Attendance	2
	Non Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
	Non Pharmacy Theory Courses-End Term Examinations	35
	Non Pharmacy Theory Courses-Sessional Exam-I/II	10
2	Pharmacy Courses	150
	Pharmacy Practical Courses-Continuous Mode-Attendance	2
	Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
	Pharmacy Practical Courses-End Term Examinations	35
	Pharmacy Practical Courses-Sessional Exam-I/II	10
	Pharmacy Theory Courses-Continuous Mode-Attendance	4
	Pharmacy Theory Courses-Continuous Mode-Assignment	3
	Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
	Pharmacy Theory Courses-End Term Examinations	75
	Pharmacy Theory Courses-Sessional Exam-I/II	15
3	Miscellaneous Pharmacy Courses	100
	Miscellaneous Pharmacy Theory Courses End Term Examinations	50

	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Assignment	3
	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Attendance	4
	Miscellaneous Pharmacy Theory Courses-Continuous Mode-Student /Teacher Interaction	3
	Miscellaneous Pharmacy Theory Courses-Sessional Exam-I/II	15
	Miscellaneous Pharmacy Practical Courses End Term Examinations	15
	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Based on Practical Record, Viva Voce	3
	Miscellaneous Pharmacy Practical Courses-Continuous Mode-Attendance	2
	Miscellaneous Pharmacy Practical Courses-Sessional Exam-I/II	5

* (**It is compulsory for a student to secure 50% marks in each of the course separately including internal assessment to secure minimum passing grade).**

6.3.2. EVALUATION COMPONENT OF M.PHARMA

S. No.	Evaluation Component	Max Marks
1	**M.Pharm Practical Courses**	**150**
	M.Pharm Practical Continuous mode Attendance	10
	M.Pharm Practical Continuous mode Based on practical record / viva voce	10
	M.Pharm Practical End Term Examination	100
	M.Pharm Practical Sessional Exam-I/II	30
2	**M.Pharm Theory Courses**	**100**
	M.Pharm Theory Continuous mode Attendance	8

	M.Pharm Theory Continuous mode Students Teacher Interaction	2
	M.Pharm Theory End Term Examination	75
	M.Pharm Sessional Exam-I/II	15
3	M.Pharm Discussion/Presentation (Proposal Presentation)	75
4	M.Pharm Journal Club	25
5	M.Pharm Research Work	400
6	M.Pharm Discussion/Presentation (Proposal Presentation)	50
7	M.Pharm Journal Club	25
8	M.Pharm Research Work	350

* (**It is compulsory for a student to secure 50% marks in each of the course separately including internal assessment to secure minimum passing grade).**

6.3.3. EVALUATION COMPONENT OF D.PHARMA

Evaluation Component	Max. Marks
D.Pharmacy Practical End Term Examination	80
D.Pharmacy Practical Sessional Exam-I/II/III	20
D.Pharmacy Sessional Exam-I/II/III	20
D.Pharmacy Theory End Term Examination	80

* (**It is compulsory for a student to secure 40% marks in each of the course separately in the theory as well as in practical examinations including sessional marks).**

6.4. EVALUATION SCHEME OF SPRS (BPT 2021 ONWARDS)

The evaluation of all courses will be cumulative of continuous evaluation (Internal Assessment) and

Annual Examinations. Weightage of components will be 20% for Internal Assessment and 80% for Annual Examination, as given in the table below:

The evaluation of all courses will be as given in the table below:

Courses	Theory Marks		Practical Marks		Total Marks
	Internal	External	Internal	External	
Theory	20	80	--	--	100
Theory + Practical	20	80	20	80	200
Practical	--	--	20	80	100

* Some courses have 50/80 marks.

* Credits have not been assigned for the courses.

* Passing criteria is 50% (Theory and Practical separately).

* (**It is compulsory for a student to secure 50% marks in each of the course separately in the theory as well as practical examination including internal assessment).**

6.5. EVALUATION SCHEME OF SOAD

Programme	Evaluation Component	Maximum Marks
B.Arch. (all years)	**[A] STUDIO COURSES**	
	Mid-Term Internal Jury	20
	End-Term Internal Jury	30
	End-Term External Jury	30
	End-Term Examinations For Studio	20
	[B] THEORY COURSES	
	Class Activities 1: Assignments/ Presentations/ Field Reports	10
	Class Test – I	10
	Class Activities 2: Assignments/ Presentations/ Field Reports	10

Class Test – II	10
Attendance	10
End Term Examinations	50
[C] PRACTICAL COURSES	
Mid-Term Internal Jury For Practical	20
End-Term Internal Jury For Practical	20
Attendance	10
End-Term External Jury For Practical	50
[D] THESIS/ DISSERTATION/ SEMINAR	
Mid-Term Internal Jury	20
End-Term Internal Jury	30
End-Term External Jury	50

* (**It is compulsory for a student to secure 50% marks in each of the course separately in the theory as well as practical examination including internal assessment).**

6.6. EVALUATION SCHEME OF SOAS

The pattern of evaluation will be Evaluation I and Evaluation II (Presentation/Assignment/Written) and Practical (Lab Experiment, Practical Record/viva-voce or written will be conducted once only one week before the commencement of end term exam) by the examiner. The End Term Examination will be completely written at University level.

Pattern of Evaluation-

S.No.	Credits	Evaluation Marks (M)			
1	4(3T+1P)	Eval. I 15	Eval. II 15	Practical: 30	End Term : 40
2	3(2+1)	Eval. I 15	Eval. II 15	Practical: 30	End Term : 40
3	2(1+1)	Eval. I 10	Eval. II 10	Practical: 50	End Term : 30

4	1(1+0)	Eval. I 20	Eval. II 20	Practical: NIL	End Term : 60
5	2(2+0)	Eval. I 20	Eval. II 20	Practical: NIL	End Term : 60
6	3(3+0)	Eval. I 20	Eval. II 20	Practical: NIL	End Term : 60
7	4(4+0)	Eval. I 20	Eval. II 20	Practical: NIL	End Term : 60
8	2(0+2)	Eval. L NIL	Eval. II NIL	Practical: 100	End Term : NIL
9	6(0+6)	Eval. L NIL	Eval. II NIL	Practical: 100	End Term : NIL
10	14(0+14)	Eval. L NIL	Eval. II NIL	Practical: 100	End Term : NIL

* (**The pass marks in each course will be 50 percent or more of the maximum marks. The student will have to pass in theory and practical separately).**

7. ABSENCE IN ANY INTERNAL AND END TERM EVALUATION COMPONENT

If a student fails to take Internal and External evaluation component for any reason whatsoever, including ill-health, no second chance will be given and zero marks will be awarded for that component. Some however, in case of pre-excused absence by the Dean of concerned School, the

Concerned faculty may provide an opportunity to the student to appear in makeup exam to be conducted alongside mid-term exams.

8. GRADING SYSTEM

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

8.1. FOR ALL PROGRAMME EXCEPT REGULATORY BODIES

Marks Range (%)	Letter Grade	Grade Points	Description of the Grade
%marks > 90%	O	10.0	Outstanding
80 < %marks ≤ 90	A+	9.0	Excellent
70 < %marks ≤ 80	A	8.0	Very Good
60 < %marks ≤ 70	B+	7.0	Good
55 < %marks ≤ 60	B	6.0	Above Average
50 < %marks ≤ 55	C	5.5	Average

40 ≤ %marks ≤ 50	P	5.0	Pass
%marks < 40	F	0	Fail
-	AB	0	Absent
%marks ≥ 50	S	-	Satisfactory
%marks < 50	U	-	Unsatisfactory
-	W	0	Withdrawal

i. **'F' Grade**: A student obtaining Grade '**F**' shall be considered failed in the Course and will be required to reappear in the End-Term examination to pass the Course. When '**F**' is converted to another grade, '**F**' will be replaced and result of that semester will be revised and re- declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

ii. **'P' Grade:** The '**P**' grade stands for marginal performance and is the minimum passing letter grade.

iii. **'AB' Grade:** A student "Absent" in all components of evaluation of a Course shall be reported as Absent (AB) and shall be considered failed in the Course. For all practical purposes like promotion, SGPA/CGPA calculation, 'AB' (absent) shall be treated as '**F'** (failed).

iv. **'S' and 'U' Grade:** This grade is awarded for non-credit/audit Courses outside the Scheme. 'Satisfactory (S)' or 'Unsatisfactory (U)' shall be awarded in non-credit/audit courses and this will not be counted for the computation of SGPA/CGPA. For a non-credit/audit Course, the student will have to go through same process of evaluation and also the minimum attendance requirement. Extra courses that may result from transfer from one degree programme to another degree programme or change of Scheme shall be considered as non-credit courses, and grade obtained in them be suitably converted to 'S' or 'U'.

v. **'W' Grade:** A 'W' grade is awarded when the student withdraws from a Course. 'W' will not be counted for the computation of SGPA/CGPA. In subsequent Semester when student registers for the same course and gets a grade, 'W' will be replaced and result of the semester will be revised and re-declared. New Grade Sheet will be issued for that semester and all subsequent semesters.

8.2. FOR PHARMACY PCI PROGRAMME

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00-100	O	10	Outstanding

80.00-89.99	A	9	Excellent
70.00-79.99	B	8	Good
60.00-69.99	C	7	Fair
50.00-59.99	D	6	Average
Less than 50	F	0	Fail
Absent	AB	0	Fail
A Student is declared to have passed/cleared a course, if he/she has earned any one of the following grades: O,A,B,C and D.			

8.3. FOR PHARMACY DIPLOMA PROGRAMME

Division	Condition to be fulfilled
First Division with Distinction	≥ 75%
First Division	≥ 60% but < 75%
Second Division	≥ 50% but < 60%
Third Division (Pass)	≥ 40% but < 50%
Fail	Less Than 40%

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

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

iii. **Diploma Eligibility:** A student has to fulfill the following conditions to pass any academic programme

(D.Pharma.) of the University and become eligible for award of Diploma Certificates. Student should have obtained a minimum Pass percentage (40%) in all prescribed courses as per the Scheme. Student should have a minimum 40% at the end final year of programme and should have cleared all dues.

8.4. GRADING SYSTEM FOR AGRICULTURE SCIENCES

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

For Example:

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

CGPA	Division
5.000-5.999	Pass
6.000-6.999	Second division
7.000-7.999	First division
8.000 and above	First division with distinction

SGPA = Total points scored/ Total credits (for First semester)

CGPA = ΣTotal Cumulative points scored/ Course credits

% of Marks = CGPA*100/10

9. **COMPUTATION OF SGPA AND CGPA**

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

9.1. **CALCULATION OF SEMESTER GRADE POINT AVERAGE (SGPA)**

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

SGPA = ∑ {credit of a Course x grade points for that Course}/total credits of the semester

Or

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

Where

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

C_i is the Credit of the ith Course;

G_i is the grade points of the Grade in the ith Course;

C_i is the sum of credits of all courses in which student is registered in the semester including those $I=1$ in which the student has 'F' grade.

9.2. **CALCULATION OF CUMULATIVE GRADE POINT AVERAGE (CGPA)**

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

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

Where

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

9.3. ROUNDING AND PERCENTAGE

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

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

10. RESULT FINALIZATION, MODERATION, DECLARATION AND PUBLICATION

i. The Result of respective End Semester Examinations are to be to be declared with in preferably a period of 15 days not exceeding 20 days from the last date of examination.

ii. The recommendations of examination committee after its meeting are approved by Vice Chancellor for publication of the results in university portal and hard copy is made available to all the heads of school with the signature of Controller of Examinations.

iii. The results of the concerned examinations shall normally be declared within 15 to 20 days of the last examination and the University shall upload the result on the University ERP/website.

iv. The result along with Tabulation charts must be dispatched to Different school as soon as result is published.

11. RE-ASSESSMENT OF ANSWER BOOKS

Re-assessment involves a comprehensive review of the entire answer book, checking each question and answer once again. It aims to ensure that all questions have been properly evaluated and marked.

Rules for re- assessment:

i. After the publication of the results of the University examinations, if a student, whether passed or failed, has strong grounds and belief that there is some mistake in his/her result, he/she may apply to the Controller of Examinations through Dean on prescribed application form along with attested copy of his/her Grade sheet for re-assessment of his/her answer book in one or more papers, after paying the fee as prescribed by competent authority within two weeks of the date of declaration of result.

ii. The Controller of Examinations may accept the application for re- assessment of answer books up to 15 days from the expiry of the date, in exceptional cases.

iii. This re-assessment facility shall be for theory courses only and not for practical courses and internal assessments etc.

iv. The Controller of Examinations may appoint any Officer to ensure that:

    (a) There is no mistake in the total on the title page of the answer book.

    (b) The total of various parts of a question has been correctly made at the end of each question.

    (c) All totals have been correctly brought forward on the title page of the answer book.

    (d) No portion of any answer has been left un-evaluated.

    (e) Total marks in the answer book tally with the marks in the award list submitter by the examiner.

    (f) The answer book or any part thereof has not been changed / detached.

    (g) The handwriting of the student in supplementary answer books tallies with the main answer book.

v. In the event of detection of any omission or mistake in the answer book or in the compilation of the result of a student, the matter shall be reported to the Controller of Examinations, who will get the omission or mistake rectified by referring the answer book to the concerned examiner.

vi. In case there is a change in the grade of a course after re-assessment, then the same will be updated in the result of that course otherwise not.

vii. In case there is change in the grade of a Course, the student will be required to surrender the grade sheet issued to him/her, if any. If student refuses to surrender his/her previous grade sheet, he/she shall be treated to have misbehaved and shall be dealt with by the Examination Committee under the relevant provisions of these Regulations.

12. AMENDMENT OF RESULTS

  i. Due to errors where it is found that the result of an examination has been affected by errors, the CoE shall have power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor.

    Error Means:

(a) Error in computer/data entry, printing or programming,

(b) Clerical error, manual or machine, in totaling or entering of marks in ledger/register.

(c) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

ii. Due to fraud, malpractices etc. In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examiner has benefited the student, has in the opinion of the Examination Committee been party of privy to or connived at such malpractice, fraud or improper conduct, the Examination Committee shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, (to amend the result of such student and to make such declaration as the Examination Committee considers necessary in that behalf.)

