



Student Handbook 2019-20

1. Please read the document carefully.
2. Every effort has been made to provide accurate and current information; however, the right is reserved to change, without notice, any of the Rules and Regulations of the University at any time. All such changes are effective at such time as the University Authorities determine, and may apply not only to prospective students but also to those who are already enrolled in the University.
3. The document is intended to serve only as a general source of information about the university and is in no way intended to state contractual terms.
4. Any errors and omissions are subject to corrections.



Registrar
Quantum University

The Future is
exciting



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The Future is
exciting

Growth
Unbound!

WELCOME TO QUANTUM UNIVERSITY

Quantum University is a state university established by the Uttarakhand State Legislature through the Quantum University Act, 2016 (Uttarakhand Act No. 04 of 2017).

Quantum University is located at Roorkee, a great seat of learning, in the picturesque state of Uttarakhand. It has a smart, wi-fi campus with aesthetically designed buildings and state-of-the-art infrastructure with well-developed academic, sports and co-curricular facilities.

At Quantum, you'll find a whole world of intellectual opportunities, exciting adventures and lasting friendships. Whether you're seeking academic excellence, participation in your favourite sport, a delicious meal, outings to explore the spectacular natural beauty or a safe place conducive for learning, you'll be in good care at Quantum. And, you'll have fun too.

THE UNIVERSITY SYMBOL



A Mark of Pride & Excellence



THE QUANTUM KULGEET

हिमगिरि के पावन पगल पर
पृष्ठ भूमि में गंगा के स्वर
दृष्टि गड़ाये स्वर्ण-षिखर पर
गढ़ें, राष्ट्र-हित, व्यक्ति श्रेष्ठतर
क्वांटम् का यह उर्वर परिसर

जय उद्यम! उद्यम की जय हो!
जय उद्यम! उद्यम की जय हो!!

नव चिन्तन, नव युक्तियुक्त मन
कुछ नूतन रचने को प्रतिक्षण
राष्ट्र-प्रेम हित अर्पित तन-मन
सबका सुख, सबका हित-चिन्तन
सर्वश्रेष्ठ हित, पूर्ण समर्पण

बोध, सृजन, श्रम का परिणय हो!
जय उद्यम! उद्यम की जय हो!!

विमल षारदे! ज्ञान प्रखर दो!
कर्म-षक्ति से झोली भर दो
अन्तर्मन आलोकित कर दो
राष्ट्र-प्रेम, जनसेवा, वर दो
सच्ची मानवता के स्वर दो

*A Song
that binds us
together...*

सबका जीवन ज्योतिर्मय हो!
जय उद्यम! उद्यम की जय हो!!



THE SCHOOLS OF UNIVERSITY

Quantum University currently offers a wide range of undergraduate, postgraduate, diploma, certificate and doctoral programs under various schools:

QUANTUM SCHOOL OF TECHNOLOGY

B.Tech, B.Tech (Hons), M.Tech, Diploma, MCA(Lateral Entry), BCA, B.Sc. (IT), Ph.D

QUANTUM SCHOOL OF BUSINESS

MBA, BBA, BBA+MBA (Integrated)-Family Business Management, Ph.D

QUANTUM SCHOOL OF AGRICULTURAL STUDIES

B.Sc (Hons) Agriculture, B.Sc (Hons) Food Processing, M.Sc-Agronomy

QUANTUM SCHOOL OF MEDIA STUDIES & DESIGN

BA (Hons) Journalism & Mass Comm., BA (Hons) Journalism, Eng & Pol Science

QUANTUM SCHOOL OF HOSPITALITY & TOURISM

BHM-Bachelor of Hotel Management, Diploma in Hotel Management

QUANTUM SCHOOL OF HEALTH SCIENCES

B.Pharma, D.Pharma, B.Sc-Nutrition & Dietetics, B.Sc-Radiology,
M.Sc-Nutrition & Dietetics

QUANTUM SCHOOL OF GRADUATE STUDIES

B.Com, B.Com (Hons), B.Com (Hons) Banking & Insurance,
B.Sc. (Hons) Physics, B.Sc. (Hons) Mathematics, B.Sc. (Hons) Chemistry
BA (Hons) English, BA (Hons) Economics, BA (Hons) Psychology, MA-English, MA-Economics



SPECIAL FEATURES OF THE UNIVERSITY

Quantum University is a progressive, new-age University that lays great emphasis on constant innovation and adopting the best teaching-learning practices. Some of the distinguishing features of the University include:

INTERDISCIPLINARY EDUCATION: *Attain a better professional base*



We are at the threshold of the 4th Industrial Revolution (4IR), which is characterized by emerging technological breakthroughs in fields such as Artificial Intelligence (AI), Internet of Things (IoT), Business Intelligence (BI) and Automation amongst others. This would require intense multitasking and interdisciplinary skills in order to cope up with the pace of change.

Quantum University realized these trends early. As a futuristic University, it promotes inter-disciplinary education by offering a range of major and minor flexible combinations and other professional skills which help a student develop unique abilities to handle new job challenges.

The university addresses many questions, which are now asked by young aspirants.

“Can I study Technology with Music, Agriculture with Cyber Security or Computer Science with Economics? “Will my university allow me such inter-disciplinary immersion that will equip me to handle a range of skills and roles in my professional and personal life?” Quantum University says why not.

CONCEPT OF MAJOR & MINOR

Quantum University allows students to earn a degree in their chosen program of professional interest. This degree shall be termed as Major for the student. The Major shall be the main area of focus and shall prepare the students to step into the corporate world or to pursue post-graduate studies.

Quantum University also focuses on inter-disciplinary approach in program selection. It offers Minor Programs at under-graduate (UG) level where a student can choose courses from a basket of open electives & earn a certain number of additional credits. An interesting Minor makes students stand out at the time of placement. The help of Faculty mentors shall be readily available to guide students in choosing a Minor. For details on how to earn a Minor, refer to the Academic Regulations.



HONORS PROGRAMS

The University offers Honors programs in selected areas, which shall be highly industry oriented and lot of emphasis shall be laid on enhancing employability quotient. These programs shall have enhanced academic rigor and students shall be required to earn extra credits as per the requirement of the program.

PASSION PROGRAMS



At Quantum University, students are encouraged to follow their career w i t h o u t giving up their passion. It offers unique 'Passion Programs' (PROPS) t h r o u g h a host of clubs and societies to pursue their passion in sports, theater, dance, music, photography, design, art, community service and much more.

Passion is the axiom of Quantum philosophy. Students are asked to take up Passion Programs as per their choice and follow it under a guided and structured format to achieve excellence. At the end of the program, students would be expected to showcase their work in front of a live audience.

EMPHASIS ON CERTIFIED PROFESSIONAL TRAININGS

Quantum University imparts rigorous domain related technical trainings under an array of industrial tie-ups and MOUs. These trainings are carried out by industry experts and are duly certified. Students build strong core competence in their respective domains and are industry – ready at the time of passing out.

