



**MANDSAUR
UNIVERSITY**
DREAM. LEARN. LEAD.

DREAM. LEARN. LEAD.

THE UNIVERSE OF
POSSIBILITIES IS HERE

**UNIVERSITY
HANDBOOK 2026**





Table of Content

From the Desk of the Chancellor

From the Desk of the Vice-Chancellor

Chapter 1 : About Mandsaur University

VISION

MISSION

Academic Programme and Duration

Academic Calendar

List of Important Officials

Attendance and Leave Rules

Examinations

1. Outcome-Based Education
2. Schedule of Examination
3. Course Components
4. Examination
5. Academic Promotional Requirements
6. Rules for Evaluation and Examination
7. Rules for the Award of Divisions

CHAPTER 2 : Student Affairs Committee (SAC)

Objectives of SAC

The Chancellor Brigade: University-Level Clubs

Operational Mandate and Guidelines

Committees and Clubs

Entry Guidelines to join the Chancellor Brigade Team





- CHAPTER 3 : Library Resources**
Library at a Glance
Library Timings
Issue Regulations
General Rules
Information Technology Resources
- Chapter 4 : Fees and Scholarship**
- Chapter 5 : Feedback**
- Chapter 6 : Collaborations, Internship and Placements**
Institutional Collaborations
Internship
Placement
Alumni Networking
- Chapter 7 : Campus Facilities and Student Support Infrastructure**
Residential and Dining Facilities
Physical Wellness and Recreational Amenities
Health, Safety and Medical Security
Basic Amenities and Institutional Support Services
Hostel Rules and Guidelines
- Chapter 8 : Discipline and Grievances**
Student Code of Conduct
Students' Grievance Redressal (SGR) Mechanism
Internal Complaints Committee (ICC) & Sexual Harassment Prevention
Regulations for Prevention and Control of Ragging



From the Desk of the Chancellor



Your journey to learning and growth is about to begin. MU is more than a university; it is your launch pad for leadership. Everything here is centered on you because we believe that you possess the power to transform your own life. Our role is to provide you the ecosystem to unleash your true potential.

This transformation requires curiosity, discipline, hard work, determination and a love for learning. The student handbook is not a rulebook, but a roadmap to explore a new universe. Use it to understand MU's culture of excellence, spirit of learning, diverse community and learning opportunities available to you.

Come, find your destination of success.

Narendra Nahata

Chancellor, Mandsaur University

From the Desk of the Vice-Chancellor



Dear student,

MU is more than a university. It is an ecosystem where you get to explore your potential and shape your future. The world is changing fast, but we are here to ensure that you are fully prepared with industry-ready academics and real-world skills. Your learning here is not confined to a classroom, it continues in your campus experiences and peer interactions.

Remember that each day is an investment in your growth. Think bold, embrace discipline, follow your heart and the rules and get the resources to make your dreams a reality. Just like our global alumni who succeeded because they used every opportunity to DREAM. LEARN. LEAD.

This handbook is your companion guide, helping you explore your universe at **MU**.

Let your journey to lead start today.

Dr. Rajiv R. Thakur

Vice Chancellor, Mandsaur University



CHAPTER 1

About Mandsaur University

Mandsaur University (MU), established under the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Evam Sanchalan) Sanshodhan Adhiniyam, 2015 (M.P. Act No. 17 of 2015), is a UGC-recognized university under Section 2(f) of the UGC Act, 1956. Since commencing its academic journey in 2016–17, the University has emerged as one of the most dynamic and progressive institutions of higher education in the Malwa region of Madhya Pradesh. As a proud member of the Association of Indian Universities (AIU) and the Association of Commonwealth Universities (ACU), Mandsaur University is committed to delivering quality education that prepares learners to thrive in an increasingly complex and interconnected world.

Guided by its vision “to excel in developing future-ready individuals and nurturing their aspirations through purposeful education, advancing holistic learning, and inspiring leadership for societal and national progress,” Mandsaur University has adopted the inspiring tagline “Dream • Learn • Lead.” This philosophy reflects the University’s commitment to empowering students to dream ambitiously, learn continuously, and lead responsibly in their chosen professions and communities. The tagline encapsulates MU’s educational ethos, where academic excellence, personal growth, ethical values, and leadership development converge to create meaningful impact.

At the heart of Mandsaur University’s mission lies the commitment to cultivating a dynamic, inclusive, technology-enabled, and value-driven learning ecosystem. The University integrates academics, research, creativity, innovation, and industry engagement to provide a transformative educational experience. Through multidisciplinary learning, experiential pedagogy, and industry-oriented curricula, MU nurtures learners with the knowledge, competencies, and ethical foundations necessary to address contemporary challenges and contribute to sustainable development.

Spread across a lush green campus of nearly 900,000 square feet, the University offers an environment that promotes intellectual exploration, creativity, and holistic development. The campus combines modern infrastructure with a serene natural setting, creating an ideal atmosphere for academic pursuits, research, sports, cultural engagement, and personal well-being. Advanced laboratories, digital learning resources, innovation-driven facilities, and a technology-enabled academic environment support students in acquiring both theoretical knowledge and practical skills.

Mandsaur University offers a comprehensive portfolio of programmes through its diverse faculties, including Engineering and Technology, Computer Science and Applications, Business Administration and Commerce, Pharmacy, Agriculture Sciences, Life Sciences, Nursing, Education, Physical Education, Journalism and Mass Communication, Fashion Design, Tourism and Hospitality, Ayush, and other emerging disciplines. The University’s distinguished faculty members, possessing rich academic and industry experience, play a pivotal role in mentoring students and fostering a culture of inquiry, innovation, and lifelong learning.





A defining characteristic of Mandsaur University is its strong emphasis on industry-academia collaboration. Through its “Industry-to-Institution” approach, the University bridges the gap between classroom learning and professional practice by engaging industry experts, practitioners, and corporate leaders in academic delivery, curriculum enrichment, internships, training, and research initiatives. Strategic collaborations with leading organizations and institutions such as Infosys, NITTR, Garuda Aerospace, Banco Products, Agrostar, Patanjali Research Foundation, and several national and international partners further strengthen opportunities for innovation, skill development, research, and global exposure. These collaborations reflect the University’s mission of integrating academics with industry engagement and preparing graduates who are ready to contribute effectively from day one.

Research, innovation, and knowledge creation form another cornerstone of the University’s academic ecosystem. Mandsaur University actively promotes interdisciplinary research, faculty scholarship, student innovation, and collaborative projects that address real-world problems. The University’s extensive library, housing more than 86,000 books along with a rich collection of national and international journals, provides a robust foundation for learning and research. Students and faculty are encouraged to engage in intellectual inquiry, entrepreneurship, and creative problem-solving, fostering a culture that values both academic rigor and societal relevance.

Aligned with its mission of developing globally competent and ethically grounded individuals, Mandsaur University places equal emphasis on character building, leadership development, and community engagement. Through co-curricular activities, student-led committees, sports, cultural events, social outreach programmes, and experiential learning opportunities, students develop essential life skills such as teamwork, communication, critical thinking, adaptability, and social responsibility. The University believes that education extends beyond the classroom and should nurture compassionate citizens capable of making meaningful contributions to society.

As India advances towards a knowledge-driven and innovation-led future, Mandsaur University continues to evolve as a centre of academic excellence, research, and societal transformation. By fostering a culture of aspiration, learning, innovation, and leadership, the University remains steadfast in its mission to develop responsible professionals, innovators, entrepreneurs, and change-makers who can create positive impact at local, national, and global levels.

With an unwavering commitment to quality, inclusivity, sustainability, and future readiness, Mandsaur University truly embodies its guiding philosophy—**Dream • Learn • Lead**—empowering every learner to transform aspirations into achievements and potential into purposeful leadership.





VISION

Excel in developing future ready individuals and nurturing their aspiration through purposeful education, advancing holistic learning and inspiring leadership for societal and national progress.

Imagine your future & create it here

Your dream of a successful future. At MU, you will find the knowledge, skills and guidance to make it happen, right here in Mandsaur.

Ending your procrastination

Everything you need to succeed

- Multi-disciplinary academic ecosystem
- Focus on academics and holistic development
- Industry exposure beyond classrooms
- Research and innovation
- Expert faculty to guide you
- World-class infrastructure
- Leading university in Madhya Pradesh
- Vibrant experience

MISSION

To cultivate a dynamic, inclusive, technology and value driven learning ecosystem integrating academics, research, creativity, and industry engagement. Empower learners by developing knowledge and skills with strong ethical foundation, a global mindset, and innovative capabilities to support sustainable development, create societal impact, and become responsible, future-ready leaders.

Mission Statements

- M1 : To cultivate a dynamic, inclusive, technology and value-driven learning ecosystem.
- M2 : To integrate academics, research, creativity, and industry engagement.
- M3 : To empower learners with knowledge, skills, and strong ethical foundations.
- M4 : To develop a global mindset and innovative capabilities supporting sustainable development and societal impact.
- M5 : To nurture responsible, future-ready leaders.





Empowering future innovators at Mandsaur University

Our innovative & research-based learning makes you future-ready

Will just an academic degree help you succeed in a changing world? That is why a degree from MU is different. Our active, practical, and future-focused learning happens beyond classroom walls. You will be groomed for the new future with the right knowledge, skills, and practice.

Start as an industry-ready professional

INDUSTRY-ALIGNED CURRICULUM

R&D ACCESS EVEN FOR UNDERGRADUATE STUDENTS

100+ GUEST LECTURES BY INDUSTRY EXPERTS

R&D ACCESS EVEN FOR TRAINING DURING THE COURSE

REGULAR EXPERT-LED SEMINARS & WORKSHOPS

STRUCTURED INDUSTRY TRAINING DURING THE COURSE

MOUs WITH LEADING INDUSTRIES AND INSTITUTIONS

RESEARCH-DRIVEN CULTURE WITH REAL IMPACT

RESEARCH EXCELLENCE AT MU

1500+
RESEARCH PAPERS
PUBLISHED

15 FACULTY-
AUTHORED
BOOKS

7 IN-HOUSE
RESEARCH
JOURNALS

80+
PATENTS FILED





Academic Programmes and Duration:

- **Faculty of Engineering & Technology**
 - Diploma (Electrical) – 3 Years
 - Diploma (Mechanical) – 3 Years
 - BE (CSE – Core) – 4 Years
 - BE (CSE – Artificial Intelligence) – 4 Years
 - BE (CSE – Block Chain Technology & Data Science) – 4 Years
 - BE (EEE – Electric Vehicle Technology) – 4 Years
 - BE (MECH – Robotics & Drone Technology) – 4 Years
 - M.Tech (Industrial Engineering and Management) – 2 Years
 - M.Tech (Engineering Technology) – 2 Years
 - M.Tech (Computer Science Engineering) – 2 Years
- **Faculty of Business Administration and Commerce**
 - BBA – Core – 3 Years
 - BBA – Digital Marketing – 3 Years
 - B.Com – 3 Years
 - MBA – 2 Years
- **Faculty of Agriculture Science**
 - B.Sc Agriculture – 4 Years
 - M.Sc Agriculture (Agronomy) – 2 Years
 - M.Sc Agriculture (Genetics & Plant Breeding) – 2 Years
- **Faculty of Pharmacy**
 - D.Pharm – 2 Years
 - B.Pharm – 4 Years
 - Pharm D – 6 Years
 - M.Pharm (Quality Assurance) – 2 Years
 - M.Pharm (Pharmaceutics) – 2 Years
- **Faculty of Law Education**
 - BBA LLB – 5 Years
 - LLM (Criminal Law) – 2 Years
 - LLM (Cyber Security) – 2 Years