13. POLICY ON IMPROVEMENT OF GRADE

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

ii. Grade Improvement is applicable for End Term Theory courses only.

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

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

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

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

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

14. REAPPEAR EXAMINATION RULES AND REGULATIONS

i. Examinations for '**F'** grade students will be ordinarily conducted only in the end of odd and even semesters, as per the Scheme of Examination for the semester. However makeup exam for 'F' grade students with in two months of each semester.

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

iii. Student is required to re-appear only for the End-Term Examination of the Course with for '**F**' grade and carry forward the marks obtained in internal assessment earlier during the semester.

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

14.1. EVALUATION PATTERN FOR REAPPEAR EXAMINATIONS

The evaluation pattern is structured as follows:

End Term Exam: (50 marks):-

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

End Term Exam	50%
Marks obtained in internal assessment earlier during the semester	50%
Total	**100%**

Re-appear Examination for Pharmacy PCI Programme (B.Pharma/M.Pharma):-

End Term Exam	75%
Marks obtained in internal assessment earlier during the semester	25%
Total	**100%**

Re-appear Examination for Pharmacy Diploma Programme:-

End Term Exam	80%
Marks obtained in internal assessment earlier during the semester	20%
Total	**100%**

Re-appear Examination for BPT Programme (2021 onwards)

End Term Exam	80%
Marks obtained in internal assessment earlier during the semester	20%
Total	**100%**

Re-appear Examination for Agriculture Programme

End Term Exam	40%/50%/60%
Marks obtained in internal assessment earlier during the semester	60%/50%/40%
Total	**100%**

15. PROMOTION TO HIGHER SEMESTER/CLASSES

15.1. THE PROMOTION RULES FOR ALL THE UG/PG PROGRAMMES

Framework for Synchronization of General Education with Skill and Vocational Education								
ASSESSMENT FRAMEWORK	LEVEL	CREDITS	SKILLS	VOCATIONAL AND TECHNICAL	ACCREDITATION OF PRIOR EXPERIANTIAL LEARNING	RE-ENTRY	ACADEMIC	SEMESTERS

LEVELS BASED ON EXPECTED LEARNING OUTCOME							
	9	72–80	ALL QUALIFICATIONS ARE QUALITY ASSURED as per the provisions enumerated in MoE Skill Assessment Matrix for Vocational Advancement of Youth (SAMVAY).			Master's Degree. (Programme duration: Two years or four-semesters after obtaining a Bachelor's degree).	Two-year (four-semester)
	9	36–40				Master's Degree. (Programme duration: One year or two semesters after obtaining a four-year Bachelor's degree —Honours/Research).	One-year (two-semester)
	9	180–200				Integrated Bachelor's - Master's Degree programmes	Five-year (ten-semester)
	8	36–40				Post-Graduate Diploma for those who exit after successful completion of the first year or two semesters of the two-year Master's degree programme. (Programme duration: One year or two semesters)	One-year (two-semester)
	8	144–160				Bachelor' Degree (Honours/ Research). (Programme duration: Four years or eight semesters).	Four-year (eight-semesters)
	7	108–120				Bachelor' Degree (Programme duration: Three years or six semesters).	Three-year (six-semesters)
	6	72 – 80		DIPLOMA	DIPLOMA	Undergraduate Diploma (in the field of learning/discipline) for those who exit after the first two years (four-semesters) of undergraduate programme (Programme duration: First two years or four semesters of the undergraduate programme)	Two-year (four-semester)
	5	36 – 40		SKILLS CERTIFICATE(S)	VOCATIONAL & TRAINING CERTIFICATE	Undergraduate Certificate (in the field of learning/discipline) for those who exit after the first year (two semesters) of undergraduate programme. (Programme duration: First year or two semesters of the undergraduate programme)	One-year (two-semesters)

15.2. PROMOTION RULES FOR BPT PROGRAMME (2021 ONWARDS)

i. A candidate who has passed the first year BPT examination of this University shall be eligible to

join 2nd year BPT class. However, a candidate who has failed in one or more courses in the first year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 1st year BPT examination. A candidate will not be allowed to appear in 2nd year BPT examination till he/she passes in all the courses of 1st year BPT Examination as regular or ex-student.

ii. A candidate who has passed the second year BPT examination of this University shall be eligible to join 3rd year BPT class. However, a candidate who has failed in one or more courses in the second year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 2nd year BPT examination. A candidate will not be allowed to appear in 3rd year BPT examination till he/she passes in all the courses of 2nd year BPT Examination as regular or ex-student.

iii. A candidate who has passed the Third year BPT examination of this University shall be eligible to join 4th year BPT class. However, a candidate who has failed in one or more courses in the third year BPT examination may be allowed to attend the next higher class until he/she appears and qualifies the 3rd year BPT examination. A candidate will not be allowed to appear in 4th year BPT examination till he/she passes in all the courses of 3rd year BPT Examination as regular or ex-student.

iv. The reappear/fail students may be reassured if they so desire, next time for the purpose of improvement of internal assessment otherwise their previous score of assessment will be carried forward.

15.3. PROMOTION RULES /ACADEMIC PROGRESSION FOR B.PHARMA PROGRAMME

A student shall be declared PASS and eligible to get a grade in a course of B.Pharm programme if he/she secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examination and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examination.

ACADEMIC PROGRESSION

No student shall be admitted to any examination unless he/she has at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course satisfactorily to be eligible to appear for the respective examinations. Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester

until all the courses of I and II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of I, II, III and IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V and VI semesters are successfully completed

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period. The duration for the completion of the programme shall be fixed as double the actual duration of the programme and the students have to pass within the said period, otherwise they have to get fresh Registration.

A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, he/she shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.

A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, he/she shall not be eligible to get the course completion certificate until all the courses of III, IV, V and VI semesters are successfully completed.

A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period. The duration for the completion of the programme shall be fixed as double the actual duration of the programme and the students have to pass within the said period, otherwise they have to get fresh Registration.

Any student who has given more than 4 chances for successful completion of I / III semester courses and more than 3 chances for successful completion of II / IV semester courses shall be permitted to attend V / VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester

Note: Grade 'AB' should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

15.4. PROMOTION RULES /ACADEMIC PROGRESSION FOR M.PHARMA

A student shall be declared PASS and eligible for getting grade in a course of M.Pharm. programme if , he/she secures at least 50% marks in that particular course including internal assessment.

ACADEMIC PROGRESSION

No student shall be admitted to any examination unless he/she has at least 80% attendance in individual courses considering theory and practical separately. The candidate shall complete the prescribed course

satisfactorily to be eligible to appear for the respective examinations. Academic Progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I and II semesters till the III semester examinations. However, he/she shall not be eligible to attend the courses of IV semester until all the courses of I, II and III semesters are successfully completed.

A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to IV semesters within the stipulated time period as per the norms.

Note: Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.

15.5. PROMOTION RULES /ACADEMIC PROGRESSION FOR D.PHARMA PROGRAMME

All candidates who have appeared for all the courses and passed the Diploma in Pharmacy Ist year examination are eligible for promotion to the Diploma in Pharmacy IInd year. However failure in more than two courses shall debar him/her from promotion to Diploma in Pharmacy IInd year.

15.6. NOT PROMOTED STUDENT

   i. A student who is not promoted shall be called as **Not Attending**. He/She is not to come to University until his/her status changes after getting promoted.

  ii. He/She should express in writing that he/she be allowed to continue on-rolls of the University.

 iii. He/She shall apply, within prescribed time, to re-appear in the ETE of the requisite Course(s) to fulfill the requirements of promotion to next year (clear required minimum Credits and obtain required minimum CGPA). For re-appearing in ETE of required Course(s) he/she should follow instructions in Clause 14.

  iv. If a Not promoted student wants to study one or more Courses in a Semester, he/she shall pay the full Semester fees. He/She will then be considered as a regular student and will be governed by all attendance and evaluation rules for the semester. His/her previous grades of the Semester will be wiped and he will start afresh. He/She will not get benefits of Clause 14.

16. PROMOTION RULES FOR LATERAL ENTRY, INTERNAL MIGRATION & EXTERNAL MIGRATION STUDENTS

i. The Dean of the School has to certify that the credits earned by the student under Lateral Entry/Internal Migration or External Migration are in accordance with the Scheme of the Programme.

ii. In case of any variation in the credits earned by the student, with existing Scheme of the Programme, the Dean has to intimate to the student that he/she has to earn the remaining credits in order to be eligible for the Degree.

iii. The Registrar has to ensure the compliance of the above requirements.

17. PASSING CRITERIA AND AWARD OF DEGREE

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

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

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

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

iv. Should have cleared all dues.

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

18. CRITERIA FOR B.ARCH. DEGREE

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

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

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

   Stage-I (First 3 years)
   Stage-II (Fourth & Fifth year)

iv. The students admitted to the programme shall have to complete the first stage within five

years of admission to the programme. However, the maximum time allotted to complete both the stages (I and II) is 8 years

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

19. AWARD OF DIVISION

19.1. FOR ALL PROGRAMME EXCEPT REGULATORY BODIES

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

19.2. FOR PHARMACY PCI PROGRAMME

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

19.3. FOR AGRICULTURE

Division	Condition to be fulfilled
First division with Distinction	CGPA of 8.000 and above
First Division	CGPA of 7.000 to 7.999
Second Division	CGPA of 6.000 to 6.999
Pass	CGPA of 5.000 to 5.999

19.4. FOR DIPLOMA IN PHARMACY

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

20. AWARD OF MEDALS

For each batch of each Degree Programme, the student with highest CGPA (CGPA>=8.50) will be awarded the University Gold Medal subject to following conditions:

i.   The Student be eligible for award of "First Division with Honors"

ii.   If there is more than one student with same CGPA (without rounding), all will get the medal.

iii. In addition, University may give more awards from time to time.

21. DISPOSAL OF ANSWER BOOKS

The answer book will be preserved for a period of two year from the date of declaration of the results, after which answer books will be shredded and disposed of by the Examination Cell with prior approval of the Vice Chancellor.

22. AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

a. The text and the format of the degrees and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council.

b. The nomenclature of Degree, Diploma, and Certificate etc. shall be same as specified by UGC, AICTE, NCTE, MCI, Pharmacy Council of India, Council of Architecture, Bar Council of India and other such Statutory Bodies.

c. The degrees, diplomas shall be signed by the Chancellor and countersigned by the Vice Chancellor. Provisional Degree Certificate shall be signed by the Registrar and Controller of Examinations, Transcript and Semester Grade-sheet shall be signed by the Controller of Examinations.

d.   The certificates, citations and other documents relating to other academic distinctions shall be signed by the concerned Dean and Registrar.

e.   A student shall be awarded a degree/diploma, if:

i.   He/She has registered, undergone the complete course of studies, completed the project report/dissertation/training report or any other component as specified in the Scheme of Studies within the stipulated time, and secured the minimum grades and CGPA prescribed for award of the concerned degree/diploma/certificate.

ii.   After the Approval by the Academic Council and on being concurred by the Board of Management, the degrees/diplomas/certificates shall be awarded to the successful students at convocation or otherwise, if convocation is not possible.

iii.   A Provisional Degree Certificate shall be issued to a student after the approval of the result by Academic Council.

f.   Processing of Award of Degree/Diploma/Certificates

i.   After declaration of results, CoE shall prepare the list of eligible students for award of degree/diploma/certificate etc., certifying that the students have fulfilled all requirements.

ii.   The Registrar shall ensure that the particulars of the students are correct and there are no dues to the University/School and no disciplinary action is pending against them.

iii.   The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council through Examination Committee, for approval.

iv.   Approval accorded by the Academic Council for award of the degrees, diplomas, certificates etc., shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful students at Convocation or otherwise, if convocation is not possible.

In extreme exigency, the degree, diploma, certificate may be awarded to the successful students before the Convocation with the approval of Vice Chancellor and the matter be reported to the Academic Council.

23.   WITHDRAWAL OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

i.   If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude, or for such

other serious offence, the degree/diploma/certificate/other academic distinction awarded to him/her shall be withdrawn by the University with the approval of the Vice Chancellor.

ii. In order to take action the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the Vice Chancellor. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him/her by registered post or by hand to the candidate. The person concerned shall be required to submit his/her explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

iii. If the concerned person fails to submit his/her reply within the stipulated time, the matter shall be placed before the Vice Chancellor for a decision on the basis of facts and documents on record.

iv. Every proposal for the withdrawal of a degree shall require prior approval of the Vice Chancellor.

24. WITHHOLDING CONFERMENT OF ANY DEGREE / DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations, the Academic Council may, on the

recommendations of the Vice - Chancellor, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct, or violence on the campus or conviction for an offence involving violence or moral turpitude.

25. PROCEDURE OF DUPLICATE DEGREE, GRADE CARDS

If the degree/ grade card of a student is lost, then the concerned student can apply for the duplication degree/grade card with the following procedure:

i. Original copy of the FIR for lost of degree.

ii. Application Form with Affidavit.

iii. Payment of prescribed fee, if any.

In case of torn of degree document, it has to be surrendered to University for issuance of duplicate degree.

26.	**CONVOCATION**

  i.	The convocation of the University for conferring of degree and for other purposes shall be held in the 1st term of the academic Year for award of degree to the students passing out in the previous year.

 ii.	Special Convocation may be held at any time to confer an honorary degree upon to a person for outstanding achievement after duly proposed by Academic Council and approved by Board of Management and subject to confirmation by chancellor.

iii.	The convocation will be chaired by the chancellor of the University and in his/her absence by Vice Chancellor.

iv.	There will be a dress code for the candidates receiving the degree and other participants as approved by Board of Management.

27.	**MISCELLANEOUS**

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

 ii.	These Rules and Regulations will be applicable to all students from Academic Session 2024-2025.