VALUE ADDED PROGRAMS (VAP)

Another facet of our skill development drive is the focus on enhancing Soft Skills with an emphasis on communication skills. These are integral for preparing students to face an interview board. Regular mock tests are organized to polish student skills in Aptitude and Logical Reasoning. Quantum has made its prime focus to sculpt industry ready workforce. We have created a new blueprint for skill development, which goes beyond the traditional summer training, internship or project work. Students, in all programs, are required to take up certain minimum credits of VAPs during the entire duration of the program. The grades earned will be included in the calculation of CGPA.



SEMESTER REGISTRATION

At the beginning of every semester, students are required to complete the semester registration process. It will involve:

- (i) Clearance of all dues of the University,
- (ii) Filling the Registration form on the specified date.

1. Registration is a mandatory requirement.
2. Unregistered student shall not be allowed to attend classes and take examination, even if he has paid the fees.
3. For freshmen, the process of filling up the Registration Form (choice of courses to be studied in the coming semester) will be done during semester registration only. A student must ensure that he satisfies the pre-requisites, if any, for each course he registers. The sole responsibility of registration rests with the student concerned.
4. The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Program' does not permit so.
5. A student will not get credit for any course for which he is not registered.
6. If the student does not register for the semester within the given time frame, his admission will be cancelled and he will be required to re-register with the university after payment of the prescribed fee.



FINANCIAL ASPECTS

FEE PAYMENT SCHEDULE

1. Students are required to submit their respective fee (Academic, Hostel, Transportation and other dues) for the Academic Year latest by 1st June for odd semester and by 15th Nov. for even semester. However, for freshmen, in the current Academic Year 2019-20, if the student wishes to deposit his complete annual fee in single instalment before 15th August then he can avail a benefit of the rebate policy available with the accounts office.
2. Fee may be deposited in university account through NETBANKING, NEFT, Fund Transfer, Draft.
3. No Cash/Cheque shall be accepted.
4. Any other charges (Summer Semester, Supplementary Examination and Scrutiny etc.) will be deposited, as applicable, from time to time.



LATE SEMESTER REGISTRATION CHARGES:

Late registration charges will be levied on the following basis:

1. Up to 7 days after the due date for the submission of the fees: Rs. 100 per day
2. After 7 days, Rs. 150 per day will be charged.
3. If the registration is not completed within 1 month from the specified date of semester registration, the student shall have to seek re-admission after paying a re-admission fee of Rs. 5000/-.

SCHOLARSHIPS

Quantum University provides scholarships to meritorious students who have achieved good percentages in their qualifying examinations. Details of merit based scholarship offered in the first year is available on the university website. The scholarship is not a fee waiver. It shall be awarded to the students during second semester.

REFUND POLICY

Quantum University follows refund policy of AICTE and UGC. According to the policy, if a student withdraws from his program, in all cases minimum Rs. 1000/- shall be deducted as processing charges and the refund shall be made as per the table given below:-

| S.No | Percentage of Refund in Aggregate | Point of time when notice of withdrawal is served |
|------|-----------------------------------|--|
| 1. | 100 % | 15 days before the formally notified last date of admission |
| 2. | 80% | Not more than 15 days after formally notified last date of admission |
| 3. | 50% | More than 15 days but less than 30 days after formally notified last date of admission |
| 4. | 0 % | More than 30 days after formally notified last date of admission |





THE LIBRARY

25,500 + Books; Online Library – Online Journals – E-books
Magazines – Periodicals – Publications – Newsletters

Quantum understands that a library & information center of an exceptional quality forms the nerve center of any good University. Connecting both students and faculty with global resources of knowledge, the 'Q' Library continues to adapt to challenging new demands and provides a very conducive learning atmosphere for the empowerment of its users.

LIBRARY HOURS

| | | |
|--------------------------|---|------------------------|
| Weekdays | : | 9:00 a.m. – 7:00 p.m. |
| Sundays and Special Days | : | 10:00 a.m. – 4:00 p.m. |

BOOK BORROWING FACILITY

Students can get up to 4 Textbooks issued for a maximum period of 14 days including Sundays and Holidays. After this period the student needs to return the book to the library and, if not already booked by others, can get it re-issued. If the book is not returned within 14 days, a fine of Rs. 2 per book per day for next 14 days, and after that, Rs. 5 per book per day shall be charged.

REFERENCE SECTION

For the added benefit of the students, the library has established a reference section in which books are issued for reading within the library premises during library hours. The books of the reference section cannot be issued for carrying outside the library.

OTHER FACILITIES

1. Xerox Facility (on payment basis).
2. Scanning facility for students (on demand).
3. Program Syllabi and old question papers available online.
4. Digital Library : The Q-Library has membership of DELNET, NPTEL, SWAMP, INFLIBNET etc. It has an impressive collection of e-books and e-magazines in the form of CDs and Internet resources. Digital library operates on our server and can be accessed from anywhere on campus through intranet.

LIBRARY RULES AND REGULATIONS

Circulation Rules:

1. Borrowing facilities are available to the students against the Identity Card cum Library card issued to them. Books are issued from the counter on presenting the Identity card. No one is allowed to get books issued on others' Library card.



2. Renewal is not automatic. For renewal, it is necessary that the book shall be presented at the counter. If there is a pending demand for the book, the request for renewal may be turned down.
3. If a book is not returned within the stipulated time the student will be charged a fine as mentioned above.
4. In the case of loss of book by the borrower he shall replace the book together with the payment of the late fine as admissible. If he fails to replace the book within 14 days from the stipulated date of return of the book, he has to pay double the cost of the book.
5. If the book of a multi volume set is damaged or lost, the student concerned shall be liable to replace the whole set and pay the necessary fine or pay double the cost of the same and the necessary fine.
6. Students should return the book borrowed from the library before they proceed on long leave (end semester) to avoid payment of a fine beyond the issue date.
7. The Librarian can recall books and publications at any time to meet any urgent requirement.

General Library Rules

1. Personal belongings should be kept in the racks provided at the entrance. Only loose papers and notebooks are allowed inside the library premises. Do not keep any precious items in the bags kept at the property counter.
2. Students will not be permitted in the library premises without their library cum identity card.
3. All library users must sign in/out in the registers available with the Librarian.
4. Cell phone should be switched off before entering the library.
5. Students should maintain silence in the library and should not disturb others.
6. Smoking/eating/drinking/talking/chewing gum is strictly prohibited in the library premises.
7. Books and other materials taken from the library stacks should not be left on the table and must be submitted at the reception table for the library staff to rearrange.
8. Users of the library must not steal, mark, cut, or damage the reading materials in any way. Any person found doing so will be fined heavily, apart from being asked to pay the cost of the damaged document. In case a person repeats the offence for the second time, his/her ID card will be impounded and strict action will be taken as per university norms or decision taken by the proctorial board.
9. Any kind of misbehavior with Library staff is strictly prohibited. If found guilty, strict action will be taken as per university norms or decision taken by the Proctorial board.
10. Periodicals, Reference books, Journals, Dissertation/ Project report are only for reference and will not be issued to any student. The photocopy of any page is allowed with the permission of Librarian on payment basis.
11. Visitors are not permitted in the library without the permission of the Librarian.