- **Faculty of Life Sciences**
 - B.Sc. Forensic Sciences – 3 Years
 - B.Sc. Biotechnology – 3 Years
 - B.Sc. Microbiology – 3 Years
 - M.Sc. Biotechnology – 2 Years
 - M.Sc. Microbiology – 2 Years
- **Faculty of Arts and Social Sciences**
 - BA (Fashion Design) – 3 Years
- **Faculty of Library Sciences**
 - B.Lib – 1 Year
 - M.Lib – 1 Year
- **Faculty of Computer Applications**
 - BCA (Core) – 3Years
 - BCA (Cloud Computing) – 3 Years
 - BCA (System Administration & Cyber Security) – 3 Years
 - BCA (Artificial Intelligence) – 3 Years
 - MCA – 2 Years
- **Faculty of Nursing**
 - B.Sc. Nursing (4 Years)
- **Faculty of Ayurveda**
 - BAMS (5.5 Years)
- **Faculty of Education**
 - B.Ed. – 2 Years
 - MA Education – 2 Years
 - BPES – 3 Years
 - B.P.Ed. – 2 Year
- **Faculty of English and Communication Skill**
- **Faculty of Allied Sciences**





Academic Calendar

S. No.	Activity Name	Date (Tentative)	Day	Remark
1.	Commencement of Classes (III, V and VII Semester)	01.07.2026	Wednesday	
2.	Commencement of Classes (I Semester)	07.07.2026	Tuesday	
3.	First Low attendance Display	06.08.2026	Thursday	
4.	Orientation Program	12.08 to 25.08 2026	Wednesday-Tuesday	
5.	Independence Day Celebration	15.08.2026	Saturday	Full Day
6.	Milad-un-Nabi	26.08.2026	Wednesday	Holiday
7.	Fresher's Night for 2026-27 admitted students	27.08.2026	Thursday	After College Hours
8.	Rakshabandhan	28.08.2026	Friday	Holiday
9.	Display of Detention list for I Mid Semester examination for III, V, VII Semester	31.08.2026	Monday	
10.	I Mid Semester examination for III, V, VII Semester	02.09.2026 to 07.09.2026	Wednesday-Monday	
11.	Krishna Janmashtami	04.09.2026 & 05.09.2026	Friday & Saturday	Holiday & Weekly Off
12.	Display of Detention list for I Mid Semester examination for I Semester	07.09.2026	Monday	
13.	I Mid Semester examination for I Semester	08.09.2026 to 10.09.2026	Tuesday-Thursday	
14.	Ganesh Chaturthi	14.09.2026	Monday	
15.	Second Low attendance Display	01.10.2026	Thursday	
16.	Gandhi Jayanti	02.10.2026	Friday	Holiday
17.	Maha Navami	19.10.2026	Monday	Holiday
18.	Dussehra	20.10.2026	Tuesday	Holiday
19.	Display of Detention list for II Mid Semester examination for I, III, V, VII Semester	16.10.2026	Friday	
20.	II Mid Semester examination for I, III, V, VII Semester	21.10.2026 to 24.10.2026	Wednesday-Saturday	
21.	Maharishi Valmiki Jayanti	26.10.2026	Monday	Holiday
22.	Remedial Classes for the having poor attendance	27.10.2026 to 31.10.2026	Tuesday-Saturday	
23.	MU Sports League	02.11.2026 to 05.11.2026	Monday-Thursday	Full Day





S. No.	Activity Name	Date (Tentative)	Day	Remark
24.	Deepawali	06.11.2026 to 11.11.2026	Friday-Wednesday	Holiday
25.	Alumni Meet and Deepawali Milan	14.11.2026	Saturday	Full Day
26.	Session End (III, V & VII Semesters) (Last working day)	17.11.2026	Tuesday	
27.	End Semester Examination (III, V & VII Semesters)	19.11.2026	Thursday	
28.	Guru Nanak Jayanti	24.11.2026	Tuesday	Holiday
29.	Session End (I Semester) (Last working day)	30.11.2026	Monday	
30.	End Semester Examination (I Semester)	01.12.2026	Tuesday	
31.	Commencement of Classes for Even Semester	21.12.2026	Monday	

Note: University reserves the right to change / amend / replace / drop activities/holidays/dates if needed.

The EST answer books must be checked within 15 days of the conduction of the EST examination, and all formalities must be completed to upload the marks on the ERP. Student feedback shall be taken on the last day of the Mid-Semester Examination.

Total teaching days are as follows

July 2026	August 2026	September 2026	October 2026	November 2026	Remark
25 III, V, VII Sem 21 for I Sem	22	22	22	• 04 for III, V, VII Semester • 24 for I Semester	• 95 Days for III, V, VII Semester • 111 Days for I Semester





List of Important Officials

Designation	Email Id
Chancellor	chancellor@meu.edu.in
Executive Chairman	ec@meu.edu.in
Vice Chancellor	vc@meu.edu.in
Registrar	registrar@meu.edu.in
Dean of Student Affairs	dosa@meu.edu.in
Dean of Academic Affairs	doaa@meu.edu.in
Dean Research and Development	dor@meu.edu.in
Controller of Examination	controllerexam@meu.edu.in
General Manager – HR and Administration	gmhr@meu.edu.in
Admission Head	admission@meu.edu.in
Head IIC	director.mucre@meu.edu.in
Head Ph.D.	assistant.deanresearchphd@meu.edu.in
Training and Placement	tpo@meu.edu.in
Swayam Coordinator	swayam_coordinator@meu.edu.in
OSD, VC Secretariat	vcsecretariat@meu.edu.in
Proctor	proctor@meu.edu.in
Deputy Director IQAC	dean iqac.accreditation@meu.edu.in
HOD CSE	hodcse@meu.edu.in
HOD EEE	hodelectrical@meu.edu.in
HOD MECH	hodmech@meu.edu.in
HOD Computer Application	hodca@meu.edu.in
HOD JMC	hodjournalism@meu.edu.in
HOD Fashion Design	hodfashion@meu.edu.in
HOD Allied Sciences	hodalliedsciences@meu.edu.in
HOD Library Science	hodlibrary@meu.edu.in
HOD, English and Comm. Skill	hodcommunication@meu.edu.in
HOD, FBAC	hodbmc@meu.edu.in
HOD, Law Education	hodlaweducation@meu.edu.in
Principal, BRNCOP	director.brncop@meu.edu.in
Principal, MIP	principal.mip@meu.edu.in
Principal, BAMS	principal.ayurved@meu.edu.in





Designation	Email Id
Principal, Nursing	principal.nursing@meu.edu.in
Dean, Agriculture	deanagriculture@meu.edu.in
HOD, Agriculture	directoragriculture@meu.edu.in
HOD Life Sciences	hodlifescience@meu.edu.in
HOD, Education	hodeducation@meu.edu.in
HOD, Physical Education	hodped@meu.edu.in
Finance Officer	sr.accountant@meu.edu.in
System Admin	systemadmin@meu.edu.in
HR	hr@meu.edu.in
NSS Officer	nss@meu.edu.in
Head Alumni Cell	alumni@meu.edu.in
Student Affairs Council	ibc@meu.edu.in
Store Incharge	store@meu.edu.in
Estate	estate@meu.edu.in
Security Officer	security.officer@meu.edu.in
Grievance Management Committee	grievances.mu@meu.edu.in
Internal Complaint Committee	drpriyanka.soni@meu.edu.in
Anti Ragging Committee	anti.ragging@meu.edu.in

Emergency contact no:

- University Central Reception : +919752122999
- National Emergency Unified Number : 112 (Police, Fire and Ambulance)
- Ambulance Service : 102 or 108
- City Police Station, Mandsaur : 07422-244222
- District Hospital : 07422-241381

Tele-MANAS (Mental Health Assistance)

- Helpline Numbers : 14416 or 1800-891-4416

Kiran Mental Health Helpline

- Helpline Number : 1800-599-0019





Attendance & Leave Rules

Attendance

Candidates appearing as regular students for any semester examinations are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons. Applications for leave of absence are to be made through the ERP Portal. A student is eligible for the following leaves:

1. **Leave on personal grounds:** 30 days a year. Leave of absence on personal grounds will not be condoned for attendance purposes.
2. **Leave on medical grounds:** Up to 30 days a year with a scholarship for extended sickness normally requiring hospitalization. Medical Leave can be availed for any duration (maximum 30 days). A Medical Certificate and a subsequent Fitness Certificate from the CMO of the University are required for resumption of studies.
3. Women students are permitted to avail maternity leave as per the prevailing GOI regulations – currently 26 weeks per child for a maximum of 2 children. (Depend on case to case basis)
4. A combination of different types of leave is normally not permitted.
5. Absence for a period not exceeding two weeks in a semester due to unavoidable reasons for which prior application could not be made may be condoned by the Office of Dean, provided she/he is satisfied with the explanation.
6. No carryover of leave is permitted.
7. With regard to leave, the year is reckoned from the date of commencement of the 1st semester, irrespective of the date of joining.
8. All students are entitled to take leave for the full summer term. Students are not required to apply for leave during semester break (Summer Term).

However, permission needs to be sought in case of attending an internship during this period.

Classroom Conduct

The purpose of this policy is to:

- Ensure a disciplined, inclusive, and academically productive classroom environment.
- Promote professionalism, ethical behavior, and mutual respect.
- Enhance teaching–learning effectiveness aligned with Outcome-Based Education (OBE).
- Maintain academic integrity and institutional standards.

This policy applies to:

- All diploma, undergraduate, postgraduate, and doctoral students.
- All faculty members and instructors.
- All teaching–learning environments (offline, online, hybrid, flipped classroom, laboratory, seminars, workshops).





General Code of Conduct for Students

(I) Attendance & Punctuality

- Students must maintain a minimum 75% attendance.
- Late entry beyond 10 minutes may be marked absent.
- Students must attend the full duration of the class.

(ii) Discipline & Behaviour Students shall:

- Maintain decorum and academic discipline.
- Respect faculty and fellow students.
- Avoid disruptive behavior (talking, shouting, unnecessary movement).
- Follow seating arrangements if prescribed.
- Any misconduct may attract disciplinary action as per university rules.

(iii) Dress Code:

- Students shall follow the prescribed dress code of University.
- Professional attire is mandatory during presentations, viva, and practical examinations.

(iv) Mobile Phone & Electronic Gadgets:

- Mobile phones must be kept in silent mode.
- Usage is permitted only for academic purposes with faculty approval.
- Recording of lectures without permission is strictly prohibited.

(V) Academic Integrity:

- Plagiarism, cheating, impersonation, or use of unfair means is strictly prohibited.
- Assignments must be original.
- Use of AI tools must follow university guidelines.
- Violations shall be dealt with as per Academic Misconduct Policy.

(VI) Participation & Engagement: Students are expected to:

Actively participate in:

- Discussions
- Flipped classroom activities (minimum 30% where applicable)
- Group work and seminars
- Project-based learning
- Complete pre-class and post-class assignments.
- Maintain academic notebooks and lab records properly.

(VII) Classroom Conduct in Online / Hybrid Mode

- Students must join classes with proper identity credentials.
- Camera policy as per instructor's instructions.





- Maintain professional background and behavior.
- Chat box must be used responsibly.
- Recording or sharing of session links is prohibited.

