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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT
HIGHER EDUCATION DEPARTMENT

Notification

The 14th November, 2018

No. KW 20/7-2012 UNP (5).— In exercise of the powers conferred by Sub-section (4) of Section-32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows BML Munjal University, Gurugram to frame its First Ordinance.

JYOTI ARORA,
for Additional Chief Secretary to Government of Haryana,
Higher Education Department, Chandigarh.

BML Munjal University

(Established under Haryana Private Universities Act, 2006, as amended)



FIRST ORDINANCE

BML Munjal University

Haryana, India 122413

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CHAPTER-1**SHORT TITLE, COMMENCEMENT AND DEFINITIONS****1.1 Short title and Commencement:**

- i.** The “Ordinance” means the First Ordinance of BML Munjal University, framed under section 32 of the Haryana Private Universities Act 2006 as amended up to date.
- ii.** The Ordinance shall come into force with effect from the date of its Notification.
- iii.** The Ordinance is subject to the provisions of the Haryana Private Universities Act, 2006, as amended.
- iv.** Subject to the provisions of Haryana Private Universities Act, 2006, as amended, nothing in this Ordinance shall debar the University from amending the ordinance in part or whole.

1.2 Definitions:

- i.** The “Act” shall mean Haryana Private Universities Act, 2006 as amended.
- ii.** The definitions, provided in section 2 of the Haryana Private Universities Act 32 of 2006 as amended up to date shall apply to this Ordinance of BML Munjal University, Gurgaon, and Haryana.
- iii.** “Dean” means the dean of a faculty or a school of the university.
- iv.** “HOD” means the Head of Department of a School and/or any such post that may be designated as such by the Academic Council for the purpose of this Ordinance.
- v.** “Sponsoring Body” in relation to BML Munjal University, Gurgaon, Haryana, means BML Educorp Services.
- vi.** “Statute” means the Statute of the University.
- vii.** “University” means BML Munjal University, Gurgaon, Haryana established as per provisions and under the Haryana Private Universities Act 2006 as amended.
- viii.** “Year” means Academic Year unless otherwise specified.

CHAPTER-2**ADMISSION OF STUDENTS AND THEIR ENROLMENT****2.1 Faculties**

The University shall initially have the following faculties:

- i. Faculty of Engineering and Technology
- ii. Faculty of Management
- iii. Faculty of Commerce

New faculties of Study may be added from time to time on approval of the Governing Body of the University subject to applicable Rules, Regulations, Guidelines and Statutes.

2.2 Minimum Eligibility Criteria for Admission to the University**2.2.1**

To be eligible for admission to the first year of any of the courses of the University, a candidate must fulfill the minimum eligibility criteria as may be laid down by the Regulatory Bodies from time to time for the particular program. For the current programs, the eligibility criterion has been given in **Annexure 1** to the Ordinance.

2.2.2

Any change in the said minimum eligibility criteria for admission to any course shall be notified by the University in advance. Such minimum eligibility criteria will be notified on the official website of the University at least four weeks in advance of the start of the admission process. In addition, for convenience of the students, it will also be publicised through appropriate media.

2.3 Merit / Selection Criteria for Admission

Admissions to the various courses of the University shall be made as per the following guidelines prescribed under Section 35 of the Haryana Private Universities Act, 2006, as amended.

2.3.1

- (a) Admission in the University shall be made strictly on the basis of merit. Merit for admission in the University may be determined either on the basis of marks or grades obtained in the qualifying examination and achievements in co-curricular and extra co-curricular activities or on the basis of marks or grade obtained in the entrance test conducted at the national / state level either or by an association of universities conducting similar test. Provided that the admission in professional and technical courses shall be made only through an entrance test as prescribe under Sub Section 2 of Section 35 of the Act.
- (b) The University may also admit students, in case of program of studies where the number of intake is small, on the basis of marks obtained in the qualifying examination in such courses. In those cases, the weightage of different components of the selection criteria shall be adjusted accordingly.
- (c) In initial years of a program of study, when the university is not sure of the magnitude of applications likely to be received, the University may admit students on merit determined by the composite score of candidates in the qualifying examination, past academic records and performance in the group discussion/personal interviews and written essay. In those cases, the weightage of different components of the selection criteria shall be adjusted accordingly.
- (d) Further, unfilled/dropout vacant seats in professional and technical courses shall be filled by the University at their own level by considering the marks obtained by the applicants in the qualifying examination and on the basis of their inter-semester.
- (e) No candidate shall be entitled to claim admission as a matter of right and that the University reserves the right to refuse admission in any individual case without assigning any reason.
- (f) Final selection of candidates for admission shall be done by the Admission Committee, who shall verify from record and tabulate the marks obtained by each candidate in different components of the Selection Criteria and will prepare and notify the list of candidates selected for admission in different programs of study.

2.4 General Conditions

2.4.1

No student shall be admitted to the University or any other examination of the University unless he/she is eligible as per the eligibility conditions laid down in the Ordinance(s) for the relevant program. The admissions of the students to the program will be purely provisional subject to the verification of the eligibility by the University as per rules and regulations in force. In case, a student is found ineligible at a later stage because of any concealment/misrepresentation of fact by the candidate the provisional admission granted to him/her by the University will be cancelled and he/she will have no right for admission to the course or refund of fee paid by him/her.

2.4.2

No student shall be admitted to any course, program, or any examination of the University unless he/she has been enrolled/registered as a student of the University.

This condition (ordinance - 2.4.2) may be waived off for exchange students or exchange scholars studying under Students Exchange Program in association with any other University, Deemed University or Autonomous Institution.

2.4.3

The Registration Branch, working under the control and supervision of the Registrar, shall maintain a register in the prescribed format and keep a record of all students studying in various faculties, schools or carrying on research work in the University.

2.4.4

A register / file will be maintained, in respect of each student, the name in full, the name of Father & Mother, date of birth, permanent address, faculty/ institution admitted to, year of admission, particulars of the last examination passed, details of University examination appeared and their results with roll number, details of degree obtained, University scholarship/ medal/ prize awarded, if any and any serious penalty awarded to him/her by the University.

2.4.5

Every student shall attend his/her classes regularly as per the criteria laid down by the University and/or regulatory body. If a student remains absent, without leave of absence, from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls of the School/Department concerned irrespective of the fact that he/she has paid his/her dues in part or full. However, the student may be re-admitted with the permission of the Dean/Nominated Authority concerned on payment of such fee as prescribed for the purpose from time to time in addition to arrears of fee, if any, provided that the Dean/ Nominated Authority is satisfied that if re-admitted, the student will not fall short of requisite percentage of attendance/lectures etc.

2.4.6

A student from any other University or an education board (other than the Board of School Education Haryana) shall be eligible for admission to the University only on presenting the Migration Certificate, and on payment of a prescribed migration fee, if any.

Provided that the condition of presenting the Migration Certificate will not apply in case of a student passing the equivalent examination from a Foreign University or Board, as the case may be, recognized by the concerned regulatory bodies, provided further that in case of a real hardship, a student may be admitted provisionally, at his/her own risk and responsibility, subject to the condition that he/she shall submit his/her migration certificate to the University office within a prescribed period with a prescribed late fee.