ACCOMMODATION ON CAMPUS

A wonderful life on the Q-Campus awaits students. Administration, estate officer, wardens, supervisors and students ensure that accommodation

on campus is a very wholesome experience for the Q-Campus is a green, aesthetically pleasing, Wi-Fi campus, away from the city noise & pollution and well provided with all the amenities. Hostels have 24 x 7 security. All the hostels for boys and girls house a well-equipped gymnasium and common TV rooms for recreation. Campus has three multistoried hostels (two for boys and one for girls) with modern amenities which can approximately accommodate 1300 plus students. Regular outings, movies in the auditorium, games & sports, dance & music, bonfires and a host of workshops are some of the special privileges enjoyed by the hostlers.

It's your world !

HOSTEL ADMISSION

1. Hostel shall be allotted for the complete Academic Year only. Students shall not be permitted to leave the hostel in the middle of the Academic Year.
2. Unless the complete semester fee is paid in full, the hostel room shall not be allocated.
3. Hostel & Mess facility is allocated for the Academic Session only. Any additional requirements of Hostel and Mess, even during summer semesters and trainings, etc., have to be paid extra.
4. Power backup facility shall not be available in the Hostels between 9:00 AM to 4:30 PM except during examination and holidays.
5. Hostel Rooms to be vacated strictly after end of each Academic Year.
6. Students are responsible for keeping their rooms neat and tidy. There shall be weekly inspection of the rooms. If found untidy, fine shall be imposed on the students.
7. For students in AC Rooms, ACs should strictly be switched off when the room is not occupied, keeping the energy conservation requirements in mind. If found otherwise, fine shall be imposed on all the students of that room.
8. At the time of room occupation, the students shall check all the accessories provided to them & make a declaration in the Check List provided by the Hostel Supervisor. Any loss or damage will be borne by the concerned student/s.
9. Reallocation of Hostel rooms for new Academic session is not an automatic process. Old students should apply afresh for hostel allotment before the last working day of the ongoing semester along with hostel fee. Their merit and their conduct in the hostel in the previous session will be taken into consideration for reallocation of the rooms. It is to be noted that admission to the hostel is not a matter of right.
10. Students seeking admission to the hostel are expected to read all the hostel rules and regulations announced/updated from time to time. A resident student can be asked to vacate the hostel if caught indulging in any indiscipline as per the university/ hostel rules.



11. All parents before seeking admission of their wards in the hostel are requested to study the hostel rules mentioned below thoroughly, and guide their wards accordingly, and submit an undertaking on a Rs. 20 Non Judicial Stamp Paper duly complete along with their signature, with the hostel admission form.

ATTENDANCE

1. Attendance will be recorded on daily basis through BIO METRIC FINGER PUNCHING MACHINE installed outside the Hostel Warden Room (Boys & Girls separate machines will be installed) in between 9:30PM to 10:00PM every night. If any student doesn't record his/her punch it would lead to a fine of Rs. 100/- day and his/ her parents would be informed.
2. Students have to seek prior permission to leave the University premises from the Competent Authority.

OUTPASS

1. If a student wishes to go out of the University premises they should seek outing in the prescribed manner:
2. Fill the Out Pass form, after getting it issued and signed from the Hostel supervisor.
3. Seek final approval from the following authorities:
(i) Registrar/Deputy Registrar (ii) Chief Warden/Warden (iii) Director
4. All students who have gone out on an outing should be back in the University premises before 7:30 PM (for Girls) and 8:00 PM (for Boys). On Sundays & holidays, the timing would be extended up to 8:30 PM
5. Late comers shall be levied a penalty of Rs. 150/-, to be deposited in the accounts office.

NIGHT PASS

1. If a student wishes to go out of the University premises for a night, they should seek permission from either of the following authorities one day prior to the night out only after SMS / Whatsapp / Email confirmation by the Parents only:
(i) Registrar/Deputy Registrar (ii) Directors (iii) Chief Warden
2. All students who have gone for a night out should be back in the University premises as per the time defined in the Night Pass.
3. Late comers shall be levied a penalty of Rs. 150/-, to be deposited in the Accounts Office.



HOSTEL RULES & REGULATIONS

Hostel is the home of the students residing on campus. Students are expected to conduct themselves, both on and off the campus, in such a manner that brings grace to them and to their University.

All students residing in the hostels are required to observe the following rules. Violation of these rules will make students liable for disciplinary action including expulsion from the hostel.

1. No student will indulge in any kind of ragging in the University campus/ outside the campus/ hostels/ mess, cafe and other areas on the premises. Anyone found indulging in any form of ragging (detailed information is mentioned in 'Anti-Ragging policy') would be punished as per rules laid down by university which adhere to UGC and Supreme Court guidelines in this regard. Students and their parents are advised to read University Anti-Ragging Policy carefully as University has zero tolerance for ragging activities.
2. A student once admitted in the hostel continues to be a hostel resident throughout the year. He has to pay the room rent for the full academic session. The amount will be forfeited if the resident student decides to leave the hostel in mid-session.
3. Every student should stay in the accommodation allotted to him. He will not be allowed to change the accommodation once allotted without permission of concerned authority.
4. A student should not enter the room of others in their absence.
5. Attendance will be taken after dinner. If the student is not present at the time of roll call, disciplinary action shall be taken against the student and parents of the concerned students shall be informed.
6. Students must not keep valuables in their rooms. Extra money must be deposited in the post office/savings bank account. They should lock their rooms properly when they go out.
7. A student is responsible for the custody of all of his/her belongings. The University will not be held responsible for any loss incurred due to his negligence or any other reason whatsoever.
8. No one will use the belongings of other students without their prior consent.
9. All the hostlers should be back in the hostel latest as per the time below :
Summers : 10:00 PM (for Boys) and 9:00 PM (for Girls).
Winters : 9:30 PM (for Boys) and 8:30 PM (for Girls).
10. Students should carry their identity card at all times and produce the same whenever demanded by the authorities.
11. Visitors / Parents are not permitted to stay in the hostels.
12. No day scholar is allowed to enter in the hostel without permission of Chief warden/ Registrar.
13. Students are advised to keep the windows closed while leaving the room, as, in case of high wind / bad weather, any glass can break or books & furniture can get damaged. This shall be the responsibility of the students residing in the room.
14. A student shall not hand over the keys of his/her room to any other student / person except the Warden/ Supervisor of the hostel.