Annexure-1

APPLICATION FORM FOR CORRECTION IN DEGREE/DIPLOMA /GRADE SHEET/MARK SHEET

Note: Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

To,

The Controller of Examination

K.R.Mangalam University, Gurgaon

Amount	
Receipt No	
Date	

Subject: - Application for correction of name/any

other field in *Degree/ Diploma / Mark sheet/ Grade Sheet/ Migration*.

Sir,

I was a student of K.R.Mangalam University in the session _____. I passed the _____ course from K.R.Mangalam University. The degree/certificate conferred upon me by the University has been misprinted/mis-spelt in the name of **Student/Father/any other field**.

Therefore, I kindly request you to correct the name in the above issued degree/certificate. The documents required to support my claim are enclosed herewith.

(Write below the correct input as per 10th certificate, to be printed on Degree/ Diploma / Mark sheet/ Grade Sheet/ Migration):

(A) Student's Name :_____

(B) Father's Name :_____

(C) Any other field:_____

Yours faithfully

Name: _____

Roll No: _____

Email ID. _____

Contact no. _____   Date_____

Signature of the applicant

APPLICATION FORM FOR DUPLICATE DEGREE/DIPLOMA/ GRADE SHEETS / MARK SHEETS

Note: Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

1. Name: _____

        (First Name)   (Surname)   (Father's/Husband's Name)   (Mother's Name)

2. Student No.: _____ Roll No.:_____

3. Type of student: Current: [ ]   Alumnus: [ ]   Lateral Entry: [ ] (tick in the appropriate box)

4. Name of Programme (with specialization): _____

5. Duration of Programme: _____

6. Year of Enrollment: _____

7. Year of Leaving (if Alumnus):_____

8. E-mail Address: _____

9. Telephone No: _____ Mobile No/s. _____

10. Address: _____

12. Purpose for applying for Duplicate: _____

13. Documents required with this application form:

Loss of Certificate/Grade-sheets: Affidavit and Undertaking

Signature of the Student / Parent / Guardian (with Date): _____

--------------------------------------- (For office Use only) ---------------------------------------

_____Accounts/Cashier_____

Received Rs. 500/- for issuing duplicate Degree Certificate/ Mark Sheets/ Grade Sheets.

by cash Payment No_____ or by DD/Bank Transfer No. _____Dated: _____

Cashier (Signature & Name) _____ Date: _____

Annexure-3

APPLICATION FORM

Note: Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

Application Types (✓)   i. [ ] Transcript

                        ii. [ ] Backlog Certificate

                        iii. [ ] Provisional Certificate

                        iv. [ ] CGPA to Percentage Conversion Certificate

Tick the application type according to your requirements and pay the fee of Rs. 500 per application type. The above mentioned certificates will be issued after 7 days of application submission.

Student Name: _____ Roll No.: _____

Father Name: _____ Mother Name: _____

Name of School: _____

Name of Programme (with specialization): _____

Year of Enrollment/Admission: _____ Semester: _____

Mobile No/s.:_____ E-mail Address: _____

Address: _____

Purpose for applying: _____

_____

Documents required with this application form (Photocopies):

Any Government approved ID proof/Grade Sheets/Mark Sheets for all Semesters/Year

Signature of the Student: _____   Date: _____

 (For office Use only)

Accounts/Cashier:

Received Rs. _____/- for issuing _____ by cash Payment No_____ or by

DD/Bank Transfer No. _____Dated: _____

Cashier Name _____

Cashier Signature _____   Date: _____

APPLICATION FORM FOR DUPLICATE ADMIT CARD

Note: Please complete this form and submit it to the Examination Office. Incomplete forms will not be considered.

End Term Examination (Odd/Even):_____ Session/Academic Year: _____

Student Name: _____ Roll No.: _____

 Father Name: _____ Mother Name: _____

Name of School: _____

Name of Programme (with specialization): _____

Year of Enrollment/Admission: _____ Semester: _____

Mobile No/s.:_____ E-mail Address: _____

Address: _____

Purpose for applying for Duplicate: _____

_____

Documents required with this application form (Photocopies):

University I-Card/Any Government approved ID proof

Signature of the Student: _____   Date: _____

* Duplicate Admit Card be issued during the Examination only.

-- **(For office Use only)**

Accounts/Cashier:

Received **Rs. 500/-** for issuing duplicate admit card by cash Payment No_____ or by

DD/Bank Transfer No. _____Dated: _____

Cashier Name _____

Cashier Signature _____   Date: _____

Annexure-7

<u>RE-ASSESSMENT OF ANSWER BOOK OF END TERM EXAMINATION</u>

Name (In Capital Letters):_____ Roll Number: _____

School: _____ Programme: _____

Reason   for   Re-assessment   of   answer   book:
_____

 I want my answer book of the End Term Examination of the following Courses be Re- checked

S.No	Course Code	Course Title	Grade
1			
2			
3			
4			
5			

Amount	
Receipt No	
Date	

_____   _____   _____

       M.No.   E-mail Id   Signature of Student with Date

   _____   _____
_____
Signature of Mentor with Date   Signature of DEAN with Date

_____ **(For Office Use)** _____

The Outcome of the Re-assessment is as Follows:-

S.No	Course Code	Course Title	Old Marks	New Marks	Grade After Re-assessment	Name of Re-checker	Signature of Re-checker with Date

1						
2						
3						
4						
5						

Date: **Signature   of CoE**

FORM FOR REAPPEAR EXAMINATION

Reappear Examination (Odd/Even):_____ Session/ Academic Year: _____   **Form Types (✓) i. [ ] Reappear (having 'F' Grade) ii. [ ] Grade Improvement (having 'P' Grade)**

Student Name: _____ Roll No.: _____ Semester: _____

Year of Enrollment/Admission: _____ Name of School: _____

Name of Programme (with specialization): _____

Mobile No/s.:_____ E-mail Address: _____

I have 'F/P' Grade in the following courses and want to reappear in the End Term Examination of these courses. I may kindly be permitted to reappear in these courses to clear/improve my 'F/P' grade. I understand that the syllabus of these course(s) will be as applicable at the time of reappearing in the Examination.

S.No.	Semester	Course Code	Course Title	Grade
1.				
2.				
3.				
4.				
5.				
6.				

Total Courses to reappear_____ Total re-appear fee_____ Signature of student with date_____

I have checked and recommend the application.

_____   _____

Signature of Mentor with date   Signature of Dean with date

---Accounts/Cashier---

Received Rs. _____/- for reappearing in _____ courses by cash Payment No_____ or by

DD/Bank Transfer No. _____Dated: _____

Cashier Name _____Cashier Signature _____   Date: _____

(For office Use only)

Verify the eligibility for reappearing in above course.

Name of verifier: _____ Signature: _____ Date: _____

GUIDELINES FOR END-TERM EXAMINATIONS QUESTION PAPER SETTING

The examiners who set the question paper will appreciate that these are key tools in assessing students knowledge and their learning outcome. You are required to set question papers for the End-Term Examination. Following guidelines need to be followed for setting of question paper:

i. Question paper should be set within the prescribed syllabus and should cover the entire syllabus of the course and imbibe all components of assessment such as Knowledge, Comprehension, Application, Analysis, Evaluation, Synthesis and Creativity.

ii. Question No. 1 under Section-A is compulsory. Attempt any four from Q. No. 2 to Q. No. 6 under Section-B. Attempt any two from Q. No. 7 to Q. No.9 under Section-C. The maximum marks should be 50.

iii. The first question should have 10 short answers or multiple-choice questions of 1 mark each and should cover the entire syllabus. This should be used to measure the effectiveness of teaching and outcome of the course. Remaining six questions be suitably distributed to cover all modules/units of the course syllabus.

iv. Students should be able to solve the question paper in the given time for the paper.

v. The question paper should be set in accordance with the attached template (Annexure-10).

vi. The questions in the question paper should be clear and free from any ambiguity. Due care should be taken to see that there is no repetition of questions directly or indirectly within the question paper, the statement of any question does not hurt the feelings of any one in any way, and there is no missing data. Instruction to the students, if any, should be clear and must be given at the beginning of the question paper.

vii. To ensure that every CO's of a particular course is mapped along with Bloom level in question paper.

viii. In any case, the question paper setters should not challenge the existence of the examinee; rather they should motivate and help the examinee to express herself/himself so that students do not lose faith in examination or education system in general.

ix. The students are tested at the end of a semester or academic year to find out the outcome of their learning in the classroom.

x. Statistical table, log table, graph, or any other reference material, if any, to be provided to the students must be mentioned specifically and indicated in the undertaking.

xi. The name and/or identity of paper setter should not figure anywhere in the question paper.

xii. The question paper setter should give the undertaking in the prescribed form enclosed.

xiii. The paper setter should provide brief answer key along with page no. reference of textbook/reference book etc. and marking/evaluation scheme details of each question of question paper in a separate envelope. The answer key may be just one page.

Roll   no……………………….

School of _____

Programme_____

End-Term Examination

Month, Year

Course Code- Course Title

Time: 3 Hours	Maximum Marks: 50

Instructions:

1) **Question No. 1 under Section-A is compulsory.**
2) **Attempt any four from Q. No. 2 to Q. No. 6 under Section-B**
3) **Attempt any two from Q. No. 7 to Q. No.9 under Section-C**

_____

Section-A(Compulsory)

Q.No.	Question	Maximum Marks
1. (a) (i) (ii) (iii)	**Fill in the blanks with appropriate words:** ---------------------------- ---------------------------- ----------------------------	3
1. (a) (i) (ii)	**Give the term used for the following:** -- --	2
1. (c) (i) (ii)	**State one function of each of the following:** -- --	2
1. (d)	**Match the items given in Column-A with those in Column-B:** Column A Column B (i) (a) (ii) (b) (iii) (c)	3
Section-B		

1. (a,b)	-------------------------	5
2.	-------------------------	5
3.	-------------------------	5
4.	-------------------------	5
5. (a,b)	-------------------------	5
Section-C		
1.	-------------------------	10
2. (a,b)	-------------------------	10
3.	-------------------------	10

I. Guidelines (The Example categories of Question Types):

i) Define
ii) Differentiate
iii) Compare
iv) Short Notes
v) Diagrammatic sketch with labelling
vi) Flow chart
vii) Formulas / Calculations/ Numericals
viii) Lists/ Outline Steps
ix) Establish Significance
x) Cite Advantages
xi) Explain in about 200 words
xii) Explain/ Describe with the help of labeled diagram/ Circuits

II. Paper Making Concepts:

i. All the questions should be in alignment with COs (also reflecting POs and PSOs) and Blooms level. The Bloom's Level, in case of papers of a theoretical nature, may cover bloom levels up to 4-5, whereas lab-based courses, projects, and creative subjects can have bloom levels up to 6 th level.
ii. All the questions should be of an applicable nature instead of testing route learning.
iii. Effort should be made to integrate the topics and more than one unit in questions such as concept from one unit and its application derived from another unit.
iv. Key (Marking Scheme) of the questions should be made outlining the pointers what is expected in the answers mentioning CO/COs against each question and allocating split marks to the part(s) of the answer out of total marks for the question.

CERTIFICATE OF MODERATION OF QUESTION PAPER/S

End Semester (Odd/Even) Examination

Academic Year: _____

Programme Name: _____ Semester: _____

Course Title: _____Course Code: _____

Details of modification/ changes in Question Paper, if any:

Q.N.	REASON(s)

Checked the following and found Correct or not:

Session (Yes/No) _____

Course Code (Yes/No) _____

Course Title (Yes/No) _____

Max. Marks (Yes/No) _____

Max. Time (Yes/No) _____

Even Distribution of marks of each question (Yes/No) _____

No typographical mistakes (Yes/No) _____

The question paper is fairly distributed over the whole syllabus and covers numerical/computer programming portion (if any) (Yes/No) _____

No question is from outside and beyond the Syllabus (Yes/No) _____

Required data is given in question paper (Yes/No) _____

Following additional stationery/ arrangement is required at the time of Examination *(Graph Paper/ Steam Table/ Codes/ Drawing Sheet/ Drawing Table/ Other stationary)* _____

Name of Moderator: Designation:

Department: Mobile No.:

Date: _____/ ___/ ____   Signature of Moderator

Annexure-12

REMUNERATION BILL

1. Name of the Examiner (as per bank record):_____

2. Address: _____

Contact. No. (Res.) : _____ (Off.) _____

E-mail: _____

4. Name of Programme _____ 5. School _____

6. Course Code:- _____ 7. Course Title:-_____

8. Date: _____ Time: _____

Details Amount

Details	Amount
Remuneration 1.Paper Setting/Conduct of Practical/Oral Examination/ Answer Book Evaluation: No._____ @Rs._____=_____ 2.Conveyance Charges (_____KM/Fix Rs._____ whichever is less)	
Total	

Total Rupees (in words) _____

Bank   Name: _____   Bank   A/C   No.:_____

Branch:_____ IFSC Code: _____

This is to certified that I will show this income of Rs. _____ in my Income Tax return_____

Note: The Examiner is requested to ensure that every column provided in the remuneration form is filled properly to enable the Finance Branch to make payment expeditiously.

Date _____   Signature of Examiner

Signature of Dean

Verified by:

Controller of Examination   Registrar   VC

GUIDELINES FOR THE STUDENT FOR SMOOTH CONDUCT OF EXAMINATIONS

i. All students are advised to be seated in the Exam Hall/Room at least 15 minutes before the scheduled time of the exam.

ii. All the students must carry their University Identity Card and Hall Ticket along with them. Without I-card and hall ticket, no student will be permitted to enter the Exam Hall.

iii. It is the responsibility of the student to fill all the particulars in the answer book correctly.

iv. Students are required to enter the correct answer books number against their name in the attendance sheet.

v. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall or to write the exam.

vi. No student shall loiter around stairs, veranda and in front of the Exam Hall, after the commencement of the examination.

vii. Students are not allowed to leave the Examination Hall before half of the time is over. After this, they are allowed only with permission of invigilator.

viii. Students are allowed to carry only writing instruments, University Identity card, Hall Ticket and board along with them into the examination hall.

ix. Use of Unfair Means is a serious offence and strict action will be taken against those indulging in the same. Writing anything on your hands / body is considered unfair means. Students indulging in this will be awarded '0' (Zero) marks in those papers.

x. Also, writing anything on the desks or walls of the Exam Hall/Room is also considered as unfair means.

xi. Writing anything on question paper except Name and Roll. No. will also be treated as unfair means.

xii. Carrying programmable calculators, pagers, mobile phones, books, and smoking material into the examination hall is also considered as use of unfair means.

xiii. Any other activity hindering the smooth conduct of the exam will be dealt with as per University norms.