2.4.7

If a candidate fails to submit the migration certificate within the prescribed period, he/she will not be allowed to appear in the Examination. However, in a sheer hardship, the Vice Chancellor may allow a candidate to appear in the examination provisionally on payment of a prescribed late fee and on submission of an affidavit signed by the applicant and attested by a first class magistrate to the effect that he/she is not appearing from any other University/Board simultaneously. If such a candidate fails to submit his/her migration certificate before the declaration of result, his/her result shall be with-held and will not be declared. However, in a deserving case, the Vice Chancellor may allow the declaration of result on submission of Migration Certificate.

2.4.8

In case of re-admission of a student whose name is struck off the rolls of the School/Faculty, he/she shall pay the prescribed fee for re-admission,

2.4.9

If a student's name is struck off the rolls of the constituent school or he/she migrates to another constituent school/university or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the register of the students and for such other action as may be necessary.

2.4.10

The University shall not make admissions over and above the sanctioned strength of the program of study.

2.4.11

A Student registered under this Ordinance shall be called "Student of the BML Munjal University".

2.4.12

On registration, the student shall be provided with an Identity card through his/her Dean of School/Nominated Authority in case of regular students, indicating the number under which his/her name has been entered in the register and that registration number shall be quoted in all correspondence with the University. A duplicate copy of the registration card may be issued to the student upon receipt of an application to this effect along with the prescribed fee.

2.4.13

Application for correction in the particulars of a student/candidate shall be entertained by the registration branch within 30 days from the date of issue of registration card without any fee. Applications received after this period with prescribed fee shall be entertained only with the permission of competent authority.

2.4.14

Applications for admission to University examination shall be scrutinized with reference to the University registration records. The Controller of Examination may refuse to accept the application of a candidate whose complete particulars have not been reported or have been reported incorrectly and/or requires him/her to forward a complete statement of the particulars through the Dean of School.

2.4.15

The registered student is entitled to get a certified copy of the entries under his/her name on prescribed payment, subject to the provision that such entries are not confidential.

2.4.16

The name of student is entered in the register on the basis of his/her matriculation/10+2 certificate of a board or equivalent certificate. Therefore, a student intending to change his/her name in the register shall have to get the same changed in his/her matriculation/10+2 certificate from the concerned board and then apply to the University for change in the register along with an affidavit from the Notary Public to this effect and prescribed fee per certificate/DMC.

2.5 Number of Seats

The number of seats in each course will be notified in the admission brochure for the year of admission, and which shall be as per prescription/approval of the respective academic bodies wherever applicable. The reservation of seats in all undergraduate and postgraduate courses will be as per Section 35 (3) of the Haryana Private Universities Act, 2006, as amended:

Provided that a minimum of 25% seats for admissions in the University shall be reserved for students belonging to Haryana Domicile, out of which 10% shall be reserved for Scheduled Castes of the State of Haryana.

2.6 Eligibility under various categories**2.6.1**

ALL INDIA (including Haryana): A candidate applying from any part of the country (including Haryana), who complies with the minimum eligibility criteria.

2.6.2

HARYANA (General): A candidate, who is a domicile of Haryana and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.

2.6.3

HARYANA (Scheduled Castes): The candidate must be a domicile of Haryana and belong to a scheduled caste of Haryana as notified by State Govt. and should comply with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the HARYANA (General) category.

2.6.4

UNFILLED SEATS: The unfilled seat(s), if any, will be transferred to the All India Category including Haryana.

A candidate, who applies under a reserved category, will first be considered under the All India Category. Only in case, he/she does not get a seat, he/she will be considered under the reserved category subject to the availability of seat as per his/her merit.

2.7 Admission Committee**2.7.1**

The University shall have an Admission Committee which shall be chaired by the Vice-Chancellor/President. The Admission Committee will decide the policy guidelines relating to admissions to various courses as per the Act and prescription of the Regulatory Bodies. For conducting actual admission process, the Admission Committee will be assisted by Program Admission Committees.

2.7.2

Admissions to each program shall be made by the respective Program Admission Committee. The Program Admission Committees will be formed by the President in consultation with the respective School/Faculty and will comprise the Faculty and administrative staff of the University on year to year basis. The President shall have the power to co-opt external expert(s) as member(s) of any Program Admission Committee as he/she may deem fit.

2.7.3

The Program Admission Committee shall scrutinize the application forms for admission of the candidates, and take all such steps or actions so as to ascertain that the qualifications of a candidate are in accordance with the conditions of admission prescribed in the Prospectus/Admission Information Brochure / Website information and the relevant requirements, Rules, Regulations, Ordinances and Statute of the University and the Regulatory Authorities as applicable. The Program Admission Committee may conduct an entrance test, personal interview, and/or counseling, etc. any other acts, which may be necessary and prescribed by any of the Rules and Regulations.

2.7.4

The Program Admission Committee shall forward their recommendations and findings to Admission Committee for approval.

2.7.5

The decision of the Admission Committee on any matter concerning the admission policy and selection procedure and on any specific case of admission/denial of admission shall be final and binding on all concerned, subject to review as provided in the Ordinance.

2.8 Admission Notice**2.8.1**

A copy of the Admission Notice (individual or common) for various courses along with the Admission Information Brochure/Prospectus for the year of admission, based on the Ordinance, will be published on the Official Website of the University for the information of all concerned, and will also be published in newspapers.

2.8.2

University will have a different application form for admission to all programs of studies.

2.8.3

Adequate time from the date of publication of the admission notice shall be given to the interested candidates to submit their applications and processing fee with the University in time.

2.8.4

The notice shall clearly provide the uniform resource locator (URL), or address, of the official website of the University from where the following information can be obtained:

- (a) Minimum eligible conditions for applicants seeking admission.
- (b) The number of seats, branch wise/ category wise to be filled up.
- (c) Fee to be paid by the students.
- (d) Schedule of entrance or qualifying test/examination, if applicable.
- (e) The date, time and venue for the display of admission list and/or physical counseling, as the case may be.
- (f) Any other relevant issue of interest.

2.8.5

Admission shall be made strictly on merit only from amongst the candidates who have applied within the stipulated time limit prescribed in the admission notice/ prospectus, published by the University on the official website and/or newspapers and have deposited the processing fee in time and whose admission has not been invalidated/ rejected.

2.9 Processing Fee

A processing fee as decided and approved by the University from time to time must be submitted with the duly completed application form. The University reserves its right to assess or fix different processing Fee in respect of resident Indian Students and Foreign Students.

The processing fee shall not be refunded under any circumstances whatsoever.

2.10 Grievance Redressal**2.10.1**

Grievance/Complaints, if any, against any action/decision of the Program Admission Committee can be made in writing to the Vice-Chancellor/President of the University within the time frame as specified in the Admission Brochure, and the Vice-Chancellor/President of the University shall address the same within prescribed time.

2.10.2

In case there is any ambiguity whatsoever with respect to the Admission Notice(s), Prospectus, Admission Brochure, Admission Notification, Website information, Rules and Regulations, Ordinance, or any other matter relating to admissions, Vice-Chancellor's/President's decision shall be final and binding on all concerned.

2.11 Refund of Fee

Student may apply for refund of fee as per the policy of the University.

2.12 Student's Attendance

A student with less than 75% attendance in any course during the semester will be debarred from taking the final examination in that course.

Attendance in a Class

- I. Attendance will be taken for every session whether it is lecture or tutorial class of any kind, prescribed in the program time table of the University.
- II. Reporting late to the class is a serious breach of discipline. Students will not be permitted to leave or come late to the class under any pretext. In any case, no student is allowed to leave the classroom without permission of the teacher.
- III. No student(s) shall in any manner prevent any other student(s) from attending his/her/ their classes and/or doing his/her/ their lawful duty.