15. The Warden/Supervisor or a member of University staff nominated by the Chief Warden can inspect the room of any student at any time.
16. Hostel students are not allowed to keep and use motorized vehicles.
17. It has been observed that the students by virtue of their numerical strength are sometimes involved in cases of physical violence or nuisance at public places outside/inside the University campus. The university will treat such incidents as act of indiscipline and appropriate action will be taken as per University and Govt. rules.
18. All instructions/ notices displayed on notice boards/ ERP will be deemed to have been read by all residents and non-compliance of such instructions and notices will not be accepted. Residents are advised to look at the notice board/ ERP everyday to acquaint themselves with latest information/ instruction.
19. Hostel residents are advised not to paste any poster / announcement on the walls of the hostel. Official poster/ material can be displayed on the notice boards with the permission of Hostel Warden only.
20. The students are expected to be in their classes. No student shall be allowed to stay in their rooms/ hostel during classes without the prior permission of Department Coordinator and Warden. Only in case of medical emergency the student may be allowed to stay back in the hostel with the permission of the Chief Warden, with information to the respective Department Coordinator within first hour of the working day.
21. In case of acute illness or emergency at night, the night shift Assistant / Warden / Security Officer should be informed personally, or through room mates in order to get assistance for treatment in hospital. In this context 24x7 ambulance service is available for all students.
22. Boy students are not allowed to enter girls hostel and vice- versa.
23. No parties and group celebrations are allowed inside the hostel whatever be the occasion; it may be organized in open areas or Q- Café with prior permission of Hostel warden and Registrar.
24. All the residents have to follow the mess timings strictly and beyond the timings no food will be served under normal conditions.
25. Students are expected to follow dining etiquette and decent dressing sense. During academic hours, residents shall be permitted in the academic and dining areas only in proper University uniform.
26. Strict disciplinary action will be initiated if resident is/are caught committing a crime or theft of any kind & the case may be referred to the City Police for necessary action under IPC and resident may be evicted. Prior to eviction, residents will have to settle all outstanding charges as deemed applicable including forfeiture of unutilized period of the hostel fee.
27. Residents are not allowed to keep weapons (legal or illegal) & life threatening items in their possession in the hostel and University premises under any circumstances.
28. Vandalism, and any damage to the University property is a very serious offence. Residents found guilty of committing such an offence may be evicted from the Hostel with immediate effect.



29. Resident students will not leave the hostel without prior permission of the warden. Warden of the hostel may turn down the request in absence of valid reasons/ permission of University authorities/ consent of parents.
30. Any collection of fund by student without prior permission of warden is not allowed.
31. Maintenance of hygiene and cleaning of hostel rooms shall be undertaken by all the students staying in each room. Also keeping hostel public areas clean such as the corridor, lounge, lift lobby etc is the collective responsibility of all the hostel students staying on each floor.
32. Do not litter/ spit in hostel area and don't leave any items in the corridor, to prevent the environment from being dirty and messy. Garbage must be disposed off in the garbage bins only.
33. Sitting or standing on the balcony, corridor bars and windows is prohibited to avoid accidents. Offenders are fully responsible for any accidents which happen due to such negligence.
34. Do not make loud noises, sing or shout within the hostel area. Noises or actions affecting others who are studying or sleeping are prohibited.
35. Residents can avail the usage of the hostel's computer network (Wi-Fi) and services which have been provided to add value and service to residents.
36. Any cyber crime, indiscriminate imaging with mobile camera or digital camera, MMS etc. will be taken very seriously and action shall be taken against residents found guilty of such activities.
37. Students found and confirmed to have committed the following offence will be punished under University/ hostel rules which may lead to expulsion either from University or hostel :
 - a) Smoking, gambling, taking alcoholic drinks, drugs or fighting in the hostel
 - b) Damaging hostel and other property including fixtures, electrical equipments, doors, fans and other furniture etc. will be considered as punishable offence which may lead to monetary and other fines depending on the decision taken by proctorial board/ concerned authorities
 - c) Using prohibited electrical appliances (such as heater, cooker, electric kettle, induction, stove, electric iron and others) and cooking is not allowed. If found the appliances will be seized and necessary disciplinary action will be taken.
38. All the students have to follow the instructions given by the security guard and other hostel/mess staff. Complaint against any staff may be registered to the warden and in no case are the students authorized to handle the situation by themselves.

Students availing Hostel Facility have to give an undertaking for the same, a format (Annexure VI)

COMMON AREA

There are a number of multipurpose common rooms in the hostels. These provide places where student can read, study, watch TV and relax. The student common rooms are located in every hostel. Sports facilities such as Table Tennis and many other board games etc. are also available.

INTERNET

Free Wi-Fi service is available in all the hostels. It is very convenient for the students to get their laptops registered for Wi-Fi access from the System Administrator.



LAUNDRY FACILITIES

Laundry service is available for the hostel students on campus. Students can avail this service for up to 40 clothes per month. Student can also avail Laundry service beyond this limit on payment basis. Hostels are also equipped with water heaters. Professional housekeeping and maintenance agencies maintain the entire facility.

MESS

Quantum University has Mess and Cafeteria that are hygienic and well-furnished. They provide food for staff and students, and remain open on all days, offering an assortment of Indian cuisines. The Student Mess Committee and the University administration closely monitor the quality of food served on campus. Day scholars are not allowed in the mess, Q-Café is available for them.

TIMINGS:

| | | |
|-------------|---|--|
| Breakfast | : | 7:30 AM to 8:45 AM |
| Lunch | : | As per the Time Table of the classes |
| Evening Tea | : | 4:30 PM – 5:30 PM |
| Dinner | : | Girls: 7:30 PM to 8:15 PM Boys: 8:15 PM to 9:30 PM |

These timings are to be strictly adhered to since time is required for preparation of the next meal. Under no circumstances shall the students be served meals at timings other than mentioned above.

CAFETERIA

Central Q cafe is available for all the students where a range of healthy eatables and snacks are served as per the menu.



TRANSPORTATION

Quantum has its own bus fleet, which provides transport facility from nearby cities to the campus as per transport rules. University buses are running from Saharanpur, Roorkee and Haridwar. The latest updates about the routes are available with the Transportation In-Charge. The Transportation Fee can be inquired from the Accounts Office.



TRANSPORTATION REGISTRATION PROCESS:

1. The students, who want to use the University Transport Facility, should submit a Requisition Form along with 02 Stamp size photographs at the Registrar Office at the beginning of the session.
2. It is compulsory to acquire bus pass from Admin. Office after filling the Transport Form and requisite fee. Under no circumstances students what so ever are allowed to board the university transport without bus pass. The duly filled Requisition Form with a copy of fee receipt paid in the University/ Bank (BOB or PNB) should be submitted in the Admin. Office for the purpose of preparation of Transportation Bus Pass.
3. The boarding/ dropping point should be given clearly in the Requisition Form.

TRANSPORTATION RULES:

1. The university transport facility will be allocated for full academic year. No student is authorized to drop transport facility during the year.
2. Bus Seats will be allotted on FIRST COME FIRST SERVE basis.
3. At the time of checking, if any unauthorized student is found availing the transport service of the University, he will be penalized with a fine of Rs. 500 for first time. On any subsequent fault, the student will be suspended from the University Campus for 01 week and necessary disciplinary action will be taken by Proctorial Board.
4. If an authorized student is found travelling without the bus pass, he/ she will be penalized with a fine of Rs. 100 per day.
5. In case the bus pass is lost or misplaced, the same can be renewed from the Registrar Office on payment of Rs. 250.
6. In case of misconduct, misbehavior with any staff or faculty on the bus, or any other form of indiscipline during travel shall be considered a serious offence. The student's bus pass shall be cancelled, his amount forfeited and action shall be taken by the Proctorial Board.
7. The transport charges will be notified every year and are subject to change depending on the cost of fuel and other operating costs.
8. The bus shall ply on a pre-defined route and shall have fixed boarding/ dropping points. The students will not be allowed to board/ drop at any other points other than those defined.
9. The student shall occupy the seats allotted to them and shall maintain discipline and decorum during travel.
10. In case of any disputes, the decision of the management will be final and binding on the students.
11. The University reserves the right to alter/ amend any of the above rules at any point of time without prior notice and these shall be binding on the student.
12. All the students/ parents are expected to be aware of the transport rules of the University and ignorance of the same will not be any excuse for any dispute.