(VIII) Laboratory Conduct (If Applicable): Students must:

- Wear a lab coat and safety equipment.
- Follow safety instructions strictly.
- Handle equipment responsibly.
- Record observations properly.
- Damage to equipment due to negligence may attract a penalty.

(IX) Prohibited Activities: The following are strictly prohibited:

- Ragging (as per UGC Anti-Ragging norms)
- Sexual Harassment (physical, verbal, online)
- Political or religious campaigning in classroom
- Consumption of tobacco, alcohol, or banned substances
- Damage to Institutional property, littering of ground and walls.
- Use of objectionable material, arms, liquor is prohibited.

(X) Disciplinary Action:

Violation of classroom conduct may result in:

- Warning
- Attendance penalty
- Assignment of disciplinary tasks
- Suspension from class
- Reporting to Discipline Committee

Violation of Academic Policy

This policy aims to:

- Ensure integrity, fairness, and transparency in academic processes.
- Define violations related to academic activities.
- Establish a structured mechanism for investigation and disciplinary action.
- Protect the credibility of the institution and its academic awards.

This policy applies to:

- Diploma, Undergraduate, Postgraduate, and Ph.D. students
- Faculty members
- Research scholars
- Academic staff involved in teaching-learning and evaluation





Student-Related Violations

1. Academic Dishonesty

- Cheating during examinations
- Copying assignments
- Plagiarism
- Impersonation
- Fabrication or falsification of data

2. Assessment Misconduct

- Tampering with answer sheets
- Attempting to influence evaluators
- Unauthorized possession of study material during exams

3. Attendance Fraud

- Proxy attendance
- Manipulation of attendance records

4. Research Misconduct

- Data fabrication
- Duplicate publication
- Improper authorship claims

Reporting Mechanism

- Violations may be reported by:
- Faculty
- Students
- Examination Cell
- HOD
- Anonymous complaint (with evidence)
- Complaints must be submitted in writing to:
- Head of Department
- Controller of Examination
- Dean Academic



Disciplinary Regulations



The objectives of this policy are to:

- Promote discipline and professional behavior.
- Safeguard institutional reputation and academic standards.
- Ensure fairness, transparency, and natural justice in disciplinary proceedings.
- Define procedures for handling misconduct.]

This policy shall apply to:

- All students (UG, PG, Ph.D., Diploma)
- Research Scholars
- Any individual participating in academic activities of the University. It covers conduct within:
- Classrooms and laboratories
- Library and campus premises
- Examinations
- Online academic platforms
- Study tours, internships, and university events

Acts Constituting Misconduct:

The following acts shall be treated as disciplinary violations:

Academic Misconduct

- Cheating or use of unfair means
- Plagiarism
- Proxy attendance
- Tampering with academic records

General Misconduct

- Disruption of classes
- Use of abusive or threatening language
- Damage to university property
- Unauthorized demonstrations inside academic premises

Behavioral Misconduct

- Ragging (as per UGC Anti-Ragging norms)
- Sexual harassment
- Discrimination on caste, religion, gender, or disability
- Physical assault or intimidation



Digital / Online Misconduct

- Recording or circulating academic content without permission
- Cyberbullying
- Misuse of university digital platforms

Examinations

The programs other than those following their own regulatory bodies will follow the Mandsaur University regulations for examination, evaluation and promotion.

The rules prescribed here is to read along with the ordinance of Mandsaur University. Unless otherwise specified, the regulations of the Ordinance are final and binding.

The programs those following their own regulatory bodies will follow their Regulatory Body regulations as specified. (Ayurveda, Agriculture, Education, Physical Education, Pharmacy, Nursing, Law and Programs following NEP ordinance)

1. Outcome Based Education

University follows Outcome-Based Education (OBE) is a student-centric educational approach in which the entire teaching-learning process is designed around clearly defined learning outcomes. We focus on

1. Clearly Defined Outcomes – Expected knowledge, skills, attitudes, and competencies are specified in advance.
2. Alignment of Curriculum – Teaching methods, learning activities, and assessments are aligned with the outcomes.
3. Assessment Based on Outcomes – Student performance is measured against predefined outcomes rather than only marks obtained.
4. Continuous Improvement – Outcome attainment data is analyzed and used for curriculum and teaching improvements.

The students are tested on their abilities to understand concepts, learn techniques, apply them to problem situations of the real world and analyze them critically. Curriculum

- a. Align each question with Course Outcomes (COs) and Program Outcomes (POs).
- b. Clearly define learning objectives (skills, application, and analysis).
- c. Alignment of question with Bloom's taxonomy
- d. Cognitive level distribution of questions

2. Schedule of Examination

The University declare academic calendar for a session inclusive of dates for mid semester examination and end semester examination well in advance of starting of a semester.

For semester based programs each year is divided into two semesters,

January to June (even semester) and July to December (odd).

Yearly programs (BAMS and Diploma in Pharmacy follow yearly pattern)

Mandsaur University has main following examination schedule for semester and yearly programs





- **July December Session –**
 1. BAMS Regular and supplementary examinations
 2. October D. Pharm supplementary examination
 3. August/September NEP ATKT examination
 4. December Main examination
 - All regular and supplementary ODD semester examination
 - B. Pharm Even semester supplementary examination
- **January June Session –**
 1. BAMS Regular and supplementary examinations
 2. May D. Pharm main examination
 3. February/March NEP ATKT examination
 4. June Main examination
 - All regular Even semester examination
 - B. Pharm Odd semester supplementary examination
 5. Special Examination July (Pre and Final Semester backlog students)

3. Course components:

Each course in the programme may have following components type for courses mentioned

- a) Mid Term Examination (MST)
- b) Continuous Evaluation Test (CET)
- c) Internal Examination
- d) End Semester Examination (EST)

Continuous evaluation (CET) has of 20–30% weightage of total marks comprising Class Participation, Quizzes, Case Based Assignments, Problem Based Assignments, Projects Based Assignment, and Presentations. The course faculty has full discretion to choose the various components of the continuous evaluation process; however quiz will be a compulsory component.

A Mid Semester Test (MST) is an internal assessment examination conducted during the middle of an academic semester to evaluate students' progress in a course before the end-semester examination. In an Outcome-Based Education (OBE) system, MSTs are important tools for measuring Course Outcome (CO) attainment.

MID semester test has 20–30% weightage of total marks. The duration of the mid-term exam will be 1.5 hours.

Internal marks assessment includes MST and CET Marks. Internal marks carried forward in case of failed students. Students reappear in failed courses as and when university schedule supplementary examination.

In each semester, the students' performance is evaluated by continuous evaluation test (CET), mid semester test (MST) and end semester test (EST)





4. Examination

Programs under Mandsaur University Regulations follow below rules, programs following other regulatory bodies will follow regulatory body prescribed rules.

- 1.1 The examinations will be conducted according to the examination scheme as approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.
- 1.2 The examinations will be held in each semester/year on such dates as declared by the university.
- 1.3 In order to be eligible to appear for end semester/year examinations in course(s) of any semester/year, a student must have registered for concerned course(s) and must have attended not less than 75% of total classes collectively in lectures, tutorials and practical in concerned course(s) from the date of registration as notified in the academic calendar.
- 1.4 The examinations will be held odd to odd and even to even semester pattern only.
- 1.5 A student appearing in an odd semester as a regular candidate must have appeared as a regular candidate in all concerned lower odd semester(s).
- 1.6 A student appearing in an even semester as a regular candidate must have appeared as a regular candidate in all concerned lower even semester(s).
- 1.7 A student appearing in any semester as a regular candidate must have appeared as a regular candidate in all concerned lower semester(s).
- 1.8 Candidates not submitting examination application form of any semester shall have to register and appear as a regular candidate in that semester as and when offered by the university.
- 1.9 If a student obtains F or Ab grade in any course(s), he/she will be treated having failed in the course(s) and has to reappear in the examination of that course(s) as and when conducted by the university.
- 1.10 The weightage of the end semester/year examination and other evaluations during the semester/year in different courses will be as per the scheme approved by the Academic Council.
- 1.11 The theoretical and practical courses can be repeated whenever offered or conducted by the University but within the maximum duration of the programme. He/she can avail multiple repeat attempts to pass the course.





5. Academic Promotional Requirements

Programs under Mandsaur University Regulations follow below rules, programs following other regulatory bodies will follow regulatory body prescribed promotion rules.

A student will be promoted in higher academic year, only if:

5.1 At the end of the first year, he/she

i. Secures a CGPA of greater than or equal to 4.00

OR

ii. Earns a minimum of 50% of the credits offered in the approved scheme of courses in the first year.

5.2 At the end of second year, he/she

i. Secures a CGPA of greater than or equal to 4.50.

OR

ii. Earns a minimum of 60% of the credits offered in the approved scheme of courses in the first and second years.

5.3 At the end of Third year, he/she

i. Secures a CGPA of greater than or equal to 4.50.

OR

ii. Earns a minimum of 60% of the credits offered in the approved scheme of courses in the first, second and Third year.

6. Rules for Evaluation and Examination

Programs under Mandsaur University Regulations follow below rules, programs following other regulatory bodies will follow regulatory body prescribed rules.

Assessment and Grading

The assessment will comprise of EST, MST, Continuous Evaluation Test (CET) and Internal Examination. Based on the marks obtained, a Letter Grade will be assigned. The Letter Grades will be assigned based on an Absolute Grading.

In the absolute grading system, the grade would be assigned based directly on the total marks secured by the student in the course according to the following rule.

- 1) For Courses with only theory component, student has to secure minimum passing marks in EST and shall have to secure minimum passing marks in aggregate separately (35%).
- 2) For Courses with theory and practical component, student has to pass theory and practical components separately. Student has to secure minimum passing marks in EST along with minimum passing marks in aggregate of theory component of the course. Student has to secure minimum passing marks in EST and minimum passing marks in aggregate of practical component of the course separately.
- 3) In Courses with only practical component with CET, Student has to secure minimum passing marks in EST along with minimum passing marks in aggregate.
- 4) Courses with only Internal assessment with CET, Student has to secure minimum passing marks in aggregate.

The grades obtained by the students shall be finalized as follows:





Letter Grade	% of marks obtained	Description	Grade Point
A+	91-100	Outstanding	10
A	81-90.99	Excellent	9
B+	71-80.99	Very Good	8
B	61-70.99	Good	7
C+	51-60.99	Satisfactory	6
C	41-50.99	Marginal	5
D	30-40.99	Pass	4
F	<30	Fail	0

Grade point average: Computation of SGPA and CGPA

Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) has been adopted.

- 1) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{i.e. SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- 2) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e. CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in i th semester.

- 3) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA

Illustration for SGPA

Subject	Credit	Grade	Grade Point	GPA
Course 1	3	B+	8	24
Course 2	4	B	7	28
Course 3	3	C+	6	18
Course 4	3	A+	10	30
Course 5	3	C	5	15
Course 6	4	C+	6	24
Total	20			139



Thus, $SGPA = 139/20 = 6.95$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.0	SGPA: 6.0	SGPA: 6.0	SGPA: 5.6

$$CGPA = 20 \times 6.9 + 20 \times 7.8 + 20 \times 5.6 + 20 \times 6.0 + 20 \times 6.0 + 20 \times 6.0 + 20 \times 6.0 + 20 \times 5.6 / 160 = 6.23$$

7. Rules for award of Division

Programs under Mandsaur University Regulations follow below rules, The courses who are following their own regulatory body guidelines, will follow the rules and regulations of their respective regulatory body for award of degree and division.

