

BMU
BML Munjal University

**STUDENT
HANDBOOK**

Academic Year:
2024-25

www.bmu.edu.in



DISCLAIMER

Reservation of Rights / Disclaimer

Every effort has been made to provide accurate, current, and up-to-date information; however, Management's right is reserved to change any of the rules and regulations of the University at any point in time without prior notice. All such changes are effective at such times as the University authorities determine and may apply to prospective students but also to those who are already enrolled in the University, and it shall be deemed that the students have given consent for such changes made from time to time. No liability shall be that of the University at any point of time.

It is intended to serve only as a general source of information about the University and is in no way intended to state contractual terms. The University accepts no liability related to any acts or omissions, which may have occurred inadvertently. This information may include technical inaccuracies or typographical errors.

For areas not covered under this manual, the decision of the appropriate University authorities will be final.

The present Handbook is meant only for the student who takes admission to the University and in case the same is found with any third person, no liability shall be that of the University. The third person is required to report and return the present Handbook to the University with immediate effect.

The complete details of all the policies are available on the MAITRI-ERP for reference. These rules/regulations/guidelines are subject to change from time to time.

(Please visit: <https://maitri.bmu.edu.in/manageDocument.json>)

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VISION & MISSION

Vision

BML Munjal University seeks to nurture ethical leaders who are skilled, knowledgeable and have the life skills required for leading their organization to success. The University shall seek the advancement and dissemination of practically oriented knowledge benchmarked with the best global standards.

Mission

BML Munjal University aims to be a leading University for the quality and impact of its teaching, research, and linkages with major stakeholders. The focus of the University is to find creative solutions to problems through the application of knowledge. The University aims to create a talented community of students and faculty who excel in teaching, learning and research, in a creative stimulating environment. The University will collaborate with other institutions for the development of science, technology, and arts in a global context.

Values

Care: Towards People, Communities, and the Environment.

Pursuit of Excellence: In learning, Research & Community Service.

Freedom of Thought & Thought leadership.

Integrity & ownership.



1. Overview (University at a Glance)

BML Munjal University (BMU) was set up under the Haryana State Private Universities Act on May 02, 2014, vide Haryana Govt. Gaz. (Extra.) and is recognized by the University Grants Commission (UGC). Named after the Chairman and Founder of the Hero Group, Dr. Brijmohan Lall Munjal, BML Munjal University is engaged in creating, preserving, and imparting internationally benchmarked knowledge and skills to a diverse community of students from across the world. BMU aims to nurture ethical leaders who are skilled, knowledgeable and have the life skills needed to lead organizations to success.



BMU seeks to transform higher education in India by creating a world-class and innovative teaching, learning and research environment. Founded by the Hero Group, BMU is a not-for-profit initiative offering undergraduate, postgraduate courses and Ph. D programmes in Engineering & Technology, Management & Commerce, Law and Liberal Studies. Matters related to curriculum design, content development, student exchanges, summer study programmes, joint research activities, digital learning platforms, Ph.D. programmes, faculty training, educational outreach, and executive education programmes are being mentored at the institutional level.

BMU's unique experiential-learning environment generates the spirit of inquiry, creativity, problem-solving, entrepreneurship and innovation; promotes hands-on and cross-disciplinary learning; and teaches a raft of values, career, and life skills. This ensures that BMU students are transformed into well-rounded, industry-ready individuals equipped to take on leadership responsibilities from day one of graduating from the University and confirms a smooth transition to the workplace.

The University imparts modern, practical, and research-based courses, which is to make the students industry-ready. Case studies, industry projects, presentations, research work, and role-play form an integral part of a student's tenure at BMU.

In addition, the University has a unique mentor-mentee system, where a faculty mentor guides mentees. The mentor addresses the academic problems faced by students and counsels' students on personal issues.

The campus is spread over 40 acres of land on the Delhi-Jaipur Highway. The campus has around 80% well-maintained green area, including a rainwater harvesting system, sewage treatment plant (STP), and 100% power backup.



The academic blocks have large and spacious air-conditioned classrooms, tutorial rooms, libraries, laboratories, and student service centers. There are separate hostels for boys and girls and facilities that include food outlets, a well-equipped gym, dance and music rooms, a student hangout called "Area 51", and recreation rooms with indoor games. The campus also provides a wide range of outdoor activities.

The University is marching ahead and has drafted its Vision 2025 with three strategy goals, which are:

- a) A University that is known for producing successful entrepreneurs.
- b) A University that nurtures well-rounded, holistic individuals ready for professional and personal life.
- c) A University that is known for having some of the best faculty in the country.

We extend a warm welcome to you and induct you as the newest member of the BMU family in Academic Year 2024-25. The University endeavors to create a dynamic learning environment to start a new chapter in your academic career. We are committed to making these years fun-filled and holistic learning experiences for you. The Student Handbook is a notable document that needs to be read carefully, as its thorough understanding will be vital to your successful studentship at BMU.

In addition, the handbook will guide you throughout your tenure at BMU on important day-to-day issues. You are advised to keep the handbook throughout your study period at BMU.

2. Registration

2.1. Academic Programme Registration

2.1.1. Requirements

Registration in an academic programme and in each course of the academic programme is mandatory for every eligible student. During academic registration, course registration will also take place. The Office of Registrar announces the registration dates for each semester/module. Students are required to deposit the full fees and clear all dues before registration for each semester. Registration in absentia and late registration may be permitted in exceptional circumstances by the Vice-Chancellor on the recommendation of respective Deans of the School. Please note that the student should immediately bring to the notice of the Office of Registrar for any change in the contact details of the parent/guardian.

2.1.1.1. Pre-Admission Documents

- a) Application Form/Registration Form
- b) Seat Allotment letter//Scholarship Acceptance Letter
- c) CAT/MAT/JEE/SAT/Other Entrance Examination Scorecard (As applicable)

2.1.1.2. Registration, Educational Qualification & Other Mandatory Documents

- a) Recent Colored Passport Size Photograph -02
- b) Proof of Haryana Domicile (Candidate) -if Applicable
- c) Class 10th Mark Sheet & Certificate (in case of improvement both the mark sheets Old and New should be submitted)
- d) Class 12th Mark Sheet & Certificate (in case of improvement both the mark sheets Old and new should be submitted)
- e) Graduation Mark Sheets (All years or up to previous year if final year result is awaited)
- f) Graduation Degree/Provisional Degree
- g) Post-Graduation Marksheets (Only applicable if applying for Doctoral Programme)
- h) Post-Graduation Degree/Provisional Degree
- i) Character Certificate
- j) Migration Certificate/Transfer Certificate
- k) AADHAR Card
- l) In case of Foreign Students, Photocopy of Passport, Visa and FRRO Registration letter
- m) Parents Income Certificate
- n) Caste certificate (if applicable)
- o) Disability Certificate (if applicable)
- p) Certificate for Defence Ward Scholarship (if applicable)
- q) Sports Certificate of National Level/State Level (If Applicable)

2.1.1.3. Undertakings & Certifications

- a) Affidavit for non-availability of documents (In case Migration/Transfer Certificate/Other eligible documents not available at the time of registration) and

- Undertaking by the student (If the candidate is having some backlogs/repeat examinations)-**Annexure-01**
- b) Medical Certificate (From Regular Medical Practitioner/MBBS & Equivalent)-**Annexure-02**
- c) Certificate for having Year Gap (If applicable)-**Annexure- 03**
- d) Student Code of Conduct & Learning Contract-**Annexure-04(a)**
- e) Undertaking by Student & Parent highlighting Acknowledgement of Students Rights & Responsibilities, & Indemnity Bond by Parents-**Annexure-04(b)**
- f) Undertaking by Student on Sexual Harassment (Prevention, Prohibition and Redressal)-**Annexure-05**
- g) Undertaking by Parents/Guardian on Sexual Harassment (Prevention, Prohibition and Redressal)- **Annexure-06**
- h) Undertaking by Postgraduate Students (Regarding Hostel Rules)- **Annexure-07**

2.1.1.4. Verification of Eligibility Requirements for Admission at Present or Later:

- a) The responsibility of proving eligibility proof(s) for admission lies with the student. During the verification or at any stage later, if it is discovered that a student is not fulfilling the eligibility criteria for admission as per norms of the University, the admission will stand cancelled immediately, and the student will not be eligible for any refund of fee except for the security deposit.
- b) The University may cancel the registration if it finds that a false/forged or materially misleading document/statement has been made or important information has been concealed in the student's application form.
- c) Candidates appearing /appeared in the final year exams/semester of their degree examination and are given provisional admission are required to produce their degree completion certificate and marks card by September 30, 2024. Non-submission of the same within the due date, or not completing the qualifying degree will result in withdrawal from the course summarily.

2.2. Orientation Programme

The University organizes an orientation programme to assist the new batch of students in adapting to University life and culture. During this orientation, students get an opportunity to learn about the academic and non-academic processes of the University and get to know their batch mates and seniors through activities and curated interactions.

A familiarization visit of the campus is organized for students wherein they also get to intermingle with the faculty and staff of each school. In addition, there are various cultural & sporting events, industry visits, workshops, seminars and talks by eminent speakers that make the orientation a rich experience for all the students. Students also display their talents on Fresher's Night.

The University encourages the students to participate in all the events and explore all possible opportunities that will enable them to make the most of their stay at BMU. Students must carry their laptops to campus when they move in. Almost all courses require the constant use of laptops to prepare for assignments, and examinations.

2.3. Academic Regulations

Each programme's curriculum design and delivery are decided and approved by the Board of Studies (BOS) of each school and the Academic Council. In addition, both committees have representations from experts from academia, industry, corporates, and research organizations within and outside India.

The credit units of a course are defined in learning hours, i.e., Lectures, Tutorials, Practicals, Discussions and Projects, Fieldwork, Self-study hours, etc. Typically, one unit translates as one hour/week of lecture (or) one hour/week of a tutorial/discussion (or) two hours/week of a laboratory/project. In addition to the above formal hours of instruction, 1 unit translates to 2 hours/week of homework/self-study. As an example, if a course has 1 hour of lecture, 1 hour of tutorial/discussion and 2 hours of laboratory every week, then it will be a 3-credit unit course, and the student will be expected to do 6 hours of homework/ self-study, thus leading to approximately 10 hours of study work per week for that course.

Credits are also assigned to Seminars, Term Papers, Dissertations, projects, Practice Schools, Internships (i.e., practice schools), etc. A Choice Based Credit System (CBCS) is followed, allowing students to develop individual semester/ degree plans to utilize a flexible approach. After carefully reviewing the resources and needs, the list of courses offered in each programme during every semester will be announced before registration.

The University may also offer audit courses. These courses may or may not be directly linked with any discipline of study but contribute to sensitizing students on cross-cutting issues relevant to the current pressing concerns both nationally and internationally, such as gender, environment and sustainability, human values and professional ethics, development of creative and divergent competencies and for providing a broader perspective on the chosen discipline of study.

These courses are non-credit, but the minimum duration is at least 20 hours of study/ related activities. These courses are designed like any other credit course and their conduct is like that of credit courses in terms of attendance, teaching/learning, evaluation, certification, etc. The registration link for these courses is made available to the students on Maitri, as and when the course is floated. The following attendance and passing criteria is applicable for audit courses:

- a) Students are given an opportunity to choose Audit courses as per their own interest and aptitude.
- b) Audit Courses are not offered as mandatory/compulsory courses but may be prescribed by the mentor/school for enhancing the learning capability and skill sets of certain students. For e.g., students weak in communication skills, maybe mandated to audit communication enhancement courses.
- c) Minimum attendance requirement for a Satisfactory Grade is 65% in the School of Law and 60% in other schools of the University and a minimum 40% marks in the course.
- d) The student who fulfils the minimum passing criteria and attendance as given above will be Awarded S Grade (Satisfactory). Whereas a student who fails to meet either of

the criteria with respect to attendance or the passing marks will be awarded X Grade (Unsatisfactory), in the transcripts. No separate certificate will be issued for Audit or Value-Added Courses.

A student with an Unsatisfactory Grade will have an option of not appearing for either recourse or repeat examination. In such cases, an X grade will continue to appear on the transcript for that semester. However, a student with an Unsatisfactory Grade, who wants to improve his grade to a satisfactory, one may opt for the following:

- a) If the Unsatisfactory Grade is due to poor performance and the student fulfilled the minimum attendance requirement, the student may take the recourse examination, held immediately after the end-term examinations. A student will be required to pay a fee per course as prescribed by the University.
- b) If the Unsatisfactory Grade is due to low attendance, then the student may re-register for the course and repeat it with the next batch of students. A student will be required to pay fees as prescribed by the University.

Every semester, all students will mandatorily have to register for the courses through his/her Course Registration Process, as per the dates given in the Academic Calendar. Every student is responsible for his/her registration and completion of registration, failing which he/she shall not be permitted to attend any classes or use University facilities.

Adding/Dropping Courses: A student may add or drop from the registered elective/audit courses within a pre-specified period from the commencement of a regular semester, subject to the availability of resources and the minimum/maximum number of credits required to be registered in a semester. Final registration for that semester will reflect enrolled courses after the add/drop date. The courses thus dropped will not appear in the semester Grade Sheet of the student. However, backlog courses registered during a particular semester cannot be dropped. While exercising the Add/Drop option, the student may lose attendance in those courses added during the add/drop period. This issue must be resolved between the course instructor, the student, and the Faculty Mentor.

a.) Only those electives shall be offered in which the minimum number of registered students are either 10% of the total strength of the programme or five students, whichever is higher. Students with outstanding dues to the University shall not be permitted to register for the semester and attend classes. Late registration may be permitted for extenuating circumstances only with the approval of the Vice Chancellor on the recommendation of the Dean of the respective School and only after clearing all the dues and paying the late registration fee.

If a student fails to register for any course(s) during any semester, their admission to the University will be subject to cancellation. Necessary approval from the Dean of School is necessary for a student to continue their active admission status and subsequent registration. A student is not permitted to register in a semester if,

- a) he/she has dues outstanding to the University, hostel, or any recognized organ of the University.
- b) his/her grade sheet in the immediately preceding semester is withheld, or

c) he/she has been specifically debarred or asked to stay away from that semester.

If a student departing from his/her normal pattern accumulates backlog, the original registration in a semester and in subsequent semesters, if any, for such backlog students will be governed by the “Academic Recovery Policy” of the University.

Where a ‘Grade Awaited’ (GA) report appears in his/her grade sheet in his/her immediately preceding semester, the student may be permitted but with the permission of the Dean of the School. Such matters shall be reported to the Office of the Registrar.

Revocation of Registration: The registration of a student in a course or a set of courses may be cancelled if he/she is found guilty in cases of unfair means, breach of discipline, etc., or when he/she persistently and deliberately does not pay off his/her dues. The registration of such students will also be revoked who cease to be on the rolls of the University by their action or by the University's action by cancelling registration in all courses. Such students who are hostelers and are de-registered will also be asked to leave the hostel.

Summer Term/ Winter Term: The vacation period intervening the two semesters is called the ‘summer term/winter term’, and it usually comprises six to eight weeks and provides for a special accelerated pace of study. This will usually mean that the number of instruction hours (lecture, tutorial/discussion, practical, etc.) for any course would remain the same as those for the course taught during a semester, but the calendar duration of the course will be half of the semester. The summer term/ winter term may also be used for offering courses to make up for a deficiency of students during their previous year/s of study. Only those courses shall be offered in which the minimum number of students is five, and that fee shall be charged for summer/winter courses separately. In Summer Term/ Winter Term, a student can register for courses of a maximum of ten credit units only.

The Final Evaluation (Submission of Report, Presentation & Viva) of Practice School/Internship, which the students undertake during the Summer Term/Winter Term, will be done on completion of the duration of Practice School/Internship as defined in the programme structure. Credits and Grades will be accounted for in the next semester to calculate CGPA. The Scholarship and Promotion criteria will be decided based on the results of End Term Examinations of Even Semester and not after the Recourse Examinations of Even Semester.

Only those specializations in the form of a major or a minor shall be offered in which the minimum number of registered students is either 10% of the total strength of the programme or five students.

3. Academics

3.1. Academic Calendar

| UNIVERSITY CALENDAR FOR ACADEMIC YEAR: 2024-25 (ODD SEMESTER) | | | | | |
|---|----------------------------------|----------------------------------|---|--|--|
| DESCRIPTION | PG Programmes SOM: Batch 2024 | PG Programmes SOM: Batch 2023 | UG Programmes SOET: Batch 2024 SOM: Batch 2024 SOL: Batch 2024 SOLS: Batch 2024 | UG Programmes SOET: Batch 2021, 2022 & 2023 SOM: BBA: Batch 2022 & 2023 SOM: B.Com. (Hons.): Batch 2023 SOL: Batch 2020, 2021, 2022 & 2023 SOLS: Batch 2023 | UG Programmes SOEC: B.Com. (Hons): Batch 2022 SOEC: B.A. (Hons.) - Eco |
| Commencement of Session/Academic Registration/ Presentations | | | | | |
| Start Date | 1-Jul-24 | 8-Jul-24 | 5-Aug-24 | 29-Jul-24 | 29-Jul-24 |
| End Date | 5-Jul-24 | 12-Jul-24 | 9-Aug-24 | 2-Aug-24 | 2-Aug-24 |
| Induction/Orientation Program | | | | | |
| Start Date | 1-Jul-24 | | 5-Aug-24 | | |
| End Date | 6-Jul-24 | | 9-Aug-24 | | |
| Commencement of classes | | | | | |
| Commencement of classes of Odd Semester | Module-1 | Module-5 | 12-Aug-24 | 5-Aug-24 | 14-Oct-24 |
| | 8-Jul-24 | 15-Jul-24 | | | |
| | Module-2 | Module-6 | | | |
| | 16-Sep-24 | 16-Sep-24 | | | |
| Course Registration | | | | | |
| Addition/Deletion of courses for Odd semester | Module-1 | Module-5 | 20-Aug-24 | 9-Aug-24 | NA |
| | 12-Jul-24 | 19-Jul-24 | | | |
| | Module-2 | Module-6 | | | |
| | 20-Sep-24 | 20-Sep-24 | | | |
| Feedback Forms | | | | | |
| Filing of course and teacher feedback forms | Module-1 | Module-5 | Pre- Mid Term | | |
| | 7-Sep-24 | 7-Sep-24 | 25 to 27-Sept-2024 | 25 to 27-Sept-2024 | NA |
| | Module-2 | Module-6 | Post-Mid term | | |
| | 14-Nov-24 | 14-Nov-24 | 27 to 29-Nov-2024 | 27 to 29-Nov-2024 | 27 to 29-Nov-2024 |
| Last day of classes | | | | | |
| Last day of Odd Semester classes | Module-1 | Module-5 | 6-Dec-24 | 6-Dec-24 | 6-Dec-24 |
| | 7-Sep-24 | 7-Sep-24 | | | |
| | Module-2 | Module-6 | | | |
| | 14-Nov-24 | 14-Nov-24 | | | |
| Revision/Reading Week | | | | | |
| Revision/Reading Week | | | 2-Dec-24 to 6-Dec-2024 | 2-Dec-24 to 6-Dec-2024 | 2-Dec-24 to 6-Dec-2024 |
| Examinations | | | | | |
| Examinations | Module-1 | Module-5 | End Term Exam of Pre-Mid Term Courses | | |
| | 09-09-2024 to 14-09-2024 | 09-09-2024 to 14-09-2024 | 30- Sept-24 to 05- Oct-24 | 30- Sept-24 to 05- Oct-24 | NA |
| | Module-2 | Module-6 | End Term Exam | | |

| | | | | | |
|--|--------------------------|--------------------------|------------------------|------------------------|------------------------|
| | 18-11-2024 to 23-11-2024 | 18-11-2024 to 23-11-2024 | 09-Dec-24 to 21-Dec-24 | 09-Dec-24 to 21-Dec-24 | 09-Dec-24 to 21-Dec-24 |
| Recourse Examination (Odd Semester) | | | | | |
| Recourse Examination (Odd Semester) | 7-Jan-25 | 7-Jan-25 | 3-Feb-25 | 3-Feb-25 | 3-Feb-25 |
| Showing of Answer Sheets - End Term Examinations | | | | | |
| | Module-1 | Module-5 | Pre-Mid Term Courses | | |
| From | 10-Sep-24 | 10-Sep-24 | 1-Oct-24 | 1-Oct-24 | NA |
| To | 20-Sep-24 | 20-Sep-24 | 10-Oct-24 | 10-Oct-24 | |
| | Module-2 | Module-6 | End Term Exam | | |
| From | 19-Nov-24 | 19-Nov-24 | 10-Dec-24 | 10-Dec-24 | 10-Dec-24 |
| To | 28-Nov-24 | 28-Nov-24 | 26-Dec-24 | 26-Dec-24 | 26-Dec-24 |
| Moderation of Grades | | | | | |
| Moderation of Grades | Module-1 | Module-5 | Pre-Mid Term Courses | | |
| | 30-Nov-24 | 30-Nov-24 | 17-Oct-24 | 17-Oct-24 | NA |
| | Module-2 | Module-6 | End Term Exam | | |
| | 10-Dec-24 | 10-Dec-24 | 8-Jan-25 | 8-Jan-25 | 8-Jan-25 |
| Publication of Result | | | | | |
| Publication of Results | Module-1 | Module-5 | Pre-Mid term Courses | | |
| | 8-Oct-24 | 8-Oct-24 | 24-Oct-24 | 24-Oct-24 | NA |
| | Module-2 | Module-6 | End Term Exam | | |
| | 18-Dec-24 | 18-Dec-24 | 15-Jan-25 | 15-Jan-25 | 15-Jan-25 |
| Practice Schools/Internship | | | | | |
| Practice Schools/Internship | | | 25-Dec-24 to 25-Jan-25 | 25-Dec-24 to 25-Jan-25 | 25-Dec-24 to 25-Jan-25 |
| Break/Vacation | | | | | |
| Diwali Break | 28-Oct-24 to 01-Nov-24 | 28-Oct-24 to 01-Nov-24 | 28-Oct-24 to 01-Nov-24 | 28-Oct-24 to 01-Nov-24 | 28-Oct-24 to 01-Nov-24 |
| Winter Term/ Internship/PS | 25-Dec-24 to 04-Jan-25 | 25-Dec-24 to 04-Jan-25 | 25-Dec-24 to 25-Jan-25 | 25-Dec-24 to 25-Jan-25 | 25-Dec-24 to 25-Jan-25 |