Students availing Transportation Facility have to give an undertaking for the same, a format ([Annexure V](#))



SPORTS, HEALTH AND SECURITY

SPORTS INFRASTRUCTURE

Students have the chance to use world-class sporting and fitness facilities. They may join Quantum Sports Council and participate in the game of their choice. The University conducts a wide range of sporting events and competitions. Active participation is highly appreciated.

Outdoor Facilities: Courts of Basketball, Lawn Tennis, Badminton and Volleyball. Cricket ground along with Cricket Practice Nets.

Indoor Facilities: Table Tennis, separate Gyms in each hostel, Chess, Carrom, Badminton.

The most exciting part is the upcoming external Rock Climbing and Rappling wall, which shall be available soon for the students under guided supervision.

STUDENT HEALTHCARE CENTRE

Health and fitness of students is a top priority at Quantum. A doctor is available in the campus for the providing first-aid, although Quantum has a tie-up with a reputed hospital nearby and an ambulance is stationed on campus round the clock to handle any emergencies.

SAFETY ON CAMPUS

Student safety is top priority at Quantum. Adequate safety measures are followed throughout the campus in the best possible manner. Treated water is supplied to all on campus. Sophisticated fire alarm systems and fire extinguishers are strategically positioned throughout the campus, while training in safety and first aid is conducted as a routine for students. The security is deployed round the clock, throughout the year, making it intense yet non-obtrusive campus. Additionally, areas including the main gate, inner gate (operational area surrounded by green fencing) and hostel common areas are monitored by CCTV.

ATM

Campus is housed with an ATM facility of Bank of Baroda.



DEPARTMENT OF EXTERNAL PROGRAMS (DEEPRO)

DEEPRO is one of the most dynamic and powerful bodies of Quantum University. It closely works with the Corporate world for developing industry-academia relationship. DEEPRO organizes campus recruitment, internships, trainings, guest lecturers from corporate and also industrial visits. All these activities are taken care of by the Corporate Resource Committee (CRC) comprising of the Training and Placement head, DEEPRO coordinator and very selected, competent students. Some major activities of CRC include:

- Arranging Internships & Placements.
- Guest lectures, trainings and workshops.
- Handling of student resumes & profiles.
- Industry interaction and corporate events.
- Hosting industry representatives and HR managers on campus.
- Ensuring decorum and proper turnout of students during placement drives (I-Deserve)



Campus Recruitment Program



WOMEN WELFARE CELL

Women Welfare Cell has been constituted in the campus in order to prevent any kind of Gender based discrimination, exploitation and harassment, if any occurs in the campus.

The foremost objective of this cell is to safeguard the self-esteem and rights of the women students. The female students can approach any member of the WWC for issues related to their safety and security on campus. The current members of the WWC are:

| SL. No. | Name of Faculty Member | Designation | Contact No. | Email Id |
|---------|------------------------|-------------|-------------|--------------------------------------|
| 1. | Ms. Neeta Sharma | Convener | 9557917925 | neetasharma.asc@quantumeducation.in |
| 2. | Dr. N.Murugalatha | Member | 9756432932 | nmurugalatha.asc@quantumeducation.in |
| 3. | Dr. Rakhi Sharma | Member | 9548518226 | rakhi.asc@quantumeducation.in |
| 4. | Ms. Divya Rawat | Member | | divya.hs@quantumeducation.in |
| 5. | Dr. Robin | Co-convener | | robin.asc@quantumeducation.in |



QUANTUM IT POLICY

QUANTUM WI-FI POLICY

1. Quantum is a wi-fi campus. Access to Wireless Internet is only an extended service and students can use the Internet facility for study and reading purpose only.
2. To avail this facility, students need to get their Laptops registered and configured at the System Administrator office.
3. Usage of Wireless infrastructure in hostels is to enhance the accessibility of Internet for academic purposes and to browse exclusive online resource (licensed online journals) of the University for students/faculty members and staff.
4. The access points provided in academic blocks, hostels and elsewhere on campus are the property of University and any damage or loss of the equipment will be considered as a serious breach of University's code of conduct and disciplinary action will be initiated on the student/s who are found guilty for the loss or damage of the Wireless Infrastructure or the corresponding equipment. In the incident of any loss or damage to the wireless infrastructure, Quantum Administration will assess the damage and the same will be recovered from the students who are found responsible. In case of hostel, the cost, along with penalty shall be recovered from all the students who are residing on that floor/building of the hostel. University has the right to do lawful monitoring/logging of all internet user's activity and share it with statutory bodies like TRAI, if warranted. Wi-fi network is a facility and not a right. The University reserves the right to disable your wireless network access permanently for any of the following reasons:
 - a) Attempt to tamper/hack the servers/network or overloading IT resources and assets by excessive bandwidth usage or using misconfigured devices or knowingly using a false identity.
 - b) If the student tries to bypass the university servers through cyber tunnels or any other means.
 - c) Any other serious and unlawful misuse of the network.

QUANTUM UNIVERSITY “Z” DRIVE POLICY

Quantum University provides individual network storage space to students, faculty and staff on secure back-up servers. This network drive appears to be a drive that is connected to your computer (just like the C: or A: drive).

The Z drive is accessible after to login to the domain server using your login credentials. You may use this storage space to back up important documents or for additional storage. It should be used for university-related business only.

There are several benefits of saving files to your Z-drive. First, if your desktop computer should breakdown, your documents are still on the Z-drive.



You are able to access your Z-drive by logging in to any computer on campus. Thus, if you make a habit of storing your files on the Z-drive you will be able to retrieve them from any computer lab, or anywhere else you can log in to the domain network.

Another advantage is that while most people don't back up their computer's local hard drive, the IT Department regularly backs up the servers where your Z-drive resides. If an important file is accidentally deleted, it may be possible to restore it.

QUANTUM UNIVERSITY PRINTING POLICY

Quantum University has a centralized printing facility for all enrolled students, faculty and staff member with an active domain account. System Administrator manages the printing quota through the Print Manager Server.

1. To ensure that equipment is properly maintained and in working order, and ensure compliance of responsible use of computing equipment, this facility has minimal charge (Rs. 2 per page.) for the students.
2. To avail this facility, students need to deposit cash (min. Rs. 50) in Account Office, and show the cash receipt to System Administrator. After verifying your account login, System Administrator will update your printing quota.