Award of Division:

- Engineering (UG, PG and Diploma) and Master of Computer Application (MCA) courses A candidate who becomes eligible for award of degree/diploma, shall be awarded division based on following details

Sr.No.	CGPA	Division
1	5.00 – 6.49	Second Division
2	6.5 – 7.49	First Division
3	≥ 7.5	First Division with Distinction

- (NON NEP) Management & Commerce, Arts, Life Science, Library Science and Computer Applications (UG) courses. A candidate who becomes eligible for award of degree, shall be awarded division based on following details

Sr.No.	CGPA	Division
1	4.5–4.99	Pass Division
2	5.00 – 5.99	Second Division
3	6.00 – 7.49	First Division
4	≥ 7.5	First Division with Distinction





CHAPTER 2

Student Affairs Council (SAC)

At Mandsaur University, student life extends far beyond the traditional classroom. To foster holistic development, the university operates a comprehensive, structured ecosystem designed to nurture academic excellence, cultural expression, leadership, innovation, and social responsibility.

This ecosystem is driven by two interconnected bodies: the Students Affair Council (SAC)—a dedicated team of faculty members providing strategic governance—and the Chancellor Brigade, an active student-driven force that executes and manages university-level events. Together, they oversee a sprawling network of Centralized Clubs and Committees that enrich the campus experience.

Objective of SAC

The Student Affairs Council (SAC) is dedicated to fostering the holistic development of students by creating an environment that supports their intellectual, personal, social, cultural and physical growth. To achieve this, SAC aims to:

1. Drive Holistic Student Development

- **Comprehensive Growth:** Cultivate a vibrant campus ecosystem that nurtures students beyond academics by blending intellectual, cultural, technical and physical development.
- **Diverse Engagement:** Oversee and sustain a balanced portfolio of seven distinct university-level clubs spanning literary, technical, cultural, innovation, sports, corporate social responsibility (CSR) and intellectual talk series.

2. Strategic Mentorship and Governance

- **Faculty-Led Guidance:** Provide structured leadership and mentorship through a centralized council of faculty members, led by the Dean of Student Affairs, to supervise all major student initiatives.
- **Coordinated Execution:** Ensure all designated club chairpersons and committee members seamlessly coordinate and successfully execute university-level events without fail.

3. Systematic Planning and Accountability

- **Semester-wise Streamlining:** Enforce timely strategic planning by requiring all university clubs, committees, and Departmental Heads (HODs) to submit detailed activity roadmaps at the beginning of each semester.
- **Inter-Departmental Synergy:** Align centralized university-level goals with departmental activities to maximize student participation and maintain organizational efficiency.





4. **Cross-Functional Collaboration**

- **Operational Alignment:** Foster strong institutional synergy by bridging the gap between student-led club events and critical university committees, including Academics, Discipline, Training & Placement, and Media & Public Relations.
- **Brand and Welfare Enhancement:** Support university-wide advancement by keeping student activities aligned with corporate relations, international outreach, and admission standards.

The Chancellor Brigade: University-Level Clubs

Managed directly by the SAC, the Chancellor Brigade thrives through its specialized, university-level clubs. Each club is led by a faculty Chairperson and supported by a team of dedicated members who collaborate to host competitive events, workshops, and interactive sessions.

1. **Literary Club**

Focuses on enhancing communication skills, debating, creative writing, and public speaking.

2. **Technical Club**

Drives technological literacy, coding competitions, hackathons, and technical workshops to keep students abreast of modern industry trends.

3. **Innovation & Entrepreneurship Club**

Nurtures startup culture, critical thinking, business planning, and problem-solving mindsets among aspiring student entrepreneurs.

4. **MU Talk Series Club**

Hosts thought-provoking seminars, guest lectures, and intellectual dialogues featuring industry experts and academia leaders.

5. **Cultural Club**

The vibrant heart of campus life, organizing music, dance, theater, arts, and major university festivals.

6. **CSR (Corporate Social Responsibility) Club**

Instills civic duty and social awareness through community outreach, environmental drives, and social welfare initiatives.

7. **Sports Club**

Promotes physical fitness, sportsmanship and teamwork by organising indoor and outdoor sports tournaments.





Operational Mandate & Guidelines

To ensure smooth and consistent campus engagement, the Students Affair Council enforces a strict operational workflow:

- **Strategic Planning:** All University Clubs and Committees, alongside Departmental Heads (HODs), are required to systematically map out and submit their planned activities at the beginning of each semester.
- **Mandatory Execution:** The chairpersons and designated members of all respective clubs and committees are bound to coordinate seamlessly to execute assigned university events without fail, ensuring maximum student participation and professional execution.

Through this highly structured synergy between the faculty-led SAC and the student-driven Chancellor Brigade, Mandsaur University builds an environment where students don't just graduate with a degree—they graduate ready for the world.

University-Level Committees

Complementing the clubs are specialized, high-level committees that handle the operational, academic, strategic, and professional facets of Mandsaur University.

Committee

Academic Committee

Media & Public Relations Committee

Training & Placement Committee

Admission Committee

Corporate Relations Committee

International Relations Committee

Discipline Committee

Entry Guidelines for Joining the Chancellor Brigade Team

1. Introduction & Overview

The Chancellor Brigade is the premier, student-driven operational wing managed by the Students Affair Council (SAC). It serves as the backbone for organizing university-level events aimed at the holistic development of the student community.

To foster early leadership, teamwork, civic responsibility, and professional exposure, Mandsaur University opens nominations for first-year students to join the Chancellor Brigade Team right at the beginning of their academic journey. Students can apply to join either as a Core Team Member or a General Member based on their skill sets, passion, and career interests.

2. Available Domains & Portfolios

Students can select their preferred group within the Chancellor Brigade based on their individual interests. The brigade consists of the following specialized wings:





- **Discipline Group:** Works directly in coordination with the University Discipline Committee to maintain decorum, manage crowds, enforce campus rules, and ensure smooth, orderly conduct during large-scale university events.
- **Sports Group:** Collaborates with the Sports Club to coordinate indoor and outdoor athletic tournaments.
- **Cultural Group:** Works alongside the Cultural Club to organize music, dance, theater, arts, and major university festivals.
- **Technical Group:** Partners with the Technical Club to manage hackathons, coding challenges, and tech workshops.
- **Hospitality Group:** Manages guest relations, campus tours, and VIP protocols for visiting dignitaries and university-level events.
- **Marketing & Public Relations Group:** Works in coordination with the Media & Public Relations Committee to handle event promotions, branding, and social media coverage.
- **National Service Scheme (NSS) Group:** Coordinates community outreach, social justice initiatives, and national development programs.
- **Corporate Social Responsibility (CSR) Group:** Partners with the CSR Club to execute environmental drives, charity events, and social awareness campaigns.

3. Membership Tiers

Applicants can apply for one of two distinct roles within their chosen group:



Tier A: Core Team Member (Leadership Role)

- **Responsibility:** Assists the faculty Chairperson and members in strategic planning, event curation, resource allocation, and team management.
- **Expectation:** Requires a high level of commitment, strong communication skills, problem-solving abilities, and prior school/college event management experience.

Tier B: Team Member (Execution Role)

- **Responsibility:** Handles on-ground execution, technical support, volunteer work, crowd management, and general event operations.
- **Expectation:** Open to enthusiastic learners eager to develop public speaking, team coordination, leadership, and management skills.

4. Application and Selection Process

The intake process is designed to be transparent, digital, and merit-based:

- **Step 1: Digital Nomination (Google Form)**
 - Eligible first-year students must submit their preferences exclusively via the official Online Google Form shared by the SAC.
 - Applicants must fill in personal details, select their top two preferred groups (e.g., Discipline, Technical, Cultural), and state their preferred membership tier.
- **Step 2: Shortlisting**
 - The Students Affair Council (SAC) will screen the online applications based on the student's statement of interest, behavioral record, and past extracurricular achievements.





- **Step 3: Interaction/Interview (For Core Team Only)**
 - Shortlisted candidates for Core Team positions will be invited for a brief interaction round with the respective Club/Committee Chairperson and faculty members.
- **Step 4: Final Induction**
 - The final list of selected Chancellor Brigade members will be officially declared and published by the Dean of Student Affairs.

5. Mandatory Code of Conduct & Operational Compliance

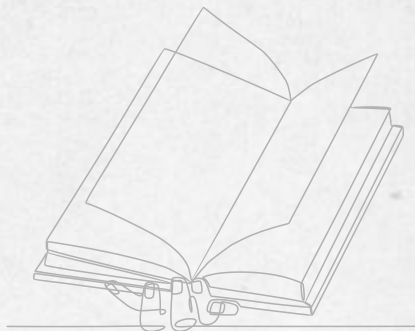
Once inducted, members of the Chancellor Brigade must adhere to strict operational guidelines:

- **Timely Planning:** Members must assist their respective Chairpersons in finalizing and submitting the semester's activity roadmap by the designated university deadline.
- **Uncompromising Execution:** All selected members are requested to coordinate and conduct their assigned university events without fail.
- **Disciplinary Excellence:** Members—especially those in the Discipline Group—must work in perfect alignment with Dr. Dinesh Baboo Tyagi & Team (Discipline Committee) to uphold Mandsaur University's highest standards of decorum, ethics, and campus safety.

VIBE MEETS VISION

- Clubs, sports, cultural activities
- Leadership opportunities
- A community that helps you grow personally and professionally





CHAPTER 3

Library Resources

A library is an organised, curated collection of information sources—books, digital materials, and media—designed for reading, study, and research. As crucial educational and community hubs, they provide physical and digital access to knowledge, offering everything from books and scholarly databases to specialised multimedia tools for patrons. Libraries bridge the "digital divide" by providing free access to technology and information, fostering lifelong learning, and preserving knowledge for the community. They promote literacy, research, and equity in education.

Mandsaur University is a private university located in Mandsaur, Madhya Pradesh, India. Established in 2015, it aims to provide quality education and promote research and innovation. The university offers a variety of undergraduate, postgraduate, diploma, and doctoral programs across disciplines such as engineering, pharmacy, management, agriculture, journalism and mass communication, and computer applications.

The overall campus life is very exciting and vibrant, where students are involved in various activities which provide them a host of opportunities to constantly reinvent themselves, handling new situations & technology, understanding people management skills and experimenting with new things, which prepare them to become not only accomplished professionals but also good human beings. The campus provides a multicultural environment with the presence of students from across India sharing the diversity of regions, ethnicities, flavours, and cuisines, giving the campus a diverse outlook.





Vision

To build and be acknowledged as a center of excellence in library and information services, a premier knowledge hub promoting a healthy learning and research environment for the Mandsaur University community.

Mission

The mission of the Library is to promote an inclusive environment of creative, critical inquiry, and scholarly communication by providing excellent user-focused services, reliable and accessible information resources, comfortable and collaborative learning and research space, and outstanding professional expertise.

Values

- User First** : To support our users, we bring passion and expertise to our work.
- Innovation** : We explore and employ innovative techniques and ideas to support our vision and mission.
- Collaboration** : We work collaboratively within and outside the University to achieve our vision and mission.
- Inclusion** : We believe in the principle of shared growth, inclusion, and welfare of our users and staff.

Library at a Glance

The Central Library is well equipped with a large number of textbooks, reference books, magazines, journals (both print and online), e-resources (audiobooks, e-books, and videos), and research databases. The current library management software is e-Granthalaya which supports all the in-house activities of a fully featured, scalable library management system. The library is fully ventilated and occupies a total area of 1270 sq. m. with the 90-seating capacity of the students, faculty and staff.