UNIVERSITY CALENDAR FOR ACADEMIC YEAR: 2024-25 (EVEN SEMESTER)

| | | | | |
|--|--|--|--|---|
| DESCRIPTION | PG Programmes SOM: Batch 2024 | PG Programmes SOM: Batch 2023 | UG Programmes SOET: Batch 2022, 2023 & 2024 SOM: Batch 2022, 2023 & 2024 SOL: Batch 2020, 2021, 2022, 2023 & 2024 SOEC: Batch 2022, 2023 SOLS: Batch 2024 | UG Programmes SOET: Batch 2021 |
| Commencement of Session/Academic Registration for EVEN Semester | | | | |
| | Module-3 | Module-7 | | |
| Start Date | 25-Nov-24 | 25-Nov-24 | 27-Jan-25 (SOL: 03-Feb-25) | 6-Jan-25 |
| End Date | 29-Nov-24 | 29-Nov-24 | 01-Feb-2025 (SOL: 04-Feb-25) | 9-Jan-25 |
| Commencement of Classes | | | | |
| | Module-3 | Module-7 | | Practice School III |

| | | | | |
|--|------------------------|------------------------|---|-----------|
| Commencement of classes of Even Semester | 25-Nov-24 | 25-Nov-24 | 27-Jan-25 (SOL: 03-Feb-25) | |
| | Module-4 | Module-8 | | |
| | 10-Feb-25 | 10-Feb-25 | | |
| Course Registration | | | | |
| Addition/Deletion of courses for Even Semester | Module-3 | Module-7 | 31-Jan-25 (SOL: 07-Feb-25) | |
| | 6-Dec-24 | 6-Dec-24 | | |
| | Module-4 | Module-8 | | |
| | 14-Feb-25 | 14-Feb-25 | | |
| Feedback Forms | | | | |
| Filing of course and teacher feedback forms | Module-3 | Module-7 | Pre- Mid | |
| | 31-Jan-25 | 31-Jan-25 | March 11-14, 2025 | NA |
| | Module-4 | Module-8 | Post Mid | |
| | 4-Apr-25 | 28-Mar-25 | May 6-8, 2025 | |
| Last day of classes | | | | |
| Last day of Even Semester classes | Module-3 | Module-7 | 16-May-25 | |
| | 31-Jan-25 | 31-Jan-25 | | |
| | Module-4 | Module-8 | | |
| | 4-Apr-25 | 28-Mar-25 | | |
| Revision/Reading Week | | | | |
| Revision/Reading Week | | | 12-05-2025 to 16-05-2025 | |
| Examinations | | | | |
| Examinations | Module-3 | Module-7 | End Term Exam of Pre-Mid Term Courses | |
| | 03-Feb-25 to 08-Feb-25 | 03-Feb-25 to 08-Feb-25 | 17-Mar-25 to 21-Mar-25 | |
| | Module-4 | Module-8 | End Term Exam | |
| | 07-Apr-25 to 12-Apr-25 | 31-Mar-25 to 05-Apr-25 | 19-May-25 to 31-May-25 | 16-May-25 |
| Recourse Examination (EVEN Semester) | | | | |
| Recourse Examination (Even Semester) | 14-Jul-25 | 14-Jul-25 | 4-Aug-25 | 4-Aug-25 |
| Showing of Answer Sheets - End Term Examinations | | | | |
| | Module-3 | Module-7 | Pre-Mid Term Courses | |
| Start Date | 4-Feb-25 | 4-Feb-25 | 18-Mar-25 | |
| End Date | 13-Feb-25 | 13-Feb-25 | 25-Mar-25 | |
| | Module-4 | Module-8 | End Term Exam | |
| Start Date | 8-Apr-25 | 1-Apr-25 | 20-May-25 | |
| End Date | 17-Apr-25 | 10-Apr-25 | 4-Jun-25 | |
| Moderation of Grades | | | | |
| Moderation of Grades | Module-3 | Module-7 | Pre-Mid Term Courses | |
| | 21-Feb-25 | 21-Feb-25 | 1-Apr-25 | |
| | Module-4 | Module-8 | End Term Exam | |
| | 23-Apr-25 | 16-Apr-25 | 12-Jun-25 | |
| Publication of Results | | | | |
| Publication of Results | Module-3 | Module-7 | Pre-Mid Term Courses | 30-May-25 |
| | 28-Feb-25 | 28-Feb-25 | 9-Apr-25 | |
| | Module-4 | Module-8 | End Term Exam | |
| | 1-May-25 | 24-Apr-25 | 20-Jun-25 | |
| Practice Schools/Internship | | | | |
| Summer Term/ Internship/Practice School | 14-Apr-25 to 07-Jun-25 | | 02-Jun-25 to 26-Jul-25 SOEC: 02 -June-25 to 05 -Oct-25 | |

3.2 Academic Support

At BMU, students' success is the primary goal. All faculty, staff, and students remain committed to working towards this singular aim. BMU strives to provide the necessary academic and planning support to academically underperforming students in the form of mentors and counsellors. Each semester, students must meet their designated faculty mentors to plan the activities and courses for the next semester. The faculty mentor finalizes the student's academic programme keeping in view the minimum/maximum number of total credits in a semester, course backlogs, course pre-requisites, and his/her interest in the course. It is also the responsibility of faculty mentors to track the holistic progress of the students assigned to them. The faculty mentor helps the student work through academic difficulties. We have counsellors on campus to help students navigate any personal difficulties. In the event of a student requiring a professional counsellor's services, the University arranges his/her access to a professional counsellor of repute.



3.3. Teaching/Pedagogy

The teaching/learning modes of the course shall be lectures, tutorials/discussions, practicals, study groups, case studies, projects, assignments, industry visits, guest lectures by experts, gamification, simulations MOOC etc. The course delivery could be in online mode, face-to-face or blended mode. At the start of each semester, the instructor will share the course handouts that will explicitly state the course aim, course contents, assessment plan, reading and learning outcomes and additional educational resources with the students.

3.3.1. Outcome-Based Education (OBE) Implementation

BMU endeavors to follow the Outcome-Based Education (OBE) and the choice-based credit system (CBCS) curriculum across all programmes. It targets achieving desirable outcomes (in terms of knowledge, skills, attitudes, and behavior) at the end of a programme. Teaching with this awareness and making the associated effort constitutes outcome-based education. This entails a standard methodology for ascertaining the attainment of outcomes and benchmarking these against the programme outcomes consistent with the objectives of the programme.

3.3.2. OBE Framework

- a) Identify and define the learning outcomes at all levels and explicitly document the same in the curriculum.
- b) Organizing the teaching and learning activity through student –activity and project-based learning.
- c) Assessment and evaluation at all levels of learning outcomes i.e., Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs)

3.3.2.1. Programme Educational Objectives (PEOs)

Programme educational objectives are broad statements that describe the career and professional accomplishments that the programme is preparing graduates to achieve.

3.3.2.2. Programme Outcomes (POs)

Programme outcomes describe what students are expected to know and would be able to do by graduation. These relate to students' skills, knowledge, and behaviors as they progress through the programme.

3.3.2.3. Programme Specific Outcomes (PSOs)

Programme Specific Outcomes are statements that describe what the graduates of a specific programme/specialization should be able to do. In line with POs/PSOs, the Course Outcomes (COs) of a particular course are formulated.

All students are required to understand the basic philosophy of OBE and its execution in consultation with their course faculty and faculty mentors.

3.4. National Education Policy (NEP) 2020

BMU complies with the National Education Policy (NEP) 2020. We are committed to providing our students with a comprehensive and transformative educational experience as per the goals of NEP. Some of the key features of NEP 2020 that we are aligned with:

- **Multidisciplinary education:** Our curriculum encourages multidisciplinary learning, which allows students to explore different fields and develop a broader perspective.
- **Flexible academic structure:** Our academic programs offer flexibility in choice of subjects, allowing students to tailor their learning experience according to their interests and aspirations. BMU's UG degrees (except for School of Law) are of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications. All our students are registered with the Academic Bank of Credits.
- **Integration of technology:** We leverage technology to enhance teaching and learning experiences, making it accessible and inclusive for all students.
- **Focus on experiential learning:** We prioritize hands-on learning experiences such as internships, industry collaborations, and community engagement initiatives to bridge the gap between theory and practice.
- **Research and innovation:** We foster a culture of research and innovation, giving our students opportunities to engage in meaningful research projects and entrepreneurial pursuits.

3.5 Minimum and Maximum Duration of Academic Programmes:

The maximum permissible period for completing a programme up to two academic years shall be $n+1$ year (two semesters), and for the programmes of more than two academic years duration, the maximum permissible period shall be $n+2$ academic years (four semesters), where “ n ” represents the minimum duration of the programme. The enrolment of the student who fails to complete the requirements for the award of a degree in the prescribed maximum duration shall stand cancelled, and no degree shall be awarded. The time taken to improve the score/grade/CGPA shall be counted in the maximum duration allowed to complete a programme.

3.6. Examinations and Evaluation

The different components of evaluation are evenly spread out in the semester. At least one of the components (examination) will be comprehensive enough to include the whole course and be held at the end of the semester. It is the instructor's prerogative to design the method of evaluation to match the pedagogic approach. Mid and End Term Exams can be open-book or closed-book exams. It shall be the individual student's responsibility to be present in all classes, take prescribed quizzes, tests, and examinations, and submit all homework. Any student who misses any component of the evaluation may apply for a make-up evaluation as per the Academic Recovery policy of the University. At the conclusion of the semester, a student is awarded a grade in each of the courses he/she has taken during this period. The grade awarded to a student in a course is based on his/her total performance in all the components of evaluation as designed by the instructor-in-charge. Students are required to adhere to the Examination Regulations that are available on MAITRI.

3.7. Grading Policy

Once an assessment of the student's performance has been made, the following letter grades are awarded:

| Grades | Grade Points | Academic Performance |
|--------|--------------|----------------------|
| A+ | 10 | Outstanding |
| A | 9 | Excellent |
| B+ | 8 | Very Good |
| B | 7 | Good |
| C+ | 6 | More than Adequate |
| C | 5 | Acceptable |
| D | 4 | Minimally Acceptable |
| F | 0 | Fail |
| R | 0 | Repeat |
| I | - | Incomplete |
| W | - | Withdrawal |

| | | |
|-----|---|-----------------------------|
| GA | - | Grade Awaited |
| S/X | - | Satisfactory/Unsatisfactory |

The grades in a particular course are finalized by the Grade Moderation Committee, based on any of the following methods:

3.7.1. Statistical Method

The mean (μ) and the standard deviation (σ) of marks obtained from all the passing students in a course shall be calculated, and the grades shall be awarded to a student by fitting all the passed students to a normal distribution curve.

3.7.2. Grading on the Curve

In this method, the letter grades are distributed along a bell curve. The scores above and below the average are distributed accordingly. The average score automatically becomes an average grade (typically a B Grade as per our scheme). The following table indicates the percentage of students who have scored more than 40 marks that could fall in each category of grades:

| Grades | % |
|--------|-----------|
| A+ | 16%-20% |
| A | |
| B+ | 50% – 60% |
| B | |
| C+ | |
| C | 16%-20% |
| D | |

3.7.3. Clustering Approach with Natural Gaps

In this method, the grade boundaries are drawn by judging how much population is to be included, say mean \pm standard deviation or mean \pm 0.5* standard deviation. Cut-off lines generally are drawn so that each group is unambiguously distinct from its adjacent groups. There are clear-cut gaps near the cut off lines, or there is a very thin population adjacent to the cut-off lines.

3.7.4. Grades Based on Absolute Marks System

This method may be used if the number of students appearing in a course is less than 30. The award of grades based on absolute marks out of 100 shall be made as given in the table below:

3.7.5. Marks Boundaries for Grades in Absolute Marks System

| Marks | Grade |
|--------------|-------|
| Above 93 | A+ |
| 85 – 93 | A |
| 75 – 84 | B+ |
| 65-74 | B |
| 55-64 | C+ |
| 46- 54 | C |
| 40-45 | D |
| Less than 40 | F |

The performance of a student in a semester is indicated as “Semester Grade Point Average (SGPA). The SGPA is the weighted average of Grade Points of all letter grades received by a student for all the Courses in the semester. The formula for Computing SGPA is given below:

$$SGPA = \frac{U_1 G_1 + U_2 G_2 + U_3 G_3 + \dots}{\text{Total credit in a semester}}$$

Where U₁, U₂, U₃ denote credits associated with courses taken by the Student and G₁, G₂, G₃ are the Grade Point of the letter grades awarded in the respective Course.

The Cumulative Grade Point Average (CGPA) is 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. It is also used for the declaration of division when the programme is completed. CGPA here refers to 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 u₁, u₂, u₃ ... u_n denote credit units associated with the course taken by the student and g₁, g₂, g₃ ... g_n denote grade points of the letter grades awarded in the respective courses.

3.8. Passing Criteria

A student has to fulfil the following conditions to pass any academic programme of the University:

- Should have scored a passing grade in all the courses separately.

- b) Should have earned a minimum number of credits prescribed for the concerned programme as per the Programme Structure, Curriculum, and Scheme of Examinations for his/her programme of study. The earned credit requirements for the award of degree are equal to the credits of all courses as defined in the programme structure. It is mandatory to pass all the courses mentioned as part of the programme structure. After exhausting all the options of Recourse/Repeat, a student can apply to his/her respective Dean of School for withdrawal of course(s) at the end of the programme up to a maximum of 5 credit units in case he/she is unable to get a passing grade. However, the credits for such courses will be considered while calculating the CGPA. The cases approved for withdrawal by the Dean will be reported to the academic council of the University.
- c) Should have secured a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of the final year of the programme.
- d) A student registered for an audit course may be awarded an “S” grade for his satisfactory performance, and an “X” (unsatisfactory) grade will be awarded for his unsatisfactory performance. Such audit course(s) shall be shown in the final Grade Card. However, a student shall neither be entitled to any credits for such course(s), nor shall these be considered to calculate SGPA/CGPA.



3.9. Academic Progression Criteria

- a) Students of the bachelor's degree programme (Undergraduate) should have obtained a minimum CGPA of 4.5 or more and no more than 12 credits of backlog at the end of each academic year to be eligible for progression to the next academic year.
- b) Students of the master's degree Programme (Postgraduate) should have obtained a minimum CGPA of 5.0 and no more than 6 credits of backlog at the end of each academic year for promotion to the next academic year.
- c) A student who fails to meet the promotion criteria may be put on 'Academic Probation' for a year and will be required to clear all his backlogs by taking recourse exams or/and repeating courses as per the Academic Recovery Policy of the University. All such students who fail to get promoted to the next academic year can also avail 'academic break'. Only one academic break in case of programmes of up to two years duration and two academic breaks in case of programmes with more than two years duration

shall be allowed to complete the academic programme. In no situation, a student will be allowed to take more than the above-mentioned academic breaks for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits for completion of the programme or due to award of penalty by the Disciplinary Committee/Unfair Means Committee of the University. A student on academic break shall not be required to pay the academic fee for that year. He shall, however, pay the prescribed examination fee. On re-joining, he/she will pay the fee applicable to the batch he/she joins. A student who repeats the year will be required to pay the prescribed Academic Fee for the year.

3.10. Academic Recovery

The University is committed to motivating students to strive to achieve excellence in every aspect of their academic life. The University understands that sometimes due to unforeseen reasons or unique personal learning needs, a student may not be able to take exams or fall short of their desired expectations in mastering a specific course. The Academic Recovery Policy is designed to help the students manage such exceptional situations and support them to achieve academic excellence. Students should note that this policy and facilitation is also designed to discourage students from using this as a tool to generally boost one's academic grades from a competitive point of view or otherwise. The University provides the following options to the students to make up for poor performance:

- a) 'Make-up Examinations' is the test that is taken for any component other than the end-term examination.
- b) 'Recourse Examinations' is the test that is taken for the end-term exams only.
- c) 'Repeat Course' is re-registering for a course in subsequent semesters.

3.10.1. Eligibility for Make-up Examinations:

- a) Make-up Examinations: Students can request for Make-Up Examinations only under exceptional circumstances. This must be supported by relevant documents (Medical certificate for medical reasons, prior permission from the Dean of the School in case of official duty, etc.).
- b) General conditions for Make-up examinations:
 - The student may apply directly to the instructor-in-charge for a make-up examination with relevant documents. Notwithstanding anything stated above, in case of a difference of opinion, the decision of the Dean shall be final.
 - Maximum number of Make-up Examinations allowed: A student can take the Make-up Examination only once for any component in a given course.
 - Make-up Examinations are not chargeable.
 - Make-up Examinations are conducted during the semester but before the End of Semester Examinations.
 - Make-up Examinations will be conducted as per the Examination Regulations.

3.10.2. Policy for Recourse Examinations

- a) Eligibility for Recourse examinations:
 - Missing the end-term examination due to a valid reason (Students with 'I' Grade).
 - Student with 'F' Grade in a course.

b) General conditions for Recourse examinations:

- A student can request for recourse examination in any number of courses in which he/she has obtained an 'F' or 'I' Grade.
- A student can take the Recourse Examinations only once in any given course. If a student is unable to obtain a "Pass Grade" after the recourse examination, he/she will be awarded R Grade in that course, and he/she will have to repeat such a course.
- The Recourse Examination will be scheduled as notified in the Academic Calendar of the University. In case the student does not take the exam at the first offering, he/she will be awarded R Grade in the course and will have to repeat the course by re-registering in it in the subsequent semester or during the Summer Term/Winter Term whenever it is offered by the University. Recourse Examination can be undertaken by paying the fee as per the policy of the University.
- However, if the student was hospitalized due to any sickness or had family situations (death/major accident in the family leading to hospitalization and prolonged care and surgery) or has represented the University in different activities and could not appear for the End Term Examinations, the student may apply for 'I' Grade and shall need approval from the concerned Dean for waiver of recourse fees.
- A student taking a recourse examination who was penalized for indulging in an unfair means in that course will be awarded a maximum of 'C+' Grade for a level 3 or 4 offense, irrespective of the higher grade scored in the recourse examination.
- Recourse Examinations will be conducted as per the provisions of the Examination Regulations.

3.10.3. Policy for Repeating a Course:

a) Eligibility for repeating a course:

- Poor academic performance in the components of internal assessment and/or in the end-term examinations (Improvement of Grade),
- Unable to pass the course after taking the Recourse Examination,
- Has an F or I Grade and did not appear for the Recourse Examinations scheduled immediately after End Term Examination of the respective semester,
- Cancellation of examination due to use of Unfair means,
- Attendance being less than 60% (In case of SOL, Less than 70%), in a course or as prescribed by the respective Board of Studies.

b) General conditions for repeating a course:

- A student willing to apply to repeat a course shall be required to re-register in that specific course.
- The repeat course shall be treated as any other course taken by the student, and he/she will have to undergo all the classes/lab instructions and exams (internal assessments & end term examinations) to earn the new grade. The previous grade in the course will be treated as cancelled.
- Repeating a course is chargeable as per the University policy.
- Students will have to register for repeat a course during the subsequent semesters or in Summer Term/Winter Term-whensoever offered by the University. If the course is not being offered in subsequent semesters or the summer term/winter term, a

student may be asked to complete the course by undertaking an individual Course of Independent Study (CIS) under the direct supervision of a course instructor subject to their availability.

- A student taking an examination on a repeat course for indulging in any unfair means will be awarded a maximum of a 'C+' Grade for a level 3 or 4 offense, irrespective of the higher grade scored in the repeat exam.

3.10.4. Improvement of Grade

Students who wish to improve their grades can do so only by applying for repeating/re-registering in the course during the subsequent semesters or in Summer Term/Winter Term. If a student re-registers for a course, this course will be treated as a repeat course taken by the student. The student will have to undergo all the class/lab instructions and exams to earn the new grade. The new grade earned will be the final grade considered for the calculation of SGPA/ CGPA. However, the student must pay the prescribed fee for registering for the course. Improvement in the score of courses completed by a student prior to his lateral entry into the University shall not be allowed.

3.11. Academic Break

The School recommends students who apply for Academic Break and the case for justifiable reasons be recorded in writing and, if approved by the Vice-Chancellor, can be granted an academic break under the following circumstances.

- a) The student has been continuously ill.
- b) Career advancement (improvement of grade)
- c) Justified personal reasons.

However, the total period to qualify for the programme will not exceed the prescribed N+1 year for up to two-year programmes and N+2 years for three years and the above programmes. A student who is granted an academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins. In exceptional circumstances, a further extension of one year may be granted at the recommendations of the Dean of School and duly approved by the Vice Chancellor. During the extended period, the student shall be considered as a private candidate and shall also not be eligible for ranking.

3.12. Attendance Rules & Regulations

As per BMU Statutes, class attendance is a key requirement for holistic learning, and a student is required to have 100% attendance in all the courses. To account for any contingencies including illness, hospitalisation, accident, tragedy in the family, and any special family function, participation in any co-curricular and sports activities, a relaxation of up to 25% is permitted. Therefore, to appear in the End Semester Examination without a grade drop in a course, a student should have a minimum of 75% attendance. Medical certificates will not be considered if the student has attendance below 75%. A student with an attendance between 60% to 75% (for School of Law – 70%) will be permitted to take the End Semester Exam, but his/her grade will be lowered by one grade level. The grade drop is also applicable for the recourse examinations. Hence, if a student with attendance between 60%-75% (for School of Law – 70%) gets an F grade in any course after appearing in the end-semester examination, he/she will be required to score a minimum C grade to pass the course after recourse exam. All students with attendance less than 60% (for School

of Law- 70%) will be given an “R” Grade and will have to repeat that particular course. The University does not debar a student from appearing in the exam however, while computing the results the grades are allocated as per the attendance of the student in the course. A student with attendance between 60% to 75% may also opt for repeating the course if he/she does not wish to have a grade drop (This is not applicable for SOL). If a student loses his/her attendance in a course due to participation in any event sponsored/organized by the University, he/she will be awarded an OD (Official Duty). OD is treated at par with being present in class for the calculation of attendance, however, the maximum OD permitted is 5% for each course per semester. Students forming part of the Student Council Executive Committee are permitted 7% OD and students working on start-ups in the Incubation center are permitted 10%.