COMPUTER LAB RULES

1. The Computer lab is for students currently enrolled at Quantum University. To use the Quantum Computer lab, you must possess a current student ID Card. It is against policy for you to let another person borrow your ID card to gain access to the computer lab. If violated, Your Card Will Be Confiscated.
2. Your Quantum Student ID card must be presented when requested by a Lab Technician.
3. Don't share your passwords with others. Change your password right away if you think someone else may know it.
4. The Computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Student found making noise may be asked to leave the lab.
5. Computer Lab Assistants are available to assist with BASIC computer and software problems. They are not tutors and will not tell you how to complete your assignments.
6. Food and drink are not permitted in the computer lab.
7. The use of cell Phones is prohibited in the computer lab. Cell phone usage in the computer lab is a distraction to others. Please take your calls Out Side. It is suggested to put your Cell phone on vibration & silent mode.



8. Students are not allowed to use Pen Drives, CDs, DVDs etc., in a Computer Lab. Only prescribed official Pen Drives, CDs, DVDs etc. will be used in the Computer Lab to avoid VIRUS in Computers. No duplicate or pirated Software(s) will be allowed to be used in a Computer Lab.
9. Using /exchanging peripherals like mouse, keyboard etc. of one system to another system is prohibited.
10. Playing games in the lab is strictly prohibited.
11. Before leaving the lab, users must close all programs positively and log out.
12. Students are strictly not allowed to modify or delete important files or install any software.
13. Students are requested to put their bags/folders outside the lab.
14. Timing of Internet Lab is 9:00 AM to 7:00 PM on all working days.
15. The user will have to spare the system if demanded by in-charge, if required for some urgency/ maintenance / any others.
16. Internet facility is only for educational/ study purpose. Material related to entertainment is strictly prohibited.
17. Silence must be maintained in the lab at all times.
18. The Lab must be kept clean and tidy at all times.
19. If any problem arises, please bring the same to the notice of lab in-charge immediately.
20. In case of theft /destruction of the computers or peripherals, double the cost of the loss will be charged from the student/user.



ABSTRACT OF ACADEMIC REGULATIONS

REGISTRATION OF COURSES

Academic Registration

- a) Every Student will register in every semester for courses that he wishes to pursue in that semester.
- b) Every student shall register for the courses that he wants to study for earning credits and his name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he is not registered.
- c) The Dean/Director/ Principal of schools shall issue the list of courses to be offered during the next semester before the Pre- semester Academic Registration dates specified in the Academic Calendar.
- d) Each Head of Department, with the approval from Dean/Director/ Principal of schools, shall nominate Personal Mentors from amongst the faculty of the department to provide necessary information on the courses and advise students on registration.



MINIMUM/ MAXIMUM CREDIT LIMITS FOR COURSE REGISTRATION

Unless prescribed otherwise in the Regulations of any specific program, a student will normally not be allowed to register for more than 30 credits or less than 16 credits (as given above) in a semester. Under no circumstances a student will be permitted to cross these limits. However, a student carrying out the last registration (Last Semester) of his Program will be permitted to register for less than 16 credits if the minimum credit requirements for the completion of Program so require.

SUMMER SEMESTER:

The university may offer courses during the summer semester only on the recommendation of University Academic Committee (UAC) and with the approval of the Vice Chancellor. The number of credits a student can register during a summer semester shall normally be 14 credits from amongst the courses offered in the summer semester. There is no minimum number of credits fixed for course registration during summer semester. Highest grade for Supplementary Examination shall be capped at B+. A & A+ grade shall not be awarded to the students who pass the exam during the supplementary examination.

Pre-Semester Academic Registration (for continuing students):

- The process of selection of courses to be studied in the next semester by the continuing students will be completed before the end- semester examinations as per the schedule specified in the Academic Calendar. This will help the University in getting prior intimation about the choice of the students regarding courses to be run in the following semester.
- Students will fill pre- semester academic registration form listing the courses to be studied in the following semester in consultation with, and with the approval of the concerned Personal Mentor.
- In case a student is not able to obtain Pass grades in all the registered courses that he has registered for in the current semester, his Pre- semester Academic Registration shall stand cancelled, and he has to complete the filing of the registration form again before the beginning of the next semester (during the Final Registration as per the specified schedule) in consultation with, and with the approval of the concerned Personal Mentor.

SEMESTER REGISTRATION:

- Semester registration has to be completed as per the specified schedule. It will involve:
 - Clearance of all dues of the University,
 - Filling the Registration form on or before the specified date.
- A student who does not fill the registration form will be deemed as a 'not registered student' and will not be allowed to attend classes and take examination, even if he has paid the fees.
- For freshmen, the process of filing up the registration form (choice of courses to be studied in the coming semester) will be done during reporting and registration only ?
- A student must ensure that he satisfies the pre-requisites, if any, for each course he registers for. The sole responsibility for registration the same with the student concerned.



- e) The student will not be allowed to undergo academic registration if the 'Maximum Duration for Completion of the Program' does not permit so which is Duration of the program + 2 years, as per Academic Regulations.
- f) A student will not get credit for any course for which he is not registered.

LATE REGISTRATION:

- a) The maximum time stipulated for late registration on payment of prescribed late fee be two weeks from the final date of registration as stipulated in the Academic Calendar.
- b) The late registration may be allowed only for valid reasons after the approval of the Dean/Director/ Principal of school or any other authorized official subject to certain condition(s), if deemed necessary.
- c) The late registration of a freshman, who is admitted after the start of the semester may be done at the time of admission by the authorized official.
- d) Late Registration may be allowed for a student who is on disciplinary probation, only with the approval of the Vice Chancellor.

ADDING AND DROPPING OF COURSES:

- a) A student may, on recommendation of Personal Mentor / HOD, add or drop course(s) within two weeks of the beginning of the semester or the last date(s) as specified in the Academic Calendar with the permission of the Dean/Director/ Principal of school.
- b) For this, he must fill up the prescribed form, get the endorsement of the Personal Mentor and the Head of Department, and submit the form to the Dean/Director/ Principal of school for getting approval.
- c) A student who is on disciplinary probation may be allowed to change/ add/ drop the course, only with the approval of the Vice Chancellor.
- d) A student shall be required to drop a course at any stage if it is found that he does not meet the pre-requisites of the course, or if there is a clash in the student's timetable preventing him from attending the classes, or if he is found not entitled to register for that course for any other reason(s).
- e) In case a student has been allowed to change the course during the current semester by the University, the classes attended in the previous course will be considered in calculation of attendance to determine the eligibility for appearing in ESE in the corresponding manner.