- IV. Exemption from attending classes will not be granted except for emergencies by Dean/Nominated Authority of the respective School.
- V. No student shall be absent without prior application for leave.
- VI. If a student absents himself/herself from the classes for more than seven working days, the parent/guardian must write an explanatory letter giving reasons. If leave of absence is sought on grounds of sickness, medical certificate is necessary. This procedure should be adopted for absence from classes of even less than seven working days if it happens during the University Examinations.
- VII. Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise/assignment in time without valid reasons, shall be considered indifference to studies.
- VIII. If a student is continuously absent from the University for more than seven working days without notifying the Dean of the concerned School, his/her name will be struck off the rolls of the University.

2.13 Assistance to the candidates seeking admission

The process of admission will be kept transparent. In order to provide information regarding all aspects of admission process during admission, the University may nominate counsellors/create a help desk for the assistance of the candidate desirous of seeking admission in the University and to answer their telephonic/e-mail queries.

2.14 Limited liability

All admissions are provisional in nature and subject to confirmation by the Vice-Chancellor/President of the University. If the admission of any candidate(s) is not confirmed by the Vice-Chancellor/President of the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fee paid by the candidate(s) and that there shall be no further consequent liability on the University and/or any of its employees(s).

2.15 Jurisdiction

Disputes, if any, arising out of admission policy and procedure of the University shall be the subject matter of Gurgaon Courts only.

2.16 Amendments to Admission Policy and Procedure

The Ordinance and the admission policy and procedure may be reviewed and amended from time to time without any general notice, subject to the approval of the Competent Authority.

CHAPTER – 3**THE COURSES OF STUDY TO BE LAID DOWN FOR DEGREES, DIPLOMAS AND CERTIFICATES OF THE UNIVERSITY****1.0 THE PROGRAMS OF STUDY**

The University shall offer the following programs of study and such other programs as the Academic Council and the Board of Management may recommend from time to time. The following programs are offered for the academic session 2014-15:

Degree Programs**1. School of Engineering & Technology**

- A. B.Tech Mechanical Engineering – 04 year program (full time)
- B. B.Tech Electrical & Electronics Engineering – 04 year program (full time)
- C. B.Tech Civil Engineering – 04 year program (full time)
- D. B.Tech Electronics & Communication Engineering – 04 year program (full time)
- E. B.Tech Computer Science – 04 year program (full time)
- F. B.Tech Computer Science & Engineering – 04 year program (full time)

2. School of Management

- A. Master of Business Administration – 02 year program (full time)
- B. Bachelor of Business Administration – 03 year program (full time)

3. School of Commerce

- A. Bachelor of Commerce – 03 year program (full time)

Other Programs of study in the University may be started as approved later by the Academic Council and the Board of Management.

Non-degree Programs

The University shall offer, with the approval of the Academic Council and the Board of Management, such non-degree programs as it may decide from time to time.

CHAPTER-4**AWARD OF DEGREE, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS****4.0**

The award of degrees, diplomas, certificates and other academic distinctions by the University shall be governed by rules as mentioned herein.

4.1

The students who have been enrolled in various certificate, diploma or degree programs at the University, on successful completion and passing of prescribed examinations, shall become entitled to the award of the corresponding certificate, diploma or degree for that program, as the case may be, as provided in the relevant Ordinance of each certificate, diploma and degree program.

4.2

The information regarding curriculum and scheme of examination shall be as given in the respective Ordinance, diploma and degree program. A student shall be deemed to have successfully completed the program and eligible for the award of degree / diploma / certificate provided he/she has:

- i. Successfully completed all courses prescribed for him/her in his/her program or in his/her composite program, as the case may be; and
- ii. successfully completed the total unit requirements of Thesis, Seminar and Internship wherever applicable;
- iii. obtained a minimum CGPA of 5.00 (wherever applicable); and
- iv. Successfully cleared all the dues

The requirements 1,2,3 and 4 above are minimum requirements that every student should meet in order to have fulfilled the requirements for being awarded his/her degree.

4.3

The certificates/diplomas/degrees shall be issued by the Controller of Examinations under his signature. However, the degrees shall bear the signature of Vice Chancellor and Registrar. The provisional certificate, to be issued in lieu of original degree on payment of such fee as prescribed by the University, shall be issued by the Controller of Examinations under his signature till the original degree is prepared and conferred on the students.

4.4

The certificates/diplomas/degrees will be awarded to the students at the University convocation as decided by the University from time to time. However, a student may be awarded his/her certificate/diploma/degree in absentia due to a valid reason explained by the student in his/her application for the purpose accompanied by a fee as prescribed by the University from time to time.

4.5

The University convocation shall ordinarily be held every academic year and the dates for the convocation shall be notified by the Registrar well in advance to all the students and the invitees with concurrence of the Visitor/Chancellor. The University may hold a special convocation at any time as approved by the Academic Council.

CHAPTER-5**FEE CONCESSION, SCHOLARSHIP, FELLOWSHIP, MEDAL AND PRIZES****5.0 The Student Awards and Scholarships Committee**

The fee concessions/scholarships/fellowship/medals/prizes/honorary degree shall be awarded on the recommendation of a Committee known as Student Awards and Scholarships Committee. The recommendations of the committee will be considered by Academic Council and Board of Management for ratification. The student Awards and Scholarships Committee shall consist of the following members:

- | | | |
|-----|--|------------------|
| (a) | President | Chairman |
| (b) | Two Deans by rotation every two years | Members |
| (c) | One Professor of each School nominated by the Dean | Member |
| (d) | Registrar | Member Secretary |

5.1 Eligibility for fee concessions/scholarships**5.1.1**

As per provisions of the Haryana Private Universities Act 2006, the University will grant scholarship/fee concessions to students of the University on merit-cum-means basis.

5.1.2

The fee concessions to the students of University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of the students who are domicile of Haryana in accordance with the Haryana Private University Act, 2006, and shall be known as BML Munjal University Scholarships.

5.1.3

The BML Munjal University Scholarships in form of fee concessions, for the 25% of total intake of students who are domicile of Haryana, shall be based on merit-cum-means as follows:

- (i) 5% shall be granted full fee exemption.
- (ii) 10% shall be granted 50% fee concession.
- (iii) 10% shall be granted 25% fee concession.

5.1.4

The actual expenses on account of the BML Munjal University Scholarships in form of fee concessions for all the courses running under University would be provided for, after completion of the admission process each year, based on the total seats.

5.1.5

Notwithstanding the award of BML Munjal University Scholarships and award of other scholarships, all candidates selected for admission will have to deposit their admission fee to secure their admission. On grant of BML Munjal University Scholarships by the Student Awards and Scholarships Committee, the scholarship amount will be either paid/refunded directly to the admitted students.

5.1.6

Scholarship will be granted to admit the students in the first year on the basis of performance in the entrance examination/qualifying examination and other academic and extra-curricular accomplishments on merit-cum-means basis and in the later years on the basis of their satisfactory academic performance during the course of study, as per the scholarship policy of the program concerned.

5.1.7

Students already getting Scholarships from any other Government/Government Organisations / Institutions shall not be eligible for the fee concession.

5.1.8

However, meritorious students may receive more than one scholarship/ research funding/ research grants, and the fact that they are receiving such merit scholarships shall not bar them from being eligible for fee concessions.