Menstrual Leave

Every Female student can claim one (1) Menstrual Leave per calendar month, that is one (1) day in every calendar month, during the academic semester. Menstrual Leave is not cumulative and cannot be carried forward. For details, please refer the Menstrual Leave Policy.

3.13. Unfair Means

The University expects its students to demonstrate and practice a very high level of integrity. All cases of unfair means are referred to the Unfair Means Committee (UMC) of the University. The decision given by UMC of the University would be final and binding on the students. Penalties could range from a warning to cancellation of the entire examination or expulsion from the University as decided by the Unfair Means Committee. The student will be awarded a maximum of C+ grade for a Level 3 or 4 unfair means offense irrespective of the higher grade scored in the recourse/repeat exam.

Please note that as per the Ordinance of the University, (para 6.11, XIV), if a student is found to be using unfair means in the examinations for the second time, the student registration in the programme shall be terminated, and the student will be expelled from the programme.

3.14. Eligibility for Award of Degree

A student shall be awarded a degree if:

- a) He/she has registered himself/herself, undergone the course of studies, has successfully completed all the prescribed credits for the programme, completed the Project Report/ Dissertation/Practice School as applicable and as specified in the curriculum of his/ her programme within the stipulated time, and has secured minimum CGPA of 5.00 with no F Grade
- b) There are no dues outstanding in his/her name to the University/department/constituent Unit; and
- c) No disciplinary action is pending against him/her.

3.15. Change of Discipline/Specialization

Keeping the interest of the students in mind, BMU allows its students the following:

- a) Change of discipline/specialization within a degree programme during any year of the degree programme, subject to the transfer of credits as applicable.
- b) A student will be allowed to pursue his/her inherent interest with career goals, subject to the following conditions:
 - Availability of seat(s) in the programme applied.

- Fulfilment of admission requirements.
- Completion of pre-requisite courses for the programme.
- A written request from the student and countersigned by the parents.
- Payment of additional tuition and hostel fees as applicable at that time.

3.16. Credit Transfer Policy

Students pursuing a degree at BMU may also earn credits towards that degree from other institutions via an exchange program between BMU and another institution.

Such credit transfer is subject to the following rules:

1. The external credits should be earned at a duly recognized institution of higher education in India or Abroad. For Foreign Universities, the institutions that are recognized by AIU will be considered.
2. The student must apply to his/her Department/School at least 4 weeks prior to visiting the other institution. A student who applies late for credit transfer may have the application rejected.
3. The Department/School will respond, within 2 weeks of the submission of the application on the following:
 - a. The courses at BMU which may be waived based on the transferred credits after duly establishing the equivalence by the institute equivalence committee.
 - b. In case of semester abroad programme, the Equivalence Committee will map all the courses to be studied abroad with the courses in the Programme structure of the Programme that the student is enrolled at BMU. In case there are core courses that the student will miss because of study abroad, the committee will recommend these courses to be studied by the student during the summer term or in the subsequent semester when they are offered
 - c. The credits of PS2 and PS3 courses to be considered either in full or partial depending upon the duration of the internship at the institute of higher education.
4. A student may earn credit at another institution only after completing two semesters at BMU and maintaining a CGPA of at least 6.0.
5. Marks or grade equivalent to at least C (5 points out of 10) are required for a course to be considered for credit transfer.
6. Credit transfer from other institutions cannot exceed 25% of the total minimum requirements for the BMU degree.
7. Credit may not be granted for the same course twice. A student who has been allowed to transfer credit for a course may not earn credit for an equivalent course at BMU, and conversely.
8. To qualify for credit transfer, courses should be of an appropriate level. Following are some course categories that will not be considered for transferring credits.
 - a. Courses which are a level or more below the courses that the student is taking at BMU.
 - b. Non-academic/Remedial/Developmental courses.
 - c. Audit courses.
9. Grades may also be transferred, in addition to credits, only when there is an agreement to that effect between BMU and the other institution. The agreement should include an equivalency chart between the grading systems of the two institutions.

Transcript

The student's transcript will specifically indicate the credits transferred from other institutions, by declaring 'Transfer' along with the name of the credit-granting institution.

3.17. Student Academic Services-Departments

| Type of Services | Department/ Office |
|---|------------------------|
| Queries related to admission/eligibility/fee of various courses/ programmes, specializations, infrastructure, centers of excellence, laboratories, and faculty. | Office of Admissions |
| Queries related to Scholarships/Financial Aid: Haryana Domicile Merit Cum Means, University Merit, Defence, Sports, BMU and Hero employees, Alumni, etc. | |
| Preparation of personal files of the students | |
| Assisting students to complete the enrolment forms and annexures. | |
| Issue of All kinds of Certificates/Documents, for example, Bonafide/ Character/Education Loan Letter/any special letter | Office of Registrar |
| Issue of Provisional Degree Certificates, Degrees/Transcripts/Medals and Excellence Certificates/Migration Certificate etc. | |
| Scholarship management: BMU/ Merit/ Haryana Domicile /NPS / Alumni/ Employees/Defense/Sports etc. | |
| Student Database management, record updating, e.g., Personal Details/ Address/Phone No., Photographs/ parents/ gender/ caste/ income certificate, Aadhar etc. | |
| Education Verification/Certification: Govt. or Private agencies/National & International Universities of Alumni & Current students | |
| Registration/Enrollment: Academic registration of all students (Newly admitted and existing) | |
| Document Verification of Newly admitted students/ Annexure completion/Assistance in notarizing, undertaking etc. | |
| NAD/Digi locker: Registration, award mapping or another query. Academic Bank of Credits: Id Generation. | |
| Convocation (Students Details Verification/Photo Collection/List preparation for Convocation students and parents' consent) | |
| Exam Date Sheet Generation/Attendance/Absentee List Generation | |
| Fee /Fine and charges created: Recourse /Re- evaluation / Certificates /Duplicate Grade sheets/ Provisional Certificates/Transcript on Demand | Office of Examinations |
| Result Processing and Announcement., Printing of Grade sheets & Transcripts. | |
| Processing Re-evaluation Applications | |
| Unfair Means (UFM) Cases | |
| Issue Certificates like Medium of Instruction /CGPA Conversion/ Backlog/Rank, sealed copies of additional/duplicate transcripts | |
| Stream/branch Change Approval | |

| | |
|--|---|
| Feedback of Courses, Course Handout collection from Faculty and Sharing with students and Examination Department | Academic Programme Office |
| Distribution of Grade Sheet/LOR Certificate /Certificates or documents issued by COE/Registrar office | |
| Course Registration, Elective courses offering, | |
| Course Mapping/Timetable/Grouping/Faculty Allocation/Class schedule/reschedule, Repeat Course Preference & Fee Creation | |
| Distress fund financial aid request | |
| Issues related to student progress/promotion in next semester / Term | |
| Fee / Fine and Other charges Creating: MCAT and other training charges, Book fee, other special Charges / lab fines on Maitri with communication to students | |
| Fee payment date extension matters along with waiver of fines through Dean of respective schools along with applicability of fine during extended period | |
| Start of No due process (withdrawal/ pass out) for all students along with handling recovery of past period scholarship (for early left cases only) if applicable. | |
| All works related to student academic journey from Registration to Grades submission including academics of practice schools | |
| Hostel Room Allocation and Gate Pass Issuance | Chief Warden |
| All issues related to hostels. | |
| Fee / Fine and Other charges Creating: Hostel damage charges on Maitri with communication to students | |
| All Student Welfare Services (e.g., wellness, medical, hostel living, eating joints, transportation etc.) | Dean, Students' Welfare |
| Investigation of all the issues related to indiscipline | |
| Sports, Co-curricular Activities through clubs/societies/NSS etc. | |
| Dining/Food Hygiene/Hostel Cleanliness and maintenance | Department of Facilities /Technical |
| Maintenance of Electricity/water/laundry/lift/Building repairing/Class arrangement/Camera Arrangement/ | |
| Fee / Fine and Other charges Creating: Hostel electricity charges on Maitri with communication to students | |
| Housekeeping/horticulture work/billing verification/ House, employee deployment/ Purchasing of Consumable item | |
| Fee Invoice/Demand to student/Scholarship Amount confirmation after declaration of scholarship by registrar office | |
| Issue of fee receipts / Tuition fee certificates for Income tax purpose | |
| Applicable of Late fee fine | |
| Certificate Fee Verification (Provisional/Migration/degree in absentia /Duplicate grade sheet Fee) | |
| Security Fee Adjustment/Refund after completion of No dues process by all other departments. | |

| | |
|--|---|
| Fund adjustment/debit/credit issue including refund/ adjustment of excess fee paid | Office of Accounts |
| Handling of all payments subject to submission of required bills and approval as per DOP of University | |
| Education loan Fee disbursement later (Fee amount demand Note) | |
| Helping students for Education loan by providing details of loan Partners | |
| Confirmation of external agencies scholarship amount received on behalf of Students | |
| Security Arrangement of University | Department of Administration |
| Fee / Fine and Other charges Creating: Special Transport usage charges on Maitri with communication to students | |
| Transportation/driver Arrangement/Fire Precaution | |
| Guest House allocation/arrangement | |
| Police verification | |
| Placement of graduating students | CGDC |
| PS1/PS2 and PS3 Arrangement for students | |
| Career counselling of students/Personality Development Program/Communication Skills Program/Group Discussion Practice/Mock Interview Sessions/Industry Internship Programs | |
| Book Bank Distribution | Library |
| Library books distribution/Publication details/journal details/purchase of new books/Newspaper arrangement Etc. | |
| Fee / Fine and Other charges Creating: late deposit of book fine and book lost fine on Maitri with communication to students | |
| Fine Calculation/cabin distribution/paper publication/ | |
| Fee / Fine and Other charges Creating: Duplicate / Lost ID card fee | IT Department |
| Maitri ERP | |
| IT Infrastructure (wi-fi, emails etc.) | |
| Webinars, Virtual Events | |
| Alumni records/company record/alumni query. Alumni events. Liaison with Schools to execute any alumni related programmes | Development and Alumni Relations Office |



5. Policies, Rules, and Regulations

4.1. Haryana Merit-Cum-Means Domicile Scholarship Policy for UG & PG Programmes

As per Clause No. 35 & 36 of the Haryana Private Universities Act & Chapter XIII of the first statute of BML Munjal University, a minimum of 25% seats for admissions in the University shall be reserved for students of the State of Haryana, out of which 10% seats shall be reserved for students belonging to Scheduled Castes of the State of Haryana.

The Scholarship shall be granted to admitted students in the first year based on the merit cum-means list of the concerned programme, contingent on:

- a) The candidate should have a domicile certificate of Haryana,
- b) The annual Family Income should not be more than Eight Lakh Rupees*,

** As amended from time to time by Govt. of India*

The following documents are required:

- a) Domicile Certificate issued by the Government of Haryana,
- b) ITRs of last three financial years,
- c) Marksheet of qualifying examination.

Eligible candidates shall submit their applications in the prescribed form along with the required proofs (domicile of Haryana, parent's income & mark sheet of qualifying examination) on or before the last date notified each year by the University at the commencement of the Academic Year. Applications received after the last date will not be considered. The scholarship shall be reviewed yearly. In case the family income exceeds the minimum prescribed limit, the scholarship will be withdrawn. Lateral/migration entry admissions shall not be considered for Haryana Domicile Scholarship. Once a student is placed under the category of scholarship, he/she will not be eligible for a higher category

of scholarship. For subsequent years, the scholarship will be awarded to the meritorious students (as per the merit list) based on their academic performance, attendance, and family income. The criteria for qualifying for the award of scholarship for subsequent years is the same as mentioned above in the scholarship policy. In case a student withdraws from the degree programme at any point, whichever semester he/she may be in and for whatever reason, the student will be liable to return to BMU the entire scholarship awarded to him/her from the time he/she joined BMU as per the University rules.

4.2. Ph.D. Regulations

4.2.1. Category of Ph.D. Scholars

4.2.1.1.

Full-time Ph.D. Scholars:

a) Ph.D. Scholars are not employed anywhere in regular /temporary / adhoc / contractual positions. The Ph.D. scholars availing BMU fellowship will be termed as BMU-Junior Research Fellow (BMU-JRF) for the first two years. From third year onwards, they will be termed as BMU-Senior Research Fellow (BMU-SRF). Project fellows/JRFs under funded projects may register themselves during the upcoming Ph.D. admission cycle of the University and they may be considered for a University research fellowship after project completion.

b) Industry sponsored.

c) International Ph.D. Scholars: Students of foreign nationality / Non-Resident-Indians.

4.2.1.2. Part-time Ph.D. Scholars:

a) Employees of BMU or other organizations who do not avail BMU fellowship / fellowship from Government schemes and projects.

b) Industry sponsored / Working Professionals/ Retired Professionals.

c) International Ph.D. Scholars: Students of foreign nationality / Non-Resident-Indians.

4.2.2. Duration of the Programme:

a) Ph.D. programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of admission to the Ph.D. Programme. A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the BMU; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

b) A full-time research scholar, during his/her stay at the University, will be entitled for leave of 30 days per academic year including leave on medical grounds. This is in addition to Public Holidays. He/she will not be entitled to mid-semester breaks, summer, and winter vacations.

c) Leave beyond 30 days in an academic year may be granted to a Research scholar in exceptional circumstances, on the recommendation of the supervisor and approved by the University Research Progress Council (URPC).

d) Apart from 30 days leave, academic leave may be availed by full-time research scholars on the recommendation of the doctoral programme committee and approved by the URPC.

e) The female Ph.D. Scholars and Persons with Disability (more than 40% disability) may be allowed a relaxation of two (2) years for Ph.D.; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme. The female Ph.D. scholars may be provided Maternity Leave/Childcare Leave for up to 240 days in the entire duration of the Ph.D. programme.

4.2.3 Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

a) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “Research and Publication Ethics” course and a research methodology course. The Research Advisory Committee (RAC) can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

b) The area-specific course may be recommended by the RAC.

c) All candidates admitted to the Ph.D. programmes shall be required to complete the coursework during the initial one or two semesters.

d) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

e) All Ph.D. scholars, irrespective of their discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period.

f) All full-time research scholars must undertake a minimum of 4-6 hours per week of teaching/research assistantship for conducting tutorial/discussion or laboratory work and evaluations and administrative responsibilities. In this context, BMU-JRFs and BMU-SRFs shall be regulated by relevant BMU policy.

g) The teaching/research assistantship, administrative responsibilities, and mentorship may be assigned by the URPC (University Research Progress Council) (in consultation with the supervisor.

h) If a candidate has to reappear for coursework, then the arrear examination shall be conducted after six months.

i) All courses prescribed for Ph.D. coursework exam shall be in conformity with the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the Board of Studies of respective schools.

4.2.4 RAC and its functions

a) There shall be a RAC for each Ph.D. scholar.

The RAC shall consist of a research supervisor, co-supervisor (if any), one subject expert from the school, Dean of the school (or nominee). The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

i) To review the research proposal and finalize the topic of research.

ii) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.

iii) To periodically review and assist in the progress of the research work of the Ph.D. scholar.

b) Each semester, a Ph.D. scholar shall appear before the RAC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations along with a copy of the Ph.D. scholar's progress report to the URPC of BMU with a copy to the research scholar and Ph.D. coordinator of the school.

c) In case the progress of the Ph.D. scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the RAC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

4.2.5 Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

a) Upon satisfactory completion of course work and obtaining the marks/grade prescribed in sub-clauses 4.2.3.(d) above, the Ph.D. scholar shall be required to undertake research work and undergo a progress review after every six months as called by RAC.

b) The draft thesis or synopsis may be submitted within 3 years after the completion of coursework.

c) Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the RAC, which shall also be open to all faculty members and other research scholars/students.

d) No-Plagiarism in research work and Research integrity is an integral part of all the research activities leading to the award of a Ph.D. degree.

e) A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

f) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of BMU.

g) The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them.

h) Upgradation from BMU-JRF to BMU-SRF will be subject to the successful evaluation by a committee consisting of at least one external expert and is approved by URPC.

4.2.6 Ph.D. Fellowship

- a) The full-time Ph.D. scholars, as described in sections 4.2.1.1d (a) and (c) above, may be awarded the BMU fellowship of INR 40,000/- (per month) for the first two years and INR 50,000/- (per month) for the third and fourth year.
- b) The fellowship will be deducted on a pro-rata basis if leave is availed beyond 30 days per academic year (except academic leave).

4.2.7 Ph.D. Scholarship

- a) The scholarship, initially, awarded to deserving candidates in the first year of the programme will be reviewed and recommended by the RAC and URPC for continuation in subsequent semester. The final decision will be subject to the approval of the Academic Council.
- b) If the Ph.D. scholar loses his/her scholarship in a particular semester because of a lack of satisfactory recommendation from RAC and URPC, the Ph.D. scholar may apply for the scholarship during subsequent semester review.
- c) If there is any disciplinary proceeding(s) against Ph.D. scholars for any reason whatsoever, he/she will lose the scholarship, and there will be no reinstatement.

4.2.8 Professional Development Grant

Professional Development Grant (PDG) would be provided to only those Ph.D. scholars who receive BMU research fellowship, to meet contingency expenses on stationery, books, thesis writing, membership of societies, field visits, travel to national and international conferences, etc., as reviewed and approved by the URPC.

4.3. Academic Dishonesty/Plagiarism

The University is aware that an overwhelming majority of students abhor seeking an unfair advantage. Therefore, it is important that every student understands the rules about academic dishonesty and plagiarism. Maintaining academic integrity is part of the BMU Honour Code. Scholastic dishonesty is defined as a set of prohibitive behaviors, including but not limited to cheating on course tests, course examinations, projects, papers, experiments, presentations, and homework. All such cases are referred to the Unfair Means Committee (UMC) of the University, and any decision given by the UMC of the University is final and binding on the students. While BMU encourages teamwork in all courses, undesirable collaboration is considered a serious offense. For example, getting an outside third party to complete labs, assignments or exams is considered a serious offense. Other forms of academic dishonesty include taking the work of another student and turning it in as one's own or giving work to another student to turn in as their own. Further, BMU has subscribed to tools such as Turnitin and Urkund to detect and combat plagiarism. All cases of indiscipline pertaining to plagiarism are dealt with as per the University's policy for combating plagiarism.

The academic culture at BMU has academic integrity as one of its core values and expects all the members of the teaching and student fraternity to uphold these values of honesty and trust at all times in everything they do. Students are encouraged to submit original work

expressing their thoughts and ideas on the topic. Copying and pasting the text from various sources, presenting arguments that blend one's ideas and significantly copying from other sources without acknowledgement, and paraphrasing another person's work - is an academic theft, and if one does not provide a source of the original author, it is like stealing his/her ideas and passing them as your own. This is an academic offense and completely unacceptable. In the context of plagiarism, the focus of the University is to prevent plagiarism. In this regard, emphasis is being laid on the following areas:

- a) Sensitizing the students by sharing the significance of original writing and reasons why they should not copy,
- b) Holding workshops on how to reference and avoid plagiarism,
- c) Making students aware of the plagiarism policy in the University and the penalties that could be applied,
- d) Carefully designing the assessments such that it reduces the potential of plagiarism in the submissions.

The similarity checks for plagiarism shall exclude the following:

- a) All quoted work reproduced with all necessary permission and/or attribution,
- b) All references, bibliography, table of content, preface, and acknowledgements,
- c) All generic terms, laws, standard symbols, and standards equations.

4.4. Acceptable Use of IT Resources

The University academic administration and faculty members communicate with their students by email. Therefore, it is important that students must read mail sent to their official student email account regularly as this is the address they will use. Each student has been provided with a unique email address of the format `firstname.lastname@bmu.edu.in`. This mail account can be accessed by going to <https://accounts.google.com> and providing your username and password. The University has defined its acceptable IT use policies. These are available on the MAITRI-ERP (maitri.bmu.edu.in) and, as a prerequisite, need to be read, understood, and accepted for any user to access campus IT resources. As a representative of the BMU community, you are expected to respect the University's good name in your electronic dealings with those outside the University.

4.4.1. Acceptable Use

- a) You may use only the computers that have been issued to you/in your name as caretaker, computer accounts, and computer files for which you have authorization.
- b) You may not use another individual's account or attempt to capture or guess other users' passwords.
- c) You are individually responsible for the appropriate use of all resources assigned to you, including the computer, the network address or port, software, and hardware. Therefore, you are accountable to the University for all use of such resources. As an authorized BMU user of resources, you may not enable unauthorized users to access the network by using a BMU owned computer, or a personal computer connected to the BMU network. You must also not attempt to obfuscate device identification information.

- d) Classroom Equipment - Each classroom has been provided with a high-tech Audio-Video (AV) System, Projector, UPS, Camera, Mic, Amplifier, Video recording, streaming tools, proximity card reader etc. The following rules apply to the use of classroom equipment:
- Users shall not change cable connections between equipment as it may cause loss of some functionality, cause electric shock, and damage expensive equipment.
 - Users shall not turn off this equipment after each class to save time in between classes. However, to save energy and save the Projector lamp life, users should turn off the equipment when not intended to be used for a longer time (period greater than 20 mins.)
- e) The University is bound by its contractual and license agreements regarding third-party resources; you are expected to comply with all such agreements when using such resources.
- f) You should make a reasonable effort to protect your passwords and secure resources against unauthorized use or access to. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing the BMU network and computing resources.
- g) You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- h) You must comply with the policies and guidelines for any specific set of resources you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- i) You must not use the BMU computing and/or network resources in conjunction with the execution of programmes, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users or damage or degrade performance, software, or hardware components of a system.
- j) On the BMU network and/or computing systems, do not use tools that are generally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by the Office of Information Technologies.

