MANAV RACHNA INTERNATIONAL UNIVERSITY

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

Policy No. MRIU-IQAC-PL-ADM/2016-17

MRIU Policy and Procedures for Students Admission

(Effective from the date of notification)

Notified vide MRIU/REGR/2017/125/3   dated: 19th April 2017

MANAV RACHNA INTERNATIONAL UNIVERSITY

Sector -46, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA

MANAV RACHNA INTERNATIONAL UNIVERSITY FARIDABAD

Deemed-to-be-University
Accredited by NAAC with A Grade in the First Cycle

MRIU Policy and Procedures for Students Admission

Number: MRIU-IQAC-PL-ADM/2016-17

Committee Constituted for Preparation of draft on December 12, 2016

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MRIU Policy and Procedures for Students Admission

In pursuance of the provisions of Section 26 of the Bye Laws of Manav Rachna International University, the Board of Management of the Manav Rachna International University hereby makes the following policy relating to 'Students Admission'.

1. SHORT TITLE AND APPLICATION

This Policy may be called Manav Rachna International University Policy No. MRIU-IQAC-PL-ADM/2016-17 and titled as "MRIU Policy and Procedures for Students Admission"

APPLICABILITY: This policy shall apply to all aspirants applying for admission in any Undergraduate, Postgraduate and PhD Programme being offered at Manav Rachna International University (MRIU).

2. DEFINITIONS

In these Regulations, unless the context otherwise requires –

I. **"MRIU"** refers to Manav Rachna International University (Deemed-to-be-University declared under section 3 of UGC Act 1956 vide notification from Ministry of Human Resource Development, New Delhi.

II. **"UGC"** refers to University Grants Commission, The University Grants Commission of India is a statutory body set up by the Indian Union Government in accordance to the UGC Act 1956 under Ministry of Human Resource Development, New Delhi.

III. **"Admission of Candidates"** refers to the admission of candidates into various Undergraduate, Post graduate and doctoral programmes offered by MRIU in the particular academic year as per the existing admission procedures of the Deemed to be University.

IV. **"Board of Management**" refers to the principal organ of Management and principal executive body of Manav Rachna International University.

3. PREAMBLE

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

The University admissions is a multi-stage process involving the filling up of the admission form, entrance exam, creation of merit list, displaying of results on website, physical

counselling before culminating in the final Admission to the institution of choice. The university will make every effort to make this process fair, transparent, smooth and expeditious to facilitate merit-based admissions. Female candidates will be given concession on Prospectus fee.

4. SCOPE

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

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

5. ADMISSION BROCHURE

MRIU shall publish the Admission Brochure every year covering the following details relating to Admissions for the coming academic year after the approval of Board of Management:
Details of Programmes to be offered with approved sanctioned intake, minimum eligibility for admission, Criteria for Admission, Criteria of Selection, Academic Fee for each programme along with schedule of payment of fee, Admission Calendar and other related important instructions of admission seekers.
The same shall also be notified on the institution website with all related information.

6. PRE-ADMISSION GUIDANCE

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

6.1   Enquires

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

6.2 Appellate Authority

For all final decisions pertaining to admission policy, the power vests with the Vice Chancellor, Manav Rachna International University.

6.3 Withdrawal and Refund of Fees

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

6.4 Procedure for Change of Program

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

7. REPORTING MECHANISM

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

8. INDUCTION PROGRAMME FOR STUDENTS

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

a) To smoothen the entry of students in the institution
b) To provide them with the necessary institutional information
c) To make them feel at home and
d) To give them a sense of pride at Manav Rachna

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

8.1 Central Induction Programme

The programme will be conducted centrally for two groups of departments:
1) The departments falling under the Faculty of Engineering and Technology;
2) For departments falling under Faculties other than engineering and technology.

In the central programme, the students will be given information basically on the following areas:
a) Governance structure and systems of the university
b) Teaching learning processes
c) Examination system
d) Student support system and infrastructural facilities
e) Entrepreneurial Ecosystem and MRIIC
f) Code of conduct
g) Quality Assurance System
h) Career development and placement system
i) Alumni network and resources
j) Hostel regulations
k) Library and learning resources
l) Institutional achievements
m) Sensitization on Sexual harassment, anti-ragging and social media norms
n) Gender sensitization
o) Education Management system of the university

8.2 Faculty/Departmental Induction

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

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

In addition to the above, inspirational movies, fun events, campus tour, industrial visits, participation in ISR activities will also be included. The programmes will be designed by the

department in such a manner that the components are delivered in an interactive and interesting way.