Annexure-14

AWARD LIST FOR END TERM EXAMINATION

Even Semester Examination 2023-24

School: _____ Programme: _____

Semester: _____ Course Code: _____ Maximum Marks: _____

Course Title: _____

S.No.	Answer Book Code No.	Marks Obtained	
		In Figure	**In Words**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Total No. of Answer Books Evaluated:

Name of Evaluator: _____ Signature of Evaluator: _____ Date: _____

School: _____ Employee ID: _____ Mobile No. _____

Name of Head of Evaluation Centre: _____ Signature: _____

Date: _____

Annexure-15

DISCREPANCY FORM FOR ANSWER BOOK EVALUATION DURING END TERM EXAMINATION

Programme: _____Year/Semester_____ Course Code_____

Course Title: _____

Types of Discrepancy (✓)	i. [ ] Question/s not evaluated/ Marks not awarded
	ii. [ ] Marks not included/written in the cell of cover page
	iii. [ ] Wrong marks written in the cell of cover page
	iv. [ ] Total marks written on the cover page/award list is/are incorrect
	v. [ ] Marks written in different cell

i. Question/s not evaluated/ Marks not awarded:

S.No.	Answer Book Code	Question no.	Max. mark of question	Marks allotted after evaluation	Old total marks awarded on cover page	New total marks in the cover page	Difference in total marks

ii. Marks not included/written in the cell of cover page:

S.No.	Answer Book Code	Question no.	Max. mark of question	Cell no.	Awarded marks in the cell	New total marks on the cover page	Difference in total marks

iii. Wrong marks written in the cell of cover page:

S.No.	Answer Book Code	Question no.	Max. mark of question	Awarded marks	Old marks written in the cell	New marks written in the cell	Old total marks on the cover page	New total marks on the cover page	Difference in total marks

iv. Total marks written on the cover page/award list is/are incorrect:

S.No.	Answer Book Code	Old total marks	New total marks	Difference in total marks

v. Marks written in different cell:

S.No.	Answer Book Code	Question no.	Max. mark of question	Old cell no.	New cell no.	Awarded marks	Difference in total marks (if any)

Name of Scrutinizer: _____ Department: _____ Employee ID: _____

M.No. _____ Email ID: _____ Signature: _____ Date: _____

Name of Evaluator: _____ Department: _____ Employee ID: _____

M.No. _____ Email ID: _____ Signature: _____ Date: _____ Signature of Deputy

CoE: _____ Date: _____

Annexure-16

Reporting Form for Case of Unfair Means found during the Examination

1. Name of the Examination: …....……………………………………………………………….…...

2. Course Code: …………………………3. Course Title: ……………….……………........................

4. Date of Examination: …………………………... 5. Time of Detection: ………………………………

6. Room No……………7. Name of the Candidate: ………………………8. Roll No……………………

9. Answer copy Serial No: ………………

10. Mobile or other electronic device found (Give details): ……………………………………………....

11. Total No. of incriminating papers recovered: ………………………………………………………....

   (Printed papers, Hand Written papers, Torn book pages etc.)

   Note:- The Detector should sign each recovered materials.

12. Place form where copying material recovered ………………………………………………………

   (eg:- candidate's hand, candidate's pocket, candidate's shoes or shocks, under the clothes, worn

   By candidate, etc.)

Note: - Invigilator should have to take a photo in his/her mobile for evidence purpose.

13. The candidate with Roll No…………………….………………… was found giving/ receiving help to/from

   Candidate Roll No……………………………………………….. Who was sitting just in front /

   behind/left or right to him/her Roll No…………………………………………….

14. Any other mode of use of unfair means (Give details) …………………………………………………….

   ……

Signature of Detector ……………………… **Name of Detector** …………………………………………….

15. Explanation of the candidate……………………………………………………………………………………

………

Email Id:-……………………………………………………………….. Phone No………………………………..

(Signature of the Candidate)

16. Statement of Invigilator ………………………………………………………………………………………

………

Signature of Invigilator ………………………….. **Name of the Invigilator**…………………………………

17. Another Answer book given to student at …………………………… (Time)…………………

18. Enclosures submitted to CoE…………………………………………………………………………

For Office Use

Report by Unfair Means Committee

1. Student was given the opportunity to present his/her case by committee (take the written statement from student including acceptance/denial/mercy etc.) …………………………………………………………

……

……

2. Finding/Conclusions …………………………………………………………………………………………………..

………

Signature of Chairperson   **Signature of CoE**
(Unfair Means Committee)

Date: - …………   Date: - ………………

Student Services and Support

Mentor Mentee Relationship

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

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

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

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

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

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

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

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

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

Differential Learning Needs

The K.R. Mangalam University is focused to serve students of different backgrounds and abilities, through effective teaching-learning experiences. Interactive instructional techniques that engage students in higher order 'thinking' and investigation, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, practicum, internship and use of ICT resources are important considerations. It also probes into the adequacy, competence as well as the continuous professional development of the faculty who handle the programmes of study.

Diversity of learners in respect of their background, abilities and other personal attributes will influence the extent of their learning. The learner-centered education through appropriate methodologies such as participative learning, experiential learning and collaborative learning modes, facilitate effective learning. Teachers provide a variety of learning experiences, including individual and collaborative learning. Interactive and participatory approaches, if employed, create a feeling of responsibility in learners and makes

learning a process of construction of knowledge. Of late, digital resources for learning have become available and this makes learning more individualised, creative and dynamic. Quality of learning provided in the University based upon recently available technology supports and also the initiative to develop such learning resources with Learning Management Systems (LMSs), other e-resources available. The University meaningfully incorporates them in one"s scheme of teaching-learning process.

Cafeteria

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

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

Medical Centre

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

Sports / NCC/ NSS

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

a) The Office of the Director, Physical Education / Sports Officer may be contacted for any admission related queries.

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

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

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

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

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

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

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

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

N.C.C Cadets:

a) Relaxation to the extent of 5% marks in aggregate or in the subject concerned, as the case may be,

will be given to N.C.C. cadet shaving the following N.C.C. Certificates:

b) "A" or "B" Certificate for admission to undergraduate programs.

c) "C" Certificate for admission to postgraduate Programs.

d) Students admitted on this basis shall have to continue in the N.C.C. for at least one year.

e) The relaxation of marks shall be permissible only on production of relevant certificate duly verified by the N.C.C. Officer of the KRMU.

N.S.S. Volunteers:

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

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

Campus Security

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

Vehicle Parking Facility

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

Hostel Accommodation

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

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

Academic Collaborations with Foreign Universities

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

a) Faculty Exchange Program between K.R. Mangalam University and Foreign Universities for gaining international exposure.

b) Students visiting Foreign Universities for Project/Training and other meaningful exposure.

c) Collaboration with Foreign Universities for offering joint/dual degree programs.

d) Development of training and transfer programmes with foreign universities.

e) Collaborations with foreign universities for offering career oriented programmes/ vocational programmes in wide range of fields.

f) Setting up of partnership program with foreign universities for assured admission of K.R.

Mangalam University students for higher degree.

g) Student exchange program with foreign universities for enhancing the educational experience of students.

h) Opportunities for developing consulting projects with foreign universities

Transport Facility

a) The University bus facility is available from several locations all over the NCR region to University Campus.

b) The shuttle service is also available from HUDA City Centre Metro Station and Rajiv Chowk to the University Campus.

c) for transport facility online through their login account   on university website; alternately they can approach to Admin Office for opting and applying for transport facility.

d) Please contact Admin Officer (Transport & Security) or Transport Supervisor for information about bus routes.

Health Services @ KRMU

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

Medical Services at K.R. Mangalam			
S. No	Services Provided	Agency	Inclusion
1	Trained Nursing Staff Shift Time : 9:00 AM to 4:30 PM Shift Days : Monday to Saturday	Blue Circle Pvt. Ltd	ECG, BP monitoring, Injections, Dressings, Basic First Aid, Assisting Nurse in OPDs, Patient care plan- Regular follow ups etc.

2	Physical GP Consultation	**Fortis Hospital/ Medanta Hospital/ Medox Hosptal**	**Once in a month for two hours** (Day and Time will be mutually decided)
3	Super Specialty Physical Consultation	**In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hosptal**	Once in a month for Two Hours **(Cardiology, Neurology, Gastroenterology, Urology, Gynaecology, Hematology, Paediatric etc.)**
4	Allied Health OPD's	Physiotherapy OPD KRMU Department	**Physiotherapy OPD 7 days**
		Nutritionist/ Dietician visit In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hosptal	**Nutritionist/ Dietician visit** for Two hours
5	Dressing	Blue Circle Pvt. Ltd	Dressing consumables & Medicines
6	Random Blood Sugar	Blue Circle Pvt. Ltd	
7	Basic First Aid	Blue Circle Pvt. Ltd	Dressing consumables & Medicines
8	Regular Health Care Program & Awareness Sessions	In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hosptal	
9	Onsite Vaccination camps	In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hosptal	Influenza Vaccine, Pneumonia, Hepatitis etc.Shots for The Students + Staff of K.R. Mangalam
COVID Care Services			

| 10 | Onsite COVID Vaccination Camps | In Collaboration with Fortis Hospital/ Medanta Hospital/ Medox Hosptal | **Onsite camp to provide First, Second and Precautionary doses of COVD-19 Vaccines on the mutually decided date and time for the Students + Staff of K.R. Mangalam** |

Career Development Centre

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

Role of CDC:

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

Our Recruiters:

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

Contact CDC Department at: enquiry.placement@krmangalam.edu.in

{Note: ADD Logos of Recruiter from Website}

Library Services & Learning Resources

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

Offline facilities:

1.   A registered student can avail all the Library facilities.

2.   The students can borrow books for self or through any other person.

3.   The student should send an authorization email from their registered email, to the Librarian with details of authorizing person.

4.   The student must bring/send his/her University ID card to avail Library facilities.

School wise Books Issuing schedule:

Monday	TUESDAY	Wednesday	Thursday	Friday
SOLS	SMAS	SOET	SBAS	Digital Materials
SPRS	SOHS	SOAD	SOED	
		SJMC	SOHMCT	
		SOHS		

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

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

Online facilities:

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

1.   SCC Online (Supreme Court Cases online)   24x7

2.   Manupatra online   24x7

3.   J-Gate online   24x7

4.   NDL online (National Digital Library of India)   24x7

5.   KRMU Digital Library Services (in-house) online   24x7

Other On-line services

•   On-line Issue your desired books   24x7

•   On-line Renew your books   24x7

•   On-line Check your Library status   24x7

•   On-line Syllabus   24x7

•   On-line Old Question Papers   24x7

•   On-line Journals   24x7

•   On-line Course materials   24x7

•   On-line Library collection   24x7

•   On-line Book recommendation etc. etc.   24x7

SCC Online (Supreme Court Cases online):

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

Password: krmu@123

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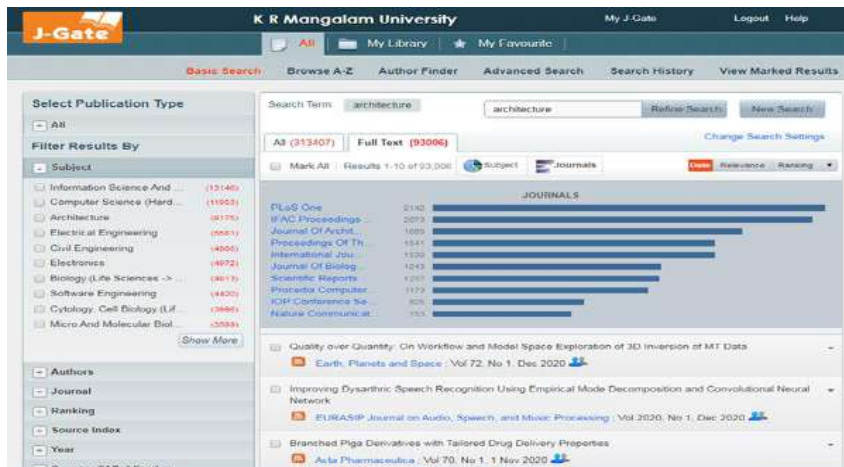
Manupatra Online:

IP base (no login ID & password is required, just click on "IP user click here"). See the screen shot below.

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

J-Gate: URL : https://www.jgateplus.com

User Type	Login	Password
End user	krmuuser	krmuuser1099442358

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

National Digital Library of India (NDL):

Login ID: library@krmangalam.edu.in

Password: krmu

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

KRMU Digital Library Services (in-house) online:

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

Alumni Association

An Educational Institute should provide better forum to students graduating from it, so as to refresh the old memories and to network with one another, both socially and professionally. The forum for alumni is made to maintain bonds that can prove to be an invaluable career asset for both Alumni and the students. Thereby a common platform is built as KR Mangalam University Alumni Association. The Alumni Cell is a place to appreciate the Alumni for their contribution towards Institute as their Alma matter and strengthen the bond of brotherhood among Alumni. It also recognizes the personal/professional achievements of the Alumni during the Alumni meets conducted once in every year

Vision

K.R. Mangalam University Alumni Association will act as a forum to close the gap in student-alumni interaction, driven by ideals and values that will ensure the advancement of both current and future alumnus with assistance in creating a social, intellectual, and inspirational capital for KR MANGALAM UNIVERSITY and its students.

Mission

• To build ties between current alumni and the university and close the communication gap between alumni and students.

• To encourage academic and professional experience sharing among university students.

• To serve as a mentor and focus the efforts of students looking for better chances to learn and develop.

• To foster pride and goodwill among alumni and students.

• To plan and carry out activities that will inspire pupils and improve their skill sets.

• To collaborate with university researchers to propose new technologies and advancements that will meet or exceed commercial expectations.