4.4.2. Adherence to Applicable Laws

As a member of the BMU community, you are expected to uphold University regulations and abide by the relevant Indian laws. Some BMU guidelines related to the use of technologies derived from that concern, including laws regarding license and copyright, and intellectual property protection. As a user of BMU's computing and network resources, you must:

- a) Abide by all applicable University regulations and laws.
- b) Abide by all applicable copyright laws and licenses. BMU has entered into legal agreements or contracts for many of our software and network resources, which require each individual to use them to comply with those agreements.
- c) Observe the copyright law as it applies to music, videos, games, images, texts, and other media in personal use and electronic information production. The ease with which electronic materials can be copied, modified, and sent over the Internet makes electronic

materials extremely vulnerable to unauthorized access, invasion of privacy and copyright infringement.

- d) Do not use, copy, or distribute copyrighted works (including but not limited to Web page graphics, sound files, film clips, trademarks, software, and logos) unless you have a legal right to use, copy, distribute, or otherwise exploit the copyrighted work. Doing so may provide the basis for disciplinary action, civil litigation, and criminal prosecution.
- e) Please see the Copyright Infringement Policy, which details the policies and procedures BMU follows in responding to notifications of alleged copyright infringements on the University network.

4.4.3. Other Inappropriate Activities

BMU's computing facilities and services are for those activities that are consistent with the educational, research and public service mission of the University. The use of BMU's computing services and facilities for political purposes or personal economic gain is strictly prohibited.

4.4.4. Copyright Infringement Policy

This section describes the policy and procedures BMU follows in responding to alleged copyright infringements on the University network. Following are some examples of copyright infringement that may be found in a University setting:

- a) Downloading and sharing MP3 files of music, videos, and games without permission of the copyright owner.
- b) Using corporate logos without permission.
- c) Placing an electronic copy of a standardized test on a department's website without permission of the copyright owner.
- d) Enhancing a departmental website with music that is downloaded or artwork that is scanned from a book, all without attribution or permission of the copyright owners.
- e) Scanning a photograph that has been published and using it without permission or attribution.
- f) Placing several full-text articles on a course web page that is not password protected and allowing the web page to be accessible to anyone who can access the Internet.
- g) Downloading licensed software from non-authorized sites without the permission of the copyright or license holder.
- h) Making a movie file or a large segment of a movie available on a website without permission of the copyright owner.

At the receipt of an individual, if it is observed that the infringing material has not been removed from the computer within five days of action, a report about the copyright violation will be sent by OIT to the appropriate offices and/or individuals: for students, the Office of the Dean Student Welfare; for staff, their reporting manager, and Human Resources; and for faculty or doctoral scholars, to the respective Dean of the School.

Subsequent Notification Process for Students: If students are identified as having committed a second copyright infringement, the Office of the Dean of Student Welfare will be notified and may take additional action appropriate to the University's disciplinary process. If

students are notified of copyright infringement a third time, additional sanctions may be applied.

4.5. Drug Abuse Policy

Owning, using, and distributing alcoholic beverages, tobacco, and narcotic drugs are strictly prohibited on campus and inside the hostels. BMU recognizes that the use and abuse of drugs or banned substances will interfere with students' educational goals and may also interfere with the educational environment on the campus. Therefore, BMU has a stringent policy governing the use of drugs. Students, as per this policy, are requested to strictly adhere to the norms stated below. This policy is part and parcel of the rules and regulations of BMU:

- a) The purchase, possession, use, consumption, sale, distribution, or storage of any controlled substance or illegal drug is prohibited on BMU campus, training sites and at all BMU sponsored student events, conferences, and activities.
- b) Under suspicious circumstances, the students may be tested at random for substance abuse at any point of time during their stay on campus.
- c) Students may be asked by BMU authorities to submit to the drug test at any point in time.
- d) If any student of BMU is found under the influence/possession/distribution of controlled substances or drugs on the BMU campus, training sites and at all BMU sponsored student events, conferences, and activities, it would lead to termination of the student from the rolls of BMU. In addition, this would also entail reporting the incident to the local Police authorities.

It is a violation of the Disciplinary Policy to possess weapons on campus. Violation of Disciplinary Policy results in disciplinary action against the student.

4.6. Disciplinary Policy

Discipline is essential for building character and working at the University. The BMU expects students to maintain discipline and decorum. Depending upon the kind of offense, students are given a chance of personal deposition in front of the Disciplinary Action Committee (DAC) of the University. Based on the proceedings of DAC, any student found guilty of the alleged offense is awarded penalty points. Penalty points awarded to students keep getting accumulated in his/her records over the complete tenure of the programme. During the entire stay at BMU, if a student accumulates over 100 penalty points, he/she is debarred from participating in the placement process. Accumulation of over 200 penalty points leads to the expulsion of the student from the University. The details of Disciplinary Offenses & their related fine & penalty are as follows:

| Category of Offense | Nature of Offense | Fine | Penalty Points |
|---------------------|---|----------|----------------|
| Level 1 | Minor (e.g., Missing a compulsory Guest Lecture/ event/smelling of cigarette or liquor on campus/ leaving campus without permission, creating disturbance/nuisance in hostel) | Rs. 1000 | 10 |

| | | | |
|---------|---|-----------|-----|
| Level 2 | Major (e.g., Possession or consumption of cigarettes/liquor on campus) | Rs. 2500 | 25 |
| Level 3 | Serious (e.g., misbehavior with support or security staff and faculty, cyber offense, gambling, stealing, willful abuse or damage of University property, indulging in fights and brawls, endangering life and property, false activation of fire alarms) | Rs. 5000 | 50 |
| Level 4 | Critical (e.g., violent physical assault, possession or consumption of drugs, serious cyber offense, maligning the name of the University and any activity bringing disrepute to BMU) | Rs. 10000 | 100 |

- a) If a student accumulates 100 penalty points (during the entire stay at BMU), she/he is barred from placement.
- b) If a student accumulates 200 penalty points (during the entire stay at BMU) she/he will be expelled from the University (BMU).

Appeal against Disciplinary Action Committee (DAC) decision

Students have an opportunity to appeal the decision of the DAC by writing to appeal.dac@bmu.edu.in within seven (7) days from the date on which the decision of the DAC was communicated to the student. However, for the Appellate Committee to consider the appeal, the appellant needs to deposit Rs 500/- as an appeal fee and is also required to deposit the fine imposed by the DAC on him/her. The appeal fee of Rs 500/- is returned to the appellant if the appeal is upheld by the Appellate Committee.

4.7. Theft/Damage of University and Personal Property

BMU seeks to provide a rich and vibrant learning environment to the student community. Each student has to ensure that access to the infrastructure and educational facilities of the University are used not to damage the property. Any theft or vandalism of University property could lead to immediate dismissal from the University and further prosecution under local law. Thefts of personal property inside the campus should be immediately brought to the notice of the Security Officer. In case the event occurs inside the hostel premises, the complaint should be forwarded to the Hostel Warden. For matters related to theft, the students are discouraged from taking a suo-moto complaint to the police without the approval of the University authorities. Cases of vandalism by any student can be discovered under the following circumstances:

- The student(s) concerned should have been identified through investigation by any means such as CCTV coverage. In such cases, the student(s) would be required to pay the cost of damages to the University in addition to facing the Disciplinary Action Committee (DAC) for appropriate punishment. Depending on the type of damage or repeat offense, the DAC may recommend the expulsion of the student.
- There may be other cases where the concerned students have not been identified

through investigation, including the use of CCTV cameras. In such cases, only in common areas, corridors, washrooms etc. of hostels, the following procedure will be adopted: -

- The warden will investigate the occurrence and confirm that the damage is due to misuse by the student(s) and not due to wear & tear after consulting the technical maintenance representatives.
- Thereafter, the Hostel Representative would be officially informed by the warden about the occurrence and asked to identify the offender(s) within a stipulated time of three days.
- The Hostel Representatives would write to the students of the hostel, indicating the floor and location where the incident has occurred, asking for names of the offenders within the stipulated time. The mail would mention that in case the name of the offenders is not received, the cost of the damage would be borne by all students on the floor on which the damage has occurred.
- In case the name(s) of the offender(s) are provided by the Hostel Representative, the cost of the damage would be recovered from the student(s) as also disciplinary action would be initiated against the student(s).

At the end of the stipulated time, if the Hostel Representative does not revert with the name of the offender(s), the warden would intimate all students of the concerned floor regarding the cost that would be recovered from them, under intimation to the Accounts Department. The accounts department will add all recoveries for damage to hostel property in the next semester fee demand or through the security deposit made by the student for this purpose.

4.8. Prevention, Prohibition and Redressal of Sexual Harassment (ICC)

Sexual Harassment has come to be widely condemned as a form of human rights violation, an infringement on life and liberty, and a grave form of gender-based discrimination. Such behavior is an affront to dignity, gender equality, and fundamental rights. Sexual Harassment is an offense under “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” & “the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015”.

4.8.1. Sexual Harassment in the given context, is described in the “Sexual Harassment of Women at the Workplace (Prevention, Prohibition and Redressal) Act 2013” in section 2(n) & “the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation, 2015” in section 2 (k) (i) as: “sexual harassment” includes anyone or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- a) physical contact and advances
- b) demand or request for sexual favours
- c) making sexually coloured remarks
- d) showing pornography
- e) any other unwelcome physical, verbal, or non-verbal conduct of sexual nature

4.8.2. In pursuance of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” & “the UGC (Prevention, Prohibition, and Redressal of Sexual Harassment of Women Workers and Students in Higher Education Institutions)

Regulation, 2015” an Internal Complaints Committee/Committee against Sexual Harassment have already been constituted by the University. These regulations reiterate the commitment of BMU to creating and maintaining a community in which students, faculty members, and non-academic staff can work together in an environment free of all forms of sexual harassment. These regulations apply to all students, academic staff, faculty members, and non-academic staff on the active rolls of BMU, the Officers of BMU, the members of the authorities and committees of BMU, as well as to service providers and outsiders who may be within the territory of BMU at the time of the commission of the act/behavior coming under the purview of these Rules. These regulations would not only apply inside the campus but also on off-campus official duty (workshops, fieldwork, group holidays/excursions organized by the University, interviews/ meetings with outside people and any other activity organized by the University outside the campus, including the period of travelling for such activity).

For any type of grievances related to sexual harassment, students are free to email at cash@bmu.edu.in.

4.9. Anti-Ragging Policy

The University is aware that the prevention and prohibition of ragging in institutions of higher learning is a serious concern. It is a social menace that has no place in an academic environment. BMU has a zero-tolerance policy on ragging. Under the Indian Penal Code, ragging is a punishable offense. Both students and their parents need to sign an undertaking that affirms that both parties have read and agreed to the stipulations of the Anti-Ragging Policy. The University has constituted an Anti-Ragging Committee and Anti-Ragging Squad consisting of various stakeholders. The decision of the committee will remain binding on all ragging-related issues. The punishment that will be meted out to the guilty will be exemplary and justifiably harsh to act as a deterrent against the recurrence of such incidents.

4.9.1. As per clause-3 of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009- Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- b) indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) any act or abuse by spoken words, emails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

4.9.2. As per clause-7 of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of the University shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- a) Abetment to ragging
- b) Criminal conspiracy to ragging
- c) Unlawful assembly and rioting while ragging
- d) Public nuisance created during ragging
- e) Violation of decency and morals through ragging
- f) Injury to the body, causing hurt or grievous hurt
- g) Wrongful restraint
- h) Wrongful confinement
- i) Use of criminal force
- j) Assault as well as sexual offences or unnatural offences
- k) Extortion
- l) Criminal trespass
- m) Offences against property
- n) Criminal intimidation
- o) Attempts to commit any or all of the above-mentioned offences against the victim(s)
- p) Threat to commit any or all of the above-mentioned offences against the victim(s)
- q) Physical or psychological humiliation
- r) All other offences following from the definition of "Ragging"

4.9.3. As per clause-9.1 of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009- The University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging the nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely-
 - Suspension from attending classes and academic privileges.
 - Withholding/withdrawing scholarship/fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation processes.
 - Withholding results.
 - Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel.
 - Cancellation of admission.
 - Rustication from the institution for periods ranging from one to four semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

4.10. Student Grievance Redressal Policy

To resolve student grievances at the University, BMU has established the Student Grievance Redressal Committee (SGRC) for its stakeholders. The function of the Student Grievance Redressal Committee is to consider the complaint(s) lodged by anyone and take remedial measures. The Student Grievance Redressal Committee is also empowered to consider matters of harassment and vandalism. In order to redress individual as well as collective grievances of the students of the University, a grievance redressal mechanism has been devised. These mechanisms shall be a key element that provides the platform that allows all students to voice their concerns openly; it is imperative that the complainant exercises due diligence and care in deciding what he/she would qualify as a grievance that is serious enough to deserve the attention of this committee consisting of senior administrators and faculty of the University. Responsibility for Redressal: The final responsibility for grievance redressal rests with the grievance committee specially constituted under UGC regulations to resolve grievances. The BMU expects that the grievance redressal to be time - bound and result oriented. Thus, any communication, as defined above - written, verbal, or digital- shall be recorded in the grievance system. Immediately on receipt of a grievance, the concerned Office shall send a written communication to the complainant (the person who lodges the Grievance with the BMU), stating the following:

- a) Acknowledging his communication.
- b) The name, address, email id and phone number of the authority to whom the grievance has been forwarded (in case the grievance relates to another office).

- c) The name, address, email id and phone number of the authority to whom the complainant could escalate if his grievance is not redressed within the specified timeframe or if he is not satisfied with the action taken.

For any type of grievances, students are free to email at grievance@bmu.edu.in.

4.11. Financial Support & Inclusion (FSI) Policy

There may be cases wherein students, who have already joined BMU, lose their sole breadwinner parent and face financial difficulties. Such cases will also be considered under the Financial Support & Inclusion Policy (FSI Policy). In such cases, the following additional eligibility criteria and process will be followed:

1. Eligibility Criteria

- a) A student who loses this/her sole breadwinner parent, who was supporting the student for fees and is now facing financial difficulties would be eligible for waiver of their balance tuition fees till he/she completes his/her degree programme at BMU.
- b) The waiver will be applicable only for the minimum period for completion of the programme as specified for that programme for which the student is enrolled e.g. if a student is enrolled for B.Tech. programme, then the student would avail the waiver for only the prescribed four years to complete the programme.
- c) If the unfortunate loss happens mid-semester, after payment of fees for that semester by a student, the waiver of full tuition fees will become applicable from the next semester onwards, provided the student continues his/her studies at the University.
- d) In order to continue availing this waiver, the student would also need to maintain the eligibility criteria mentioned in the FSI Policy. Any waivers to the eligibility criteria mentioned in the main FSI Policy will be decided on the merit of the case by the FSI Cell.

2. Procedure for Availing the Tuition Fees Waiver

The student shall be required to submit a set of following documents to avail the waiver in the tuition fee:

- a) Hand-written application addressed to the Vice-Chancellor requesting for the waiver, duly signed by the student.
 - b) Death Certificate of the breadwinner parent.
 - c) Income Tax Returns (ITR) of both the parents for last 3 years
 - d) An affidavit/ certificate from the Tehsildar confirming the income of the parents. This needs to be deposited at the beginning of each academic year.
 - e) An Affidavit from the student/surviving parent giving the family income from all sources. This needs to be deposited at the beginning of each academic year.
3. The above-mentioned documents need to be submitted within two months of the incident.
4. The FSI Cell will grant waiver after verification and authentication of the information, certificates, and other documents. In case the student is not able to provide the required documents within the stipulated time period as prescribed by the University, the waiver in fee will not be awarded or may be cancelled, if already awarded.
5. Once a student opts for waiver of the balance tuition fees till the student completes his/her degree at BMU (as offered under this policy), the student will lose any other scholarship or monetary benefit under any scheme or policy of the University.

6. The University reserves the right to refuse, limit or restrict the number of students (beneficiaries) or percentage of waiver at its sole discretion.

7. If at any stage, it is found that an applicant has concealed, suppressed, or distorted any information or facts, the University reserves the right to refuse the scholarship and action will be taken against that student as per law of the land.

4.12. Policy Governing Advanced and Slow Learners

This policy aims to provide guidelines for students with different levels of learning ability. The policy will facilitate helping the advanced learners to be outstanding achievers and the slow learners to perform well in their academics and personal life. The policy shall apply to all the students enrolled in various academic programmes of the University, offered through its Schools, Constituent Institutions, or Academic Centers. The policy elaborates on the mechanism for continuously monitoring the pace of learning by the students at the University and various initiatives that the Schools, Constituent Institutions, or Academic Centers may adapt to encourage advanced learners to excel further and assist the slow learners in achieving the Programme Outcomes. The learning abilities of the students who are enrolled in the University are not similar. Each programme offered at the University has Programme Outcomes (POs). In order to successfully attain these POs at an acceptable level, the University has a structured mechanism to cater to students with different levels of learning ability. The faculty members, and mentors work with both the advanced and the slow learners to help them further enhance their key takeaway from the program. It is believed that both categories of students need special attention and interventions to make their learning activity more enriching and effective.

4.13. Guidelines for Financial Assistance to Students Attending Conferences/Seminars/Workshops/Recognized Competitions

To encourage students to present their research work and participate in national and international level technical competitions, workshops, conferences, and seminars, it is desired that such students are provided partial financial support by the University. Accordingly, a provision for funds will be made in the annual budget. The disbursement of funds will be based on merit and as per University guidelines outlined in this document. This policy aims to lay down guidelines for partial financial assistance to undergraduate students to present research papers in conferences/ seminars/ workshops and participate in recognized technical competitions of repute within and outside the country. The guidelines are as follows:

- a) Partial financial support will be extended to Full Time UG and PG students pursuing their studies at BMU.
- b) The grant will be available only once to a student during his/her study at BMU.
- c) Only the National and International conferences/ seminars/workshops/symposia organized by Professional Societies and reputed institutions will be considered for research paper presentations. Preference will be given to pre-final year and final year students. For participation in technical competitions, only the highly acclaimed National and International events will be considered. The support will be provided to the whole team and not on an individual basis.
- d) Students having disciplinary actions will not be considered.

Financial Assistance: The maximum support to each student will be as follows,

- a) INR 25,000/- per student for attending national conferences.
- b) INR 1,00,000/- per student for attending international conferences.
- c) INR 3,00,000/- Lacs per team to participate in National/International Technical Competitions of repute.

4.14. Mentor - Mentee Policy

This policy aims to provide guidelines for the student mentoring programme at the University.

- a) Mentoring in the BMU's context is an endeavor to help students to become a better version of themselves.
- b) Student mentoring is important for the following reasons:
 - Student diversity in terms of varying linguistic, socio-cultural, economic, and geographical backgrounds.
 - Diverse educational background and academic standards of the students enrolled.
 - Students' expectations and apprehensions of learning in a new environment and their academic career.
 - To correctly understand the University academic policies that the students are required to follow.
- c) Considering the above, it becomes essential that the students receive appropriate guidance and support to facilitate their adjustment to the campus life/ culture, and teaching-learning process, and nurture their pursuit of professional excellence. In this context, the role of faculty mentors is crucial as mentors facilitate students to settle down and adjust in a new environment.
- d) The type of mentoring support shall depend upon the level of the programme pursued by the students.
 - Undergraduate students: To focus on student's academic progress and career development, resolve their problems and encourage them to participate in co-curricular and extracurricular activities.
 - Postgraduate students: To focus on helping the students to develop an interest in research and innovations and provide overall guidance and grooming for choosing the right career for themselves.

4.15. Counseling Policy

The aim of this policy is to provide guidelines for the Counseling Programme of the University.

- a) Counseling Programme of the University aims to render professional help, advice and guidance to the students and employees of the University to resolve their personal, inter-personal or psychological problems; to help achieve individual goals and gain greater insight in their personal lives. The parents of a student seeking counseling assistance, may also be associated with the counseling process, if necessary.
- b) The programme shall also aim to identify and resolve psycho-social problems of the student, especially in the face of transition from home to University life through counseling support.

- c) Furthermore, Faculty Mentors may refer a student, whose academic performance has declined due to non-academic reasons, to the Counseling Centre for specific counseling.

4.16. Enrichment Course Credit Policy

The mission of our University is to nurture ethical leaders who are skilled, knowledgeable, and have the life skills needed to lead organizations to success. An important facet of leadership is to engender team spirit, develop good communication and organization skills, appreciate the cultural niceties of all regions, and develop a positive attitude. While academics impart the necessary knowledge, many leadership qualities are imbued through sports, cultural, and other co-curricular activities to form a truly well-rounded personality. The aim of awarding credits to students for their participation in co-curricular activities is to encourage maximum students and motivate them to come out of their comfort zone and participate in different activities. This would also increase engagement amongst students and would result in campus life being livelier with a positive atmosphere. Hence, 1 credit each is being allotted to students over the first 5 semesters in all undergraduate programmes of the University.

4.16.1. Choice of Activities

A student can participate in any of the undermentioned activities:

- a) Clubs/ Societies/ Chapters
- b) Sports
- c) Community Service (mandatory for all students)

The student would be required to register for one of the various sub-activities listed under the main activities above (Clubs/ Societies/ Chapters or Sports), which will serve as their major. Students are free to participate in the remaining Clubs/Chapters/Societies/ Sports which will serve as their minors. They would then earn points based on the level of participation in the chosen major & minor activity. All students would be required to mandatorily participate in a Community Service activity which will account for 20 of the total 100 points that can be earned.

Details are given in the Enrichment Course Credit Policy.

4.16.2. Assessment System

Students will be marked based on their performances in each event. The total number of points will be 100 per semester. The maximum points that can be scored in the chosen major activity is 50 while that for the minor activity is 30. It is mandatory for all students to earn 20 points for community service, else they will be graded as “Failed” and would have to repeat the course. The points earned will be converted into corresponding grades and credits will be awarded as per the policy of the University. A student can earn points in their chosen activities by participating in various intra, and inter-University events every semester. Documentation that will act as proof or evidence would require to be submitted for considering points and appropriate grades. Details are given in the Enrichment Course Credit Policy.