5.1.9

Any income from merit scholarships/ research funding/ research grants shall not be taken into account while assessing merit-cum-means.

5.2 Application for fee concession**5.2.1**

Interested eligible candidates under sub-clauses 5.1.1, 5.1.2 and 5.1.3 hereinabove shall submit their application in the prescribed form along with the required documentary proofs, as applicable, on or before the last date notified each year by the University at the commencement of the academic session.

5.2.2

Candidates may be called for interaction with the Committee to help in assessment of their financial position to evaluate their application against merit-cum-means criteria. Failure of the candidate to appear before the committee, if required, may invalidate the application and/or delay the reimbursement.

5.3 Applicability & Continuity of fee concession

The student:

- i. Must have obtained required CGPA as per the scholarship policy of the program of study.
- ii. Must meet the attendance criteria as per the scholarship policy of the program of study.
- iii. Should not have any charge of indiscipline.
- iv. Fee concession may be withdrawn if candidate fails to fulfill the above criteria any time subsequently.

5.4 Induction of Scholarships, medals and prizes

(i) The University shall facilitate/encourage an organization, or an individual, intending to sponsor scholarship, medal and/or prize etc. in the name of organization or individual. The University may enter into Memorandum of Understanding (MOU) with them to facilitate the process of grant of scholarship/medal to the meritorious students.

(ii) The University may provide for award of scholarships, medals and prizes from its own funds or received from donations as per rules of the University. The number and value of scholarships, medals and prizes to be awarded shall be determined by the Board of Management of the University, either on its own initiative or on the recommendation of Student Awards and Scholarships Committee.

(iii) Scholarships, medals and prizes will be awarded on the basis of academic/other achievements as decided by the Board of Management.

CHAPTER-6**THE CONDUCT OF EXAMINATIONS AND THE DUTIES OF EXAMINING BODIES****6.1**

The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the student in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his/her own, competence in conceptualized arguments, ability to face unknown situations, etc. At least one of the components (examination) will be comprehensive enough to include the whole course and will be held at the end of the semester.

6.2

Here are some indicative examples of evaluation patterns for the programs. These are by no means to be taken as mandatory; it is the instructor's prerogative to design the method of evaluation to match the pedagogic approach.

Tests and End Term Exams could be open book or closed book.

6.2.1 Regular Course

| Type of Component | Minimum Weightage to be given | Maximum weightage to be given |
|----------------------------|-------------------------------|-------------------------------|
| Continuous Evaluation | 20% | 40% |
| Mid Term Examination | 15% | 20% |
| Projects / Lab Experiments | 30% | 30% |
| End Term Examination | 35% | 40% |

6.2.2 Internship (Summer, One semester in final year)

| Type of Component | Minimum Weightage to be given | Maximum weightage to be given |
|----------------------------------|-------------------------------|-------------------------------|
| Report 1 | 5% | 15% |
| Report 2 | 5% | 15% |
| Quiz (Best 5 or Best 3) | 10% | 10% |
| Assignments (Best 5 or 3) | 0 | 10% |
| Presentations | 10% | 10% |
| Seminars | 10% | 20% |
| Case Studies | 0 | 10% |
| Projects | 20% | 20% |
| End Term Exam (Report + Viva) | 20% | 40% |

6.2.3 Seminars

| Type of Component | Minimum Weightage to be given | Maximum weightage to be given |
|---------------------|-------------------------------|-------------------------------|
| Paper | 30% | 55% |
| Presentation | 15% | 25% |
| Viva | 10 | 20% |
| Any other component | 0 | 20% |

6.2.4 Minor or Major Projects

| Type of Component | Minimum Weightage to be given | Maximum weightage to be given |
|----------------------------|-------------------------------|-------------------------------|
| Synopsis | 5% | 10% |
| Presentation-1 | 5% | 10% |
| Project Model/ Application | 30% | 50% |
| Research Paper | 5% | 15% |
| Final Report | 10% | 20% |
| Viva | 10% | 20% |
| Presentation-2 | 10% | 20% |
| Any other component | 0 | 20% |

6.3

It shall be the responsibility of the individual student to be present in all classes and to take prescribed quizzes, tests, examinations and to submit properly and promptly all home work. Any student who misses any component of evaluation must immediately approach the instructor-in-charge. The decision of the instructor-in-charge in all matters of make-up shall be final.

6.4

At the conclusion of the semester a student is awarded a grade in each of the course he/she has taken during this period. The grade awarded to a student in a course will depend on his/hers total performance in all the components of evaluation as designed by the instructor-in-charge.

6.5

There are eight letter grades: **A+, A, B+, B, C+, C, D, and F** that have grade points with values distributed on a 10 point scale. The letter grades and the corresponding grade points on the 10-point scale are as given in the following table. In addition to these, the letter grades **I, W, GA, S and X** are used which stand for Incomplete, Withdrawal, Grade Awaited, Satisfactory or Unsatisfactory respectively. The grades for a minor project (a short project that's a month or less in duration) will be Satisfactory ('S') or Unsatisfactory ('X') grade.

Table 1: Grades and Grade Points

| Academic Performance | Grades | Grade Points |
|----------------------|--------|--------------|
| Outstanding | A+ | 10 |
| Excellent | A | 9 |
| Very Good | B+ | 8 |
| Good | B | 7 |
| More than Adequate | C+ | 6 |
| Acceptable | C | 5 |
| Minimally Acceptable | D | 4 |
| Fail | F | 0 |
| Incomplete | I | - |
| Withdrawal | W | - |
| Grade Awaited | GA | - |
| Minor Project | S/X | - |

6.6

'I' grade refers to an 'Incomplete' grade, which is required to be converted into a regular letter grade. A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed the end semester examination, for a genuine reason which is in the knowledge of university and the concerned Instructor but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Instructor-in-charge into an appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Registrar's Office by the last date specified in the academic calendar. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into 'F' grade.

6.7

An **'I' grade** may be given for a major project only on medical grounds. 'I' Grade awarded for incomplete project work will be converted to a regular grade on the completion of the project work and its evaluation. The student concerned shall have to present his/her work to the Evaluation Committee for the project latest within eight weeks of the end of classes or before the beginning of the next semester. In the former case, the deadline to convert an I grade to a regular grade will be by the end of the current semester. In the latter case, the deadline will be three days before the beginning of the next semester. If the department feels that a student has to complete his/her project in another semester, the university shall

advise the student to get formally registered in the subsequent semester; the deadline to convert the I grade to a regular grade will then be by the end of that subsequent semester.

6.8

'W' Grade refers to withdrawal from the courses.

6.9**General Guidelines for the Award of Grades**

- a. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
- b. The marks of various components shall be added to get total marks which will then be converted to a 100 point scale for both theory courses and laboratory courses; this would help in creating a uniform standard.
- c. The statistical method shall be used for the award of grades. The overall distribution of different grades must be as indicated in the statistical distribution.
- d. The provisional grades shall be awarded by the Coordination Committee of the course headed by the Instructor-in-Charge and consisting of all the Instructors involved in that course. The Instructor-in-Charge shall have full responsibility for this purpose.
- e. For courses with zero weightage such as Audit courses no grades are awarded.
- f. The Instructor-in-Charge shall submit on-line as well as forward an authenticated copy of the grades of the course to the Controller of Examination for onward transmission to Registrar.
- g. The University shall be responsible for adherence to the guidelines for the award of grades and shall be responsible for the display of grades on the School's Notice Board. The Controller of Examination shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses. All the final grades shall be communicated to the Registrars' Office within seven days from the last date of the End-Term/Semester (Comprehensive) Examination.
- h. The awarded grades may be moderated by the Moderation Committee appointed by the Vice-Chancellor. Students may appeal to the Registrar's office for review of the grade awarded to them. The following process should be followed for a grade review:
 - i. Student meets with Dean to request a grade review. If this meeting does not resolve the issue then the review moves to the next step.
 - ii. Failing a resolution in step h(i), the student will appeal to the Registrar's Office. The decision of the Vice Chancellor is final and binding.