• To collaborate with the university administration on the organization and planning of alumni events.

Environment & Facilities for Specially Abled Person

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

a)   Policy for Persons with Disabilities

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

b)   Objectives of The Policy

- To create inclusive culture to avoid discrimination, exploitation and exclusion of Disable Students and Staff from all spheres of work and education.
- To create suitable regulatory mechanism for effective delivery of services to Disable Students and Staff of the institute
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education at the institute.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- To provide necessary budget allocation to achieve above objectives.

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

c). Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome

(AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

d) Qualified Person with Disability

The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given institute program or activity. With regard to enrolment, a certified individual with a disability must fulfill the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program. With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job. However relaxation shall be allowed as per the Government rules.

e) Enabling Units for Persons with Disabilities: KRMU has established resource centre for comprehensive education for people with disabilities in the campus. This centre will be enabling Unit for persons with disabilities. The enabling unit will be integrated by a coordinator who will be nominated by the Principal. A counsellor-cum-placement officer shall be appointed for the unit amongst the faculty members of the university. Considering the various functions and activities of the unit, required supporting staff shall be provided by institute. The unit shall work in the coordination with expert committee for persons with disabilities, for implementation of university policy for persons with disabilities. The major functions of the resource centre or Enabling Unit will be as follows: Providing counselling for the students with disabilities on the types of courses they can study at the higher education. Ensuring the admission of the students with disabilities as possible through the open quota and collection of orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to persons with disabilities as per the government policies from time to time. Assessing the educational needs of persons with disabilities enrolled in the higher education. Conducting awareness programs for teachers about the approaches to teaching, evaluation procedures, etc. which they should adapt in the case of students with disability. Providing support to the students with disability and assist them in getting appropriate employment after their studies and conducting regular Remedial Coaching Classes for persons with disabilities.

f) Accessibility Policy:

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

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

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

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

h). Accessibility and Access Audit for Persons with Disabilities

Facilities available for Employee and students

- Ramps and Toilets
- Two-Wheeler is provided for teacher and staff on the basis of fifty percent concession.
- Half hour concession in regular working hours is facilitated to teaching and non-teaching staff.
- Facilities are provided time to time as per government rules.
- Our website is accessible for visually impaired students.
- Disability sensitization sessions are part of the students and Employee induction programme.
- Staff are trained to assist persons with disabilities, including persons with learning disabilities
- The institution has disabled friendly, barrier free environment.
- There are 44 Air Conditioned buses in the University out of which 3 buses uses Diesel as fuel and 41 buses uses CNG as fuel and all the buses are plying across Delhi-NCR, Noida, Palwal, Manesar, Bhiwadi and other locations on daily basis. Total 2000 students and 200 employees of K R Mangalam University avail the facility of university transport. Apart from that University has 2 CNG Maruti Suzuki Wagan-R and one Diesel Toyota Innova for special transportation requirements of physically disabled students and employee.

CAMPUS LIFE & INFRUSTRUCTURE

Clubs & Societies Policies & Procedures Guide

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

Student Senate Role:

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

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

Purpose:

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

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

Club/Society of K.R. Mangalam University:

K.R. Mangalam University encourages students to participate in extracurricular activities for overall growth and development. The University encourages student-centric bodies, cultural clubs, and sports cells that cater to diverse needs and interests. These platforms provide opportunities for students to explore their passion, develop leadership skills, and foster a sense of community.

Names of Club and Societies

Sl. No.	Name of Club/Society
1.	Mediaverse
2.	Dr. APJ Abdul Kalam Science Club
3.	Computer Society of India(CSI)
4.	Chetna Society
5.	Management Society
6.	Sports Committee
7.	Health Club
8.	Cultural Club
9.	Rhetoric Club
10.	E-Yantra Club
11.	Model United Nations Club
12.	Red Cross Society
13.	NSS Club
14.	KR Mangalam Investment Club
15.	Environment Club
16.	DIA club

Chetna Society

Chetna Society is a pioneering step of K.R. Mangalam University towards encouraging students to lead a balanced and focused life through a spiritual platform. To nurture the younger generation and instill aspirational values that encompass material, ethical, and spiritual dimensions, K.R. Mangalam University introduces the Heartfulness Meditation Club, known as Chetna Society. This society aims to cultivate essential human qualities, allowing youth to connect with the wisdom within their hearts, guiding their life's journey. Through various programs, young learners learn to tap into their inner light and wisdom, leading to inner calm and guidance. In a world filled with diverse objectives, the society ignites a desire for inner transformation and growth, enabling today's youth to find balance, prioritize effectively, and experience lasting well-being and joy.

Health society

Good health is defined as Complete Coordination of Body, Mind and Soul. The Health Society of KRMU continuously strives to create awareness among people who are underprivileged and deprived of basic health care services and to make health an asset valued by the community. It is dedicatedly involved in creating awareness and imparting knowledge about the diseases people are suffering from as many of them don't take treatments because of a lack of awareness. Through the conduction of Health camps, health society tries to ensure that people get the right information about their medical problems at the right time. In collaboration with Medanta, Medox Hospital and various NGOs like Pranab Mukhrjee, Vision of India, the Health Society organizes regular health camps in KRMU campus and the nearby villages. Several biochemical tests including Body Mass Index, HB content, Blood Group, Blood Pressure, Blood sugar, etc. are conducted in these health camps.

Management Society

Management Society organizes many activities throughout the year. The society provides a peek into sought-after careers of students, be it entrepreneurship, consulting, marketing or finance. These activities are solely managed by members of the society- from choosing activities to contacting stakeholders to allocating budgets to taking permissions from admins for the activity- all are managed by members of the society. Think about the learnings- once a student has organized such a grand event- it gives him/her the experience to manage challenging roles in the corporate world once he/she steps out of the university. Management Society has successfully organized many inter-university and Inter-School events like Learn-to-Earn Workshop, B-KwiZZ and JAM Session, Abhivyakti Shahadat ki_Lekan, Gayan, Vachan, Manchan, Fiery Debate, Management Lessons for Young Learners, Roshnikaar1.0 etc. This is an initiative to inculcate managerial, entrepreneurial and life skills amongst students of the university.

MUN CLUB

MUN club of K.R. Mangalam University promotes discussions, debates and cognitive abilities that enhances critical thinking of the students and make them aware and reflective of the current scenarios in India and the world. The club endeavors to develop a culture of interaction, dialogue, debates and synthesis. The activities conducted under this club includes extempore competitions, debates and panel discussions, poster-making competitions, and essay writing competitions. Model United Nations is an educational simulation and academic activity in which students learn about diplomacy, international relations, and the United Nations. MUN teaches research, speaking, debating, and writing skills to the participants to promote critical thinking, teamwork, and leadership abilities. What differentiates our club from other MUN Clubs is that we do not confine our discussions over international issues but encourage critical debate over national issues equally.

Rhetoric Club

Rhetoric Club at K.R. Mangalam University plays a significant role in the lives of every literary enthusiast in the University. One of the most awaited events conducted under its aegis is its annual literary event Rhetorica which conducts inter-University literary competitions such as poetry competitions, story writing competitions, essay writing sessions and extempore to encourage listening and speaking, reading and writing skills of the students. Many students find interest in scribbling down the thoughts and ideas that run through their minds. From time to time various activities are being conducted which include: Dialogue writing, Group discussion, Essay Writing Competition, Monologue Competition, One minute Reel making competition etc.

Environment Club

The mission of the Environmental Club is to inspire and engage members to adopt eco-friendly practices, raise environmental awareness and implement sustainable solutions within our community. Through a variety of activities, initiatives, and partnerships, we aim to create a greener and more sustainable environment for all. The Environmental Club has as its vision to create a personal commitment to protect and preserve the environment and to create awareness among the students. It aims to achieve unpolluted surroundings with the help of students and to inculcate environmental consciousness to save and preserve our   earth.

Cultural Club

The culture is to be a dynamic, challenging and independent force based on the freedom of expression. Everyone is to have the opportunity to participate in cultural life. Creativity, diversity and artistic quality are to be integral parts of society's development. Through its potential to move and inspire, culture contributes both to strengthening the individual and developing society as a whole. The cultural club, dedicated to spreading awareness, understanding, and appreciation of a particular culture, its people, diversity, and values have served to support and unite members of cultural identity while helping the community to understand common misconceptions associated with that culture. The club encourages the students to engage in cultural activities, learn new skills, and participate in educational programmes. Further it promotes the international and   intercultural   exchange   and   cooperation   in   the   cultural   sphere.

E-Yantra Society

The E-Yantra society in collaboration with IIT Bombay, Ministry of Human Resources Development (MHRD), Government of India has been set up and inaugurated "E-Yantra Robotic Lab" on 30th July, 2019 at K.R. Mangalam University which aims to teach and help students understand the seemingly incomprehensible electronic gadgets in the world today, and also assist students in developing their own devices. To this end, various lectures, workshops, projects, as well as competitions throughout the year concerning both analogue as well as digital electronics, keep the students busy and ensure they continued learning. This is an initiative to   fulfil   the   increasing   need   for   technical   knowledge   among   the   students.

Sports Society

K.R. Mangalam University provides state-of-the-art facilities with many playgrounds, indoor courts as well as sporting activities that help students stay as fit as a fiddle and develop a spirit of sportsmanship. Every year an Inter-University sports event "ZEST" is organized which have witnessed more than 500 participants across 15 different Universities/Colleges participating in the event every time. The games organized during the Zest are Football, Basketball, Tables Tennis Singles, Tables Tennis Doubles, Badminton Singles (M &W), Badminton   Doubles   (M   &W)   and   Chess. The society also organizes SPORTURA, an Inter –School sports event. This sports event is organised every year for KRMU students only to showcase their skills in the field of sports. Every year SPORTURA witness the participation of more than 600 students from various schools in Cricket, Football, Basketball, Volleyball, Tennis, Badminton and Chess. The students of K. R. Mangalam University have participated in various National, State and Inter-University sports events and have achieved good results. KRMU students have been very consistent and have won various Inter-University games every year.

COMPUTER SOCIETY OF INDIA (CSI)

The Computer Society of India (CSI) is a non-profit professional club which is designed to exchange views and information to learn and share ideas. It also encourages and assists professionals to maintain integrity and competence of the profession and fosters a sense of partnership amongst members. The activities conducted for the students associated with the CSI include lecture meetings, seminars, quizzes, training programmes and programming contests. The motto of the society is to promote & develop knowledge related to recent developments in Computer Science and its Applications by being innovative. The society has conducted various activities like Coding Shastra Competition, Tech Talk on "Recent development in IT", conducted lecture series and workshops, technical idea contest, guest lectures, and the annual summer extravaganza.

K.R. Mangalam Entrepreneurship and Incubation centre (KEIC)

India aspires to become 5 trillion-dollar economy by 2024. To reach the mark, it needs to evolve systems and mechanisms to convert the present demographic dividend into high quality technical human resource capable of doing cutting edge research and establishing start-ups. KEIC bridges the gap between ideas to the market product so that the young ones are no longer afraid to dream an idea and work actively to convert their ideas to commercially viable business. The centre has taken greater responsibility to generate the entrepreneurship skills among the students and to help them to channelize their goals to become a versatile entrepreneur.

Dr. APJ Abdul Kalam Science Society

Established by the initiative of the School of Basic and Applied Sciences, the Science Club has provided a common platform for students from different disciplines to have an enriching experience and explore new ideas on science and technology. It encourages out-of-box thinking amongst students and gives them a platform to put their knowledge into action, enhancing their scientific temperaments and critical thinking. Throughout the academic session, the club organizes different activities to bridge the gap between theoretical learning   and   its   practice.

K R Mangalam Investment Club (KIC)

The Investment Club is a student-driven club with the agenda of becoming one of the top choices for all the students of the KRMU as budding investors. The K.R. Mangalam University Investment Club (KIC) is dedicated to helping members enter the investment management field through career preparation workshops, mentorship programs, and stock pitch seminars. The KIC provides the opportunity for the students to gain hands-on experience in the investment management industry that upgrades lessons learned in both classroom and work environments. It is officially managed by twenty fund fellows, all of whom are current KRMU, and SOMC students. In addition to it, students have an opportunity to become Fund Analysts by presenting   investment   ideas   in   weekly   meetings   held   by   the   Club.

DIA   Club

DIA Club endeavors to create design solutions to enlighten lives. The Club identifies needs, challenges and opportunities in Design and prepares creative solutions to improve the quality of life of people. The activities and workshops organized by DIA Club aim to prepare students for better design capabilities and encourage them to produce objects that help in improving lives. Some of the activities conducted by the club are Origami Workshop, Photography and Film Making, Diwali Workshop etc. and from time-to-time various competitions

are being held such as Photography Workshop, Cradle of Life, Creating pot planters with Sustainable Materials.

Red Cross Society

"The Youth Red Cross" is a constituent of the Indian Red Cross Society: A group movement organized at the initial stages for students between 18 to 25 years of age. We in our college, have a Youth Red Cross wing. Any student of any discipline can become a YRC member. Key activities under the youth program are

- Training to selected teachers and students on Red Cross, Youth program activities as well as on Hygiene Promotion, Water & Sanitation and First Aid.
- Initiation of preparation of visibility activities (wall paintings, posters etc) and printing of behaviour change communication material etc.
- Celebration of special days in school/ college and branch levels with a focus on increasing community awareness of Red Cross and Health issues, e.g. – World Red Cross Day, World Health Day, World Water Day, World Health Day, World Malaria Day, International Youth Day, International FA Day, World Toilet Day.
- Exposure visits of selected Community members/J/YRC Members to other villages to observe community development approaches.
- Initiation of Providing WASH materials (e.g. water filter, soap) and FA Kits and FA Posts in the communities as per need.
- Initiation of clean school/college- Healthy School/college and clean village- Healthy Village campaigns.