9. BRIDGE PROGRAMMES

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

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

10. REVIEW MECHANISM

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

11. EXIGENCY

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

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

Standard Operating Procedures for Students Admission

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

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

1. For Students Admission:

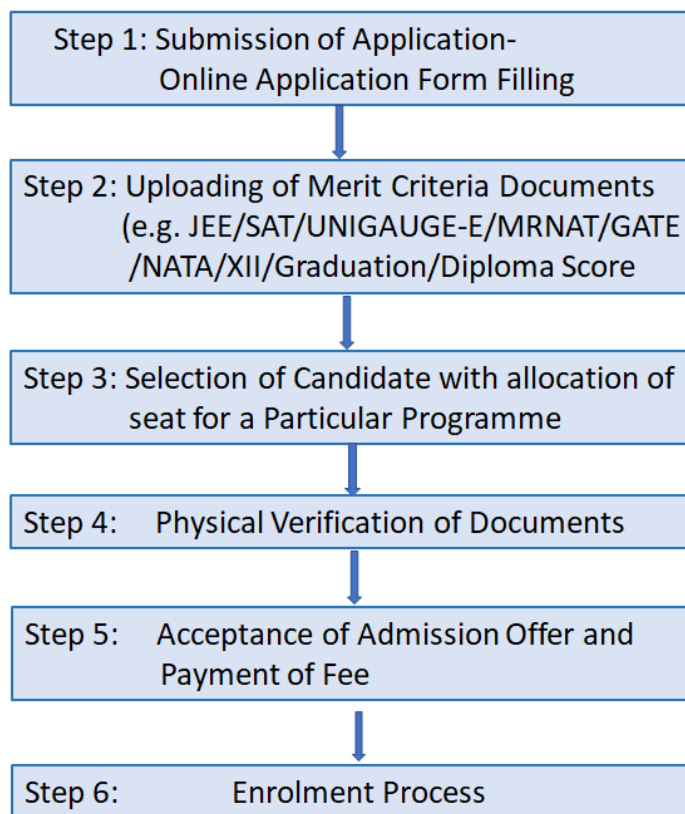The given below Standard Operating Procedures shall be followed for Students Admission into different Programmes:

A. Pre- Admission Work

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

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

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

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

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

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

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

B. The Admission Process

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 1: Submission of Application-
Online Application Form Filling

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Step 2: Uploading of Merit Criteria Documents
(e.g. JEE/SAT/UNIGAUGE-E/MRNAT/GATE
/NATA/XII/Graduation/Diploma Score

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Step 3: Selection of Candidate with allocation of
seat for a Particular Programme

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Step 4: Physical Verification of Documents

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Step 5: Acceptance of Admission Offer and
Payment of Fee

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Step 6: Enrolment Process

STEP I: SUBMISSION OF ONLINE APPLICATION FORM:

• Application for admission shall be submitted online only on the Manav Rachna online Admission portal.
• Alternatively, candidate may procure the Admission Brochure from Manav Rachna Campus, or City Centres, details of which will be made available on the website at the time of admission.

• Once online application for admission will be submitted successfully, the system generated unique application number will be provided for all subsequent correspondence.

STEP II: UPLOADING OF DOCUMENTS

Every candidate will be required to upload the following documents along with the application to evaluate his/her eligibility:
• Class 10th mark sheet and Address Proof
• 12th standard mark sheet (if result is yet not announced: school ID card + score card of XI class / predictive score of XII class issued by school authorities): Mandatory

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

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

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

- IB/Cambridge qualified candidates shall be required to obtain the 10+2 equivalence certificate from AIU before the deadlines.
- Any wrong declaration of marks/ Scores, which affects the merit/provide undue advantage, would lead to disqualification of the candidate and withdrawal of admission.

STEP IV: PHYSICAL VERIFICATION OF DOCUMENTS:

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

STEP V: ACCEPTANCE OF ADMISSION AND PAYMENT OF FEE:

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

STEP VI: ENROLMENT:

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

C. FOREIGN NATIONAL STUDENT ADMISSION

The candidate desirous to seek admission will be required to send the following documents by mail to coordinator.iec@manavrachna.edu.in:
   - a) Scanned copy of the attached application form duly filled and signed with photo (pasted). b) Scanned copy of the passport
   - Scanned copy of Academic transcripts, duly attested by the Indian Embassy in Applicant's country or candidate's country's Embassy in India.
   - After confirmation of eligibility, candidate will be registered and fee would be submitted.
   - On receipt of fee, the Eligibility Confirmation Letter will be sent with the instruction to deposit further applicable fee for Provisional Admission Letter (PAL) to enable the candidate to apply for VISA.
   - After verification of the original documents by the Institution, Bonafide Certificate will be issued on the basis of candidate's proof of residence in India and proof of residence in the home country.