Circulation Policy



Users are divided into the following categories – their entitlements, the maximum number of books and the number of days of the issue are proposed in the following table.

User	Maximum No. of Books	Duration
Faculty members	05 books	30 days
Research Scholars	05 books	15 days
Non-Teaching staff	05 books	30days
Students	05 books	15 days

Library Timings

- Monday – Saturday: 9:00 AM to 5:00 PM
- Issue/return of the books will be from 09.30 AM to 04.45 PM on all working days.
- 1st & 3rd Saturday, Sunday & Public Holidays: Closed
- Our online resources can be accessed 24x7 hours.

Issue regulations

- Members may borrow above mentioned number of documents.
- An over-due charge of Re.1/- per day shall be charged against each book/document not returned within the due date.
- A document issued may be renewed up to 2 times provided there is no reservation against it.
- A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to suspension of library privileges.
- No document shall be returned on the day of issued.

Use of computers/laptops etc.

- Computers in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets, etc.





Replacement/ Recovery of Lost Book

To curb the habit of losing valuable publications and preventing Government loss following action are decided.

- (1) The concerned user shall replace the lost publication (latest ed. of the same author, title) to library within 15 days at his cost.
- (2) Photo Copy of the lost publication will not be accepted.
- (3) The penalty will be charged as per category mentioned below:.

Category	Cost	Penalty (Rs) % of actual cost
Indian Books	Actual cost	10%
Books Foreign	Actual cost	20%

General Rules

- All users must sign in to the attendance register while entering the library to mark their presence.
- The library is a "Silent Zone". Students have to strictly maintain silence, decorum and discipline in the library.
- Students are not allowed to enter the library with bags and personal items. They must keep their bags at the property counter of the library.
- Books or Journals that have been taken from the shelves must be placed on the reading table. It is not recommended to replace books on shelves because they may become misplaced. A misplaced book is the same as a missing book.
- With the Librarian's permission, a non-member can use the library's materials in the premises.
- The library books, journals and other documents should not be marked, underlined, dog-eared, written on, torn or otherwise damaged.
- Newspapers, magazines, and journals are strictly kept for reference purposes in the library and will not be issued to anyone.
- Without permission, no library materials may be removed from the library. The unauthorized removal of library property will be viewed as theft and dealt with accordingly.
- Anyone who breaches the library's rules and regulations risks losing their library membership and being prevented from utilizing the facilities.
- Library's photocopying services and Internet pages printing are fee-based (Re 1/- per expose and Rs. 2/- per page respectively).
- Library's computing facilities and database access are meant for MU faculty members, research scholars, students, and staff.
- Users of the library should note that all e-resources subscribed to are licensed materials and cannot be shared with the outside community, as it may lead to copyright/license violation.
- Readers are requested to handle the Library property carefully to avoid damage.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- Suggestions on all aspects of library services are welcome.



Digital Library Rules



1. You do not have to damage any computer in the digital library; if you do, strict action can be taken against you.
2. It is strictly forbidden to sit with a laptop in the digital library
3. Only one student will sit on one computer. Sitting in a group is strictly prohibited
4. Sitting in the digital library after maintaining discipline / unnecessarily sitting in the digital library is prohibited
5. Changing the settings and display of the Computers kept in the Digital Library is not permitted.
6. Please handle the computer, hardware, software and its accessories carefully.
7. Online Chatting in the Digital Library is not allowed.
8. Browsing of dating and social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
9. Playing games on computers is strictly prohibited in the entire Library premises.
10. In case of any computer operational or access problem, report to the Librarian.

Circulation

The circulation section is the nerve centre of the library. It provides an opportunity for the library staff to come in direct contact with readers. It is the performance and attitude of the circulation section that largely make or mar the reputation of the library. The circulation section is responsible for the following items of the work:

Reference Service

The Reference Desk is located inside the entrance gate of the Library. Queries related to the availability of books, e-resources, and services, Fine collection & Bar-coded Library membership are handled by the dedicated library staff.

Reprographic Services

Photocopying machines were outsourced and located beside the library to cater to the photocopying needs of the University as well as academic fair use purposes.

Information Technology Resources

The university provides state-of-the-art information technology resources to support your academic, research, and collaborative success. This overview contains crucial guidelines, rights, and responsibilities that every student must adhere to while using campus digital infrastructure.

Core Objective: To ensure safe, ethical, and effective use of the University's IT infrastructure, preserving information confidentiality, system integrity, and high network availability.

1. Computer Laboratory Usage Guidelines

All computer labs, language labs, and examination labs are university property. Students are granted temporary access rights for academic work and assessments.

- Authorized Access: Students must log in using only their own university-assigned user ID. Sharing account credentials or using another's ID is strictly prohibited.





- **Acceptable Activities:** System use is restricted to academic learning, coding, practicals, research, official assessments, and approved registrations.
- **Physical Decorum:** Food, beverages, and liquids are completely banned inside all computer laboratories. Handle peripherals (mice, keyboards, monitors) with extreme care.
- **Prohibited Actions:** Students are strictly barred from installing/uninstalling any software or system drivers, modifying hardware connections, or tampering with network cables/UPS setups.

2. **Campus Network & Wi-Fi Access Control**

The university maintains high-speed internet connectivity managed via a centralized enterprise-grade Sophos Firewall with strict authentication rules.

- **Network Segregation:** Separate secure VLANs are maintained for the Student Network and Hostels (Boys/Girls) to ensure optimal isolation and performance.
- **MAC Whitelisting:** Internet access on the campus Wi-Fi network requires mandatory Whitelisting of your device's MAC Address.
- **Mobile Restriction:** Direct internet access on mobile devices may be restricted or isolated under guest guidelines to prioritize academic bandwidth.
- **Banned Tools:** The use of personal VPNs, custom proxy tools, or network anonymizers is completely blocked and auto-flagged by the Sophos Firewall.

3. **Official Email & Communication Policy**

The university provisions an official communication account for every student using the corporate domain via Google Workspace Standard.

- **Mandatory Use:** Your provided official email ID (ending with @meu.edu.in) must be used for all academic correspondances, interactions with departments, and accessing the Learning Management System (LMS).
- **Security Hygiene:** Students are required to rotate their passwords regularly, avoid writing down credentials, and implement Two-Factor Authentication (2FA) where prompted.
- **Malware Prevention:** Do not open suspicious attachments or links from unknown senders. Report any phishing attempts immediately to the IT support desk.
- **Prohibited Content:** Sending offensive, abusive, bulk spam, or discriminatory messages via the official email platform is a severe violation.

4. **Cyber Security & Endpoint Protection**

Mandsaur University information networks comply with the IT Act, 2000 and national CERT-In advisories to mitigate advanced digital threats.

- **Endpoint Compliance:** Any personal computer/laptop brought to campus or connected to the university networks must have genuine, licensed operating systems and updated anti-malware definitions.
- **Removable Media:** External storage devices (USB flash drives, portable hard disks) must be explicitly scanned for malware before being connected to lab computers.
- **Data Security:** Do not attempt to bypass web filters, download pirated media, run password-cracking utilities, or perform ad-hoc network scanning.

5. **Campus Biometric Attendance & AI Surveillance**

To maintain absolute transparency and strict campus safety, automated identification frameworks are operational across both campuses.





- **Biometric Attendance:** Students must mark their attendance personally via fingerprint or facial recognition templates at designated portals. Attempting proxy authentication or tampering with biometric terminals will invite immediate cancellation of records.
- **Mikshi AI Surveillance:** The campus utilizes an Automatic Face Detection system (Mikshi AI) integrated with 452+ centrally monitored CCTV cameras located in common areas, corridors, academic zones, and hostel premises. This system tracks real-time entries and flags unrecognized individuals for zero-compromise security.

6. Policy Violations & Disciplinary Actions

Compliance with the university IT policies is mandatory. Non-compliance is systematically logged and audited on a weekly basis.

Violation Category	Examples of Infractions	Disciplinary Enforcement
Minor Infractions	Bringing food into labs, failure to log out, using unauthorized USB media, minor proxy attendance attempt.	Temporary suspension of lab/ Wi-Fi access, formal warning, or cancellation of daily attendance.
Major Security Breaches	Bypassing firewalls, installing unauthorized software/VPNs, deliberate physical damage to network equipment.	Permanent revocation of university IT credentials, monetary fines for property damage, or formal disciplinary committee trial.
Cyber Offenses	Identity impersonation, deploying malware, hacking attempts, or distributing prohibited/offensive content.	Immediate suspension/expulsion from the university, and absolute escalation to legal authorities under the IT Act, 2000.





CHAPTER 4

Fees and Scholarship

The University is committed to accessible, equitable and inclusive education for all in line with its Vision, Mission and Core Values. Hence, apart from cross subsidizing most of its programs, the University also offers fee concession, fee waivers, and fellowships to deserving students coming from socio-economically disadvantaged backgrounds.

Mandsaur University is committed to promoting access to quality higher education by recognizing academic excellence and supporting students from economically weaker backgrounds. To encourage meritorious students and provide financial assistance to deserving candidates, the University offers the following fee concession and scholarship schemes.

1. Merit-Based Fee Concession (For Undergraduate Programmes Only)

The University rewards outstanding academic performance through a merit-based fee concession scheme applicable to students admitted to Undergraduate (UG) programmes. The concession is granted on the basis of marks obtained in the qualifying examination and is applicable on the annual tuition fee for each academic year, subject to fulfillment of the prescribed conditions.

Percentage Marks in Qualifying Examination	Fee Concession on Annual Tuition Fee
85.00% to 90.00%	20%
90.01% to 95.00%	30%
Above 95.00%	50%

Note: University reserves the right to change if needed

Important Notes:

- The Merit-Based Fee Concession is available only to students enrolled in Undergraduate programmes.
- The concession is applicable as per the University norms and may be subject to verification of academic records.
- Students must comply with the University's academic and disciplinary requirements to continue availing the concession.

2. Economically Weaker Section (EWS) Fee Concession

To support students belonging to economically weaker families, Mandsaur University offers a 10% fee concession on the annual tuition fee to eligible students under the Economically Weaker Section (EWS) category.

Eligibility:

- The applicant must possess a valid EWS certificate issued by the competent government authority.
- The concession shall be granted subject to verification of the required documents and compliance with University regulations.



3. Government Scholarship Schemes

In addition to the University-sponsored concessions, students may also avail themselves of various scholarship schemes offered by the Government of Madhya Pradesh, subject to eligibility criteria and government guidelines prevailing from time to time.

The major government scholarship schemes include:

a) Post-Metric Scholarship

Financial assistance is provided to eligible students belonging to:

- Scheduled Caste (SC)
- Scheduled Tribe (ST)
- Other Backward Classes (OBC)

The scholarship is administered through the Government of Madhya Pradesh and is subject to eligibility conditions prescribed by the concerned authorities.

b) Gaon Ki Beti Yojana

This scheme aims to encourage higher education among meritorious girl students from rural areas. Eligible candidates may apply for benefits as per the guidelines issued by the Government of Madhya Pradesh.

c) Awas Sahayata Yojana

Under this scheme, eligible SC and ST students may receive financial assistance towards accommodation and related educational expenses, as per the provisions and eligibility criteria notified by the Government.

General Conditions

1. All concessions and scholarships are subject to submission of valid supporting documents and verification by the University and/or the concerned government department.
2. Students are responsible for ensuring timely submission of scholarship applications through the prescribed portals and procedures.
3. The continuation, modification, or withdrawal of any scholarship or concession shall be governed by the applicable rules of the University and/or the Government.
4. The University reserves the right to amend, revise, or discontinue any concession or scholarship scheme without prior notice in accordance with institutional policies and regulatory requirements.