CREDIT SYSTEM AND GRADE POINT EVALUATION

CREDIT SYSTEM

Each course of a program shall be assigned some integer numerical value termed as credit, which is indicative of relative weightage of such course. The following procedure shall be adopted to assign number of credits to each course:

1. One hour of lecture per week shall be assigned one credit.
2. One hour of Tutorial per week shall be assigned half credit.
3. One hour of laboratory work per week shall be assigned half credit.
4. The other practical courses e.g. industrial/field training, seminar/dissertation, project report including viva-voce may be assigned number of credits by the concerned Board of Studies depending on the quantum of work required to be performed.
5. In every semester of UG/ PG program except last semester, one credit shall be assigned for General Proficiency and Discipline termed as GP.
6. In case the total number of credits for a course is fractional, it shall be raised to the next integer value.
7. The credits assigned to a course in which a student has obtained pass grade or higher will be counted as credits earned by him. A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining the pass grade, the student accumulates the course credits as earned credits.

FLEXIBLE CHOICE BASED CREDIT SYSTEM (FCS)

(1) PREAMBLE

Present day Employers expect students to have multi-disciplinary competency, leadership skills and be Information and Communication Technology (ICT) ready. The rigid system of learning working in many Universities offers little flexibility to students in selecting the courses of their choice and does not help in becoming a well-rounded personality.

As part of its objective of providing quality education and making the students employable, the University is taking steps in this direction by introducing a Flexible Choice Based Credit System (FCS) into its academic curriculum.

(2) PERSONAL MENTOR

Upon joining the University, each student will be assigned a Personal Mentor, who will act as a guide and advisor for the entire duration of the program. The Personal Mentor will discuss with the student his academic performance and suggest the number and nature of courses the student should register during the ensuing semester, within the framework of that Program curriculum. The Personal Mentor may advise students having many backlog courses to register for lesser number of credits (subject to the minimum credits specifications) and prepare a revised plan of study for the student with a slower pace.



(3) COURSE DISTRIBUTION

The curriculum of each Program contains courses that are grouped into Foundation Core (FC), Program Core (PC), Program Elective (PE), Open Elective (OE), Passion Programs (PROPs), Value Added Program (VAPs), Projects and Internships.

(i) Foundation Core (FC)

Courses listed under Foundation Core are basic in nature and are expected to enhance student's knowledge in various disciplines apart from his own discipline. FC courses may be added or removed from time to time. FC courses may be listed by specific course code and course title.

(ii) Program Core (PC)

Courses listed under Program Core of a curriculum are mandatory to the specific program. Students have to complete all the courses listed under PC to become eligible for the degree. No substitution of a PC course is permitted. The total number of credits to be earned shall vary from program to program.

(iii) Program Elective (PE)

By taking Program Elective courses, students get an opportunity to study courses which are more advanced or applied or specialized than the basic courses he studies as part of core courses listed under the curriculum. These courses will generally provide an in-depth knowledge of a specific sub-field the student has taken as his major specialization. In programs, where the University offers specialization, the Program Elective Courses will be kept in separate baskets. If a student completes all the required number of PE courses from one basket, he will be awarded degree with Specialization in that area. The Personal Mentor will guide him in choosing the PE courses.

(iv) Open Elective (OE)

Open Electives are Courses that a student chooses from courses being offered by other departments / Schools. This gives an opportunity for students to satisfy their aspirations in other disciplines also. The total number of open electives to be taken shall vary as per the scheme of the program the student is pursuing. In General, students are expected to complete total 9 credits (3 Courses) in 3 semesters.

(v) MINOR

UG students shall have the option to pursue a minor. If a student chooses all his open electives as mentioned above from a particular basket plus he completes additional credits as open electives from the same basket, as prescribed in the respective Minors regulations, he would be deemed to have earned a Minor. On successful completion of the credit requirements, a certificate for the MINOR shall be awarded to the student. Opting for a MINOR is not compulsory.



| | Semester-Wise Open Electives to be taken by the Student | | | | | | | |
|--|---|-----------|-----------|-----------|-----------|-----------|---------|---------|
| | 1st Sem | 2nd Sem | 3rd Sem | 4th Sem | 5th Sem | 6th Sem | 7th Sem | 8th Sem |
| For UG Students in 3 Year Program | | | | | | | | |
| Open Elective | | 3 Credits | 3 Credits | 3 Credits | | | | |
| If pursuing Minor | | 3 Credits | 3 Credits | 3 Credits | | | | |
| For UG Students in 4 Year Program | | | | | | | | |
| Open Elective | | | | 3 Credits | 3 Credits | 3 Credits | | |
| If pursuing Minor | | | | 3 Credits | 3 Credits | 3 Credits | | |

As per the example given above, a student-pursuing minor would be required to complete 18 credits (6 course) from the same basket. The above example is for 4 year programs, if the student is in a 3 year program then the open electives and Minor options will be in 2nd, 3rd and 4th Semesters. However, the total number of credits to be earned to complete a MINOR will vary depending on the MINOR chosen. Also some MINORS are provided free of cost by the University. However, some MINORS would have extra cost attached with them, which the student would need to pay along with their Academic Fee. A particular MINOR would run only if a certain minimum number of students have opted to pursue it.

Tentative list of MINORS offered by the University for the Academic year 2019-20:

MINORS

- | | |
|---------------------------------------|----------------------------------|
| 1. Entrepreneurship | 2. Computer Programming |
| 3. SAP | 4. Safety & Social Audit |
| 5. Journalism | 6. Foreign Language |
| 7. Digital Marketing | 8. Environment Compliance |
| 9. Agri Management (Agri-preneurship) | 10. Economics |
| 11. Culinary Skills | 12. Robotics |
| 13. IoT | 14. Artificial Intelligence (AI) |
| 15. Business Intelligence | |



PASSION PROGRAMS (PROPs)

- a) In the 1st Semester, a student has to choose a one PROP Program, which can be changed upto 2 months from the start of the 1st semester.
- b) PROPs shall be delivered through Clubs, Communities, Committees, Societies, and Groups. These shall be formed, executed and managed by the students, under the supervision of faculty Nodal Officer and Faculty Coordinator.
- c) Every UG student has to earn 4 Credits in PROP courses, which would be AUDIT (non-CGPA) in nature, split over the 2nd and the 3rd Semester of the program.
- d) Grades would be awarded in these courses, which will be reflected on the Grade sheet, but will not be counted in the calculation of the CGPA.
- e) Outstanding performers in PROPs may also be awarded suitable certificates.
- f) Generally passion programs would be extra curricular and hobby oriented in nature.
- g) Some of the departments shall run technical clubs, which shall also be treated as Passion Programs (PROPs).
- h) Students may register in upto 2 PROPs. However, he will be audited in one PROP only as opted and defined by the student at the time of registration.

A detailed Rulebook is available separately, which would contain all the rules and regulations of Passion Programs and its marking scheme. A particular PASSION Program would run only if a minimum number of students have opted to pursue it.