4.17. Hostel Buddies Policy

Students are the bloodline of a University and set its culture and ethos. For all first-year students, the initial entry into the University constitutes a sea change when they step out of the protected environment of their homes. At this stage, it is crucial to help them settle down in their new home and absorb the existing culture and ethos of the University. For this purpose, we identify Hostel Buddies from existing senior students who can be inspirational role models for the first-year undergraduate students and introduce the freshers to the ethos and policies of the University and support them through their initial settling down period.

4.18. IPR Policy

The IPR policy of the University provides guidance to the academic and non-academic staff, students (undergraduate, postgraduate and doctorate) and outside sponsors on the practices and rules of the University regarding intellectual property rights and obligations. The key points of the policy are as follows:

- a) **Promotion of IP utilization:** The intent of this IP Policy is to facilitate the widespread use of and access to, the Institution's IP through various means.
- b) **IP management:** The IP Policy seeks to set the framework for the translation of the IP arising from the Institution's research into products, services, and processes. It encourages Staff Members, Students and Visitors to become Creators and to identify IP with potential commercial value. It also establishes clear rules and procedures for the management and Commercialization of such IP generated at the Institution.
- c) **Local development:** The Institution encourages Research that responds to local, regional, and national needs.

4.19. Innovation and Startup Policy

One of the strategic goals of the BML Munjal University (BMU) is 'Entrepreneurial Learning'. The University has the belief that innovation and entrepreneurship are critical to address the challenges and problems being faced by all sections - industry, academia, policy makers and civil society. The University encourages innovation and entrepreneurship amongst all constituents - students, staff, and faculty. This Innovation and Startup Policy provides the framework, rules and procedures for innovation, pre-incubation, incubation, and accelerator programmes of the University and all the constituent schools, institutes, centres, and other entities, including the Incubation Centre. Apart from the students, alumni, staff and faculty of the University, the innovators, startups, and industry teams associated with the University and the constituents will be covered under this policy. BMU will encourage and provide support to innovation activities and development of startups through the Institute of Innovation & Entrepreneurship (I2E), Institution Innovation Council (IIC), Atal Community Innovation Centre (ACIC), and Propel, the Incubator.

Setting up of a Start-up by students, staff, and faculty: BMU will encourage and allow its students, staff, and faculty to work on their innovative projects and set start-ups (including Social Start-ups) or work as interns/part-time in start-ups while studying/working. Students

would include both the currently enrolled and the alumni. The salient features are given below.

- a) Student Entrepreneurs can earn credits for working on innovative prototypes/business models. The area in which a student wants to initiate a start-up may be interdisciplinary or multidisciplinary. The credits and the grading would be determined by a committee constituted by the University.
- b) Student inventors would be allowed to opt for start-up in place of their mini projects / major projects and/or practice school projects.
- c) Students who are pursuing some entrepreneurial ventures while registered with a University incubator would be allowed to use their address in the University to register their company with prior permission from the University.
- d) A 10% relaxation in the minimum attendance requirements may be given to the students entrepreneurs to allow them to sit for the examination, with due permission from the University.
- e) Student entrepreneurs may be allowed to take a semester/year break, as per University rules and based on the recommendations of the review committee, to work on their start-ups and re-join academics to complete the course.
- f) Student entrepreneurs may avail the benefits of the Deferred Placement Policy in order to work on their start-ups and seek deferred placements as per the terms and provisions of the policy.
- g) The students, staff and faculty must describe how they will separate and clearly distinguish their ongoing research activities from the work being conducted at the start-up.
- h) Human subject related research in a start-up should get clearance from the ethics committee of the University.
- i) University would facilitate start-up activities/ technology development by allowing students, staff, and faculty to use University infrastructure and facilities with the permission of the Dean of the respective School, as per the terms and conditions laid down.
- j) The University would provide the following to the students, staff and faculty registered with the University incubator.
 - Short-term entrepreneurship training.
 - Mentorship support on a regular basis.
 - Facilitation in a variety of areas including technology development, ideation, creativity, design thinking, fundraising, financial management, cash-flow management, new venture planning, business development, product development, social entrepreneurship, product costing, marketing, brand-development, human resource management as well as law and regulations impacting a business.
 - The University may also facilitate the start-ups to connect with other seed-fund providers/angel funds/venture funds or itself may set up seed-fund once the incubation activities mature.
 - License University IPR as per prevailing policy.

Access to IPR: Ideally students and faculty members intending to initiate a start-up based on the technology developed or co-developed by them or the technology owned by the

University, should be allowed to take a license on the said technology on easy terms, either in terms of equity in the venture and/ or license fees and/ or royalty to obviate the early-stage financial burden. The decision and terms for such usage would be subject to the IPR policy of the University. When University facilities/funds are used substantially or when IPR is developed as a part of curriculum/academic activity, IPR is to be jointly owned by inventors and the universities. Inventors and University could together license the product/IPR to any commercial organization, with inventors having the primary say. License fees could be either/or a mix of

- a) Upfront fees or one-time technology transfer fees.
- b) Royalty as a percentage of sale-price.
- c) Shares in the company licensing the product.

If one or more of the inventors wish to incubate a company and license the product to the company, the royalties would be no more than 4% of the sale price, preferably 1 to 2%, unless it is a pure software product. If it is equity in the company, the equity stake will again be 1% to 4%. For a pure software product licensing, there may be revenue sharing to be mutually decided between the University and the incubated company.

On the other hand, if the product/ IPR is developed by innovators not using any of the University facilities, and outside office hours (for staff and faculty) or not as a part of the curriculum by students, then product/ IPR will be entirely owned by inventors in proportion to the contributions made by them. In this case, inventors can decide to license the technology to third parties or use the technology the way they deem fit.

If there is a dispute in ownership, a minimum five-member committee consisting of two faculty members (having developed sufficient IPR and translated to commercialisation), two of the BMU's alumni/ industry experts (having experience in technology commercialisation) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction. University can use alumni/faculty of other institutes as members if they cannot find sufficiently experienced alumni/faculty of their own.

4.20. Incubation Policy

The incubation policy will cover the matters related to the operations of ACIC, and Propel, the University incubator and related centres which are managed by Propel/BMU. The applicants are required to submit the application to be considered for joining the programmes being conducted by ACIC/Propel. ACIC/Propel would lay emphasis on the following while considering the applications for admission.

- a) Proposals with Innovation and IP components
- b) Proposals with high growth potential, social and strategic impacts
- c) Proposals with the core team having a good background and credentials to execute the project.
- d) Proposals having good technical and commercial viability.

- e) Proposals with potential for large resource generation, impact value and visibility to Propel and BMU their incubation activities,
- f) Proposals supported by any of GOI (central/state) initiatives, where incubation support is a requirement.

Certain programmes may have their own eligibility norms and criteria for selection which will be as defined by the particular programme.

Applications for admission to ACIC/Propel will be made in the name of the registered entity within the meaning of the Companies Act, 2013. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within three months from the date of approval of the application for admission to ACIC/Propel.

Based on the initial scrutiny of the incubation application and affirmative assessment, applicants will be asked to give a presentation via physical or virtual mode to explain their project in detail. The presentation and discussion will be with a set of experts comprising of both internal and external members.

ACIC/Propel or the review committee members are not obliged to sign any non-disclosure agreement (NDA) during the admission process. Any such request from the applicant will be considered on case-to-case basis. The right to decide on such requests rests with ACIC/Propel.

Admission to ACIC/Propel or any of its programmes is subject to the completion of a satisfactory review process. ACIC/Propel will have the sole discretion on whether to admit or reject a proposal for incubation, and the decision of ACIC/Propel in this regard shall be final. ACIC/Propel will not be bound to give any reason in case a proposal is rejected.

The start-ups can apply to use IPRs where the University or ACIC/Propel is one of the owners. The usage of such IPRs would be the basis of the IPR policy of the University. In case the IPR being used is owned by others without the University or ACIC/Propel being one of the holders, then the NOC from the relevant holders need to be obtained by the start-up.

ACIC/Propel will facilitate the incubated companies to access the laboratories and other resources of the University for their development purposes. Access and usage of such resources would be with the permission of the concerned department to avoid conflict with departmental activities and objectives. Further usage of such resources shall be on a commercial basis and in conformity with the policies of the University for consultancy/sponsored projects prevailing from time to time. Augmentation of equipment or other facilities in the laboratories and other resources shall be the prerogative of the concerned department.

All incubated companies will primarily be located in ACIC/Propel.

Access to some or all of the above infrastructure and facilities could entail applicants paying certain fees or giving a share in equity to ACIC/Propel. This would be decided mutually between ACIC/Propel and the applicant.

5. Campus Life

5.1. Academic Infrastructure

BMU has one of the best campuses in the region. The spacious classrooms at the University are amphitheater style. The classrooms are fully air-conditioned and are integrated with audio-visual aids for lectures and presentations. It has various labs, workshops & centres of excellence.

Total number of buildings in the campus are 13, as listed below:



| S. No. | Building Name |
|--------|---|
| 1 | Gateway-A & B |
| 2 | North Block |
| 3 | Library |
| 4 | Workshop |
| 5 | Dr Vikram Sarabhai Hostel (Apartment style) |
| 6 | Dr Homi Bhabha Hostel (Apartment style) |
| 7 | Dr APJ Kalam Hostel (Apartment style) |
| 8 | Bhagat Singh Hostel (Tower type) |
| 9 | Gargi Hostel (Apartment style) |
| 10 | Kalpana Chawla Hostel (Tower type) |
| 11 | Aryabhatta Hostel (Apartment Style) |
| 12 | Faculty Housing |

North Block and the academic areas in Gateway A consist of faculty offices, classrooms, tutorial rooms, laboratories etc.

5.2. Amenities

5.2.1. Hostels

The campus is equipped to house 2000 students at this moment in state-of-the-art multi-storied hostels and apartments. It includes three, two and single – occupancy rooms. The hostels have common areas with entertainment and recreational facilities. The types of hostels are:



| S. No. | Hostel Style | Number |
|--------|-----------------|--------|
| 1 | Apartment Style | 05 |

| | | |
|---|-------------|----|
| 2 | Tower Style | 02 |
|---|-------------|----|

5.2.2. Messes

The University has two student messes across the campus. These messes cater for refreshments and eatables for the students. Both messes are spacious and have comfortable seating arrangements. Both messes serve four meals during the day, namely breakfast, lunch, evening tea & snacks, and dinner. All meals are served as a buffet. Suggestions, if any, are always welcome from the students for the improvement in services. For this, the Mess Committee has active student members and is empowered to handle the day-to-day affairs of the messes like menu planning, quality monitoring, etc. With students from all over India and beyond, we ensure that we are sensitive to dietary restrictions and preferences

Tower Mess



D' Cafe Mess



5.2.3. Other Outlets

There is a cafeteria named Delicious, which serves delicious food items from different cuisines. There are also additional fast-food stalls, including a Maggi Point Kiosk and we also have our very own archetypal Dhaba to cater to the food cravings of the students. All these serve various cuisines & menus. There is also a fruit and juice shop called Sri Balaji Juice Corner that caters to the need of students. There are two tuck-shops for daily need items, including food items and milk etc.

Cafeteria



5.2.4. Salon

The University also has a salon on campus which caters to both girls and boys.

5.2.5. ATM

There is an ATM available in the reception area for all the stakeholders.

5.2.6. Reprography

The reprographic facility on the campus is extended to all students at the University on a payment basis. It is equipped with photocopying, scanning and digital printing service. Services like bookbinding, photocopying of notes and reading materials, printing project reports, etc. are available. There is a second, smaller photocopy stall set up close to hostels for any requirement after office hours.

5.3. ICT Infrastructure

The BMU houses centralized computing facilities, campus-wide networking, and information technology to enrich the educational experience and invigorate scholarly research and education areas. The central computing facility caters to the computing requirements of the whole University community and is managed by the Office of IT services. The timings of the office may vary from time to time. Various advanced and special- purpose software for all BMU users may not be accessed through laptops.

BMU has made several strides in ICT, starting with formulating its digital strategy and outlining a transformation plan. It includes enhancement of internal infrastructure, the establishment of an Information Technology Infrastructure Library (ITIL) governance framework, and implementation of several new systems and platforms for improving operational effectiveness, including a new website and admissions platform, a helpdesk/ticketing system, and a University-wide communication and collaboration system.

In a move to automate several processes across functions, an Enterprise Resource Planning (ERP) system covering the student lifecycle management, financials, materials, asset management and procurement and human capital management and payroll has been implemented. This will bring all transactional data across the University into a single database and greatly help in improving service levels and reducing error rates. It will also lay the foundation for increasing regulatory compliance from an accreditation standpoint. The University also improved its security posture by implementing several controls and auditing capabilities in its internal and external systems, which reduces its attack surface and increases compliance.

The University has eight (8) computer labs with 60 computer terminals in each. Total 463 computer systems are present which are equipped with the following software and operating systems.

- a) Office 365
- b) NX 10
- c) MATLAB
- d) Cadence

- e) Ansys
- f) NX Academic Perpetual License
CORE+CAD
- g) NX Academic Perpetual License
CAE+CAM

| S. No | Name of the computer lab | Number of Computers |
|-------|--------------------------|---------------------|
| 1 | Computer LAB -1 (GA-101) | 64 |
| 2 | Computer LAB -2 (GA-102) | 64 |
| 3 | Computer LAB -3 (NB-102) | 60 |
| 4 | Computer LAB -4 (NB-103) | 60 |
| 5 | Computer LAB -5 (NB-208) | 60 |
| 6 | Computer LAB -6 (NB-209) | 57 |
| 7 | Computer LAB -7 (NB-309) | 59 |
| 8 | Ramanujan LAB (NB-109) | 7 |

Also, apart from the Labs we have special Labs as below : -

| Workshop Building 1st Floor | | |
|-----------------------------|-------------------------------|---|
| 1 | Pneumatic & Hydraulic lab | 9 |
| 2 | CNC Controller Lab | 9 |
| 3 | Mechatronics Lab | 6 |
| 4 | Automation Lab | 7 |
| 5 | Process Lab | 4 |
| 6 | Electrical Energy Studies Lab | 8 |
| 7 | Robotics lab | 1 |
| 8 | Hero Lab | 2 |

The computer centre is equipped with 64-bit multi-core Xeon processor-based servers running in a virtualized cloud environment to provide maximum uptime and compute on-demand facilities to the University community. These run central network functions such as Authentication, database services, application servers etc. These servers cater to about 4,000 nodes - of which 500 are in the computing labs. All machines have internet access over high-speed fibre optic links. The primary operating environments are a mix of CentOS, Windows Server, and Linux.

Computer labs have thick and thin clients available to students on which they can use Windows and Linux applications. They can also connect to the HPCC (High -Performance Compute Cluster.) The network backbone is Gigabit switched, running on a star fibre-optic network across the entire campus. Additional redundancy is provided by using a failover wireless mesh across campus. End client access is provided through a mix of wired and

wireless technologies. The entire campus is wireless 'hot spot' by providing a Wi-Fi network based on the 802.11n standard. Any student having their own laptop/ tablet/smartphone can be made part of the campus wireless network and have internet access. However, the device must be equipped with adequate and current antivirus protection, and usage must conform to the University's Acceptable IT Use policy.

Ancillary services and access to peripherals like Scanners, printers, etc., are available to students through the computing labs and library. Centralized online backups are also maintained for the campus. Anti-virus protection is provided at the gateway, server & client levels. All classrooms are equipped with the ceiling -mounted LCD/DLP projectors, computers, and a PA system with wireless microphones. The University has several Academic Alliances with leading IT majors such as Microsoft, Google, AWS, etc. A large portfolio of applications and platforms is available for use by students and faculty applications range from basic operating systems to high-end clustering and grid computing solutions. Additionally, specialized software is available to students like Origin Lab, Ansys, StaadPro, R for Statistical analysis, Matlab etc. A complete list of software can be made available by placing a request to the IT Helpdesk (bmuassist.freshdesk.com); this can also be accessed using the Freshdesk mobile app iOS and Android on their respective app stores.

Additionally, the University is setting up a large computational facility equipped with GPU-based servers for the students. The selected server will be powered by AMD Ryzen 9 3960x CPU and Zotac 3090 Trinity 24GB GPUs, G. Skill 32GB 3200 MHz (DDR4 Ripjaws) RAM and SSD storage support of 2TB 970 Evo Plus NVMe plus 2TB 870 EVO 2.5. This resource will also be used for AI and Deep Learning research. Students will also be able to use NVIDIA- Jetson Nano developer kits for AI/Computer Vision/Robotics projects. Single board computing modules like Raspberry-Pi, Intel Galileo, and micro-controller-based Arduino modules, along with various sensors/actuators will be given to the students for experimenting with and encouraging innovative engineering projects.

MAITRI–Academic Automation System:

The University is using an integrated University management platform named Maitri. Besides catering to the student lifecycle management, and other support functions such as finance, human resources, payroll, and procurement, it also provides learning management functionality aligned with the outcome-based framework of teaching & learning. Student life cycle management involves admission, re-admission, course registration, progression, assessment, etc. In the academic activity, timetable, sharing online teaching content, assignment, presentation with students, online assessment, student attendance, student OD system, student feedback, examination system to calculate grades, etc. are created on the ERP etc.

The University has adopted an online teaching platform as part of a continuous academic delivery strategy. Google Classroom is being used as part of G Suite for Education, a wider set of cloud-based tools that includes apps for videoconferencing, word processing and collaboration. On its own, Google Classroom offers students a dynamic online learning environment. Teachers use the platform to post assignments, share announcements, ask questions, conduct online assessments, gather essays, and grade papers. And because

Google Classroom is cloud-based, it's accessible from any device with an internet connection.

5.4. Co-Curricular Activities

Students come into the University with varied interests and talents. BMU endeavours to create opportunities for the holistic development of every student. We strongly believe that to build a community, it is essential for all the stakeholders to participate and interact beyond the confines of the classroom.

A variety of cultural, social, athletic, academic clubs and societies are available for BMU students. Broadly, the clubs and societies are grouped under three categories, namely “Technical”, “Management & Community Development” and “Cultural & Creative Arts”. The Technical category consists of clubs and societies involved in research and innovative activities.

The Management & Development category consists of clubs involved in activities like entrepreneurship development, organising TEDx talks and Mock UN meetings etc. The Cultural & Creative Arts category consists of various clubs for performing arts, photography & videography, literary quizzing & debating etc. The activities on campus focus on allowing individuals to express their talents and encourage them to attempt new pursuits within a safe and supportive environment. The primary objectives of a student club/society are:

- a) To broaden the horizon of students beyond academics
- b) To enhance leadership skills
- c) To complement the curriculum of BMU.
- d) To offer mutual support in study, learning, and professionalism
- e) To provide personal connections and communications within the club
- f) To provide outreach and service to society in general

In addition, students can take part in several sporting activities. Like-minded students can also get together and start a club—whether it is academics, sports, or a hobby. To form a club or society, students will need a faculty mentor to act as an advisor. Students can submit a write-up of the club, the purpose, and membership criteria to the Dean's office for approval.

A student can hold membership in not more than three clubs or societies. The club members are responsible for selecting the office bearers and primary members of their club/society. Clubs taking financial assistance from the University are required to submit an “Annual Event Calendar” every year, clearly outlining the major events and activities planned for the financial year. The following clubs/societies and sports activities are operational:

5.4.1. Technical Clubs and Societies

- a) Automobile Club
- b) BMU ACM (Association of Computer Machinery) Chapter
- c) SATA (Science and Technology Appreciation) Club
- d) Robotics Club
- e) SciMat Club (Science & Mathematics)
- f) Nirnay–BMU Moot Court Association (MCA)

5.4.2. Management & Community Development Clubs

- a) BMU ENACTUS Chapter
- b) The Startup & Entrepreneurship Club (TSEC)
- c) SAVERA (Students as Volunteers in Education to Reach and Assist)
- d) Sierra Club (for MUN, TEDx, Hult Prize etc.)
- e) Insights Club
- f) Finonomics Club (related to Finance & Economics)
- g) Agraga Club (related to Human Resource)
- h) Social Media Club (SMC)
- i) BMU NSS Unit
- j) Udaan Club (for Human Empowerment)
- k) Environment Club

5.4.3. Cultural & Creative Arts Clubs

- a) Performing Arts Club (PFA)
- b) Photography and Cinematography Club (PAC)
- c) Literary, Quizzing and Debating Society (LiQuiD)
- d) Culinary Club
- e) Adventure Club
- f) Strokes Club
- g) Wellness and Fight Club
- h) Mrityunjaya Drama Society

5.4.4. Sports

- a) Athletics
- b) Archery
- c) Basketball
- d) Badminton
- e) Chess
- f) Cricket
- g) Football
- h) Kabaddi
- i) Lawn Tennis
- j) Pool
- k) Table Tennis
- l) Volleyball



The names of the above clubs are only indicative. Students will also have the freedom to form new clubs or drop a club depending on the interest levels and motivation among the larger student body. In addition, students can join the National Service Scheme (NSS) Chapter with permission of DSW.



5.5. Health Services

The University has a well-equipped Medical Centre for the use of students. BMU has tied up with HCL Healthcare, which provides us with primary medical care on campus and offers discounted tertiary medical care at various hospitals in Gurgaon and closer by. HCL Healthcare is a very well-known and prestigious healthcare services provider for corporates and educational institutes. The following medical services are offered at the Medical Centre:

- a) MBBS Qualified Doctors – 2; Trained Staff Nurses – 4 (one stays on duty 24x7).
- b) Free medicines & diagnostics only as prescribed by campus doctors.
- c) Medical insurance for students when staying on campus.
- d) Ambulance.

Parents/guardians must submit a declaration in writing to the University administration if his/her ward is suffering from any allergies, chronic illness, or communicable diseases. On arrival, all new students would be asked to undergo a health check and Health Record Cards will be created.