6.10**Statistical Method for the Award of Grades**

A minimum score of 4.0 on a 10.0 point scale is set as the cut off to pass a course. The mean and the standard deviation (σ) of marks obtained by all the passing students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks, the mean and the standard deviation as per the table given below.

Statistical Method for Grading

| Lower Limit of Range of Marks | Grade Awarded, if marks falls between Lower Limit and Upper Limit in Range | Upper Limit of Range of Marks |
|-------------------------------|--|-------------------------------|
| Mean + 1.5 σ \leq | A+ | 100% |
| Mean + 1.0 σ \leq | A | < Mean + 1.5 σ |
| Mean + 0.5 σ \leq | B+ | < Mean + 1.0 σ |
| Mean \leq | B | < Mean + 0.5 σ |
| Mean – 0.5 σ \leq | C+ | < Mean |
| Mean – 1.0 σ \leq | C | < Mean – 0.5 σ |
| Mean – 1.5 σ \leq | D | < Mean – 1.0 σ |

If the instructor-in-charge finds a student to have not fulfilled some of the requirements of a course before the final deadline for transmitting the grade, and he/she is satisfied that he/she is able to transmit some grade or a report with or without this particular fulfillment, but at his/her discretion wishes to give the student an opportunity, he/she may, with in the deadline, send a report 'I' (Incomplete) and also inform the student of the same. It shall be the responsibility of the student to contact the instructor-in-charge in time for replacement of the 'I' report within two weeks after the end of the semester, failing which the instructor-in-charge will communicate whatever grade/report is possible for the situation. An Incomplete request may not be used as a shelter from a low grade in the class. To be eligible for an Incomplete all the following conditions must be satisfied:

- a. the request for Incomplete must be made duly documented, extenuating circumstances due to which the student is unable to complete the course.
- b. at the time of the request, the student should be passing the coursework completed thus far.

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. Certain situations which are visualized in this connection are:

- i. Where a case of unfair means is pending;
- ii. Where a case of indiscipline is pending; and,
- iii. Where precise coordination between the University and its Internship School and other types of centres may not work in a timely manner.

In these circumstances, the concerned School's Dean may make a specific authorization for the instructor-in-charge to report GA (Grade Awaited). The Dean concerned will also simultaneously advise the Registrar the estimated time by which the grades will be received.

Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be acted upon by the Registrar on the recommendation of the Dean of the School concerned.

Where a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him/her by absenting himself/herself from quizzes/tests/examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself/herself to the task in hand or by submitting a blank script (answer book) the grade for this will be reported as F (Failed). The student so reported would have to clear F Grade in the same course as soon as necessary.

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which he/she is awarded letter grades, starting with his/her entry into the University up to and including the

latest semester/term as per the procedure given in this clause. It is also used for the declaration of division when the program is completed. It is the weighted average of the grade points of all the letter grades received by the student from his/her entry into the University and is computed as follows:

$$CGPA = \frac{u_1 g_1 + u_2 g_2 + u_3 g_3 + \dots + u_n g_n}{u_1 + u_2 + u_3 + \dots + u_n}$$

Where $u_1, u_2, u_3 \dots u_n$ denote units associated with the courses taken by the student and $g_1, g_2, g_3 \dots g_n$ denote grade points of the letter grades awarded in the respective courses. If the student repeats a course he/she will obtain a new grade every time a course is repeated. In that case, the new grade obtained through such a process will replace the earlier one in the calculation of CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to him/her. The grade sheet will be withheld if a student has not paid his/her dues (including tuition Fee, or any other holds such as pending library items, housing Fee and others to be decided from time to time which however need to be communicated to students well in advance) or when there is a pending case of breach of discipline or a case of unfair means against him/her.

The instructor-in-charge is also responsible for maintaining the full records of each student's attendance, performance in different components of evaluation, section/class average, mid-semester grading, copies of question papers and any record of evaluation which were not returned to the students. The instructor-in-charge is also required to submit to the Controller of Examination for permanent record in the University a requisite number of copies of all question papers and all hand-outs given to the students. If a scrutiny or statistical analysis becomes necessary the above records and any other pertinent information should be made available by the instructor-in-charge of the course.

6.11

Examination Guidelines

- i. All students must occupy their respective seats as per the seating plan. Any student found shuffling the seating arrangement, or not occupying his/her seat at the scheduled commencement time for the examination may be disallowed from the examination.
- ii. Door of the Examination Hall will be closed five minutes before the commencement of the examination and the late comers will not be allowed after 15 minutes from the time of reporting.
- iii. Students must put their signatures and the serial number(s) of the answer books/ supplementary sheets on the attendance sheet.
- iv. Students are not permitted to use pencils for writing answers in examinations.
- v. Students are not permitted to carry any of their mobile phones/bags/folders/notes into the examination hall. All such material, other than those specified by the course coordinator to the Program/Examination office, must be kept in the separate room near the examination halls before the start of the examination.
- vi. No answers books(s) or question paper(s) will be issued to any student as long as he/she is in possession of any book/ notes/ bags etc. However, with the permission of the course coordinator concerned, prescribed books are allowed to be brought in for an open book examination. Bringing any other book(s) (for open book examination) will also be considered as adopting unfair means.
- vii. Ordinarily no student would be permitted to temporarily leave the examination hall while the examination is in progress. Permission to temporarily leave the hall may be granted in exceptional circumstances.
- viii. No student shall be permitted temporary absence from the examination hall during the first & last 15 minutes of an examination.
- ix. Not more than one student shall be permitted temporary absence from the examination hall at any given time.
- x. Any student finishing the examination early and leaving the examination room early must leave the Examination Hall immediately. Silence must be maintained when arriving for or leaving from an examination hall.

- x. When the examination is in progress, if any student is found discussing anything with another student, either in or outside the examination hall, the same will also be treated as adopting unfair means.
- xi. Exchange of calculators, mathematical and other tables, charts etc., is not permitted during examinations.
- xii. Course coordinators/Invigilators have been authorized to summarily disqualify any student, who is found to violate any of these instructions of resorting to any unfair means.
- xiii. Use of unfair means in examinations will be treated as a serious disciplinary offence and the student will be debarred from writing the examination and would have to repeat the course as per rules. If the same student is found to be using unfair means in examination again, the student's registration in the program shall be terminated and the student will be expelled from the program, however the decision regarding unfair means will be taken by the Unfair Means Committee.
- xiv. Copying, or collaborating in copying, in a Quiz/assignment/project will be treated as a disciplinary offence. The penalty for such an offence will be decided by the concerned Course Coordinator in consultation with the Dean of the concerned School.
- xv. Under no circumstances the answer books are to be taken out of the classrooms/examination halls. Submission of in the answer books will be the sole responsibility of the student.
- xvi. The concerned faculty members will show evaluated Assignments/Project Reports/Quizzes to the students directly or through Program Office within seven working days of declaration of result. Clarification on evaluation of examinations can be directly sought from the faculty concerned. Requests for re-evaluation of answer books are strictly prohibited. Requests for seeing evaluated answer books shall not be entertained after one full semester has elapsed since the examination and in no case after the Convocation.