- Further, the student will be issued a unique S Form ID (Required for online tracking in INDIA as per GOI norms) and C Form ID- Only for Hostellers (Residence ID Number required for stay in INDIA as per GOI norms during the study period in India).
- Following this, the student will be required to report to FRRO for Registration.
- The foreign students will be required to submit their Bonafide Application with the Self Attested photocopies of the following for Visa Extension purpose, one month before the due date from the Registrar office: Passport, Visa, Stay Visa, Institution ID, Rent Agreement/ Hostel ID etc.
- The student (Existing and New) who will be on fresh Visa also would need to submit his/her application along with the Self Attested photocopies of the above stated documents within two days of joining his/ her respective Department/Faculty keeping in view the FRRO Registration clause of 14 days.

D. ADMISSION IN Ph.D PROGRAMMES

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

Announcements and Application for Ph.D. Programme

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

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

Admission Criteria/Eligibility

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

i. A Master's degree in Engineering / Technology / Science / Humanities / Commerce / Medicine / Law / Education / Pharmacy / Management of a recognized Indian

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

ii.   Candidates who have cleared the M.Phil., course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.
The candidates who qualify M.Phil. / UGC / CSIR (JRF) and UGC NET examination/ foreign national will be exempted for the PhD Entrance Test.

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

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

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

vi.   Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

vii. Applicants with a Bachelor's degree in engineering/ technology/ medicine / any other professional discipline of at least four-year duration after 10+2, with either 70% or more marks in aggregate and a minimum of fifteen years of relevant experience in recognized Institute/University /Industry/ Government Organization, may be considered eligible for admission, on the recommendation of DRC, BOS/BOF and approval by Academic Council.

viii. Foreign nationals fulfilling the eligibility criteria may be registered for Ph.D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the institution. Foreign nationals must provide evidence of language competence suited to the department they wish to join.

ix. Foreign nationals are exempted from entrance test and required to appear in interview. They may be admitted based on their research proposal presentation subject to minimum eligibility criteria of qualifying exam. The decision regarding the same rests with the DRC subject to approval from BOS for the Ph.D. programme.

x. Foreign students will be considered under supernumerary category.

Admission Process

i. Applications for joining the Ph.D. programme shall be submitted on a prescribed form.

ii. The application received shall be scrutinized for eligibility criteria as laid down in the above-mentioned clause.

iii. All non-exempted candidates shall be required to appear in an Entrance Test and Interview to test his/her aptitude towards research.

Written Test and Interview

i. The provisional admission of candidates shall be made, based on written test, followed by interview and presentation. The date of written test will be announced through the website of the institution. The syllabus of the Entrance Test shall consist of 50% of research methodology and quantitative techniques and 50% shall be subject-specific. The Entrance Test shall be qualifying with 50% marks.

ii. Entrance Test (70 Marks) of 90 minutes duration conducted in the University Campus and is mandatory for all candidates.

iii. The syllabus for the entrance test shall consist of 50% of Research Methodology as Part-A and 50% shall be subject specific as Part-B.

iv. There will be 40 Multiple Choice Questions (MCQs) from Part-A and 40 Multiple Choice Questions (MCQs) from Part-B in the Entrance Test with one mark each.

v. The candidates who are exempted from entrance examination will have to appear only for the interview. For all others the Entrance Test should be followed by Interview for shortlisted candidates for 30 Marks.

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

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

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

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

iv. An interview and presentation will be organized wherein the candidates are required to discuss their research interest/area through a presentation before Department Research Committee. Based on the performance in written test and interview, the committee will present its recommendations as Merit List to

Chairperson DRC for finalization of provisional list along with allocation of proposed Supervisor and Broad area of research.

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

Enrolment

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

Fee Deposit

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

2. **Conduct of Induction Programme:**

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

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

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

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

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

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

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

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

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

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

3. **Conduct of Bridge Programme**

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

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

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

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

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

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