5.6. Wellness Centre

The Wellness Centre is an essential, student-friendly, independent, and confidential unit. The centre functions as a comprehensive referral unit for the observation, identification, diagnosis, and management of mental health issues. It contributes to students' psycho-social and socio-cultural development to promote their well-being in campus life. The service endeavours to aid students in their various phases of evolving, coping, and adjusting to campus life and its culture. Students and communities may avail and approach this service for assistance and guidance to resolve their concerns or “trouble areas” regarding mental health issues, contact rupa.murghai@bmu.edu.in. The Mentoring Programme involves constructive interaction, guidance, and mentorship by the faculty members for their students. There is a structured approach with routine meetings to discuss, interact, guide, and monitor the progress of students with their respective mentors. The feedback system provides recommendations, referrals, and identification for further scope, continuous progress, and improvement. The Wellness Centre is available for all on the campus. The center provides:

- a) Life skills and coping strategies for adjustment.
- b) Personality orientation
 - To attain positive goals that boost inter & intra-personal relations.
 - To promote atmosphere of well-being on campus.
- c) Referral services for
 - Specialized therapy sessions
 - Yoga
 - Meditation
 - Alternate therapies
 - Psychiatric intervention
- d) Creating awareness & sensitizing for
 - Early detection, identification & management of problems.
- e) Online Google meet facility and Telephonic consultation for All BMU Students, Parents,

Faculty and Staff. Appointments can be sought on email as well as on phone.

f) Online Wellness Sessions for BMU Students and Staff.



5.7. Sports Facilities

At BMU, we believe that education is about the student's overall growth, and hence we encourage all students to participate in sporting activities actively. We have a tailor-made, unique programme based upon the beliefs and motto of "Hosh, Soch aur Josh" i.e., Awareness, Creativity, and Passion are the three essential elements in the character building of humans. Our conviction is that young students need to learn life skills to prepare to handle the rumble-tumble of the harshly competitive world, and sports provide the perfect opportunities for growth to be a team player, a disciplined, healthy, balanced, and hard-working person. At BMU, we treat the sports fields as instruction tools, just as smart academic learning tools like computers, audiovisuals, e-books, e-library, and the internet. We make students aware of & provide direct and lifelong benefits of participating in sporting activities. Here we do not treat sports as simply "co-curricular activity" but rather as "core-curricular activity" for the holistic development of a powerful personality and leader.

Our campus has excellent sports infrastructure facilities, including floodlit grounds, an a/c indoor hall and a well- mentoring programme for athletics, badminton, basketball, chess, cricket, football, golf, kabaddi, pool, table tennis, tennis, and volleyball. The student community is divided into 4 'Quads' named Gladiators, Romans, Spartans, and Trojans to create a spirit of healthy competition throughout the session. The internal competitions include Fresher's Challenge and Inter-Quad in all sports. At the end of the session, the BMU Inter-Quad Sports Trophy is awarded to the Quad which comes on top of the overall points tally. BMU Teams are actively encouraged to participate in Inter-University tournaments and sports festivals and make their mark with impressive results.

6. Library



The library is at the heart of teaching, learning and research at the University. It caters to the information needs of the students, faculty members, staff, and research scholars. It is the pride of the University and is an essential component of the University's outstanding research and education mission. The library is housed in an air-conditioned building with a well-furnished spacious reading room, creating an atmosphere of serenity and inspiring intellectual stimulation and research.

It is having a wide variety of both print (books, print journals, magazines, project reports, annual reports, newspapers, articles, case studies,) and electronic resources (Scopus, IEEE, EBSCO Business Source Premier, Euromonitor, CMIE, Lexis Nexis, Manupatra, AIR Online SCC, HeinOnline, Jstor, EPWRF and Taxmann) which can be used as references by both students and faculty. The library is also holding an institutional membership of the Developing Library Network (DELNET) and National Digital Library of India (NDLI) which supports in sharing of resources among its member libraries. The library utilizes Information Communication Technology extensively to ensure that resources are accessible round the clock. The Digital Library provides a conducive environment for intellectual inquiry by providing user-focused services to obtain and evaluate scholarly information and knowledge. It is connected to high -speed internet and an intranet of the network. All library activities are automated, including smart ID cards and an Online Public Access Catalogue (OPAC) to know the status of books at any time. In addition, the library provides various specialized services to the users, i.e., CAS, SDI, News Alert, Reference, Digital Archiving, OPAC etc. The library enabled with Knimbus, a remote access tool and a single-window search platform, where the reader can access all the resources both physical and digital in one platform and can choose the relevant information as per their requirements.

6.1. Library Rules

- a) Library remains open from 8:00 AM to 1:30 AM Monday to Friday. Saturdays and Sundays from 9:00 AM to 1:30 AM.
- b) The library remains closed on the following days:
 - Republic Day. (January 26)
 - Independence Day. (August 15)
 - Gandhi Jayanti. (October 02)
- c) BML Munjal University Students, Faculty and Staff members are bonafide members of the library.
- d) All library members are issued a unique login id and password to log in to the library portal.

Members may use the portal for the following:

- a) To check the availability of the library resources.
- b) Request for reservation of the available and unavailable library resources.
- c) To view the details like books issued, date of return, fines imposed on them.

6.2. Circulation Rules of the Library:

- a) Resources will be issued within the issue limits of the member are as follows:

| Resources | Students | | Research Scholars/ Staff | | Faculty | | Reserva tion | Renewal |
|---------------------------------------|----------|----------|-----------------------------|--------------|--------------|--------------|-----------------------|-------------------|
| | Quantity | Duration | Quantity | Duratio n | Quantit y | Duratio n | | |
| Books | 4 | 7 Days | 4 | 30 Days | 7 | 180 Days | Applica ble | Applicable |
| Magazine/ Journal | 2 | 5 Days | 2 | 5 Days | 2 | 5 Days | Applica ble | Not Applicable |
| Audio- Video Resources | 2 | 3 Days | 2 | 3 Days | 2 | 3 Days | Applica ble | Not Applicable |
| Course Material | 1 | 7 Days | 1 | 7 Days | 1 | 7 Days | Applica ble | Not Applicable |
| Annual Reports | 1 | 7 Days | 1 | 7 Days | 1 | 7 Days | Applica ble | Not Applicable |
| Reports | 1 | 7 Days | 1 | 7 Days | 1 | 7 Days | Applica ble | Not Applicable |
| News Papers (Monthly Issues) | 2 | 1 Day | 2 | 1 Day | 2 | 1 Day | Not Applica ble | Not Applicable |

- b) The member should get the resources issued at the Circulation Counter by producing the Identity Card.
- c) At the time of return, resources may be reissued to the same member only once for seven (7) days provided; there is no reservation against that resource. However, Magazines/ Journals, AV Resources (CDs, VCDs, Floppies & Video Cassettes), Course Materials, Annual Reports, Reports, and Newspapers will not be reissued.
- d) On Display issues of magazines, journals, and newspapers will not be issued; however, back issues of a few journals and magazines may be issued.
- e) The library also subscribes to eminent journals and databases for reference and research. In addition, students may refer to reference books and project reports in the reading hall during working hours.

6.3. Rules for Reservation of Resources of the Library

- a) Members may reserve both the available and unavailable resources either in person or by logging into the portal.
- b) The availability of the reserved resource, if returned by other members, would be informed through an e-mail.
- c) On availability, the reserved resource should be collected from the library within two (2) days of intimation, failing which the reservation will stand cancelled.

6.4. Rules for Return of Resources to the Library

- a) Resources should be returned on, or before the due date mentioned in the due date slip.
- b) Late fee would be charged to all borrowers who retain the book(s) beyond the due date.
- c) The Librarian may recall any book(s) issued to any member at any time to meet urgent demand. If the book is not returned to meet the urgent demand, the member's ID will be blocked on the third day.
- d) The members will have to pay the late fee and other fines imposed on them as per the following rules:
 - Late fee @ Rs10/day would be charged for each overdue resource,
 - Late Fee @ Rs20/day would be charged if the overdue resource is found reserved by another member.
- e) In case of any damage/lost resource(s), the member should immediately inform the damage/loss to the library and replace the same resource(s) at his/her own cost within ten days.
- f) If the member fails to replace the resource/book, the user shall be charged double the cost of the resource(s), and the amount will be collected with an applicable late fine. If a member provides a replacement for the book, a 30% processing charge would be applicable with the late fine (if any).
- g) If the member fails to return the resource within the stipulated time, their ID would be blocked. The member shall be informed to return the resource within a week. If, despite the notice, the member is not returning the resource/book, the information shall be passed on to the Programme office/ Student's Mentor/Dean and also to the parents. Thus, accelerate the return of the book and reduce the chance of continuous mounting

of fines. Any further delay shall lead prohibition of the student from entering the library till the return of the book and the payment of the fine. If not, appropriate disciplinary action as per the University Policy shall be initiated for indiscipline.

6.5. General Rules Pertaining to the Library

- a) Every student must possess his/her ID card while availing of the library facilities.
- b) Members/students shall leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottles etc., at the property counter reserved for this purpose. Only laptops and notebooks are allowed in the Reading area of the library. A fine of Rs 10 may be imposed for releasing the bag in case of a lost token. The bag/ any other item may be realized after due verification of the student ID and payment of a fine.
- c) Eating, listening to music, loudly speaking, talking on mobile phone, is strictly prohibited in the library premises. Members shall maintain silence in the library and should not disturb other readers.
- d) Library follows an open access book system. Books should not be shelved by the readers and should either be handed over to the library staff on duty or placed on the reading tables.
- e) Member must assure, before leaving the circulation counter, that the books issued to him/her are in good condition or not; otherwise, he/she will be held responsible for any damage if the book is found damaged in any manner at the time of return.
- f) Member should not deface, mark, cut pages, mutilate, or damage the reading materials in any way. In case a member is found doing so, his/ her Membership will be terminated.
- g) While leaving the library, members should ensure that they carry only those books duly issued on their names; otherwise, disciplinary action will be taken against them.
- h) Members are expected to wear formal dress while visiting the library.
- i) Circulation timing: 9:00 AM to 8:00 PM on Weekdays.
- j) The reprographic facility like bookbinding, photocopying of notes and reading materials, printing project reports etc., is extended to members on a payment basis. The photocopy charges are to be deposited with the photocopy machine operator.
- k) The students are not allowed in the library without their ID Cards. Students Dress Code on Campus is to be strictly followed when they are visiting the library as well. The library staff/security personnel in the library reserves the right not to allow any student wearing inappropriate clothing inside the library (e.g., low-rise jeans, half and 3/4th pants, nightwear, revealing tops or clothing that display offensive message or graphics on it). Students are not allowed to bring their books or textbooks inside the library. The library shall not be responsible for any loss or damage to the personal belongings of the users. Additionally, Students should observe strict silence inside the library, and use of the Mobile phones is not permitted inside the library.
- l) The library rules and regulations may be modified from time to time and shall be binding on all concerned and are available on Maitri for reference.

6.6 Library at a Glance

| Library Facilities | | |
|--|---|-----------------------------|
| Available Library Area | 1393.55 m ² | |
| Seating Capacity of the Library | Total | 336 |
| | Cabins | 10 (for group discussion) |
| | Carrels | 12 (for individual reading) |
| | Board room | 25 |
| Working Hour of the Library | As per library notice | |
| Library Networking Facility | Yes (ILL- Inter-Library loan services through DELNET) | |
| Computers for Users | Yes (15 SYSTEMS) | |
| Library Management Software/Digital Library Software/Security System | KOHA, MAITRI, DSPACE & RFID | |

| S. No. | Database/E-Resources | URL/Links |
|--------|--|---|
| 1 | IEEE (ASPP) | http://ieeexplore.ieee.org/Xplore/home.jsp |
| 2 | Science Direct | https://www.sciencedirect.com/ |
| 3 | EBSCO (Business Source Premier) | https://search.ebscohost.com/login.asp |
| 4 | CMIE (Economic Outlook & ProwessIQ) | https://www.cmie.com/ |
| 5 | Emerald | https://www.emerald.com/insight/content/case-studies?_ga=2.75961937.513059366.1662529052-1063932548.1654492797 |
| 6 | Euromonitor | https://login.euromonitor.com |
| 7 | Sage Online | http://journals.sagepub.com/ |
| 8 | SCC Online with Hein Online | https://www.scconline.com/ , https://heinonline.org/HOL/Welcme |
| 9 | LexisNexis India Online | https://advance.lexis.com/in?identityprofileid=5TTDF359373 |
| 10 | Manupatra | www.manupatra.com |
| 11 | AIR Online Institutional (4 connections) | http://www.airwebworld.com |
| 12 | Edzter | https://edzter.com/validate-user?type=1 |
| 13 | JSTOR | https://www.jstor.org/ |

| | | |
|----|-------------------------------------|---|
| 14 | Taxmann | https://www.taxmann.com/auth/login |
| 15 | Shibboleth | https://idp.bmu.edu.in/index.html |
| 16 | Knimbus | https://www.knimbus.com/#/ |
| 17 | Scopus | https://www.scopus.com/search/form.uri?display=basic#basic |
| 18 | Turnitin | https://www.turnitin.com/login_page.asp?lang=en_us |
| 19 | DELNET (Developing Library Network) | http://www.delnet.in/ |
| 20 | National Digital Library of India | https://ndl.iitkgp.ac.in/ |
| 21 | World eBook Library (WEL) | http://community.worldlibrary.in/?AffiliateKey=NDL-YF1761 |
| 22 | South Asia Archive | http://www.southasiaarchive.com/ |
| 23 | NPTEL | https://nptel.ac.in/resources.php |
| 24 | SWAYAM | https://swayam.gov.in/publiccourse |
| 25 | E-PATHSHALA | http://epgp.inflibnet.ac.in/ |
| 26 | SWAYAM PRABHA | https://www.swayamprabha.gov.in/ |
| 27 | Digital Resource Centre | http://drc.bml.edu.in:8080/jspui/ |



7. Workshop, Labs & Centers of Excellence

The central workshop facility, also called the “Workshop of the Future”, provides state-of-the-art teaching, training, and development facilities, wherein, the students can get a hands-on, industry like immersive teaching-learning experience. The “Workshop of the Future” is equipped with a wide range of facilities for introducing students to the different stages of a product development life cycle- right from “Conceiving an idea” to the “Final production” of the component. Different physical and virtual infrastructure requirements are housed and integrated into a 4500 Sqm space, a dedicated area comprising various laboratories, basic and advanced manufacturing facilities, and sponsored Centers of Excellence from companies like Siemens, Shell, Hero MotoCorp etc. Students are advised to adhere to safety norms and guidelines set up by different labs. Entry to the workshop may be denied if the student does not wear proper safety attire. The University labs house a variety of equipment where faculty and students have access to scanners, printers, digital cameras, video cameras, and other technology tools too. Disciplinary action may be taken against students misusing these facilities.

7.1. Center For Advanced Materials and Devices (CAMD)- Estd. 2017

At CAMD, we have an excellent research infrastructure equipped with several scientific instruments classified broadly into three research facilities: Thin-films and Measurements, Material Characterization, and Device Fabrication. These labs include advanced physical vapour deposition systems (sputtering, electron-beam-evaporation, cathodic-arc), plasma-enhanced chemical vapour deposition for thin films and surface engineering research, X-ray diffraction, and scanning electron microscope, atomic force microscope, scanning near optical microscope, and Raman spectroscopy, glove box and photolithography. Dr. Abhimanyu Rana is the SPOC of CAMD.

7.1.1. Key Areas of Research include:

- a) Nanomaterials
- b) Flexible Electronics
- c) Water Purification
- d) Sensors
- e) Thin-films Coatings



7.1.2. Key Highlights

- a) Currently executing research and consulting projects worth ~ Rs. 92 lakhs
- b) 40+ publications in Tier 1 (Q1/Q2) journals (in last three years)



7.2. Center For Automation, Robotics and Mechatronics (CARM)- Estd. 2014

The objective of CARM is to develop/enhance the technical skills and research competence of the scholars and trainees (academia/Industry people) that would enable them to broaden their areas of employment and careers in the field of modern industry (I4.0), and spark innovation and entrepreneurial activities. Dr. Ranbir Singh is the SPOC of CARM. The center is equipped with several scientific instruments that can be broadly classified into eight facilities:

- a) Product Design and Validation Lab
- b) Robotics Lab
- c) Pneumatics and Hydraulics Lab
- d) CNC Lab
- e) Mechatronics Lab
- f) Process Instruments Lab
- g) Automation Lab
- h) Electrical Lab

7.2.1. Key Areas

- a) Robotics
- b) Industrial Automation
- c) Control Systems
- d) Smart and sustainable manufacturing

7.2.2. Highlights

- a) New specialization in Robotics and Automation started for Mechanical Engineering
- b) Robot design project by ME students
- c) Electrical mobility project by ME students
- d) ~Rs 42 Lakhs approved for projects, lab enhancements (ACIC, HMCL)
- e) Rs 89 Lakhs project funded by Ministry of Mines, Govt. of India (Dr. A.K. Prasada Rao)- Aluminum Research Lab.
- f) Mechanical Engg. students designed, manufactured, and donated COVID protection Face-Shields to Gurugram frontline workers.



7.3. Center For Computational and Complexity Sciences (C3S)- Estd. 2022

The Center for Computational and Complexity Sciences (CCCS) at BML Munjal University aims to foster research collaborations in cutting-edge areas of complex systems. The center focusses on achieving scientific breakthroughs by addressing the challenges from the perspective of complex systems using tools like AI/ML, Deep learning etc. The center aims to facilitate cross disciplinary research and offers educational opportunities in the area of

non-linear and adaptive systems. Dr. Devanjali Relan is the SPOC of Center for Computational and Complexity Sciences.

7.3.1. Key Areas

- a) Computational neuroscience
- b) Statistical & Mathematical modeling
- c) Econophysics and Sociophysics
- d) Big data Analytics
- e) Urban sensing
- f) Science of Science
- g) Geospatial science
- h) Data Science for Social Good

7.3.2. Highlights

- a) Consultancy projects, product development
- b) Courses in IIT Madras, IISER Thiruvananthapuram
- c) National and International collaborations

7.4. Science and Engineering Laboratories

- a) Mechanical Engineering Lab (CAE & CAD Lab)
- b) Additive Manufacturing Lab
- c) Workshop and Manufacturing Lab
- d) Material Testing Lab
- e) Kinematics & Dynamics of Machines
- f) Fluid Mechanics/ Machines & Hydraulics
- g) Automobiles Lab
- h) Heat & Mass Transfer Lab
- i) Internal Combustion Engines Lab
- j) Basic Electrical and Electronics Lab
- k) Fundamentals of Digital Logic Lab
- l) Microprocessor Lab
- m) Internet of Things Lab
- n) Chemistry Lab
- o) Physics Lab
- p) Language Lab

7.4. Center for Solar Energy (CSE)

The Solar Energy lab facility, set-up with CSR funding from ICICI Foundation, will be utilized to provide training to install, verify, test, and uninstall the domestic solar PV power station to investigate on the dependence of efficiency on cleanliness of the panels and weather conditions including ambient temperature, moisture. Dr. Yarramaneni Sridharbabu is the SPOC of CSE.

The Key Goals of CSE at BML Munjal University are:

- ✓ Research on PV solar energy generation units.
- ✓ Research on Solar energy for various applications



7.5. Center on Law, Regulation and Technology (CLRT)

CLRT advocates legal and economic regulation that places consumer welfare and innovation at the core of the modern economy. Through its inter-disciplinary research work, the Center aims to periodically contribute to policy discourse through reports, expert analysis and research papers. Prof. Vikas Kathuria is the SPOC of CLRT.

Focus Areas

1. Artificial Intelligence and law
2. Competition law
3. Data Governance
4. Economic regulation
5. Intellectual property
6. Intermediary liability of digital platforms

7.6. Center for Constitutional Law (CCL)

The center on constitutional values aims to investigate and promote a constitutional way of life imagined through various constitutions that base themselves on values that apply to humans (to begin with) and not to privileged communities. Prof. Pritam Baruah is the SPOC of Centre for Constitutional Law.

7.7 Center for International Law (CIL)

The main objective of the Centre for International Law (CIL) at BMU University School of Law is to foster open-minded conversations in the region and beyond on written and unwritten international law. Prof. Prabhakar Singh is the SPOC the Centre for International Law (CIL).

7.8 Center for Sustainability Research and Advocacy (CSRA)

The Center for Sustainability Research and Advocacy (CSRA) is a timely foray into the critical aspect of contributing to SDGs. It is designed with the intention of integrating Sustainability into the areas of Teaching, Research and Outreach that stand as foundational pillars of BML Munjal University. The center engages in rigorous research which is both academic and action-based in nature, and policy relevant, in areas such as e-mobility, sustainable fashion, luxury, shared economy, sustainable higher education and NEP implication, to put forth a few. Dr. Ritu Chhikara and Dr. Sangita Dutta Gupta are the SPOC for CSRA.

➤ **Goals:**

- ✓ Interdisciplinary Research Excellence.
- ✓ Global Recognition and Visibility.
- ✓ Strategic Partnerships & Real-time Problem Solving.

➤ **Objectives:**

- ✓ Impactful Research with Real-time Application.
- ✓ Global Collaborations & Community Involvement.
- ✓ Strategic Events and Engagements.

7.9 Center for Financial Markets (CFM)

Centre for Financial Markets aims to facilitate and encourage research and teaching in financial markets, Investment as life skill, Application of technology in financial services including newer technologies like Blockchain and AI, an incubator for startup ideas in Financial Literacy, Financial inclusion, Fin-tech solutions, Blockchain, Artificial Intelligence and any other related areas. Is the SPOC of Center for financial markets.

7.10. Institute of Innovation and Entrepreneurship

The Institute of Innovation and Entrepreneurship (I2E) is a notified wing of the university and focuses on teaching, research and consulting initiatives related to Innovation and Entrepreneurship. I2E, along with the other schools and centers works on the inclusion of courses related to innovation, entrepreneurship, venture development in the programme curriculum. I2E leads the design and delivery of these courses. I2E conducts academic and industry research in the areas of innovation and entrepreneurship with the intent to provide knowledge for use by industry, academics, and policy makers. I2E collaborates with the industry in the domain of entrepreneurship and innovation for this purpose. Dr. Deepak Pandit is the SPOC for I2E.