CHAPTER-7
FEE STRUCTURE

7.1 Fee Structure

7.1.1

The University shall, from time to time prepare its fee structure and shall send it for information to the Government of Haryana at least 30 days before the commencement of the academic session.

7.1.2

No other fee/fund (except Hostel fee) by whatsoever name called shall be payable by a student, other than prescribed in the year of his/her admission.

7.1.3

While fixing the fee structure, the University will take due care to ensure that it retains its unaided self-financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee exemptions and/or concessions granted as per the Act.

7.1.4

The University may prescribe a different fee structure for each course, for Resident Indian Students and for children/wards of Non Resident Indians or Foreign Students.

7.2 Mode of Payment

7.2.1

Fee shall be paid by Cash/Demand Draft/Cheque (subject to realization)/ Bank Transfer/ Internet Banking or any other method approved by the Board of Management, made in favour of 'BML Munjal University', payable at 'Delhi'.

7.2.2

Fee paid by a student is not refundable under any circumstances in part or whole after commencement of classes in an academic session

7.2.3

Student must obtain a receipt for every payment made to the University. Fee shall only be paid at the Accounts Office of the University, or by using the method prescribed by the University for Bank Transfer/ Internet Banking or any other method approved by the Board of Management.

7.2.4

Fee cannot be paid in part or in installments, unless specified by the University.

7.2.5

Delayed payments will attract late fee charges and/or interest charges as may be prescribed from time to time.

7.2.6

Cheques returned unpaid for any reason shall attract an administrative fee, and collection fee as may be prescribed from time to time.

7.3 Fee Payable

7.3.1

The fee shall be payable under the following heads which are subject to change from time to time as per prevailing rules and regulations as applicable at that time for different courses.

- (a) Admission Fee
- (b) Tuition Fee
- (c) Registration Fee
- (d) Continuation Fee/Charges
- (e) Hostel Charges
- (f) Refundable Security
- (g) Other Charges

7.3.2

Refundable Security shall be refunded in full, without interest, on production of security deposit receipt and 'No Dues Certificate' from concerned Schools/offices, when such a refund becomes due. However, costs for any damage or loss caused by the student, or any outstanding dues or fines that remain unpaid, are liable to be deducted from the refundable security deposit before refund.

7.4 Fee Structure Notification and Revisions**7.4.1**

Fee Structure shall be notified as part of the Admission Notice/Admission Brochure for a particular year before start of admission.

7.4.2

The fee and fee structure may be revised, as necessary, for every new batch on year to year basis.

7.4.3

The Fee Committee of the University shall prepare the fee structure and review the same periodically in light of the Section 8 of The Haryana Private Universities Act, 2006, as amended, which mandates that the University shall be self-financed and shall not be entitled to receive any grant or financial assistance from the Government or any Board or Corporation owned or controlled by the Government. The recommendation of the Fee Committee will be considered by the Finance Committee and submitted to the Board of Management for approval. Fee structure so approved shall be notified.

CHAPTER-8**HOSTEL**

The following rules shall apply to all the students residing in the hostels. Violation of any rule will make the inmate liable for disciplinary action including expulsion from the hostel and from the institution.

1. Each student shall reside only in the hostel and room allotted by the Warden.
2. Students shall be responsible for all articles of furniture, electrical and other fixtures provided in their rooms. They shall not disfigure or paint walls, doors, windows, ceilings or otherwise damage them.
3. At the end of each academic year or while leaving the University, each student shall hand over the charge of his/her room with all furniture and fixtures to the Hostel Warden. He/ She will be charged the cost of all damages, and shortages detected in his/her room.
4. All rooms are provided with ceiling fans and fixtures for lights. The students may use music system in their room provided they do not disturb the neighboring students. Use of any other electrical appliances is not permitted.
5. Smoking is strictly prohibited on campus.
6. Use of alcoholic drinks or other narcotic materials and gambling in any form are strictly prohibited on hostel premises or any other place inside the campus.
7. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighboring students.
8. Students are advised to dress appropriately inside the hostel premises at all times.
9. ***Outstation Rules***
 - (a) It is mandatory for students to inform and seek the Warden's permission, if they are going out of station. They shall report to the Warden immediately on return. The students should also inform the Program Manager about their absence from campus.
 - (b) All students likely to be away from the hostel have to fill an Outstation Form, available at the hostel office. The filled Outstation Form has to be handed over to the Warden well in advance of the trip.
 - (c) A letter from the Parent/Guardian or a telephonic confirmation to the Warden, stating their knowledge of the proposed outstation trip of their Ward and their permission for the same, must be provided.
 - (d) Students violating Outstation Rules are liable for Disciplinary action.
10. Students shall not invite any unauthorized person to their hostels.
11. Students shall not keep or entertain local or outside guests in their rooms without the prior permission of the Warden.
12. Students shall inform the Hostel Warden whenever they suffer from any illness or injury.
13. Students shall not organize in the hostel any party, assembly or activity without the permission of the Warden.
14. Students shall not form any Hostel Society or issue any publication without the permission of Warden.
15. Students shall not invite any speaker to address a hostel meeting without the permission of the Warden.
16. Students shall not remove newspapers, journals, furniture, radio or TV from the common rooms or mishandle or damage them.
17. Students shall undergo medical examination conducted by the medical officer as and when required.
18. Students shall cooperate with Warden and fellow students and obey Warden's instruction on all matters concerning Hostel/Mess.
19. All residents shall return to their hostel latest by 11.00 p.m. Prior permission of the Warden has to be obtained for late returns. Students returning from out-station visit have to report at the campus gates latest by 8PM.
20. No student is permitted to enter the premises of hostels from the other sex.

21. As a policy, parents, relatives and guests are not allowed to stay inside the hostel with their wards. However, based on prior request and availability, all possible help will be extended to provide/arrange lodging facilities to them in and around the campus, to the extent possible.

22. **Mess Rules**

The mess rules are broadly outlined below:

- (a) Students residing in hostels will be charged on yearly basis against food expenses incurred.
- (b) Students shall be served meals only during the prescribed timings.
- (c) Students shall not carry their meals wholly, or in part, outside the mess. They shall not carry any utensil or any other property of the mess outside the dining hall.
- (d) Sick students may be allowed to eat their meals in their rooms with the permission of the Warden.
- (e) Students shall not interfere with cooking or services and shall not handle mess equipment.
- (f) Students may entertain guests in the mess as per prescribed charges after making an entry in the guests register.
- (g) Students shall cooperate with the mess employees and deal with them in polite and courteous manner.

Note: *On all matters not covered by these hostel rules, the discretion of Warden shall be final and binding.*

CHAPTER-9**CONDUCT AND DISCIPLINARY PROVISIONS****9.1 Title of Rules**

These provisions shall be called "The BML Munjal University Students Conduct and Disciplinary Provisions".

9.2 Date of Commencement

These Rules shall come into force with immediate effect on the publication of ordinance in the Gazette.

9.3 Application of Rules

These Rules shall apply to all the students of the University, whether admitted before the date of enforcement of these Rules or afterwards.