Students are advised to contact the Admissions Office or Scholarship Cell for detailed information regarding eligibility, application procedures, and applicable deadlines.





CHAPTER 5

Feedback

Feedback from Students

Mandsaur University recognizes student feedback as an essential component of its continuous quality improvement and academic excellence initiatives. The University has established a structured and transparent feedback mechanism to obtain students' views on various aspects of academic and institutional functioning.

Student feedback shall be collected during each semester through both structured and unstructured modes. Structured feedback shall be obtained through a standardized feedback format approved by the competent authority, covering areas such as curriculum design, course content, teaching-learning processes, faculty effectiveness, assessment and evaluation practices, academic support services, infrastructure, and the overall learning environment. In addition, unstructured feedback may be gathered through interactions with students by designated committees, departmental representatives, and University officials during the semester, including on the last day of the Mid-Semester Examination.

The feedback received shall be compiled, analyzed, and reviewed by the concerned Head of Department, Internal Quality Assurance Cell (IQAC), and other designated authorities. Based on the analysis, appropriate measures shall be initiated to address identified concerns and enhance academic quality. These measures may include curriculum enrichment through the Pre-Board of Studies (Pre-BoS) and Board of Studies (BoS), improvements in teaching methodologies, faculty development initiatives, student support interventions, infrastructure enhancement, and policy reforms.

An Action Taken Report (ATR) shall be prepared and maintained to document the actions undertaken in response to the feedback received. Significant recommendations relating to curriculum and academic processes shall be placed before the appropriate academic bodies for consideration and implementation.

The feedback-review-action cycle shall function as an integral part of the University's quality assurance system, promoting participative governance, stakeholder engagement, transparency, accountability, and continuous improvement in alignment with the guidelines of the University Grants Commission (UGC) and the IQAC framework.

Categories of feedback:

- One on one feedback with faculty
- Open house feedback by Head of Department
- Open house feedback by DOAA/ DOSA
- Open house feedback by Vice Chancellor
- Open door policy, can walk in anytime
- Complaint Register
- Faculty course feedback



CHAPTER 6

Collaborations, Internships & Placements

Institutional Collaborations

Mandsaur University (MU) believes that higher education must transcend traditional classroom boundaries to remain future-ready. Driven by our mission to cultivate an inclusive, technology-infused, and industry-aligned learning ecosystem, MU actively bridges the gap between academic theory and corporate practice.

Through a network of strategic partnerships, corporate ties, and functional Memorandums of Understanding (MOUs) across 12 diverse disciplines, the University seamlessly integrates specialized training, live corporate consultancies, and collaborative research directly into the mainstream student experience.

Core Objectives of University MOUs

The collaborative architecture at Mandsaur University is designed to achieve the following institutional objectives:

- **Curriculum Synchronization:** Continually evolving and updating department syllabi alongside corporate advisors to mirror rapid advancements in the real world.
- **Experiential Learning Enactments:** Offering students immediate exposure to industrial practices via mandatory field trips, credit-bearing internships, and industry-sponsored live projects.
- **Joint Research & Skill Capitalization:** Fostering innovation by enabling students to work hand-in-hand with industry professionals on real-world problems, patents, and technical publications.
- **Enhanced Employment Pipelines:** Establishing continuous training and early placement tie-ups to ensure high-tier placement records with premium global brands.

Students enrolled across any constituent department of Mandsaur University reap substantial academic and career rewards from these active linkages:





Benefit Category	Expected Deliverables & Outcomes
Global Certifications	Direct entry to validation programs, credential courses, and workshops run by industry-leading certification authorities.
Corporate Placement Edge	Fast-tracked screening, exclusive on-campus selection drives, and career grooming with professional etiquette trainers.
Infrastructure & Lab Access	Hands-on access to research-grade corporate equipment, collaborative hubs, and specialized industrial tools.
Mentorship & Guest Lectures	Learning opportunities directly from industry veterans who bring lived experiences and market trends straight to the lab.

Highlighted MOUs by Academic Discipline

The University maintains numerous functional agreements across various operational sectors. Below is a matrix of premium highlighted collaborations currently driving student development:

Technical, Cyber Security & Computing Hubs

- **Infosys Limited:** Powers foundational training and curriculum enrichment in the Department of Computer Science & Engineering.
- **Garuda Aerospace Pvt. Ltd.:** Offers specialized technical cross-training in robotics, autonomous design, and drone engineering concepts.
- **Hacktify Cyber Security & Cyberlite Task Force:** Cooperatively delivers advanced real-world digital forensics, network defense tracks, and ethical hacking simulated practicals.
- **Lucent Innovation, Evince Development & LA NET TEAM:** Delivers robust software development tracks, custom web app frameworks, and early internships for IT-oriented students.
- **National Institute of Technical Teachers Training and Research (NITTTR):** Ensures state-of-the-art instructional alignment and quality faculty development metrics.

Core Sciences, Pharmacy & Healthcare Links

- **Patanjali Research Foundation (Trust) & University of Patanjali:** A premier inter-departmental collaboration fostering combined high-end research across Life Sciences, Pharmacy, Forensic Science, and Agriculture.
- **Sitaram Ayurveda Pvt. Ltd. & Parul Institute of Ayurved:** Facilitates rigorous traditional and modern clinical validation, professional knowledge sharing, and drug formulation insights.
- **Asoj Soft Caps Pvt. Ltd. & Labhuni Hospital:** Provides specialized technical manufacturing insights and direct multi-specialty clinical observation postings for healthcare and pharmaceutical majors.

Management, Agribusiness & Social Foundations

- **Bajaj Finserv Limited:** Empowers management and commerce aspirants with certified corporate finance modules, wealth management skills, and banking operations exposure.
- **Sipani Krishi Anusandhan Farm (SKAF):** Anchors high-yield field trials, advanced crop protection studies, and agro-tech exposure for the Faculty of Agriculture Sciences.
- **The Association of Commonwealth Universities (ACU):** Drives institutional benchmarking, internationalized global perspective access, and research networking under the supervision of the IQAC.



- **CSRBOX Foundation:** Drives social impact projects, rural technology deployment drives, and student-led corporate social responsibility internships.



Internship

At Mandsaur University, internships are engineered to bridge the gap between academic theory and real-world execution. Operating under the phrase "DREAM. LEARN. LEAD." our students treat every industrial stint not merely as a curriculum requirement, but as their First Pre-Job Opportunity.

9-Step Standard Operating Procedure (SOP)

- Step 1: Application Submission:** The student initiates the process by submitting a standardized Student Internship Application indicating core preferences.
- Step 2: Industry Outreach:** The DOAA office, HoDs, or TPO Cell issue an official Request Letter to selected target organizations to secure slots of 4–6 weeks (120 hours).
- Step 3: Confirmation & Matching:** The industry responds with a formal slot allotment. If a student arranges the internship independently, they must provide the confirmation to the Department Coordinator and Faculty Mentor. Final allocation is mapped according to the student's core technical interest.
- Step 4: Commencing & Synopsis:** Upon joining, the student transmits an official Joining Report. Simultaneously, the student, Industry Supervisor, and Faculty Mentor draft the Internship Synopsis detailing precise learning objectives and operational benchmarks.
- Step 5: Active Monitoring:** Weekly performance tracking is maintained via a dialogue between Faculty Mentors and Industry Trainers. Students compile a day-by-day technical logbook.
- Step 6: Industrial Assessment:** At the conclusion of the training, the corporate mentor submits an objective Internship Evaluation Form.
- Step 7: Feedback & Report Submission:** The student completes an internal feedback review and submits a comprehensive, bound technical report to their assigned mentors.
- Step 8: Certification:** The official Training Certificate must be verified and collected from the host organization.
- Step 9: Academic Defense:** The process concludes with a formal presentation and viva-voce examination before an expert university panel.

Performance Monitoring, Leave Rules, and Evaluation Matrices

The Three-Stage Evaluation Matrix

To ensure institutional integrity and professional accountability, student interns are assessed through three discrete performance vectors:

Evaluation Stage	Primary Assessment Criteria & Quality Indicators	Authorized Assessors
Stage 1: Industry Appraisal	Punctuality, Eagerness to Learn, Skill-Test Execution, Professional Demeanor, and Daily Log Maintenance.	Designated Corporate Industry Supervisor
Stage 2: Academic Monitoring	Attendance Audits, Unannounced Direct Check-ins, and Weekly Progress Iterations.	Department Coordinator & Faculty Mentor
Stage 3: University Defense	Content Quality, Delivery Structure, Depth of Domain Knowledge, and Core Practical Application of Theory.	University-Appointed Department Expert Committee





Mandated Leave Protocols & Zero-Tolerance Policy

- **Leave Allotment:** Interns are strictly permitted a maximum of 1 day of leave per 4-week tenure and 2 days of leave per 6-week tenure, excluding designated national holidays and weekly corporate days off.
- **Notification Mandate:** Written leave requests must be submitted via email to both the Industry Supervisor and Faculty Mentor at least 24 hours prior to taking leave.
- **Absenteeism Penalty:** The Department Coordinator performs random checks via unexpected phone calls to the student or parents to verify physical presence at the workplace. Unexcused absences will result in the immediate cancellation of the entire internship.

Code of Corporate Etiquette (Do's & Don'ts)

The Student Intern's Commitment to Professionalism:

- Do carry both your corporate and Mandsaur University ID cards at all times; dress in polished professional attire, remain highly regular, and record technical ideas daily.
- Don't engage in behavioral misconduct, cross into marked restricted industrial zones, leave assignments unfinished, or act in a way that damages the institutional reputation of the university.

**Detailed Internship Policy is available with placement coordinator in Department.*

Placement

The primary endeavor of Mandsaur University is to ensure our students are successfully placed across reputed multinationals, government organizations, non-governmental organizations (NGOs), and the progressive private sector. Operating as a vital strategic interface between industry stakeholders and the student body, the Placement Cell (PC) empowers candidates to identify, evaluate, and secure career opportunities aligned with their professional aspirations.

The PC systematically liaisons with corporate organizations to secure both structured internships and stable, high-quality employment options for graduates completing their studies. To guarantee seamless recruitment execution, the University extends comprehensive logistic support and fully equips campus infrastructure to visiting corporate teams at every stage of the selection process.

**Placement Policy will be available with Training & Placement Cell*

Structured Pre-Placement Training & Skill Development

To bridge the gap between academic theory and corporate expectations, the University integrates comprehensive career preparation directly into the student lifecycle through dedicated staff members and specialized training cells:

- **Holistic Curriculum Integration:** Personality and career enhancement courses, alongside vital life skills training, are embedded directly within the academic curriculum.
- **Core Aptitude Training:** Continuous training programs focusing heavily on quantitative aptitude, logical reasoning, and verbal reasoning to clear strict corporate screening stages.
- **Technical Software Tools:** Practical hands-on training tailored around industry-standard software tools explicitly demanded by contemporary employers.
- **Professional Polish & Grooming:** Comprehensive training modules emphasizing resume building, group discussions, professional presentations, and corporate interview etiquettes.
- **Confidence Building Frameworks:** Regularly scheduled Mock Interviews designed to alleviate interview anxiety and build concrete confidence before live selection panels.



Career Guidance, Higher Studies & Competitive Exams



Mandsaur University is committed to fostering multi-dimensional career paths, providing robust assistance for employment, corporate paths, and self/social entrepreneurship.