The Institute of Innovation and Entrepreneurship (I2E) at BMU is a prime driving force behind the Innovation and Entrepreneurship agenda at the University through the following initiatives:

- Creation of artefacts based on Innovation Outcomes through compulsory courses in Innovation and Entrepreneurship (Prototypes. Business Models etc.)
- Providing project support for students for developing the above artefacts
- Specialisation in Entrepreneurship at Under graduate level in School of Engineering and Technology and at undergraduate & postgraduate level in School of Management
- Phd program with specialization in Entrepreneurship & Innovation through School of Management
- Outreach to Schools for capacity building of teachers for instructing Design Thinking at K12 level

- Interdisciplinary sponsored research with School of Engineering and Technology

Vision:

- Create an eco-system to nurture 'ENTREPRENEURS'.
- Seek to advance and disseminate best-in-class, contemporary knowledge, and practices in the field of Innovation and Entrepreneurship

Mission:

- Conduct programs, courses, events, challenges, and other engagements to ignite the spirit of innovation and entrepreneurship among students, faculty, and community.
- Build a network with entrepreneurs, mentors, experts, and service providers to be leveraged for the benefit of the budding start-ups.
- Drive active engagement of industry in the innovation activities being conducted by I2E.
- Collaborate with academia, policy makers, and industry for the creation of research-based knowledge around innovation and entrepreneurship policymakers.

7.11. Institution Innovation Council (IIC)

Institution Innovation Council (IIC) established in collaboration with MHRD Innovation Cell at AICTE. The council provides the operational leadership for innovation and entrepreneurship activities being conducted among the students and faculty of BMU. Institution Innovation Council (IIC) is a faculty, student centric body formed by the University under the Ministry of Education Innovation Council (MIC) initiative under All India Council for Technical Education (AICTE). Dr. Devanjali Relan is the SPOC of Institution Innovation Council (IIC).



7.12 Incubation Hub at BML Munjal University

The incubation hub at the university consists of Atal Community Innovation Centre (ACIC-BMU) and Propel Incubator @BMU. The students and alumni are welcome to join the incubation to pursue their startup idea and develop their ventures.

ACIC-BMU has been set up by BML Munjal University (BMU) along with the support of Atal Innovation Mission (AIM), NITI Aayog to promote and support innovation and entrepreneurship. It focuses on encouraging innovators within the University and the community around the University. Dr. Davinder Singh is the SPOC for the Incubation Hub.

Link: <https://www.acic-bmu.in/aboutus>

Propel Incubator: Propel offers incubation to students (current/alumni) intending to nurture their business ideas.

While in incubation, the students not only get to avail the various facilities of the incubator but also interact and learn from the experiences of other entrepreneurs. They get to meet their mentors during various mentoring sessions and learn the nitty-gritties of how to incorporate a company, validate a business model, formulate a go-to-market strategy, build a core team, and many more.

Many students have successfully launched their ventures with the incubation support.

Facilities of Pre-Incubation, and Incubation:

- Physical Space - co-working and team cabins.
- Maker Space
- Tinkering Lab
- University's Workshops
- Meeting and Conference rooms

- Pantry and Lab facilities etc.
- Funding through various government and institutional schemes
- Networking with the startup eco-system.

8. Intellectual Property Right (IPR) Cell

BMU promotes research and innovation, for which an excellent infrastructure is in place, and an IPR Cell has been set up. To leverage its infrastructure and other ecosystems to encourage its quest for research and innovation, the University has provided a mechanism to ease research and innovation for its students, faculty members and researchers by having Industry IP attorneys facilitate activities (such as filing patents etc.) at IPR Cell. Intellectual Property Rights (IPRs) are essentially legal rights that protect creations and/or inventions resulting from intellectual activity emanating from the University. The University houses several copyrighted software solely for student use. Software or datasets licensed to the University are solely for teaching and personal, educational development. Using software/datasets for commercial purposes or sharing with unauthorized persons is a disciplinary offence.

The IPR policy of the University provides guidance to the academic and non-academic staff, students (undergraduate, postgraduate and doctorate) and outside sponsors on the practices and rules of the University regarding intellectual property rights and obligations. This includes the nature of the intellectual property, its ownership, exploitation, technology transfer and confidentiality requirements. The policy laid down in this document is expected to further the commitment of the University to providing an environment where incubation, innovation, ideation, discoveries, creative & artistic works, and tangible results of research & developmental work can flourish, leading to the development of the intellectual property. It will also enable the University to make beneficial use of the intellectual property, such as developed, for the most significant possible benefit of the society, the University, and the creators involved.

The work carried out by the student individually or as a team with faculty members leading to intellectual property is protected under the IPR Policy (available on MAITRI-ERP) of the University. In case of a collaborative project sponsored by the University, private agencies or government bodies, the student(s), while working on a project, must maintain strict confidentiality and should not maintain copies of any documents, files, drawings, articles, correspondence, notes, or papers concerning the research work. If you are a student at the University, then by default, all the IPRs for the work of a student rest with the University. If the work is co-sponsored by a commercial organization or any government body, the University will enter into a contractual agreement with the organization to cover IPR related provisions.

9. Internal Quality Assurance Cell (IQAC)

In pursuance of the National Assessment and Accreditation Council (NAAC) guidelines, our Internal Quality Assurance Cell (IQAC) was constituted in 2018. IQAC is headed by the Director, IQAC and a team of faculty members from across different schools form a part of the working group. IQAC ensures the effective implementation of quality initiatives taken by the University through continuous reviews and periodic meetings. IQAC works towards

attaining excellence in all academic and administrative endeavors of the University. The prime task of IQAC is to develop a system for conscious, consistent, and catalytic improvement in the performance of the institution. We are in the process of receiving our NAAC accreditation and thereafter the mandate of IQAC is to make a significant and meaningful contribution in the post-accreditation phase of the University too, in all identified and defined areas.

9.1. Strategies

IQAC shall evolve mechanisms and procedures for:

- a) Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks and initiatives
- b) The relevance and quality of the academic and research programmes
- c) Equitable access to and affordability of academic programmes for various sections of society
- d) Optimization and integration of modern pedagogical methods of teaching and learning
- e) Ensuring the credibility of evaluation and assessment procedures
- f) Ensuring the adequacy, maintenance and functioning of the support structure and services
- g) Research sharing and networking with other institutions in India and abroad.
- h) Developing and monitoring the strategic plan framed by the University and take corrective measures as per need and requirement.

9.2. Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University
- b) Dissemination of information on the various quality parameters of higher education
- c) Organization of workshops, seminars on quality related themes and promotion of quality circles
- d) Documentation of the various programmes/activities leading to quality improvement in all spheres of academic delivery and assessment
- e) Acting as a nodal agency of the University for all quality-related activities

9.3. Benefits

IQAC will facilitate/contribute:

- a) To a heightened level of clarity and focus on institutional functioning towards quality enhancement and facilitate internalization of the quality culture at BMU
- b) To the enhancement and integration among the various activities of the University
- c) To provide a sound basis for decision-making to improve University functioning.
- d) To act as a change agent in the University set-up and create an environment for creating, sharing and dissemination of knowledge.
- e) To better the internal and external communication of the University

10. Career Guidance & Development Centre

Finding a path is more important than walking on one. The Career Guidance and Development Centre (CGDC) at BMU is dedicated to paving the way for its students for holistic development. CGDC is very carefully envisaging a promising pathway for the students to aim, achieve, and excel in their careers. Keeping in view BMU's vision, the market challenges, and the tech-savvy world, we have extended and adopted a dynamic approach which not only encompasses placements but also understands the importance of having a deeper understanding of higher education, students training, seminars, guest lectures, organizing conclaves, internships etc. for making students engagement a pivotal role in CGDC.

To achieve the objective mentioned above, the CGDC facilitates all the eligible students pursuing their undergraduate and postgraduate programmes with BMU to avail and undertake suitable opportunities pertaining to Practice Schools (Internships), Final Placements, Higher Studies & Entrepreneurship. The process shall also involve the participation of reputed and prominent Corporate/ PSUs, Govt. Sector organizations, prominent Startups etc. The facilitation process is executed with the best efforts and true spirit.

10.1. CGDC facilitates.

- a) Active engagement with industry
- b) Industry/Plant visits
- c) In-house technical and soft-skill trainings
- d) Career development through personalized and discipline specific trainings
- e) Industry support across course streams
- f) Internships opportunities through Practice School pan India
- g) Student's profiling
- h) Career-counseling
- i) Preparing students technically and strategically for various selection rounds in the companies.
- j) Lectures/talks/conclaves from corporates
- k) Workshops on Higher Education & further guidance
- l) Support for Entrepreneurship through BMU incubation centre, Institute of Innovation & Entrepreneurship (I2E)

10.2. Responsibility of CGDC

BMU shall provide placement assistance to all registered students subject to their fulfilling the eligibility conditions as prescribed in the CGDC Policy. However, the obligation of the University will be limited to providing placement assistance only and not a placement guarantee. A team of experienced professionals from CGDC continuously work to engage industry and academia throughout the academic year. BMU has established a robust platform of practice schools during the whole academic cycle of each student from various disciplines. The CGDC team supports each student in taking this programme seriously through a rigorous and process-oriented system. As a result, each student undergoes

experiential learning through industry live projects and gets much broader exposure in the application of their respective field

BML Munjal University considers entrepreneurship as fundamentally having control over one's destiny. There are students whose desires would be stoked if only they had the resources on hand to develop these passions further. Our students have strong potential, and we want them to move from being job seekers to job-enablers. While we would encourage entrepreneurship, it is evident that not all who opt for it succeed. Therefore, CGDC instituted the Deferred Placement Policy provision to offer career opportunities later to such students.

10.2.1. Applicability of the Deferred Placement Policy

- a) Applicable for all final year BMU students, who wants to become an entrepreneur.
- b) Eligibility Criteria: Minimum CGPA 6.0 and above with no backlogs, Not debarred from placements.
- c) Students looking for deferred placement shall submit their ideas/synopsis of his/her entrepreneurship programme before the deadline declared by CGDC.
- d) Location for entrepreneurship–Off-campus/In-campus (Depending upon Project Concept)
- e) The eligible students need to make a presentation to the selection committee (SC) on what opportunity/idea they intend to work upon. Subsequently the committee would advise BMU CGDC about the suitability of a candidate for joining the incubator, within two weeks post the deadline.
- f) Students selected for the Incubation programme will be automatically out of placement process for the ongoing season and will be considered for next year placement cycle only after January.
- g) If selected to join the incubator, they would need to follow the incubation policy along with the CGDC placement policy. If any provision of policy leads to exit from incubator, then incubator would not be obliged to keep the student in the incubator any longer.
- h) CGDC will require No Objection Certificate (NOC) from incubator prior to including the student for the placement.
- i) Registration of the approved candidate for placements (As per CGDC guidelines)

Deferred Placement registration would be valid only for one placement cycle.

10.2.2. Rules for Deferred Placements

Such students return to avail deferred campus placement opportunity next year; the following conditions are to be strictly followed:

- a) They cannot be a paid employee anywhere under any circumstances during their entrepreneurship venture period.
- b) They have to submit a report about their work progress at an incubator in July and December of next year for final recommendation (Final Registration) and NOC.
- c) Being a new Initiative to support such students, few Organizations will come forward to consider such cases with their best possible/specific opportunities and defined eligibility criteria.

- d) Maximum of 4 number of opportunities (Eligible & When the particular Organization considers) to be extended – It could be in Campus/Pooled Campus at some different location/office of Recruiter.
- e) Eligible Students (Identified above) who will be participating in deferred placements will have to avail training sessions conducted by CGDC & respective schools for a particular profile or company-specific job description. Such students have to submit a preparedness certificate before availing of any placement opportunity.
- f) All rules & regulations related to placement training that apply to regular students will be binding on students enrolled in the deferred placement programme.
- g) CGDC guidelines will be applicable for all processes & the students have to strictly abide by such rules & regulations, failing which they will be automatically debarred from the scheme.
- h) Students must apply carefully and accept the first offer from campus and cannot avail any further assistance post/selection.

10.3. Practice School (PS) & Internship

| Practice School | School of Engineering and Technology | School of Management | |
|-----------------|--------------------------------------|--|--------------------------------|
| | UG | UG | PG |
| PS- I | Industry visits | Industry visits & One-month Social Project Internship with NGO | Two months industry internship |
| PS- II | Two months industry internship | Two months industry internship | - |
| PS- III | Six months industry internship | - | - |

PS- II for UG (SOET & SOM) and PS for PG (SOM)- also known as Summer Practice School and PS-III Summer Practice School (Internship) is a mandatory aspect of UG & PG programmes offered at BMU. It is a graded activity, carrying specific credit points per the programme. Elaborate details of the programmes shall be available at the programme office of the respective schools. The period of the Summer Practice School shall be as per the Academic Calendar. During the internship period, a student would be accountable to the host organization and report to an industry supervisor. Each student would also be mapped to a BMU faculty who would mentor and guide them during the internship. Students have two routes to organize the internship. They can either participate in the Summer Campus Practice School Process (CPSP) or arrange the internship independently through Self Internship Placement Process (SPP).

Internships at SOL

Internships form an exciting part of a law-student's life. At SOL, 1st year students typically intern at non-profit organizations before moving on to litigation internships in their 2nd and

3rd years, and corporate law-firm internships in their 4th and 4th years. Internships also have to comply with the relevant BCI norms, which prescribe that a student enrolled in the 5-year course must complete a total of 20 weeks of internship during their degree, provided that an internship during a year should not exceed for a period of 4 weeks. The intention is to ensure that the internships are evenly spread out during a student's legal education. Students typically intern more than once from the 2nd year onwards.

Internships at the SOL are managed by Student Internship and Placement Coordination Committee (SIPCC), which is a student-run body supervised by SOL Assistant Dean (Internships & Placements) and the SIPCC Faculty Coordinator. While the SIPCC orients various internship opportunities, students are encouraged to apply for the internships themselves as per their interests and location preferences.

The SIPCC conducts sessions/ workshops for the 1st year students on topics such as how to prepare a CV, how to apply for internships, and on other frequently sought clarifications, to help them navigate through the internship-application process.

10.4. Support for Higher Studies

Since its beginning, CGDC has observed precedence in pursuing Higher Studies by the students. To help & facilitate these students, CGDC has conducted many workshops regarding their further guidance on Higher Studies & in continuation of the same, CGDC organizes International University Day every year. A total of 24 top ranked Universities/Institutes of Global Repute participated in this year's International University Day on 21st and 22nd 2023.

10.5. Support for Holistic Development

CGDC strongly believes in the importance of Industry Interactions in a student's life through Guest Lectures, Live Projects, Career Counselling Sessions, & Interactions with Alumni Community. Interactions with Alumni Community are being organized under the initiative "Alumni Speak". Fireside chats with Sr. executives from reputed corporates are a regular affair.

11. Hostels

BMU is a residential campus with most of the student community and faculty residing on campus. There are separate boys' and girls' hostels. The hostel rooms are fully furnished with free Wi-Fi extended to all the hostel rooms.

11.1. Hostel Allocation

Students are normally allocated hostel rooms online based on their choice and are available for one academic year only. However, due to planned renovation of hostels in phases and Limited availability of single, double and triple occupancy/rooms, availability of a similar kind of room in the similar hostel in the subsequent years is not guaranteed. It is mandatory for all the students to vacate the hostels at the end of the Academic Year by obtaining a No Objection Certificate (NOC) from the hostel warden.

11.2. Privacy of Student-Occupied Units

Each student is allotted a room in the hostel. There are a limited number of single, double-sharing, and triple sharing rooms. Students are expected to respect the privacy, space, and belongings of the other occupants. Students not assigned to a particular residential unit must have an explicit invitation by the current occupants to enter that unit. Any unauthorized entry into the hostel will be considered trespassing and will be dealt with according to the University rules. Male students are not allowed to enter the girl's hostel and vice versa.

11.3. Security and Safety

BMU is committed to providing a secure and safe living environment to all the residents of the campus. Round the clock security at vital points including hostels, faculty residences, and other facilities is backed up by CCTV cameras. All visitors to the hostel and residences are to be registered at the reception. Only authorized persons can meet students in the hostel. Students may contact the Security Officer for security and safety related issues.

11.4. Hostel Rules

Hostel rules shall apply to all the students residing in the hostels. Violation of any rule will make the resident students liable for disciplinary action, including expulsion from the hostel and from the University. In general, any issue related to hostel students should always contact their hostel warden. Students residing in hostels should always follow the instructions given by the warden. Any specific issue which cannot be solved by the warden may be taken to the notice of the Chief warden.

11.4.1. General Hostel Rules

- a) Each student shall reside only in the hostel room allotted by the Warden. BMU reserves the right to change the allocation of room for each academic year.
- b) Every student will be permitted to enter the hostel and occupy the allotted room only if he/ she has paid the hostel charges beforehand.
- c) Every student should stay in the room allotted to him/her. Mutual exchange of rooms after the final allotment is not allowed. However, only the Warden may allow the same as a special case on valid and reasonable grounds. Violation of this rule will be considered an act of gross misconduct and entail appropriate disciplinary action.
- d) Dean Student Welfare, Warden, or any authorized staff member of the University can inspect the room of any student in the hostel at any time.
- e) The students are entitled to accommodation in the hostel only if they are a full-time registered student. Accommodation will not be provided to any student whose admission/registration is canceled. Any student who is removed from the rolls of the University will automatically cease to be a member of the hostel.
- f) At the time of allocation of rooms, the warden will ask students to take over the allotted room as per the inventory. Students will check the same and sign the inventory to confirm full take over. Students shall be responsible for all articles of furniture, electrical and other fixtures as per the inventory of respective rooms. They shall not disfigure or paint walls, doors, windows, ceilings, or otherwise damage them.
- g) At the end of each academic year or while vacating/leaving the rooms finally, students should fill up the room Clearance / No Dues Slip, and each student shall hand over charge of his/her room and the common area (In case of apartment hostels) to the warden, as per

the inventory signed by them at the beginning of the year. Students would be charged for any damage to the inventory as per the SOP on the subject. In this connection refer University policy no BMU/RO/2019/75, "Standard Operating Procedure: Breakage/Misuse of University Property by Students".

h) Students may use music system in their room provided they do not disturb the neighboring students. The use of any other electrical appliances is not permitted without specific permission from the hostel warden.

i) Smoking is strictly prohibited on campus. Possession or consumption of alcohol or other narcotic materials is strictly prohibited on hostel premises or any other place inside the campus. In this connection, please refer to the University's Drug Abuse Policy.

j) Gambling in any form is prohibited.

k) Students shall maintain decorum and dignity and shall not create any nuisance or disturbance for the neighboring students.

l) Students are advised to dress appropriately inside the hostel premises as well as the campus at all times.

m) Students will observe hostel timings as prescribed from time to time as given in Section 2 of this document.

n) Students shall not invite any unauthorized person to their rooms, hostel premises, or the campus.

o) Students shall not keep or entertain locals or outside guests in their rooms.

p) Students shall inform the Warden whenever they suffer from any illness or injury.

q) Students shall not organize any party, assembly, or activity in the hostel without the permission of the Warden.

r) Students shall not form any Hostel Society or issue any publication without the permission of the Warden.

s) Students shall not invite any speaker to address a hostel meeting without the permission of the Warden.

t) Students shall not remove newspapers, journals, furniture, radio, or TV from the common rooms or mishandle or damage them.

u) No male student is permitted to enter the premises of the girl's hostel or vice-versa.

v) 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.

w) Ragging in any form is a cognizable offense and severely punishable as per the Supreme Court directives/Guidelines. Disciplinary action may culminate in expulsion from the University. The University administration would also report incidents of ragging to the Police for taking appropriate action under the law.

x) Students, in their own interest, are advised not to keep excess cash or any valuables in their hostel rooms. They are cautioned to be very careful about the safety of their belongings. They should close their rooms and almirah/cupboard securely when they leave the room even for short periods or when they are sleeping. The University shall not be held responsible for the loss of such items. However, in the case of theft, the matter should be immediately reported to the concerned Warden.

y) The jurisdiction of BMU is confined to the campus. If students create law and order problems outside the campus, they would be answerable to the police.

z) In case of any type of disturbance/unwanted material discovered from the common areas of the hostel apartment, all the occupants staying in the entire apartment shall be held responsible.

aa) Hostellers are not permitted to bring or park any vehicle on campus.

11.4.2. Hostel Timings

- a) All students are permitted to go out of campus during class hours on working days after punching out on the biometric system. However, they would need to be back on campus by 10:00 pm. Students are advised to go out of campus during working hours only when they have free classes and must be responsible for meeting their requirement of mandatory attendance so that their grades do not suffer.
- b) If it is a holiday, students may stay outside the campus from 06:00 am to 10:00 pm after punching out on the biometric system/ entering their names in the register.
- c) Undergraduate students may stay out for the night only after obtaining permission from their parents through a mail addressed by them to the respective warden. The students may then apply for a Gate Pass on CollPoll. The screenshot of parent's mail must be attached in the attachment section in Coll Poll app. Postgraduate students do not need to get a mail from their parents. However, they need to inform the warden in writing that they wish to be out for the night and must enter their details in the register kept for this purpose at the main gate.
- d) There will be no movement outside of or into the campus from 10.00 pm to 6.00 am the following day.
- e) It is mandatory for all students to punch their biometric attendance/ entry in the register at University Main Gate while leaving and entering the campus except when proceeding on leave or on a night out through Gate Pass.
- f) All students are required to enter their respective hostels by 1:30 am daily.
- g) The above timings may be changed/modified depending on the Covid situation at any given time.

11.4.3. 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 Dean/ Assistant Dean of the School about their absence from the campus.
- b) Students will not leave the hostel premises on holidays for an excursion or picnic without prior permission of the Warden. An E-mail from the Parent/Guardian to the Warden, stating their knowledge of the proposed outstation trip of their Ward and their permission for the same, must be provided. The parent/ guardian will take responsibility for the safety and security of their ward for the excursion/picnic and will be required to sign an Indemnity Bond to this effect.
- c) All students who wish to go out of the station from the hostel must fill in a Student Night Out Form through Coll Poll. The screenshot of parent's mail permitting the same must be attached in the attachment section in Coll Poll app.
- d) Students who leave the hostel without permission from their Warden shall be deemed to be missing and Parents/Guardians/ Police authorities will be intimated in consultation with the Chief warden / DSW.