9.4 Acts of Indiscipline and Misconduct

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline among other things shall include:

- i. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- ii. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.
- iii. Engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- iv. Use of abusive and derogatory slogans or offensive language or incitement of hatred and violence or any act calculated to further the same.
- v. Ragging in any form. "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities during certain period of a College term to raise money for charity "Ragging includes display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including rowdy undisciplined activities which causes or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension of fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address senior or 'Sir' perform mass drills; copy class notes for the seniors; severe various errands; do menial jobs for the seniors; asks/answer vulgar questions; force to look at pornographic pictures to fresher out of their innocence; force to drink alcohol, scalding tea, etc. to do acts which can lead to physical injury, mental torture or death; strip kiss or do other obscenities.
- vi. Eve teasing or disrespectful behavior to women or girls students.
- vii. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
- viii. Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or halls of residence, by any person.
- ix. Getting enrolled in more than once course of study simultaneously in violation of the University rules.
- x. Committing forgery, tampering with or misuse of the University documents or records, identification cards, etc.
- xi. Furnishing false certificate or false information to any office under the control and jurisdiction of the University.

- xii. Consuming or possessing alcoholic drinks, dangerous drugs, tobacco or other intoxicants in the University premises.
- xiii. Indulging in acts of gambling in the University premises, loitering.
- xiv. Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.
- xv. Arousing communal, caste or regional feelings or creating disharmony among students.
- xvi. Not disclosing one's identity, or not showing University identity card, when asked to do so by an employee or officer of the University who is authorized to do so.
- xvii. Tearing of pages, defacing, burning and destroying of books of any library or seminar.
- xviii. Unauthorized occupation of hostel rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere.
- xix. Accommodating guests or other persons in hostels without permission of the Vice Chancellor or Warden.
- xx. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University.
- xxi. Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behaviour.
- xxii. Any act of moral turpitude.
- xxiii. Any offence under law.
- xxiv. Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University.
- xxv. Violation of the Traffic Rules as notified by the University.
- xxvi. Improper behaviour while on tour or excursion.
- xxvii. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings.
- xxviii. Disobeying the teachers and displaying misdemeanor within and outside the University premises, and/or not wearing prescribed uniform/aprons/laboratory coats/safety glasses etc.
- xxix. Indulging in vandalism/violence and damaging University and / or Public property or property of any other person.
- xxx. Demonstrations, inciting protests, distributing hand bills etc.
- xxxi. Unauthorized use of mobile/satellite phone within the Campus.
- xxxii. Any type of harassment whether physical, verbal, mental, sexual or electronic quarrelling, fighting and passing derogatory remarks in the University premises against fellow students /teachers /employees / canteen and mess workers etc.
- xxxiii. Any other act which may be considered by the Vice Chancellor or the Discipline Committee to be an act of violation of discipline.

9.5 Officers authorized to take disciplinary action

Without prejudice to the powers of the Vice Chancellor as specified under the Statutes, the following persons are authorized to take disciplinary action by way of imposing penalties as specified in these Rules:

- i. Dean of the School
- ii. Director Sports & Student's Welfare
- iii. Librarian, University Library
- iv. Wardens of Halls of Residence
- v. Any other person employed by the University and authorized by the Vice Chancellor for the purpose.

9.6 Imposition of Penalties

- i. Any penalty enumerated in Rule 9.7 may be imposed by the Vice Chancellor upon the recommendation of the Discipline Committee constituted under Ordinance.
- ii. Penalties other than those specified in Clause (ix), (x), (xi), (xii) and (xiii) of Rule 9.7 may also be imposed by any of the Officers enumerated in Rule 9.5, within their respective jurisdictions.
- iii. Penalties on the offences relating to Examination will be dealt by the relevant bodies.

9.7 Nature of Penalties

The following penalties may, for act of discipline or misconduct or for sufficient reasons, be imposed on a student, namely:

- i. Written warning and information to the guardian, recording in dossier of student.
- ii. Fine as prescribed from time to time.
- iii. Suspension from the Class/School for 3/5/7/10 days or more, with effect on attendance; suspension from Hostel/Mess/Library and/or withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- iv. Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v. Recovery of pecuniary loss caused to University Property.
- vi. Debarring from participation in Sports/NCC/NSS and other such activities,
- vii. Disqualifying from holding any representative position in the Class/School/Hostel/Mess/Sports/ Clubs and in similar other bodies.
- viii. Reallocation to another hostel.
- ix. Expulsion from the School/Faculty/Hostel/Mess/Library/ Club.
- x. Debarring from an examination.
- xi. Rustication for one semester.
- xii. Issue of Migration Certificate and reflect the act of indiscipline in the Character Certificate.
- xiii. Disqualifying from further studies, or prohibition of further admission or re-admission.

9.8 Suspension Pending Enquiry

Any student against whom a charge of misconduct has been made may be suspended from the rolls of the University by the Vice Chancellor, during enquiry or trial of a cognizable offence by a court of law.

9.9 Conduct

(a) Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of a University of national stature and observe all the rules of discipline of the University.

(b) Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and towards the fellow students including residents of the hostel and residents of surrounding areas and villages.

(c) Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

9.10 Composition of Disciplinary Committee

The Discipline Committee consisting of the following will be responsible for maintaining discipline among students:

- (a) Director Students Welfare (Convener)
- (b) Four teachers appointed by the Vice Chancellor/President
- (c) One Male & Female Student Member
- (d) Assistant Registrar- Member Secretary

The term of office of members of the Students Disciplinary Committee shall be two years.

9.11 Procedure of Punishment

Any faculty or staff or student can report the matter in writing or verbally to Disciplinary Committee of the University for appropriate Action, if a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment.

(a) Receipt of Complaint:

A disciplinary case will be initiated when an action indicating indiscipline is noticed by any authority or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC). The complaint shall be in writing. If the CDC is convinced that prima facie evidence exists against the defaulter, the defaulting student may be suspended during investigation.

(b) Investigation:

Minor Cases: The CDC will issue a Show Cause Notice to the defaulter based on the facts of the case within 24 hours of the complaint. After having the matter investigated, the defaulter having been given an opportunity to be heard, a warning will be issued to the defaulter if he/she is found guilty. If a written apology is submitted by the defaulter, it shall be filed in the student record held with the Warden/Registrar. The CDC may close a case on receipt of such a written apology by the defaulter and his/her parents. If any detailed inquiry is required, the CDC may constitute an inquiry committee consisting of one or more members of the Discipline Committee, to conduct a detailed inquiry into the matter.

Serious Cases: In serious cases, a Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter needs to be submitted to the CDC by hand within 24 hours. If the CDC is not satisfied with the reply, he will issue a letter to the defaulter, to appear before the Disciplinary Committee, (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be placed on the table of the Disciplinary Committee. The Disciplinary Committee will award punishment after giving the defaulter an opportunity to be heard.

(c) Disciplinary Committee Meeting

(i) Presence of a minimum of four members is mandatory for Disciplinary Committee meeting to be held.

(ii) Disciplinary Committee will generally meet once a month or on the date/time specified by the Chairman as and when required. The Committee shall decide the punishment within two days and issue the punishment award letter where defaulter has been found guilty. The award of punishment will also be put up on the Notice Board.

(iii) Copies of punishment award shall be placed in the registration record of the student and will also be sent to the Vice Chancellor, Dean of the School concerned, Program Office, Registrar, and Training and Placement Officer as required.