National Service Scheme (NSS)-KRMU

NOT ME BUT YOU

The National Service Scheme (NSS) launched on 24th September 1969 on the birth century of Mahatma Gandhi by Union Education Minister Dr. V.K.R.V. Rao in 37 universities covering all States and simultaneously requested the Chief Ministers of States for their cooperation and help. The motto of the National Service Scheme is aimed to involve the students at colleges and universities by inculcating the feeling of empathy and self-extension. The motto of the National Service Scheme is " Not Me, But You". It emphasizes on the welfare of whole society. It is one of the best platforms for the students where they can execute their selfless service for not only the community people but for whole country. National Service Scheme provide the opportunities to the students to develop their personality by involving them in community service. Therefore, this is very crucial to design the activities like socio-physical activities, cultural activities which uphold and promote the values of patriotism, communal harmony, and national integration among student volunteers.

The symbol of the National Service Scheme is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release signifying the movement in life across time and space.

National Service Scheme (NSS) Unit has been alloted to K.R. Mangalam University by the Department of Higher Education, Panchkula, Haryana in year, 2017. Dr. Chandra Mohan is the founder member and Coordinator of NSS-KRMU. Every year more than 100 students register for NSS as volunteer from various disciplines and give their contribution towards social services.

K.R. Mangalam University always stand first to serve for the nation not only in education but also in diverse work for the society with upmost integrity and honesty. By associating with the National Service scheme programme of the Haryna Govt., KRMU gives their best contribution in social reform activities. NSS-KRMU team awarded by the District legal services authority (DLSA) Delhi and Gurugram for their outstanding contribution towards social services and welfare activities.

Benefits of NSS:

- Preference in Admission / Employment.
- Helps in acquiring leadership qualities and democratic attitude.
- Provides diversified opportunities to students in colleges and universities to develop their personality through community service.
- Helps in developing positive attitude, self-confidence, courage & patience.
- Gets opportunities to see the community closely and thus gets an experience of human nature in relation to his / her environment
- Gets the opportunity to participate in various National / State level programme such as National Integration, Motivational Lamps, value-oriented self-development camps, Adventure camps, workshops. Youth exhibition, cultural programmes etc.
- Honoured at University level for their excellent and outstanding work in NSS.
- May be nominated for Indira Gandhi Awards at National Level.

Extension Activities

Community engagement plays a pivotal role in shaping a sustainable future at local, regional, national, and global levels. KR Mangalam University excels in outreach and community service programs, making significant strides in fostering sustainable development in nearby villages such as Ghamroj, Garhi Bazidpur, Berka, Lakhuwas, Kharoda, Nuh, and Ghanghola in Gurugram. The university's efforts are focused on various Sustainable Development Goals (SDGs), including health, education, capacity development, sustainable livelihoods, women empowerment, old age care, hygiene, gender sensitization, cleanliness, plantation drives, and basic technical skills in diverse areas.

KR Mangalam University is dedicated to enhancing entrepreneurship skills among villagers, demonstrating a commitment to social and moral responsibilities toward the community. By doing so, the university aims to make a substantial contribution to local, regional, and national development. With a significant portion of the population residing in rural areas, it is crucial to focus on creating sustainable communities that promote economic growth, environmental conservation, and social well-being. Sustainable rural development is essential for the economic, social, and environmental viability of nations.

Co-Curricular Activities

The goal of the teaching and learning method is to ensure the success of a learning session by understanding various contexts such as learning domains, strategies to engage learners, creating conducive learning environments, and

using participatory learning methods with effective materials. Experiential and participatory learning methods are essential for student learning. For quality education, it is crucial to select the appropriate teaching and learning methods. The benefits of participative and experiential learning are numerous. KR Mangalam University emphasizes the adoption of these methods to enhance student involvement through participative learning and problem-solving approaches. Activities such as role plays, teamwork, debates, seminars, quizzes, field visits, industrial visits, guest lectures, workshops, school activities, and various clubs and societies are organized to ensure a proper flow of knowledge through enthusiastic interaction and active participation, thereby boosting the skills and expertise of students and faculty.

KR Mangalam University, recognized for its quality, inclusiveness, and sustainability, is the fastest-growing higher education institute. KRMU proactively organizes co-curricular activities that provide 360-degree exposure to various trends, fostering diverse viewpoints. The university is dedicated to academic excellence through its teaching and learning pedagogy, striving to fulfill its primary objective of creating skilled manpower through innovative pedagogy and activities that promote emotional, physical, intellectual, and social development.

SPORTS FACILITIES

K.R. Mangalam University provides cutting-edge facilities aimed at nurturing not just academic excellence but also physical fitness and sportsmanship among its student body. With sprawling campuses equipped with numerous playgrounds and indoor courts, the University creates an environment conducive to holistic development. The success of KRMU students extends far beyond the confines of their own campus. They have made their mark in various National, State, and Inter-University sports events, consistently bringing home accolades and recognition. This speaks volumes about the dedication and skill of the university's athletes, as well as the support and encouragement provided by the institution itself. Participation in sports offers numerous benefits beyond physical fitness. It instills values such as teamwork, discipline, resilience, and sportsmanship, all of which are integral to personal and professional success. K.R. Mangalam University goes beyond intercollegiate sports events with its own internal competition, "SPORTURA." Exclusive to KRMU students, SPORTURA is a vibrant Inter-School sports event that annually attracts over 1000 participants from a wide range of schools. Here, students have the opportunity to showcase their sporting prowess in Cricket, Football, Basketball, Volleyball, Tennis, Badminton, Chess etc. SPORTURA serves as a testament to the university's commitment to providing avenues for students to excel not just academically but also athletically.

Indoor Sports Facilities
(ADD Pictures)

OUTDOOR SPORTS FACILITIES
(ADD PICTURES)

CODE OF CONDUCT FOR STUDENTS

Every KRMU student shall:

(a) Maintain conduct integrity by following rules and regulations of the University.

(b) Conform to a high standard of discipline and conduct herself/himself professionally within and outside the precincts of the University.

(c) Have seriousness of purpose and shall, in every way, train herself/himself to lead a life of earnest endeavour and co-operation and shall develop good neighborliness with fellow students of the University.

(e) Show due respect and courtesy to the teachers, officers, other employees and visitors of the University.

(f) Respect the rights of others.

(g) Regularly attend lectures, Labs/practicals, evaluation components, examinations, and all form of teaching processes in accordance with the University regulations.

(h) Not use any audio or communication devices including radio, video player and mobile phones while the class/lab is in progress.

(i) Not play computer games or access prohibited sites in computing facility.

(j) Not carry and consume food items in the classrooms/laboratories/ library/ activity rooms.

(k) Be properly and professionally dressed at all times.

(l) Wear/carry Student Identity Card (IDs) at all times and produce as and when demanded by the University authorities or any University security personnel.

(m) Maintain the cleanliness of the campus. Littering the campus premises, including classrooms and washrooms, is strictly prohibited.

(n) Not consume and/or sell tobacco and drugs as the University is Tobacco-Free and Smoke-Free Campus. Such indulgence is an offence and strictly prohibited.

(o) Not possess, distribute, sell or consume alcohol, any prohibited drugs/substances, firearms or any other harmful material. Indulgence in any such activity is an offence and strictly prohibited.

(p) Refrain from doing anything that may be harmful to own self/others safety, health or security. Fire extinguishers, hoses, fire alarms etc. should not be touched. It is emphasised that the safety regulations as notified by the University must be always observed.

(q) Not conduct business in any form inside the campus.

(r) Be prohibited from forcible entry or unauthorized entry to Campus or any building structure/facility and unauthorized use of grounds. Also remaining in any campus block after their respective official closing hours is not allowed.

(s) Ensure confidentiality of her/his access passwords to prevent its misuse leading to security breach or getting blamed for someone else's wrongdoings. She/he should log off from the computers in the laboratory after her/his work is completed.

(t) Not form any Society, Association or Club without the prior permission of the competent authority.

(u) Not place unapproved posters, signs or distribute handbills or any written material. No material should be posted on walls, sidewalks, furniture, doors, windows, building entrance, cafeteria, etc.

(v) Not recklessly drive motorized vehicles in campus. Also, parking in unauthorized areas is not permitted. Students should cooperate with security for parking.

(w) Not damage University property (such as building, furniture, apparatus, computers, network, software) or infringe copyrights and access prohibited websites. In case of any damage to the property of the University, the damages shall be charged to the student(s) involved. If the people who cause the damage are not identified, the cost of damage may be recovered by equally charging all the students of the class, School or University. Disciplinary action will be taken against the student(s) involved.

(x) Not indulge in the following acts of omission and/or commission as these constitute gross indiscipline and violation of the code of conduct by students and are liable to invoke disciplinary action:

(i) Ragging.

(ii) Furnishing fake documents or false statement of any kind in the form of application for admission or for award of scholarship, etc.

(iii) Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.

(iv) Wilfully damaging or stealthily removing any property/belongings of the University, hostel or fellow students.

(v) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

(vi) Adoption and use of any kind of unfair means in the examinations. Organizing or participating in any group activity in or outside the campus without prior permission.

(vii) Mutilation or unauthorized possession of library books.

(viii) Resorting to noisy and unseemly behaviour, disturbing studies of the fellow students.

(ix) Misuse of Internet/e-mail facilities or tempering/ hacking with servers anywhere in the Hostel / Departments etc.

(x) Act of violence or intimidation, including sexual harassment, or use any form of force on any member.

(xi) Discrimination against a person on the basis of race, ethnicity, gender, age, religion, caste, disability, or sexual orientation, as well as other categories.

(xii) Breach of rules and regulations, lack of decorum, act of indiscipline, misconduct in classroom/laboratory/playgrounds/library/activity rooms, misbehaviour on the campus

(xiii) Failing to appear at the request of any authority.

(y) Any situation not covered in the above-mentioned points, is liable for disciplinary action as per the discretion of the competent authority.

(z) In case any student breaks the rules, the matter would be brought to the Disciplinary Committee. The Committee will investigate the matter in detail and will recommend suitable disciplinary action or punishment including dismissal from the University. The punishment will be decided only after giving a full hearing to the student and she/he is given a fair chance. A student whose conduct has not been up to the standard expected from the student of this University may be temporarily or permanently debarred from continuing in the University. For a minor offence committed (a) in Hostel, (b) in the Department or a classroom/ laboratory, the Warden or the Dean of School/Head of the Department and the Dean of Student Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

Academic Integrity

Promotion of Academic Integrity and Prevention of Plagiarism

Objectives

- To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

- To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

- To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

Duties of Institutional Academic Integrity Panel

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

Awareness Programs and Trainings:

- IAIP shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

- IAIP shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

IAIP shall:

- Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.

- Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

- Include elements of responsible conduct of research and publication ethics Orientation and Refresher Courses organized for faculty and staff members of the University.

- Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

- Establish facility equipped with modern technologies for detection of plagiarism.

- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

Curbing Plagiarism

- IAIP shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

- The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

- Every student submitting a thesis, dissertation, or any other such documents to the IAIP shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.
- IAIP shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.
- Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- IAIP shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- IAIP shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

ANTI RAGGIGING POLICY & COMMITTEE

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

Name of Member	Designation
Pro Vice Chancellor	Ex-officio
Tehsildar, Sohna	Representative of Civil Administration
SHO, Sohna	Representative of Police Administration

Six faculty members	Representative of Faculty members
Registrar (Ex-officio)	Member Secretary

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

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

Immediately Contact:

KRMU Anti Ragging Helpline: 0124-2867800, 8800697004
Email: antiragginghelpline@krmangalam.edu.in
UGC Anti-Ragging helpline: 1800-180-5522 (24x7 Toll Free)
Email: helpline@antiragging.in

Internal Complaints Committee (ICC)

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

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

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

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

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

One Female Student nominees	Member
One Male Student nominees	Member

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

• Send an email to icc@krmangalam.edu.in
• Complaints on a plain paper addressed to the Presiding Officer
Your complaint will be kept confidential.

KRMU ICC Helpline: 0124-2867800, 8800697004

Grievance Redressal Committee

In compliance with under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the Grievance Redressal Committee shall consist of the following members: An aggrieved by said offence, may make a complaint in accordance with the regulations to the Grievance Redressal Committee either in person or through the mail or contact appended below.

KRMU Grievance Redressal Helpline:

Email: grievance.redressal@krmangalam.edu.in

Contact No: 0124-2867800, Extn. 1017, 8800697002

Gender Sensitization Committee

A Committee on Gender Sensitization at KR Mangalam university is a crucial committee which aims to bring extremely gender equitable and gender sensitive academic space and follows zero tolerance to sexual harassment towards women. The committee is responsible for developing and implementing policies and training programs aimed at raising awareness and promoting respectful behavior among students, faculty, and staff. By organizing workshops, seminars, and support services, the committee helps to create a safer and more supportive space for all members of the university community. Its work not only enhances the overall educational experience but also contributes to the broader goal of gender equality and social justice. The Gender Sensitization Committee is constituted with aim to create awareness amongst students about the need for gender equality, and the various forms of gender-based discrimination, so that they are better equipped to deal with such cases in their personal lives as well to make their voices heard in public- speaking in unison for the rights of women and committed to not only creating a gender sensitive and women friendly academic space but also spread awareness in the institution and amongst communities at large about tenets and principles of gender equality. It is dedicated to spread awareness, with support and cooperation of students and faculty members, by conducting workshops and seminars for all on various topics, with specific focus on laws for women's empowerment, safety and gender equality.

KRMU Gender Sensitization and Safety Helpline:
Email: gssc@krmangalam.edu.in
Contact No: 0124-2867800, Extn. 1017, 8800697002

STANDARD OPERATING PROCEDURE (SOP)

SAFETY AND SECURITY OF UNIVERSITY CAMPUS

At K.R. Mangalam University, Security and Safety is everyone's responsibility. As a team member, you will be required to learn and understand important safety information that is vital to your well-being and safe operation of the University. During your time at KRMU you will also be required to participate fully in all safety related drills, thus ensuring that we are all fully prepared should an emergency ever arise.

Security and Safety policies and procedures are set in place to make University safer and to have a course of action to cater to events of unsafe situations. Students and staff, as well as parents, should understand the policies and procedures that are meant to help the Institution to maintain safety and be sure to follow them.