- e) Postgraduate students and Ph.D. Scholars are permitted to stay out for the night or go out of station without seeking a gate pass or having to get an email from their parents for the same. However, they are required to mail their respective wardens in advance regarding the duration of their stay outside the campus. They will also be required to follow the timings for going out of the campus and returning, as is applicable for other students. In this regard, the parents of postgraduate students and Ph.D. Scholars as well as the students themselves, would be required to provide a signed Undertaking regarding this, duly waiving responsibility of the University for the student while he/ she is out of campus. The format of this undertaking by Postgraduate students and Ph.D. Scholars is given at Annexure 09.

11.4.4. Mess Dining Rules:

- a) Students residing in hostels will be charged against food expenses incurred.
- b) Students shall be served meals as per the daily menu only during the prescribed timings.
- c) Students shall not carry their meals wholly, or in part, outside the dining hall. They shall not carry any utensils 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 cafeteria, as guests are not permitted in student dining halls.
- g) Students shall cooperate with the mess employees and deal with them in a polite and courteous manner. Misbehavior with the mess employees may lead to disciplinary action.
- h) Students shall cooperate with the Warden and fellow students who are part of the Mess Committee and must obey Warden's instruction on all matters concerning Hostel/Mess.
- i) On all matters not covered by these hostel rules, the discretion of Chief Warden shall be final and binding.

11.4.5. Hostel Charges

- a) While the hostel, laundry, and food charges are known and form part of the fee demand that is sent each semester, some exceptions take place due to students moving out for an internship or joining late at the time of admissions etc. The hostel fees in such cases will be dealt with as given in succeeding paragraphs.
- b) All students who stay outside the campus owing to an internship or any other reason, which is planned by the University as part of the curriculum, they will not be charged hostel, food, and laundry fees for the duration that they remain outside the campus. They will only be charged pro rata for the balance part of the semester when they return to campus after the completion of their internship or other outings.
- c) Day scholars who decide to join the hostel at any time after their admission to the University will be charged pro rata for the balance of the semester from the time they decide to join the hostel.
- d) All senior (non-freshers) students who come to the hostel after the start of the semester would require paying for the entire semester.
- e) All Freshers who have been permitted to join the programme later than the last date of registration in the odd semester in the 1st Year will be charged hostel fees pro rata for the

balance of that semester. However, since their fees for the whole semester will be charged before their registration, the difference thereof in the hostel fees will be adjusted in the fees for the 2nd Semester.

f) In all the above cases, the pro rata amount will cover a minimum of 15 days (half a month) i.e., if a student joins on the 16th of a month or later, he/she would be charged half month's hostel fees for that month. In case anyone joins on the 15th of a month or before, they would be charged for the full month.

12. Student Council

Students are the life and soul of any educational institution. They constitute a major portion of the stakeholders, and the success of any institution depends, to a large extent, on the proper administration of the requirements of the student community. The Student Council serves as the voice of the student community. It acts as the bridge between the student community and the administration of the institution. It also provides a platform for the students to hone their leadership and communication skills. It shall function in a democratic manner honoring the dignity and freedom of all who would associate with it. The primary role of the Student Council is to take decisions on all non-academic matters related to the student community. The Student Council charter is available on the MAITRI-ERP for reference.

12.1. Student Council Executive Committee (SCEC)

SCEC is responsible for the execution of the tasks entrusted to them and to maintain smooth coordination with the Student Council Advisory Board. They are also responsible for executing and implementing the policies of the Student Council as well as advising the management in non-academic issues. The SCEC members shall be responsible for submitting monthly reports to the SCAB. All SCEC members shall be from the 3rd year B.Tech/ BBA/ B.Com, 5th year BA LLB (Hons.)/ BBA LLB (Hons.) or 2nd year MBA batch.

The Executive Committee comprises of the following.

- a) President
- b) Events Secretary
- c) Treasurer
- d) Club Affairs Secretary
- e) Hostel Affairs Secretary
- f) Sports Secretary
- g) Academic Affairs Secretary

a) President

- Shall coordinate the work of other members in the SCEC.
- Shall represent the student community and shall handle matters in any area not under the purview of other executives and shall liaise with the administration on all matters affecting the general student welfare.
- Responsible for projecting the image of the students of BML Munjal University (BMU) to the student community and the public through media by highlighting the cultural and academic achievements of the student body.
- Shall report to the SCAB every month regarding the functioning of the Student Council.
- Responsible for reviewing the reports submitted by other SCEC members and shall

intervene, as the head of the SCEC, to sort out issues, if any.

- Responsible for calling an SCEC meeting in times of emergency by signed requisition of at least 3 SCEC members.

b) Events Secretary

- Responsible for planning, implementation, and execution of central events viz. Cultural, Technical & Management Fest (if the bifurcation is done for the same) or a combined Cultural-Techno-Management Fest; Convocation; Founder's Day; Celebration of National Days and Festivals etc. This includes sending post event reports to the guests of honour and partners.
- Responsible for informing the student community about the upcoming fests of the other universities and encouraging them to take part in the events.
- Responsible for building a team from the time he/she assumes office to plan about the fest and other central events.
- Responsible for building a healthy relationship with fest coordinators of other universities.
- Responsible for preparing a timeline for the organization of the fest and inform the student community about it.
- Should coordinate with and inform the Club Affairs Secretary about the fest to manage the role of all clubs in the same.
- The Events Secretary is also the student representative in the University's convocation committee.
- Responsible for the Alumni Connect.

c) Treasurer

- The Treasurer is responsible for budget allocation for all the departments in the SCEC.
- This includes the budget allocated for:
 - Clubs
 - Events
 - Functioning of the SCEC
 - Election of the SCEC
- The Treasurer shall coordinate with the accounts department to maintain and ensure flow of funds to SCEC and its concerned departments.
- The Treasurer would be responsible for processing requests for budget for activities or events on campus
- The Treasurer shall write an annual report at the end of his/her tenure. The report shall contain:
 - Balance Sheet (of income /expenditure)
 - Any exceptional expenditure
 - Recommended action
 - Any case of mishandling of University funds with regards to student council shall be reported to the Treasurer.
- The Treasurer will be responsible for annually auditing the accounts and resources held by various departments of the SCEC, including the clubs.

d) Club Affairs Secretary

- Responsible for ensuring smooth functioning of clubs, chapters & societies present on campus.
- Responsible for organizing elections for the executive committee of the clubs & societies.
- Should organize general meetings with all the club committees at least once a month.
- Responsible for supporting the club's executive committee in their endeavors.
- Responsible for preparing the annual club calendar for the events open to all students in the University and ensuring that there is no clash between events.
- Should be involved in developing partnerships with different colleges/universities for the various clubs, chapters & societies.
- Responsible for compiling a monthly report of all events and submit it to the Coordinator Student Life and Internal Communications Team.
- Responsible for keeping a check on the funds being given to clubs and ensuring timely receipt of expenditure bills incurred for organizing any event.

e) Hostel Affairs Secretary (HAS)

- Shall act as the Secretary of the Hostels.
- Should ensure proper maintenance of the hostels (Towers & Apartments) and their precincts by maintaining proper coordination between the Hostel Representatives.
- Shall help the wardens in ensuring adequate security provisions for the hostels.
- Shall be representing all the hostels in the SCEC meeting and forwarding views of each hostel in the meeting.
- Responsible for ensuring good functioning of all student's amenities and ensuring that all student messes and food outlets on campus are providing good food and maintaining good hygiene, through the Mess Secretary and Amenities Secretary.

f) Sports Secretary (SS)

- Responsible for looking after all matters pertaining to sports activities of the students.
- Responsible for, under the guidance of the sports staff, for the following matters:
- Selection of University teams.
- Coaching for various sports.
- Responsible for organizing inter-hostel, inter-batches, Inter Quads, and University matches.
- Responsible for helping the sports staff in maintaining an inventory of sports equipment and shall consult him or her on sports activities.
- Responsible, along with the sports staff, for preparing and presenting the statement of expenditure of various tournaments in other universities to the SCEC, Senior Sports officer, and the Dean, Student Welfare.
- Shall be responsible for the signing and submission of all bills and vouchers to the sports staff for passing to the University accounts department.
- Responsible for planning upcoming external sports events where the students will be representing the University.

g) Academic Affairs Secretary (AAS)

- The AAS shall form a Student Academic Council that shall be in touch with the student body on academic matters and the AAC shall hold monthly meetings with the Student Academic Council to get feedback on academic matters.
- The AAS shall brief the SCEC and SCAB on issues related to the academic domain, as raised by the Student Body.
- The AAS shall help individual students tackle problems related to academics and shall also take up their problems to the concerned authorities.
- The AAS should be conversant with all the academic rules and regulations on campus.

12.2. Student Council Advisory Board (SCAB)

The SCAB, as the name suggests, has the role of guiding the Student Council in its functioning. It also acts as the supervisor to the Student Council Executive Committee (SCEC) and ensures that the latter's power does not go unchecked.

The SCAB comprises of the following:

- a) Top Management Representative
- b) Vice Chancellor
- c) Deans of all Schools
- d) Director Career Guidance & Development Centre (CGDC)
- e) Sr. Counsellor looking after the Wellness Centre
- f) Dean Student Welfare
- g) Coordinator-Student Life
- h) External Consultant
- i) Special Invitees from the following Depts/Schools (on as required basis):
 - CGDC
 - Accounts Department
 - Marketing Team
 - Faculty Mentors
 - Student Representatives

Roles and Responsibilities

- Reviewing the monthly reports submitted by the SCEC and reflecting upon their performance.
- Initiating the impeachment process of any SCEC member, as further detailed in the section on Impeachment.
- Holding interviews for candidates during the SCEC Elections. Two members of the existing SCEC will form part of the SCAB for the election process.
- Regulating the elections as detailed further in the section on SCEC Elections.
- Mentoring the SCEC and planning the overall development of SCEC with respect to leadership development, training and mediating in case of any conflicts.
- Vetting of any new policy or reviewing the existing policy.
- Vetting of all the selected members in different committees of the larger student council.

13. Rules for Day Scholars

- a) All day scholars must display the University identity cards issued to them around their necks when entering and inside the campus.
- b) Day scholars would need to exercise their option for eating lunch in the Student's Mess before the beginning of each semester. Once they exercise their option, they would be charged for the same in the fee demand. Day scholars who opt for having lunch in the Student's Mess would not be permitted to change their option during the semester and there would be no refund of the fees for the same. Students who have not opted to take lunch in the Student's Mess are not permitted to enter the Student's Mess. Any violations will invite strict action against the defaulter(s).
- c) Day scholars are permitted to use all University facilities while they are on campus. They would, however, need to follow all the rules and timings laid down for the use of each facility like Delicious, The Nestle Kiosk, Dhaba (Urban Tadka), Sri Balaji Juice Shop, Gymnasium, Area 51, Club Rooms, MPH etc.
- d) Day scholars may use the medical facilities on campus as are available for all other students.
- e) Day-scholars are not permitted to enter any hostel area. Any violations will invite strict action against the defaulter(s).
- f) Day scholars are advised to go home immediately after classes or any scheduled University activity. They must leave campus latest by 8 pm unless they have taken specific permission from DSW. On weekends or holidays, day scholars may visit the library or participate in any club activities but would be required to leave the campus by 6 pm unless they take specific permission from the DSW.
- g) During the University fest/ function/any centrally organized event, day-scholars must take prior permission from the concerned school and the DSW for stay beyond 8 pm. They would also need to get a letter from their parents permitting the same and share the letter with the Student Welfare Dept in advance.
- h) Day scholars must observe all security, safety and discipline measures as laid down in relevant policies that are placed on the BMU website. Any lapse in discipline will make the day scholar liable to disciplinary action.
- i) Day scholars may use the University transport to come to campus or use their own transport. Those day scholars who come on their own two-wheelers may park inside the campus after taking prior permission from the Administration Department. Day scholars are not permitted to park any 4 wheelers inside the campus. They may park their 4 wheelers just outside the campus at their own risk. Use of vehicles for commuting inside the University premises is not permitted.
- j) University bus service will be provided to day-scholars only on a paid basis. Buses will ply on routes only if there are a specified minimum number of day scholars willing to use the bus on that route.

14. Help Desk

BMU has a help desk that functions 24x7. The help desk aids the students in resolving any problems related to maintenance, housekeeping, food, and security. Students can register their complaint either by registering the same through an app called "Help Desk" or by sending an e-mail to helpdesk@bmu.edu.in.

15. Fees and Timelines for Issuance of Various Certificates and Services

| S.No | Certificate/Services | Fees (Rs.) | Nos of working days after submission of fee receipt and all details, as required | Department |
|------|--|--|---|----------------------------|
| 1 | Duplicate Degree - on submission of police report indicating the place and date of loss, & also a cutting of a newspaper of repute (National Dailies) along with application | Rs. 1000/- + Postage Charges | Fifteen (15) | Registrar's Office |
| 2 | Providing results confidentially to other Universities, Employers before formal declaration of results | Rs. 500/- | Three (03) | Controller of Examinations |
| 3 | Grade Sheets (To be issued at the end of each module/semester) | | | Controller of Examinations |
| | Initial | No cost | Within 10 days of declaration of results | |
| | Late collection of the grade sheet after last specified/alternate date | Rs. 100/- | - | |
| | Replacement of lost grade sheets (Duplicate Grade Sheet) | Rs. 500/- Per Grade Sheet + Postal Charges | Three (03) | |
| | Correction in the credentials after first semester/module | Rs. 500/-Per Grade Sheet + Postage Charges | Three (03) | |
| 4 | Migration Certificate | Rs. 300/- | Three (03) | Registrar's Office |
| 5 | Award of Degree in absentia (after convocation) | | | |
| | From campus | Rs. 500/- | Three (03) on submission of the request | Registrar's Office |
| | By Registered Post | Rs. 750/- (National) /\$50 (International) | Will be dispatched with three (03) days; undertaking by the student that University will not be responsible for any loss or damage during transit | Registrar's Office |

| | | | | |
|----|--|--|--|---|
| 6 | Verification of Degrees/Diplomas awarded by the University (Employer/Institution etc.) | Rs. 500/- (National) /\$ 25 (International) | Three (03) | Registrar's Office |
| 7 | Re-evaluation of answer books of end semester examinations (Theory courses) | Rs. 500/- | Three (03) | Controller of Examinations |
| 8 | Examination Fee for Recourse | Rs. 2000/- Per Course | To be submitted as per recourse examination schedule in academic calendar or as communicated by Controller of Examinations | Controller of Examinations |
| 9 | Re-registration Fee | Rs. 15000/- | Two (02) | Registrar's Office |
| 10 | Repeat Course Registration | Rs. 4000/- Per Credit Subject to a Maximum of Rs. 16000/- Rs. 12000/- for Audit Course | To be submitted as per repeat examination schedule in academic calendar or as communicated by respective schools | Controller of Examinations / Programme Office |
| 11 | Special Certificate, if any, subject to feasibility | Rs. 300/- | Three (03); depends on the required certificate | Registrar's Office/ Controller of Examinations; depends upon the type of certificate |
| 12 | Fine for late fee payment | As per policy | | |
| 13 | Transcripts | | | |
| | At convocation | No charges | | Controller of Examinations |
| | Additional Copy of the Transcripts | Rs. 500/- for First Copy and Rs. 300/- for Each Additional Copy on Single Request, Postage | Three (03) | |

| | | | | |
|----|-------------------|-----------------------|----------|----|
| | | Charges Additional | | |
| 14 | Duplicate ID Card | Rs 200/- | Ten (10) | IT |

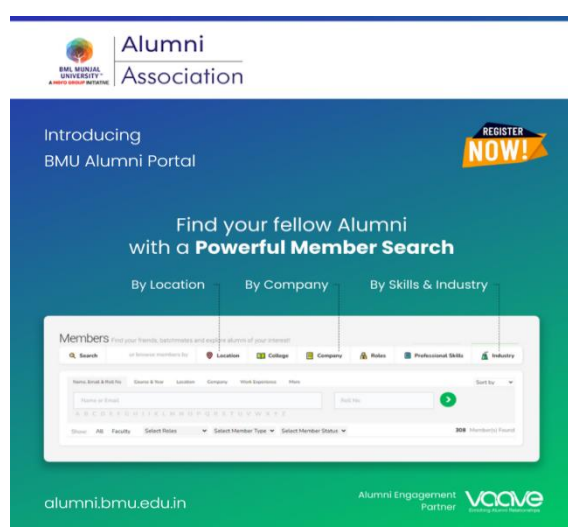
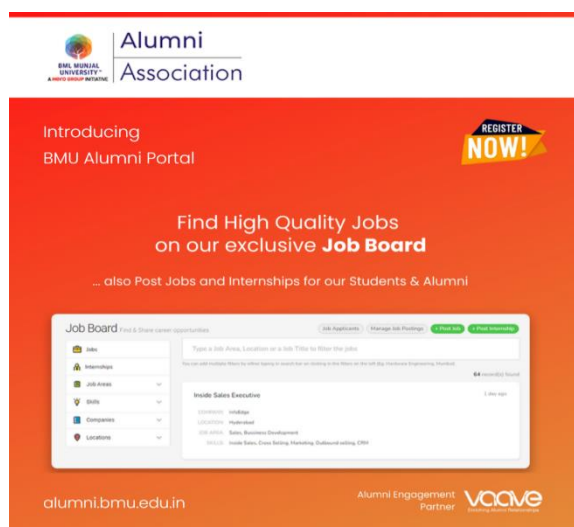
16. Alumni Association

BML Munjal University's Alumni Association, established on June 10, 2019, serves as a vital link to keep our expansive network of over 2000 alumni connected. The Association formed its inaugural Board, comprising five dedicated members, on April 26, 2019, and adopted a constitution that outlines the framework for regular quarterly and annual meetings, fostering a culture of engagement and collaboration.

Official Alumni Portal: In an effort to maintain strong ties between alumni and the University community, the Alumni Relations Office (ARO) has launched the Alumni Portal, accessible through <https://alumni.bmu.edu.in/> and the University website. This platform aims to evolve into a robust networking hub for our alumni, facilitating seamless communication and information exchange.

The Alumni Portal serves as a comprehensive resource, offering alumni access to

- **Alumni Campus Connect:** Updates on BMU news and events. It serves as a conduit for fostering a sense of belonging and continuity among our graduates.
- **Members Search:** Alumni utilize various filters on the website and app to search for relevant members based on location, industry, and company.
- **Job Board:** Alumni can post jobs and internships easily on the Job Board of Alumni Portal. Additionally, Students and Alumni on the Portal can easily apply for the opportunities posted by the Alumni.
- **Membership Card:** Alumni now can carry their alumni pride everywhere through Digital Membership Card on the alumni app, serving as your all-in-one identity card.



Meet the Alumni Association Board:

| Name | Designation | Batch | Current Employment |
|--------------------------|-----------------|--|---|
| Akshay Kumar | President | 2018-22, B.Tech. Mechanical Engineering | MS-Research Student, Indian Institute of Technology Kharagpur |
| Saumya Tiwari | Vice President | 2019-23 B.Tech. Electronics and Communication Engineering | Assistant Product Manager, Redington Middle East & Africa |
| Sidhyant Manu | Vice President | 2018-22, B.Tech. Electronics and Communication Engineering | Senior Energy Advisor, Fenice Energy |
| Karteek Ponnuru | Secretary | 2017-19, MBA Business Analytics | Programme Manager II, Amazon |
| Jaspreet Singh Joneja | Joint Secretary | 2019-22, BBA | Director, Joneja Hydraulics Pvt. Ltd. |
| Vipin Bansal | Treasurer | 2018-21, B.Com. Hons with KPMG | Senior Executive, KPMG |

Alumni's Contribution as Ambassadors: Recognizing the pivotal role our alumni play as ambassadors of the University, they actively contribute to the advancement of BMU's mission. Through mentorship programmes, alumni provide invaluable guidance to current students, offering insights on career development, further education opportunities, and navigating life beyond BMU.

Over the past five years, the Alumni Association has made significant strides in its journey, from its inception to the establishment of mentoring initiatives that support the personal and professional growth of students and peers alike.

Alumni's Impact in Student Development: Aligned with BMU's ethos of experiential learning, the Alumni Association plays a crucial role in preparing students for the transition from campus to corporate life. Alumni involvement extends to supporting initiatives such as the Student Recruitment Programme, offering mock interviews, and contributing to decision-making bodies within the University community.

Contact Us: For inquiries and further information, please contact the Alumni Relations Office at alumnirelations@bmu.edu.in.

17. Important Email ID's

| S. No. | Name of Authority | Email Ids |
|--------|---|--------------------------------|
| 1 | Vice Chancellor | vc@bmu.edu.in |
| 2 | Registrar | registrar@bmu.edu.in |
| 3 | Controller of Examinations | coe@bmu.edu.in |
| 4 | Director, Administration | mohit.bawa@bmu.edu.in |
| 5 | Dean, SOET | dean.soet@bmu.edu.in |
| 6 | Dean, SOM | dean.som@bmu.edu.in |
| 7 | Dean, SOL | dean.sol@bmu.edu.in |
| 8 | Dean, SOLS | dean.sols@bmu.edu.in |
| 9 | Dean, Students' Welfare | dsw@bmu.edu.in |
| 10 | Registrar's Office | registraroffice@bmu.edu.in |
| 11 | Programme Office, SOM | program.office.som@bmu.edu.in |
| 12 | Programme Office, SOET | program.office.soet@bmu.edu.in |
| 13 | Programme Office, SOL | indrajeet.singh@bmu.edu.in |
| 14 | Accounts Department | accounts@bmu.edu.in |
| 15 | IT Support | it.support@bmu.edu.in |
| 16 | Library | library@bmu.edu.in |
| 17 | Wardens | wardens@bmu.edu.in |
| 18 | CASH | cash@bmu.edu.in |
| 18 | Grievance | grievance@bmu.edu.in |
| 19 | BMU Help Desk (Hostel) | helpdesk@bmu.edu.in |
| 20 | Wellness Center | wellnesscentre@bmu.edu.in |
| 21 | Disciplinary Action Committee | dac@bmu.edu.in |
| 22 | Appellate Disciplinary Action Committee | appeal.dac@bmu.edu.in |
| 23 | Innovation and Entrepreneurship | i2e@bmu.edu.in |



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Website: www.bmu.edu.in