9.12 Community Service

At sole discretion of Discipline Committee, the defaulter may be given, depending on merits of the case, an option to undertake University Community Service, such as work at Library, Records, Security, Administration, Sports, Editorial work.

9.13 Appeals

Appeals, if any shall lie with the Vice Chancellor whose decision in the matter shall be final. Only those cases will be considered for review by the Vice Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Disciplinary Committee.

9.14 Amendments and Repeal

The BML Munjal University Students Conduct and Disciplinary provisions may be amended or repealed with the approval of the competent authorities from time to time.

CHAPTER-10**CREATION, COMPOSITION & FUNCTIONS OF ANY OTHER BODY FOR IMPROVING ACADEMIC LIFE****10 Other Bodies****10.1**

The University may establish campus development committee, faculty club, community club, etc. for the development of campus and for creating congenial environment on the campus. The constitution and functions of these bodies will be prescribed in the regulations.

Statutes of the University provide for the constitution, powers and functions of the authorities and other bodies of the University as may be constituted from time to time.

As per provisions of the Haryana Private Universities Act, 2006, clause 21, the following shall be the authorities of the University:

- A. The Governing Body;
- B. The Board of Management;
- C. The Academic Council; and
- D. Such other authorities as may be declared by the Statutes to be the authorities of the University.

Presently, the following additional authorities have been constituted:

- A. Finance Committee
- B. Board of Studies

The Committees and other Boards of the University include the following:

- I. Selection Committee for the Appointment of the Vice Chancellor;
- II. Selection Committee for the Appointment of the Registrar, Chief Finance and Accounts Officer, Controller of Examination, Librarian, Human Resource Officer, Facilities Management Officer, and Dean(s) of School(s);
- III. Selection Committee for the Appointment of Academic Staff;
- IV. Selection Committee for the Appointment of Non Academic Staff;
- V. Promotion Committee for Academic Staff;
- VI. Promotion Committee for Non Academic Staff
- VII. University Academic Policy Committee;
- VIII. University Research Committee;
- IX. Disciplinary Committee;
- X. University Staff Development Committee;
- XI. Admissions Committee;
- XII. Strategic Development Committee;
- XIII. Quality Assurance Committee;
- XIV. Advisory Committee for Graduate Employment and Career; and
- XV. Other Committees and Boards subsequently created under the Act Statute, Ordinances, Regulations and / or Rules.

CHAPTER-11**COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS,
TRANSFER AND ARTICULATION****11.1 Cooperation and Collaboration**

The University may seek cooperation and collaboration with Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements where necessary, detailing the extent and areas of cooperation, as mutually agreed upon.

11.2 The University may enter into cooperation and collaboration agreements with international institutions of high academic standards in the areas of mutual interest. Such cooperation may include:

- (a) Students exchange programs.
- (b) Faculty exchange programs.
- (c) Twinning programs for practical and training programs etc.
- (d) Joint research programs.
- (e) Exchange of data, documentation and research material and any other cooperation in the fields of mutual interest.

11.3 The area of cooperation and collaboration may also include curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer internships, placements etc.

11.4 The University may enter into cooperation and collaboration agreements with organizations, research institutions and industries, both Government and Private, in areas of research, teaching, training, internship, summer placements, employment for the students; and for training teachers of various faculties / Schools and to organize conferences/seminars and workshops in collaboration with them.

11.5 The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the prescribed Authority.

11.6 Transfer and Articulation Committee**11.6.1**

The University shall form a Transfer and Articulation committee which will look after the student transfer, course equivalency, articulation and related issues.

The committee shall have the following powers and functions:

- i. To consider proposals for transfer and articulation agreements with other Indian and Foreign Universities as may be required from time to time, and recommend the same to the Board of Management, if found fit.
- ii. To consider proposals, and to recommend Student or Faculty Exchange Programs with other Indian and Foreign Universities.
- iii. To ascertain and fix equivalency of different courses being taught in B. M. L. Munjal University with courses and programs of other Indian and Foreign Universities.
- iv. To ascertain, fix and award credits to students who have completed courses and programs from other Indian and Foreign Universities where no equivalency of courses /programs has yet been fixed, and with whom no transfer and articulation agreement has been signed.
- v. To research and maintain information on accreditation status of foreign universities and the valuation and equivalence of degrees and diplomas awarded by the accredited universities abroad.

11.6.2

The Committee shall send its recommendations to the Vice Chancellor who shall be the accepting authority for its recommendations.

11.6.3

The Committee shall endeavor to ensure that all policies and procedures relating to transfer and articulation are easily understood, readily available, and widely distributed among students, faculty, and staff, and that the transfer process is efficient, predictable, and sensitive to student needs and treats both native and transfer students equitably.

11.6.4

The University will adopt and maintain a clear and concise Credit Transfer Policy in consultation with the Committee, and its Schools / Faculties.

CHAPTER-12**AMENDMENT AND REPEAL OF ORDINANCE**

Subject to the Haryana Private Universities Act 2006, as amended from time to time and statutes of the University, all that has been stated above, the prescribed authority has the right to modify, amend and/or repeal the above Ordinance, or any part thereof, from time to time.

ANNEXURE-1
(LIST OF COURSES)

| Faculty/ School | Name of Course | Minimum Eligibility Criteria (Note: Minimum Eligibility Criteria may change from time to time. In case of conflict, the eligibility criteria notified in admission notice published as Official Notification of the University shall be taken as final) |
|--|--|--|
| School of Engineering & Technology | 04 year full time –B.Tech Mechanical Engineering | Applicants with a minimum aggregatescore of 50% overall in class XII and prescribed JEE score or equivalent will be eligible for admission to the B.Techprogram. |
| | 04 year full time - B.Tech Electrical & Electronics Engineering | |
| | 04 year full time - B.Tech Civil Engineering | |
| | 04 year full time - B.Tech Electronics & Communication Engineering | |
| | 04 year full time - B.Tech Computer Science | |
| | 04 year full time - B.Tech Computer Science & Engineering | |
| School of Commerce | 03 year full time - B.Com | Applicants with a minimum aggregate score of 50% overall in Class XII will be eligible for admission to the B.Com program. |
| School of Management | 02 year full time - MBA | To be eligible for the MBA program an applicant must have a Bachelor’s Degree with a minimum aggregate score of 50%overall, and should have appeared in any one of the entrance exams such as CAT, MAT, XAT and GMATetc. While work experience is preferred, it is not compulsory. |
| | 03 year full time - BBA | Applicants with a minimum aggregate score of 50% in Class XII will be eligible for admission to the BBA program. |

Note:

- Eligibility/selection criteria will be specified on yearly basis in the Admission Brochure after due approvals from the prescribed authority of the University in conformity with the Act.
- A student from a University/Board not recognized by AICTE/UGC/AIU/MHRD or any other statutory body of Government of India shall not be eligible for admission, until its equivalence is assessed and established by The Transfer and Equivalence Committee of the University and is approved by the Vice Chancellor.
- Rounded off marks or percentage will not be permitted while deciding eligibility & merit.
- Details of eligibility conditions, selection procedure including counseling/sliding/enrollment method and publishing of result etc. will be given in the Admission Brochure every year.
- Weightage of each component for selection criteria will be specific in the Admission Brochure along with the admission notice.

Note: Anything contrary to the provisions of the Haryana Private Universities Act, 2006 (amended from time to time) will be null and void.