Security and Safety Policies

Several policies need to be implemented for a University to be accepted as being safe and secure for the students. These include policies about being healthy or staying home, practicing safe walking instead of running in hallways, not having food or drink to choke on or spill during classes. Other policies include rules against bullying and discrimination that lead to unsafe situations.

Security:

The Security Officer, working with the Administration Officer of the University, has direct control over the security team.

Responsibilities related to Safety/Security are as follows:

- Implement and maintain security processes across the organization to reduce risks, response to incidents and limit exposure to liability, in order to reduce financial loss to the organization.
- Implement and manage comprehensive location-wise safety and security education and awareness programs for employees and security personnel and prepare written incident reports on all significant incidents happening at the University.
- Supervise all security personnel including outsourced security staff and educating them of the various procedures and systems approved by the management.
- Updating and signing of all the Daily Security Report.
- During the Fire Safety Drill ensure that the floors in the buildings are cleared of students/staff. During drill and emergencies, maintain control of the situation.
- Assist and assign security personnel in medical emergencies.
- Ensuring the safety and security of all assets and goods of the university including third party assets in the custody of the university and to ensure that the movement of such assets and goods are made in accordance with the procedures laid down.
- Advising the management proactively on all security related issues.

Contractor / Vendor movement:

Any contractor with prior permission from concern department will only be allowed to enter the University to perform their work. They are allowed only after 3 pm on regular basis. In special cases and looking at the urgency of work they can avail permission from Admin department/ Registrar to enter the University before 3 PM to perform their work. Contractor must provide a list of their items while entering the University and only clear their items after receiving proper authorization from concerned department. They are not allowed to remove their items from University on Sunday or any other day when University is observing a closed holiday.

PROCEDURE

a) **Procedure for students entry in the University premises**

- All students require wearing University identity card while entering in University and it should be worn all the time while remaining in the University premises.
- On joining the University, each student will be required to obtain an identity card from the Registrar office. The card will have to be produced when using the library, entering the campus, cafeteria or attending special university functions and at any other time wherever identity card is required.
- Students are requested to carry the identity card on their person in the University premises. Duplicate identity cards will be issued on payment of Rs.200/-. Students should not possess more than one identity card at any time.

b) **Procedure for Visitor Entry and exit in the University premises.**

- On arrival of a visitor at the entry gate, a security person shall inquire about the purpose and to whom the visitor wants to meet. Based on the confirmation from the respective person to whom the visitor will meet, the security personnel shall make a gate pass for him and ask the visitor to enter details in the visitor register.
- A visitor's identification card shall be issued to the visitor.
- If the visitor is carrying any belongings, depending on need, it will be allowed to bring them inside the premises with permission. Laptop, camera, mobile, or any other electronic device or tools shall only be allowed after permission from authorized person after understanding the purpose. This permission shall be documented as per respective format. The remaining belongings shall be deposited at the security gate.
- Security person shall guide the visitor to entering inside the premises.
- The visitor should be always be escorted by respective department personnel. This is important with

respect to the safety and security point of view.

- Visitors' health status shall be checked as per the respective procedure to ensure that visitors are not infected with any contagious diseases.
- Visitors shall be educated about the safety rules of the University premises
- When visitors want to leave University premises, security personnel will ensure that whatever items the visitor took inside the University matches. In case of any mismatch observed, it shall be inquired to resolve the discrepancy.
- If the visitor is taking anything additional with him/ her, it should have adequate documentation or written permission from the authorized personnel.
- Before exit, security personnel should collect the visitor's identification card and gate pass duly signed by the person to whom the visitor met in the factory.
- Security personnel will guide the visitor to press the headcount button to deduct the count.
- In case of perspective admission candidates, security personnel has to maintain separate records of visitor viz. Name and Address of Visitor, Contact Details, Purposes, ID Proof, Time In & Out. The Security Personnel will escort to visitor and handover to admission cell. Other visitors will be escorted and handed over to Reception. This is important with respect to the safety and security point of view.

c) **Procedure for Material Movements in the University premises**

- Material coming in to the premises must be accompanied by a proper gate pass.
- No item will be taken out without written permission of the department head.
- Documents for material incoming and outgoing should be implemented with a list of authorized signatories.
- Shifting of materials from one wing to another should be carefully monitored and a record of such has to be maintained to avoid confusion.

d) **Procedure for Mail and Courier Movements in the University premises**

- Incoming and outgoing mail / courier record to be maintained properly.
- Incoming – security person will receive the mail and courier and hand it over to the concerned person.
- Outgoing – He will make an entry of outgoing mail / courier with full details.
- Any loss/ missing report should be given to Admin without delay.
- No courier should be sent out without seal and sign of the departmental head.

e) **Procedure for Patrolling Procedures in the University premises**

- The security must ensure that once the college is closed, all the unwanted lights and Air conditioning units are put off.
- Patrolling should be taken on an hourly basis once the college is closed for the day.
- Security will keep a watch on the activities of the casual laborers/ contractors.
- If security finds anything unusual/ untoward, a report must be given to the Admin Head/ Security Supervisor first verbally (in case urgent) & then in writing.

f) **Procedure for Frisking /Checking Procedures in the University premises**
- All outside staff will be thoroughly frisked at the time of their leaving the premises in the evening. In case of any person resisting, the same will be clearly informed to the concerned authority.
- All garbage being removed from the premises by the housekeeping personnel else must be thoroughly checked before they are being taken out.
- If anything untoward is found it must be reported to Administration head
- Housekeeping personnel should be frisked/checked on their each in and out movements
- Frisking is applicable for all, Vendors and Housekeeping staff.
- Contract staff/ casual laborers – Security to identify the person, make an entry in the register and issue the badge. Keep record of the badge.
- Housekeeping movements register to be maintained.

g) **Procedure for Handing over and Taking Over in the University premises**
- The guard coming on duty or going off duty will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- Both the security guards/Supervisor will check the entire building thoroughly.
- Reliever guard should check all the documents which are related to security before taking over charge.
- Security should check all the systems which are in the facility/under security.
- Occurrences report register to be maintained.
- Reliever guard should check all the documents, systems, which are related to security before taking over charge.

h) **Procedure for Fire Control in the University premises**
- All the fire equipment to be checked whether serviceable or unserviceable.
- Security should know where the fire extinguishers are located/installed and to be able to operate them immediately in case of any fire accidents.
- Check the life of the fire extinguisher, i.e due date of next recharge. If the due date is over, give a written complaint to the Director.

- In case of fire, prompt action to be taken by the security to safeguard the life and property of the College.
- In the event of any fire, rush to the spot, muster all manpower available and take control of firefighting operations.
- Employees to be made aware to respond during emergency. Mock Drills to be done and fire exit posters to be pasted at necessary spots.
- If necessary, Security should call Ambulance team and Fire Station.

i) Procedure for Emergency Procedures in the University premises
- The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
- Security will immediately report if any untoward incident/misconduct of misbehavior occurs to Security Supervisor / Admin Head.
- Security person should know the entire emergency exits doors and main entry gate, so that he can take suitable action at short notice.
- Identify the emergency and its gravity.
- In case of emergency, ring the alarm bell / siren.

The following security registers will be maintained by the security personnel:
- Visitors Register
- Office Open / Close Register
- Security Duty Register
- Security Duty Handover Register
- Attendance Register Housekeeping & Security Staff
- Housekeeping In-out register
- Students In - Out Register
- Letter Receiving Register
- Gate Entry Register

STANDING OPERATING PROCEDURE (SOPs)

ON-SITE EMERGENCY PLAN

FOR IMMEDIATE ACTION IN REAL SITUATION	
INFORM DISTRICT CONTROL TEL.NO. INFORM FIRE SERVICE: Fire Station-	**101**

INFORM FIRE BRIGADE:
 	
FIRE STATION
 	
Fire: Control Room, Sohna
 	
UNIVERSITY EMERGENCY ORGANISATION
 	
    1.   Mr. Om Prakash, AO
    2.   Mr. Aman P Singh, Fire-in-Charge
    3.   Mr. Jamshed Khan, Maintenance in-charge
	0124-2324033
	
	Mobile no.
	
	8800697021
	
	9729934887
	
	9910075239

Nearest Medical Service 1. Vardan Hospital 2. Medical Room Campus	Phone No. 8199984102 8288059806

Note: The information should be first given to any member of University Emergency Organization and he/she will inform to the concerned person.

STANDING OPERATING PROCEDURE (SOPs)

1. **EMERGENCY PLANNING**
   A serious, unexpected and dangerous situation that has potential to cause serious injury & loss of life, which requires planned action.
2. **Type of emergencies**

- Onsite emergency
- Off-site emergency

A- SCOPE OF ON-SITE EMERGENCY PLAN

The types of incidents can lead to disaster scenarios: -

- Fire
- Major spillage
- Structure collapse

- Earthquake
- Bomb Threat
- Electric Shock
- Major Work Related Human Injury / Medical Emergency

Purpose of emergency planning:

- Contain and control accident.
- Rescue and treatment of casualty.
- Safeguard people.
- Rehabilitate the areas affected.
- Provide information to external agencies, if required.
- Ensure rapid returning to normalcy after emergency.

3. **AIM :-**

a. To lay down instructions for Fire Prevention for strict implementation by all personnel of the University in the Campus and Hostel managed and run by the university and also lay down procedure to be followed in the event of any outbreak of Fire.

4. **FIRE PREVENTION** :-

a. All employees and students of the University must ensure that all precautions and measures are taken to ensure that no fire takes place in our Campus and Hostel.

b. **The following precautions/measures must be taken** :-

(i) Any loose connection, short circuiting, spark from plugs and fuse blowing off, must immediately be reported to the Maintenance department in Writing. Overloading of shockets by multi plugs should be avoided.

(ii) All plugs should be pulled out by occupants from rooms/cabins in the evening before departure and appliances switch off.

(iii) Security Supervisor will get all MCBs switch off in the evening, other than those of corridor/external lights.

(iv) Security Guard will check all plugs are pulled out and all switches are off before locking the room. The switches include those of computer and "chord" switches also. All rooms where switches are "On" or plugs are not pulled out will be given next morning as a written report for follow up action.   Security Supervisor shall monitor this.

(v) Burning of candles and incense sticks is strictly prohibited.   In cases where the wax sealing of documents is required, the same must be done with due care.   Similarly, during any inauguration ceremony, requiring lamp lighting, the concerned coordinators should ensure that all safety measures are in place.

(vi) Strict fire precautions in workshops should be ensured, for which **Mr. Aman P. Singh** is in charge. In the event of any fire, the fire extinguishers should be brought to effective use by the lab staff. It is therefore essential that each lab must have persons trained in the use of fire extinguishers.

(vii)   Papers or other material requiring destruction by burning would be done in garbage dumping area by Housekeeping staff, under the supervision of   House Keeping/ Security supervisor.

(viii)   Fire precautions must be ensured in the Cafeteria kitchen and Hostels.   Incident s in Hostel viz. leaving the iron "On" or other combustible material, overloading of sockets, leaking gas cylinders, short circuiting etc.   is to be absolutely avoided. Necessary instructions be issued to all concerned and checks carried out by the   Warden on daily basis.   The Canteen Committee must ensure precautions against fire in the Cafeteria.

(ix) Fire Fighting Officer shall carry out an assessment of the need of fire- fighting equipment after every new facility is created inside the campus and work out requirement of fire – fighting equipment. He would be required to put up the proposal to the concerned person for procurement of additional fire equipment.   He will also ensure 100% serviceability of the existing equipment and get the equipment inspected annually by a certified body.   He will also ensure that the required personnel are trained in using the fire extinguishers and that a **mock drill rehearsing the action in the event of any fire accident is carried out once in a quarter year involving all University/School employees.**

5.   <u>FIRE FIGHTING :-</u>

The composition of the 03 Teams under the supervision of **Chief Co - coordinator (Mr. Om Prakash)** for Fire Prevention & Fire Fighting would be as under:-

(i) **Fire Fighting Team** –   Security In charge
(ii) **Fire Protection Team**   - Estate Engineer/ Manager/Physical Teacher
(iii) **Salvage Team** - Admin Officer, Team Incharge Security staff & House Keeping Supervisor

4. <u>ACTION IN CASE OF OUTBREAK OF FIRE:-</u>

The following sequence of action would be followed:-

i)   Whenever any fire is noticed in any part of the Campus, the persons(s) noticing fire must shout "Fire", "Fire", "Fire"   to draw attention of all persons around to put off the fire immediately. To supplement this, whistles provided to the security staff would be blown in short spurts.   The central bell system used to control timing of the class run in the University/school shall also be operated in short spurts, indicating fire.

ii)   The security Guards present in the campus shall inform all members of the University about the location of fire, as passed on to them by the Security Incharge/Supervisor, on telephonically who shall also be leading the Fire Fighting Team.

iii) All faculty and staff should move outside /move down the stairs quickly, in a manner to avoid any stampede. They shall also be responsible to control the quick and safe exit of the students of their respective departments.   Unless specifically told to reach the location of incident of fire, they would invariably collect in the area of ground allowing the firefighting team to effectively put off the fire.   The stairs closest to the class room would invariably be used for the exit, unless prevented by the fire.

iv) Receptionist on duty duly guided by Registrar/Administrative Officer would immediately inform the Fire Department of (Sohna) at telephone No. 101 and request for the fire tender. However, for purpose of drill practice, the communication link would be tested with the Fire Department.

v) Fire Fighting Team lead by the team Incharge, shall rush to the location of fire. The team shall carry fire extinguishers, fire beaters, buckets of water and sand with them and embark upon the site under guidance of the Team leader to put off the fire. It is very essential that all fire extinguishers and other fire equipment held on charge of the Fire Officer must serviceable at all time. The water source must contain sufficient water at all time.

vi) The Fire Salvage Team shall quickly remove all the equipment, documents and items of value from the site under fire or likely to come under fire and dump it centrally at one place. The accident effected and burn cases would be evacuated to nearest hospital.

vii) The Fire Protection Team shall guard the items so collected from the fire site by the Salvage Party and will not allow any unauthorized persons to touch the same.

viii) Team Incharge of each of the above said teams shall report to the VC/Registrar/Estate Manager on the status of fire incident who will give further instructions, as deemed fit. The Registrar shall arrange for FIR to be filed and insurance company representatives to be called in for on the spot inspection.

ix) A mock drill will be carried out by the University at least once a year. All available faculty, staff and students will participate and the lessons learnt would be debriefed. Fire Officer shall also demonstrate use of Fire Fighting equipment. At least, one student representative from each section should also join to brief students of his class subsequently on action required on the part of students. The Security staff shall guide the movements of students as per the direction of the Registrar.