- **Dedicated Career Guidance Cell:** Exposes students to diverse higher education paths and alternative career opportunities, using targeted assessments to evaluate individual values, interests, abilities, and employment skills.
- **Career Mapping & Planning:** Proactive institutional campaigns to spread awareness about strategic long-term career mapping.
- **Competitive Examination Support:** Delivery of extra coaching for national competitive examinations backed by expert in-house faculty, accessible online test series, and high-visibility informational updates pinned to departmental notice boards.

On-Campus Recruitment Ecosystem & Practices

The University hosts an active, year-round recruitment environment backed by modern infrastructure and strong stakeholder loops:

- **State-of-the-Art Infrastructure:** Well-equipped dedicated facilities explicitly built to run smooth group discussions, panel interviews, and presentations during on-campus drives.
- **Corporate Networking & MoUs:** Actively signing strategic Memorandums of Understanding (MoUs) with leading industries to guarantee priority placement and internship pipelines.
- **Alumni Network Leverage:** Organizing interactive motivational lectures led by successful alumni, communicating directly with the alumni network for active industry openings, and facilitating experience-sharing programs.
- **Recruiter Feedback Loops:** Systematically capturing and evaluating structured feedback from employers, corporate recruiters, and training providers to dynamically refine future placement strategies.

READY TO LAND YOUR DREAM JOB?

Highest package: 44 LPA

Average package: 4.8 LPA

Prominent Recruiters at Mandsaur University





COME WITH YOUR DREAM TAKE AWAY A CAREER

As an MU graduate, you not only gain excellent career support and placement opportunities; you also become a leader for life. Success starts here for 4200+ students. What about you?

PLACEMENT SUPPORT, TO START AS A LEADER.



Personality
Development



Career
Guidance



Alumni
Mentoring



Leading
Recruiters

Future Pathway

Defining a future path for university students involves strategic academic planning, developing evergreen skills (like critical thinking and adaptability), and gaining practical experience through internships or projects. We at Mandsaur University ensure that students should explore diverse fields such as STEM, arts, and business while utilizing career counseling, mentorship, and networking opportunities to align their passions with professional. Key steps for navigating the future path of students at the university include:

- **Self-Assessment & Career Exploration:** Identify strengths, interests, and potential careers in industries like engineering, business, and digital fields.
- **Skill Development:** Focus on acquiring practical skills in areas like computer programming, graphic design, and digital marketing.
- **Gaining Practical Experience:** Participate in internships, industry projects, and workshops to apply theoretical knowledge to real-world situations.
- **Setting Strategic Goals:** Break down long-term career aspirations into manageable milestones with realistic timelines.
- **Utilizing Professional Resources:** Leverage university career centers, alumni networks, and professional consulting services for guidance.
- **Continuous Learning:** Engage in self-paced, accredited online courses to enhance professional qualifications in fields like management and leadership.



Corporate Networking



Mandsaur University is not just known for about lectures, deadlines, and campus life, it is where your first professional networking journey begins. Friendships turn into collaborations, ideas spark innovation, and the right professional connections open unexpected doors. Why Networking Matters? Networking is not about collecting contacts or sending random connection requests. It is about building relationships that support mutual growth. Here is why MU networking plays a critical role in long-term success:

Conversations with peers, seniors, and professionals offer insights that go beyond textbooks and classrooms.

A strong student networking circle provides motivation and encouragement during challenges.

Every interaction brings a new perspective, helping you grow personally and professionally.

Referrals often lead to faster hiring, better roles, and accelerated career growth.

- The right connections often lead to the right job opportunities at the right time.
- Focus on building real connections rather than trying to impress. Authenticity builds trust and leaves a lasting impression.
- Active listening strengthens relationships. Understanding different perspectives helps you respond with empathy and clarity.
- Internships are powerful platforms for career networking. Be reliable, ask thoughtful questions, and take initiative. Mentors and potential employers notice consistency and curiosity.
- From technology and business to sports and cultural societies, every club supports student networking and exposes you to like-minded peers.
- Professors are often your first professional mentors. Their guidance, recommendations, and networks can open valuable doors.
- LinkedIn for Students: Building Your Digital Network
- Modern professional networking is no longer limited to face-to-face interactions. It is global, digital, and ongoing.
- Use a clear profile photo, a focused headline, and an honest summary. Your profile reflects your personal brand and supports LinkedIn networking.
- Join communities related to your domain. Commenting and sharing insights keeps you visible and relevant.
- Quality matters more than quantity. Each meaningful connection strengthens your professional credibility and reach.

Alumni Networking

MU Alumni

One Alma Mater, Lifelong Journeys: An alumnus is a vital extension of the Mandsaur University family. As our graduates take different professional paths to varied destinations, they remain bound by a single alma mater. The MU Alumni Association exists to keep these fond memories and professional ties active, turning graduation into a lifelong relationship of mutual growth, loyalty, and campus connection.





Alumni Strength

The strength of our alumni network is anchored in its vast diversity and global footprint. From leading roles in premier multinational corporations in India to breakthrough research and development positions globally (including major automotive, aerospace, and pharma hubs in the US and Europe), our graduates form a powerful talent pool. This rich mix of cultures, experiences, and histories serves as a robust academic and professional foundation that elevates the global stature of Mandsaur University.

Alumni Cell

The Alumni Cell is the dedicated administrative and student-driven wing responsible for keeping the university connected with its graduates. Comprising enthusiastic student coordinators and faculty mentors, the Cell acts as the primary point of contact for all alumni affairs. It works tirelessly to plan alumni meets, coordinate campus visits, publish newsletters, and maintain an accurate database, ensuring a seamless flow of communication and collaboration between the university and its global network.

Alumni – How They Help

Our alumni actively give back to the university ecosystem, turning their corporate milestones into stepping stones for current students. They contribute in several critical ways:

- **Placement & Corporate Training:** Acting as one of the single largest sources for industry recruitment and placement opportunities.
- **Knowledge Sessions & Industry Orientation:** Returning to campus for dedicated Alumni Interaction Sessions, helping students transition from core academics to trending technologies (like AI, Cloud Computing, and regulatory fields).
- **Networking & Peer Support:** Creating cross-batch linkages that allow fellow alumni and juniors to collaborate in their respective areas of study.
- **Philanthropy & Mentorship:** Funding student initiatives, establishing scholarships, and offering one-on-one professional mentorship.

Almashine

Almashine is the dedicated online engine powering the Mandsaur University Alumni Association. It provides an exclusive, interactive platform designed to bridge the gap between our passed-out batches and current students. Through this secure portal, alumni can seamlessly look up yearbooks, tap into a global directory, locate fellow alumni nearby, share university updates, and actively coordinate ongoing institutional growth and engagement.

Register here: <https://www.alumni.meu.edu.in/>





CHAPTER 7

Campus Facilities & Student Support Infrastructure Residential & Dining Facilities

Residential & Dining Facilities



- **Hostel Life:** Comprehensive on-campus residential housing providing secure sharing and single accommodation for students across all academic programs.
- **Mess:** Managed student dining halls serving nutritious, hygienically prepared meals structured on pre-scheduled seasonal menus.
- **University Canteen:** A vibrant central campus cafeteria offering a diverse range of multi-cuisine snacks, meals, and beverages for day scholars, residents, and visitors.



Physical Wellness & Recreational Amenities



- **Gymnasium:** A fully equipped fitness center featuring modern cardiovascular and strength-training machinery to promote physical health.
- **Common Room:** Dedicated indoor recreational lounges within hostels equipped with television units, reading materials, and leisure spaces.
- **Indoor Sports:** Dedicated setups for table tennis, carrom, chess, and badminton to facilitate year-round indoor engagement.





Health, Safety & Medical Security

- **Health & First Aid:** Dedicated clinical stations on campus equipped to handle minor medical emergencies and administer basic first aid.
- **Sick Room:** Quiet, hygienic medical isolation rooms within the hostels for students requiring bed rest, recovery, or clinical monitoring.
- **Institutional Hospital Tie-ups:** Active collaborations with premier local off-campus hospitals to ensure priority admission and immediate critical care for students during medical emergencies.

Basic Amenities & Institutional Support Services

- **Bus Facility:** A comprehensive fleet of university buses connecting the main campus with various points across Mandsaur and neighboring districts for safe transit.
- **Guest House Facility:** Premium on-campus lodging available for visiting parents, corporate recruiters, external examiners, and university guests.
- **Student Counseling Cell:** A confidential, professional psychological counseling service to assist students with academic stress, anxiety, or personal growth.
- **Parent-Teacher Meets (PTM):** Periodically scheduled academic interactions enabling direct performance review and open dialogue between parents, faculty mentors, and departmental heads.
- **Institutional Suggestion Boxes:** Secure feedback boxes placed strategically around campus and hostels to collect anonymous student recommendations for continuous infrastructure improvement.



Hostel Rules & Guidelines



General Enrolment & Mandatory Residency

- **Eligibility & On-Campus Mandate:** Mandsaur University is a partly residential campus. All enrolled students must stay on campus for the entire duration of their respective programs. No student is permitted to occupy a hostel room unless actively enrolled in course(s).
- **Primary Contact:** The Hostel Warden serves as the first point of contact for all residence-related issues, queries, or administrative grievances

Room Occupancy, Allotment, & Academic Durations

- **Allotment Formalities:** Accommodations are provided in triple-sharing, twin-sharing or single-occupancy formats subject to administrative availability. Residents must complete mandatory check-in and check-out forms personally with the warden when moving.
- **Program Timeline Allotments:** Room accommodation is mapped directly to standard degree timelines.

Financial Structures

- **Fee Schedules:** Hostel, mess, and laundry expenses are paid yearly or semester-wise based on Finance Department directives. The standard academic timeline runs from August to May, with a winter break in December.





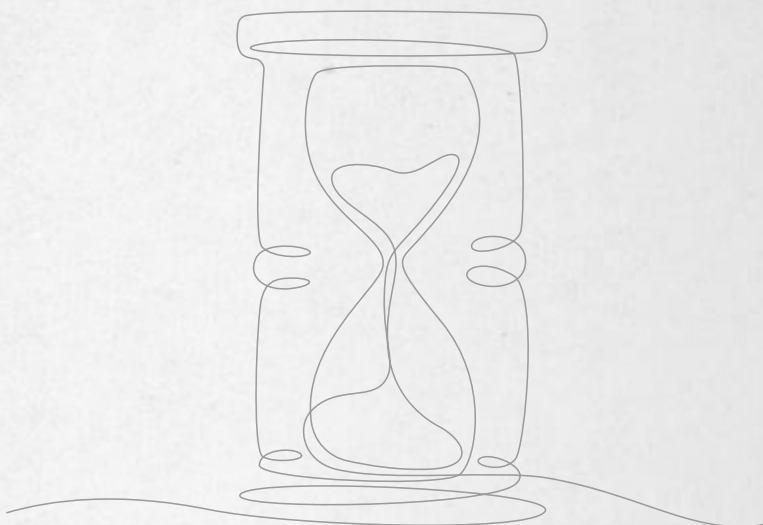
Code of Conduct, Campus Hours, & Security Protocols

- **Compliance:** Room allocation is strictly conditional upon rigorous adherence to hostel rules and the university code of conduct; ignorance of these rules is never an acceptable excuse for violations. Disciplinary violations can lead to permanent hostel expulsion.
- **Room Restrictions:** Room changes are forbidden without written authorization from the Dean (Students Affairs) or Head Hostel Administration. The university reserves the right to reassign rooms during a regular semester for operational needs.
- **Campus Boundaries & Hours:**
 - **First-Year UG Curfew:** Restricted hostel hours apply. Students must return to their building before 09:00 PM. Mandatory physical/biometric attendance is conducted at the reception from 09:30 PM to 10:00 PM.
 - **General Movement:** Campus exit is prohibited before 6:00 AM and after 9:00 PM. Students leaving during the day must return by 9:00 PM unless they hold an approved night pass.
- **Identification & Access Control:** Physical student ID cards must be presented on demand to move in or out of the campus gates. Tailgating at turnstiles is a serious offense. Non-hostel students must log entries at reception and deposit their physical IDs for the duration of their stay.
- **Inspections & General Upkeep:** Wardens or authorized personnel may inspect any room at any time, provided at least one other student is present. Residents are expected to keep their rooms clean. Posters or notices may not be put up without prior permission from the warden. Arguing or misbehaving with security personnel is strictly prohibited.
- **Prohibited Campus Areas & Housing Visits:** Trespassing into unauthorized areas or misusing sports fields/courts is prohibited. Students may not visit staff or faculty living in campus housing. Wards of university employees living on campus may only visit their family homes on weekends or festivals with authorization from the Dean (Students Affairs) or Head Hostel Administration.