Major Spillage / Fumes

The salient features are as:

The section supervisor and operators

- Ensure that the spillage does not catch fire or enter storm water lines and help in arranging for housekeeping / other contract personnel to clean up the same.
- Caution sign board "Caution! Hazardous Spillage" is displayed.
- Ensure that all energized equipment such as pumps, motors, mixer, grinding equipment etc in the vicinity are switched off.
- Ensure that the Dhoti used for cleaning spillages is wet with water before being disposed off in the scrap yard.
- Ensure that the collected spilled material is correctly identified and properly segregated.
- In case there are any casualties arrange to evacuate them.
- Arrange for firefighting in the area in case of a fire occurs in the area.
- In case the spilled material entered storm water/ effluent line then the shift engineer shall immediately blocked the drainage line.
- The EHS manager upon reaching the site shall take appropriate steps to mitigate the environmental impact of the spillage / leakages.

Structure Collapse

In the event of a major collapse of equipment / building, shift engineer shall carry out the following activities after receiving the message incident: -

- Shall rush to the site and after assessing the situation inform the General Manager Operations who in turn inform the CEO
- Shall ascertain that there are no casualties and if there are, then arrange to shift the same to hospital.
- Shall ensure that the equipment / area is electrically isolated and also that the area is cordoned off from the rest of the plant.
- Shall ensure that the report of the incident is sent in time to the concerned personnel.
- On declaration of emergency, he shall order evacuation of its block / area to a safe location and arrange to take head count and subsequently report to the Manager production.

The shift engineering personnel carry out following activities:

- Go around the plant and check whether water has entered red in any of the cable trenches / MCC panel room in the ground floor inside the factory and if any cables are short-circuited.
- If so they have to immediately arranger to isolate the power supply in that particular line.

Earthquake

The shift in charge shall carry out following activities:

- In case of earthquake, immediately stop all operations, cut off the electrical supply and evacuate all persons from the block to the assembly point on top priority.
- On declaration of emergency, evacuate people to a safe location and arrange to take head count.
- Shut down the whole plant in case of emergency declaration.
- The gate people will call for additional ambulances from local hospitals if needed.
- On discontinuation of emergency, clearance from plant engineering manager to be obtained for restarting the section / plant.

Bomb Threat:

Usually bomb threats come in anonymous telephone calls, although they could be mailed or surreptitiously hand delivered.

If a bomb threat is received during office hours it should be reported immediately to the company incident controller, department heads, who in turn should inform the General Manager and the Security Head, confidentially and immediately.

If a bomb threat is received after office hours, staff should immediately contact the Building Security who will take the appropriate action, including informing the warning other tenants.

As soon as it is clear that the caller is making a bomb threat, you should get the full message precise and also listen for clues as to:

- The caller's sex and approximate age
- Noticeable condition affecting speech, such as drunkenness, laughter, anger, excitement, incoherence
- Peculiarities of speech, such as foreign accent, mispronunciation, speech impediment, tone and pitch of voice
- Background noises audible during the call, such as music, traffic, talking and machinery

When the caller has given his message, try to keep him in conversation. Ask if you can repeat the message so that you can be sure of having understood it. The following are key questions that should be asked, if possible, after the caller has given the message

- Where is the bomb located?
- What time will it explode?
- What does it look like?

- When was it placed?
- Who are you?
- Where are you?

FIRST AID PROCEDURES – SKIN CONTACT

SMALL SKIN AREA

Wash thoroughly with water for at least 10 minutes.

A) For contact with alkaline chemicals, wash thoroughly with water until slippery feeling disappears. If irritation persists, seek medical assistance.

B) For contact with acidic chemicals, wash immediately with water for at least 10 minutes, if irritation persist, seek medical assistance.

2. **LARGE AREA OF BODY**:

Use safety shower, wash the affected skin thoroughly with plenty of water for at least 15 minutes.

All contaminated clothing must be washed thoroughly before reuse.

FIRST AID PROCEDURES – EYE CONTACT

1. Wash immediately with water under low pressure for 10-15 minutes while holding eyelid open.
2. Contact physician immediately.
3. Do not attempt to neutralize.
4. Avoid rubbing your eyes with hand.

FIRST AID PROCEDURES – INGESTION

1. Never give anything by mouth to an unconscious person.
2. Immediately give large quantity of water.
3. Do not induce vomiting.
4. Seek medical attention immediately.

FIRST AID PROCEDURES – INHALATION

1. Remove victim from confined space to open place for fresh air.
2. If breathing is difficult, have trained person of first aid to administer oxygen.
3. Seek medical attention immediately.

FIRST AID PROCEDURES – BURN

1. Remove contact from hot body/object.
2. Clean the affected part with plenty of flowing water.

Avoid contact of part with dust or dirty cloth.

3. Do not remove the burnt clothing from the body part as the cloth is sterilized itself due to burn.
4. Seek medical attention immediately.

NOTE: FOR ALL THE ABOVE CASES, REPORT THE INCIDENT TO SHIFT UPERVISOR. TAKE REFERENCE FROM MSDS SHEET PROVIDED FOR THE MATERIALS WHICH IS HELPFUL WHILE SEEKING MEDICAL ATTENTION.

PREVENTIVE MEASURES AND SAFETY STATUS CURRENTLY IN PRACTICE

C-1 EXISTING PREVENTIVE MEASURES AND SAFETY STATUS

1. **SAFETY COMMITTEE**

   Safety organization is established to ensure safety of employees at work, safety of plant building, work environment, general environment and general public at large. Safety Responsibilities are assigned at different levels of employees As per Annexure A.

2. **SAFETY TRAINING:**

It is provided to the Company employees as well as contractor employees from time to time by internal as well as external facilities.

3. **5 S**

   It is considered as an important & integral part of all the activities of the factory.

4. **PERSONAL PROTECTIVE EQUIPMENTS**:

   It has been provided to the employees as per the requirement. Adequate inventory of both respiratory & non-respiratory PPEs is maintained. These PPEs are kept at easily approachable strategic locations for use in case of any emergency.

   OTHER PRECAUTIONS

   (i)   Emergency Shut Down Procedure: The company has emergency Shut Down procedure with no knock – on effects elsewhere.
   (ii)   Mock Drill of On –Site Emergency Plan : Periodical mock drill of on- site Emergency Plan is also arranged and record maintained.

C-4 DETAILS OF INSPECTION PROCEDURES FOR VARIOUS EQUIPMENT AND SYSYTEMS

DAILY CHECK SCHEDULE

Maintenance person does on stream inspection every day. A checklist is used for this purpose.

SHUT DOWN INSPECTION

The company has emergency shut down procedure with no knock-on effect elsewhere. Shut down procedure is evolved to take orderly and phased shut downs during an emergency depending upon the type of emergency.

ELECTRICAL TEST/EXAMINATION

Electrical continuity, insulation, earthling test is performed periodically. A schedule for all such testing is maintained.

DISCLOSURE OF INFORMATION

Disclosure of information to workers and details of public awareness system is in existence.

D-1 SAFETY TRAINING PERSONNEL

Safety training and re-training of employees is a regular activity in the company. Safety training also includes following topics.

- Induction training
- First – Aid
- On site- Emergency Plan including mock drill
- Fire Fighting with practical demonstration in operation of Fire Extinguishers
- Plant & machine operation and maintenance.
- Housekeeping, etc.

D 2-EMERGENCY INSTRUCTION FOR EMPLOYEES

Emergency instructions have been prepared displayed and explained to employees for dealing with emergencies.

MEDICAL AID AND SERVICE

Medical aid and services currently available and to be pressed into service at short notice

FIRE FIGHTING ARRANGEMENTS

Salvage and firefighting arrangements within the factory and such additional services that may be pressed into service at short notice are available.

F-1 DETAIL OF PERSONAL PROTECTIVE EQUIPMENT AVAILABLE

Following Personal Protective Equipment are available:

- Dust Mask
- Hand Gloves
- Industrial Safety Helmets
- Gloves
- Safety Goggles
- Ear Plug

DISASTER CONTROL MEASURES

Disaster control measures, including mutual aid scheme. The plan of co-ordination and interaction with various external agencies including administrative agencies in the event of a major risk occurrence and rescue and relief operation plan reflecting possible projected target population that may be affected.

G-1 THE PLAN OF CO-ORDINATION

Level of emergency can be classified in three categories.

LEVEL –1
The level of emergency, which is controllable within the plant (Section) premises without activating the emergency team.

Emergency may be due to:

        a)   Small fire in the plant.
        b)   Small leakage of Chemicals / Gas.
        c)   Collapsing of small equipment.

LEVEL -2

The emergency, which is controllable with in the factory premises by activating the company emergency team.

Emergency may be due to:

a)   Large scale fire / explosion in the factory.
b)   Heavy leakage of chemicals.
c)   Collapsing of Structure.

LEVEL – 3

The emergency requiring help from outside and or / affecting the general public (very remote chance)

a)   Large Scale fire, formation of cloud of toxic product of combustion.
b)   Possibility of fire propagation to the neighboring sites.
c)   Large Scale release of toxic chemicals / gases.
d)   Collapsing of all structure resulting in trapping of large number of employees.

In order to deal with the level-3 emergency aids has to be obtained essentially by the external authorities. In such cases speed of communication is of extreme importance. The following will be immediately informed to external authorities.

a)   Name of person making call and the name of organization.
b)   Exact Location of the emergency.
c)   The wind direction.
d)   Nature of emergency.
e)   Extent of emergency.
f)   Expected (concentration etc.)
g)   Area affected
h)   Possible Consequences.

LIASON WITH EXTERNAL AUTHORITIES

Addresses and telephone numbers of external authorities whose assistance may be required during a major emergency are available at Annexure B.

A) The incident controller or works main incident controller will do liaison and co-ordination with external authorities and neighboring factory. Personnel Manager or his subordinates shall take charge of Liaison with external authorities on reaching at site in emergency.

B) Advance plan is being prepared by the management and external authorities to deal with the emergency.

C) ROLES AND DUTIES OF OUTSIDE AGENCIES

POLICE:
- To inform public about the safety measures to be taken, traffic control, assisting the medical and evacuation team, helping in evacuation of persons and domestic animals and preventing unauthorized entry of the personnel into the affected area
- Guard the property of evacuated people.
- Identification of dead.
- Maintain law & order in the area.
- Transportation of injured and casualty.
- Arrangement of transportation with the help of roadways.

FIRE BRIGADE:

- **Combating operation to fight the fire and stop leakage.**
- **Rescue operation.**
- **Evacuation.**
- **Shifting of casualty and injured.**

POLLUTION CONTROL BOARD:

- Action against contamination if any and suggesting remedial measures to prevent contamination.
- To measure the concentration of released toxic substances in atmosphere.
- To suggest remedial measures for neutralizing the contaminants.

CONCLUSION:-

a) It is best to prevent a fire incident by adhering to preventive measures. However, it is essential that we all must be ready to fight the fire and keep our firefighting resources in working condition and personnel well trained to combat fire.

b) Rehearsals are important to put our procedures into practice. All employees and students must therefore participate in mock drill/rehearsals.

IMPORTANT CONTACTS

DETAILS OF KEY OFFICIALS		
S.NO.	DESIGNATION	MAIL ADDRESS
1	Chancellor, KRMU	chancellor@krmangalam.edu.in
2	Vice Chancellor, KRMU	vc@krmangalam.edu.in
3	Pro Vice Chancellor, KRMU	provc@krmangalam.edu.in
4	Registrar	registrar@krmangalam.edu.in
5	Controller of Examination (COE)	coe@krmangalam.edu.in
6	IQAC Co-ordinator /Director	iqac.coordinator@krmangalam.edu.in
7	Dean -School of Engineering and Technology	dean.soet@krmangalam.edu.in
8	Dean -School of Management and Commerce	dean.somc@krmangalam.edu.in
9	Dean -School of Basic and Applied Sciences	dean.sbas@krmangalam.edu.in
10	Dean -School of Medical and Allied Sciences	dean.smas@krmangalam.edu.in
11	Dean -School of Architecture and Design	dean.soap@krmangalam.edu.in
12	Dean -School of Legal Studies	dean.sols@krmangalam.edu.in
13	Dean -School of Journalism & Mass Communication	dean.sjmc@krmangalam.edu.in
14	Dean -School of Humanities	dean.sohs@krmangalam.edu.in
15	Dean -School of Education	dean.soed@krmangalam.edu.in
16	Dean -School of Hotel Management, Catering & Technology	dean.sohmct@krmangalam.edu.in
17	Dean -School of Agriculture Sciences	dean.soas@krmangalam.edu.in

		Dean –School of Physiotherapy and Rehabilitation Sciences	dean.sprs@krmangalam.edu.in
18	Dean Students Welfare		dsw@krmangalam.edu.in
19	Dean Research		dean.research@krmangalam.edu.in
20	Dean Academics		dean.acad@krmangalam.edu.in
21	Proctor		proctor@krmangalam.edu.in
22	Director, Placements and Career Development Centre		placement@krmangalam.edu.in
23	Registrar Office		registraroffice@krmangalam.edu.in
24	Student Support Service		office.registrar@krmangalam.edu.in
25	Administrative Officer		ao@krmangalam.edu.in
26	Transport Officer		transport@krmangalam.edu.in
27	Librarian		library@krmangalam.edu.in
28	Admissions Office		admissions@krmangalam.edu.in
29	Accounts Office		accounts@krmangalam.edu.in
30	IT support		itsupport@krmangalam.edu.in
31	Warden Boy's Hostel		warden.boys@krmangalam.edu.in
32	Warden Girl's Hostel		warden.girls@krmangalam.edu.in