Restricted Items & Appliance Load Guidelines

- **Substance Zero-Tolerance:** The possession, consumption, or aiding/abetting of alcohol, cigarettes, or drugs is strictly prohibited on campus and will result in strict disciplinary action up to university suspension.
- **Audio Equipment Bans:** Audio speakers of any size or kind are banned on campus. Found speakers will be permanently confiscated. Earphones are mandatory for music, media, gaming, or online classes.
- **Electrical Appliance Usage Policy:** Hostel electrical wiring cannot support heavy electrical loads. Unapproved appliances create severe fire hazards. Only the following items under 500 Watts are permitted:
 - Table fans (12 inches or less).
 - Hair dryers & Trimmers.
 - Electric irons.
 - Electric kettles (strictly restricted to verified medical use only).





CHAPTER 8

Discipline and Grievances

Student Code of Conduct

The Student Code of Conduct outlines behavioral standards to maintain a safe, respectful, and academically productive environment. It applies to all undergraduate, postgraduate, research scholars, hostel residents and students participating in university activities both on and off campus.

- **General Expectations:** Students must respect university rules, maintain campus decorum, treat all community members with dignity and uphold academic honesty.
- **Academic Integrity:** Regular attendance must be maintained. Students must avoid plagiarism, cheating or any form of academic misconduct.
- **Prohibited Activities:** Ragging, physical or verbal harassment, alcohol/drug possession, property damage, unauthorized protests, weapons, cyberbullying or online harassment are strictly prohibited.
- **Diversity & Inclusion:** Discrimination or harassment based on gender, caste, religion, disability or nationality will not be tolerated.
- **Disciplinary Sanctions:** Violations may lead to warnings, written apologies, fines, class/hostel suspension, exam debarment, or university expulsion. Misconduct must be reported to the Proctor Office, Discipline Cell, Grievance Cell, or Hostel Warden.

Students' Grievance Redressal (SGR) Mechanism

To prevent and redress grievances of students, teachers, and employees, a time-bound three-level mechanism is established by the University. A standing Grievance Redressal Committee is set up by the Vice-Chancellor, who may associate one or two senior functionaries on a case-to-case basis depending on the nature of the issue.



Redressal Hierarchy & Escalation Pathway



1. **First Instance (Departmental Level):** Student grievances must be submitted in writing to the Head of the Department (HoD) or Director of the School. Hostel-related grievances must be submitted directly to the Chief Warden. A decision is normally taken within one week.
2. **Second Instance (University Level):** If unsatisfied or if the grievance is unattended, the student may represent the case in writing to the Registrar (through the HoD/Dean) or through the Director Admin (for hostels). The case is then forwarded to the Grievance Redressal Committee, which takes a decision normally within two weeks. Personal hearings are granted at all levels.
3. **Final Instance (Appellate Authority):** If unresolved by the Committee, the case can be referred via written request to the Vice-Chancellor, whose decision shall be final. For collective disputes of a group, the case goes to the Chancellor, who may resolve it or refer it for binding arbitration.

Internal Complaints Committee (ICC) & Sexual Harassment Prevention

Mandsaur University maintains a zero-tolerance policy towards sexual harassment and complies fully with UGC Regulations. This regulation applies retrospectively from June 2015 to all students, employees (irrespective of tenure, position, designation, or gender), and visitors in all campuses, extended workplaces, and university-provided transportation.

Legal Definitions

- **Sexual Harassment:** Any unwelcome conduct with sexual undertones (whether direct or by implication) that demeans, humiliates, or creates a hostile learning/working environment. This includes physical contact and advances, demands/requests for sexual favors, sexually colored remarks, showing pornography, or any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.
- **Quid Pro Quo & Hostile Environment:** Explicit/implicit promises of preferential treatment or threats of detrimental treatment regarding a person's current or future institutional status in connection with unwelcome sexual behavior.
- **Campus Scope:** Encompasses all university land, academic blocks, labs, hostels, cafeterias, stadiums, locations visited during field trips, internships, study tours, excursions, short-term placements, and cultural/sports festivals.

Executive Authorities

- **Internal Complaints Committee (ICC):** The primary, autonomous authority responsible for receiving, investigating and adjudicating complaints of sexual harassment. It holds full power to recommend punitive or reformative actions.
- **Internal Complaints Appellate Committee (ICAC):** Chaired by the Vice-Chancellor or his nominee, this body disposes off appeals against ICC findings. Any appeal must be filed within 15 days of receiving the ICC decision.





Complaint & Inquiry Procedure

- **Filing a Complaint:** An aggrieved person must submit a signed written complaint to the ICC within three months of the incident (or the last incident in a series). The ICC can extend this by one month if justified. If the victim suffers from physical/mental incapacity or death, friends, relatives, or co-students may file it. If immediate ICC members are unavailable, the complaint can be routed via the Batch Counselor, HoD, Dean, or Director.
- **Verification:** A Select Committee of the ICC scrutinizes the complaint within 7 working days, reviewing independent evidence (such as CCTV footage and behavioral traits) to establish veracity before issuing a notice to the respondent.
- **Timeline & Hearings:** The respondent must appear and submit a written response within 7 working days of receiving the notice. No third party or advocate representation is permitted. The entire inquiry must be completed within 45 days of receiving the complaint, and the report must be submitted to the Vice-Chancellor within the next 7 working days.
- **Conciliation:** Before or during proceedings, the complainant may request conciliation. If a documented settlement is signed, proceedings are dropped, provided no monetary payment is involved. Serious misconduct may still face independent disciplinary action.

Regulations for Prevention and Control of Ragging

Ragging in all its forms is a Criminal Offence and is completely banned across Mandsaur University, its departments, constituent units, premises (academic, residential, sports, cafeterias), and all public or private student transportation.

The University operates strictly under the MU Regulation for Prevention and Control of Ragging (Revised) 2019 and the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009. The burden of proof lies entirely on the perpetrator, not on the victim. Charges can be initiated via a written complaint or based on independent findings of the Anti-Ragging Squad.

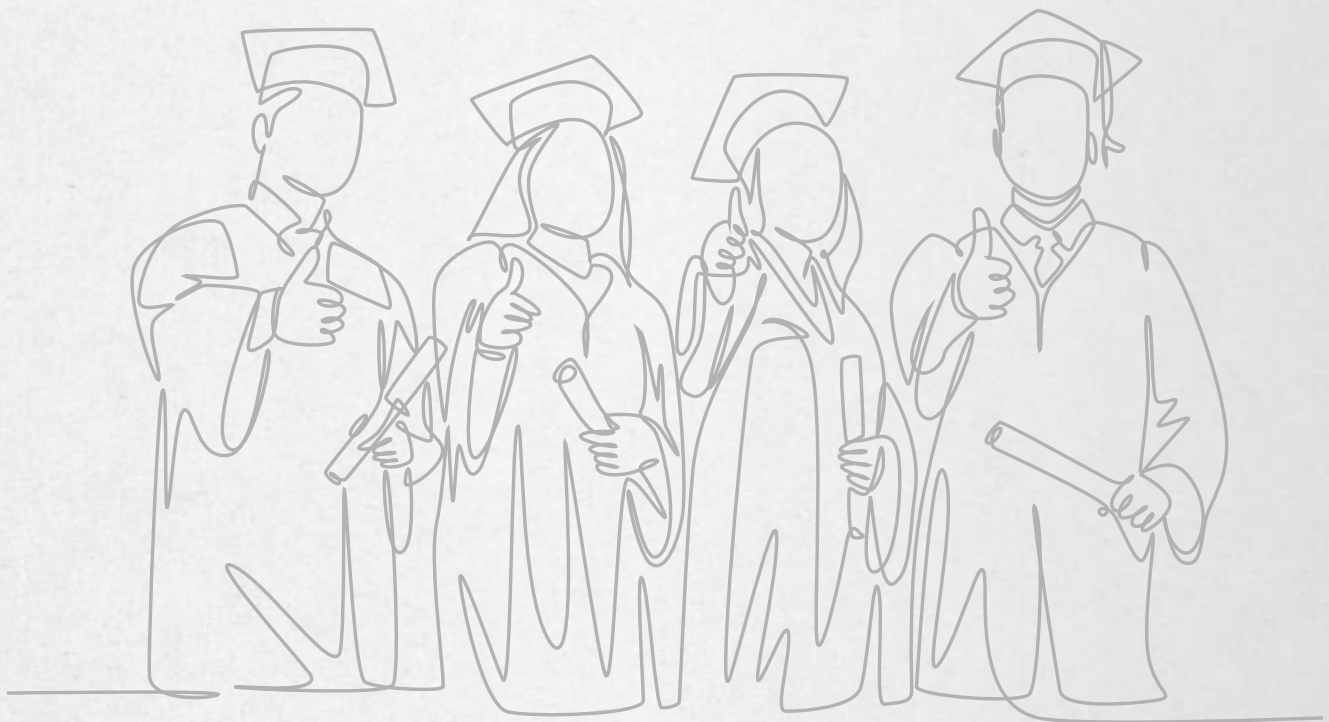
Statutory Definition of Ragging

Ragging constitutes any one or more of the following acts committed by senior students over freshers or any other student, with or without sadistic intent:

- **Teasing & Rudeness:** Spoken, written, or physical actions that handle a student with rudeness or cause psychological discomfort.
- **Undisciplined Activities:** Actions causing annoyance, hardship, physical harm, fear or apprehension.
- **Forced Activities:** Forcing a student to perform tasks outside ordinary courses that generate a sense of shame, embarrassment or affect their physique/psyche.
- **Academic Exploitation:** Disrupting regular academic work or exploiting a fresher to complete a senior's academic assignments.
- **Financial Extortion:** Forcing financial burdens or extorting money from freshers.
- **Abuse & Bullying:** Physical abuse, sexual/homosexual assaults, stripping, obscene gestures, public insults or targeted bullying/exclusion based on race, color, religion, caste, gender, sexual orientation, appearance, regional origin or economic background.







**MANDSAUR
UNIVERSITY**

DREAM. LEARN. LEAD.

Bypass Square, Revas-Devda Road, S.H.-31, Mandsaur (M.P) -458001

admissions@meu.edu.in | www.meu.edu.in

Admission Cell: **+91-9424-489-426**