Tentative list of Extra Curricular Passion Programs (PROPs) other than the departmental clubs, offered by the University for the Academic year 2018-19:

| Extra Curricular Passion Programs | | |
|-----------------------------------|---------------------------|---------------------|
| 1. | Photography | Creative Society |
| 2. | Music | Cultural Society |
| 3. | Theatre | Cultural Society |
| 4. | Dance | Cultural Society |
| 5. | Sports | Sports Society |
| 6. | Corporate Resource Centre | DEEPRO |
| 7. | Creative Arts | Creative Society |
| 8. | Community Service | Pahal |
| 9. | Debating | Literary Society |
| 10. | Gardening | Agriculture Society |
| 11. | Q-Talks, Debating | Literary Society |
| 12. | Innovation and startup | Innovation Society |



VALUE ADDED PROGRAMS (VAPs)

Besides the Open and Program Courses, every student is required to take up some VAP Courses during the entire duration of the program except in the final semester as prescribed in the course structure for that program. These courses are believed to improve the required skills among the students, and will be Credit Courses in nature. The grades earned by the student will be included in the calculation of SGPA/ CGPA. If a student fails to obtain a Pass Grade in VAPs program then he shall have to give a supplementary exam whenever it takes place. Students are advised to take the VAP Programs very seriously as they would directly affect the chances of placements of the student.

GENERAL PROFICIENCY & DISCIPLINE (GP):

In every program (UG as well as PG) of the University, in each semester, except in the final semester, a course GP of one credit shall be prescribed. The GP marks shall be awarded to the students as prescribed from time to time.

For indiscipline the marks may be suitably deducted from the marks awarded in GP. It is clarified that (i) GP course shall remain of 1 credit as such, (ii) grade obtained in this course shall be considered during calculation of SGPA/CGPA but (iii) passing in this course shall not be compulsory for Award of Degree and (iv) improvement of grade obtained in this course shall not be permissible. GP marks are mapped with discipline. Students are advised to go through discipline section of handbook to understand the Red Dot System.

PROJECTS & INTERNSHIPS

Project Work & Internships are partial requirement for successful completion of a B.Tech and such other Programs. Projects & Internships can be of two types:

- (i) projects & Internships based on implementation of any application oriented problem which will be more or less experimental in nature in an industry, and
- (ii) others based on some innovative/ theoretical work. A student should undergo internships for 4-6 weeks, starting from year 2, preferably in an industry or R & D institutions in India as approved by the university.

AUDIT COURSES

A student willing to get an exposure of a specific course not listed in his Program curriculum, and without undergoing the rigors of getting a 'good' grade, may be permitted to register that course as an Audit course, subject to the following conditions:

- a) Besides PROPs and compulsory AUDIT courses, a student can register for a maximum of two audit courses only during his entire Program. Such courses should be indicated as 'Audit' during the time of Registration itself. Late registration is not permitted for an Audit course.



- b) No credits are given for such courses towards degree requirements.
- c) A student is permitted to register an audit course only if his CGPA is equal to or more than 8.0 at the time of Registration.
- d) The student should maintain the minimum attendance conditions specified in Audit course as well.
- e) Only courses currently offered for credit to other students can be audited.
- f) A course appearing as FC / PC course in the curriculum of a student cannot be audited (i.e. a compulsory credit course cannot be converted to an audit course). However, if a student has already met the PE credit requirements as stipulated in the curriculum, then, a PE course listed in the curriculum and not taken by the student for credit can be audited.
- g) Students registering an audit course should meet all the assessment procedures applicable for a credited student of that course. Only if the student obtains any pass grade, the course will be mentioned in the semester Grade Sheet and in the Consolidated Marks Sheet by a 'S' grade (satisfactory grade), and not his performance grade in the audited course.
- i) Withdrawal of an audit course is permitted and the same procedure as for credit course needs to be followed. If a student fails to clear an audit course, fails to maintain the minimum attendance requirements, or fails to write the End Semester Examination (ESE) etc., he will be considered Unsatisfactory/ Fail, by treating all such conditions as fail. Such Fail grade shall not be mentioned for the audit course in the Grade Sheet.
- j) Since an audit course has no grade points assigned, it will not be counted for the purpose of SGPA and CGPA calculations.
- k) If a student misses to write the ESE (on for any reason what so ever), no make -up examination request can be made for audit courses.
- l) A UG student is permitted to register a PG level course as an audit course, only if his CGPA is equal to or more than 7.5 at the time of Registration. He needs to obtain the approval of the Dean /Director of the School offering that course to audit such courses, based on the advice from the Personal Mentor.

SELF-STUDY COURSE / TERM PAPER

A self-study course or term paper may be offered under special circumstances as defined in the rules, from a list of regular courses of study, to a student in his final Semester when he is short by credits equivalent to one course, to become eligible for the degree. A student shall be eligible for self-study course only if approved by the VC on the recommendation of the UAC. But, in such courses the maximum grade that a student can obtain would be capped at B+.



MOOC COURSES

In order to further the mission of Govt. of India and UGC, Quantum University shall permit students to complete some of their credits through the online mode. MOOCs provide an easy and flexible way to learn new skills, advance careers and deliver high quality courses to the students, which might not have been available otherwise. The departments shall, with the approval of the Vice Chancellor, publish a list of such courses which would be recognized by Quantum University as credit courses and only such courses shall be considered for earning of credits. The students would be required to complete the courses in the particular semester in which it is being offered in the University. The method of evaluation for such courses shall be decided by the Dean of the Faculty for the credits and the grade to be awarded. However, No student shall be permitted to complete more than credits equivalent to 4 courses in UG and 2 courses in PG through the MOOCs mode throughout the duration of the program. All MOOC course shall be done under faculty guidance.

If a student feels that there are some courses, which are very relevant to them and want them to be included in the list of MOOC Courses, he can forward a request to his Director through the HOD, which may be considered by the Vice Chancellor. Students are encouraged to take up these courses available on platforms like Udemy, Coursera, NPTEL etc. Program Core and Foundation Core courses would not be replaced by MOOC courses. If a student wants to replace any other course with a MOOC course, he should apply for the same by the end of the previous semester through his Personal Mentor to his director for consideration. However, the evaluation of these MOOC courses shall be done as per the scheme decided by the University.

MINIMUM CREDIT REQUIREMENT

The minimum credit requirement for the completion of the Program and award of UG/ PG degree shall be given in the course structure of that program. Due to various features of FCS, it is possible for a student to reach the minimum credit requirements without completing the courses under FC/PC or without meeting the credit requirements under OE/PE. Under such circumstances, though the student has met the minimum credit requirements, it is mandatory for the student to complete all credits under FC, PC, OE and PE individually to become eligible for the Degree.

CREDIT DISTRIBUTION

In every program, the course credits will be distributed among various fields of study such as; Engineering, Science, Humanities, Management, Arts, History, Languages, Law, Commerce, Finance, Accounting, Application of knowledge etc. as per requirement of the Program.



COURSE PREREQUISITES / ANTI-REQUISITES/ CO-REQUISITES

Some courses may have specific prerequisites to be met before a student can register for the course in the current semester. Generally, the student is expected to have cleared all the prerequisite courses at the time of Course Registration. Students who had received a Fail grade in a prerequisite course are also permitted to register the next level course by assuming that they had attained the required 'exposure' by attending that course. In case the student has minimum attendance as per attendance norms, becomes eligible to write the ESE and also has written the ESE of a prerequisite course, but the result for the prerequisite course is not yet declared (but not withheld) by the University, it will be assumed that the student has met the prerequisite condition by obtaining the required 'exposure' in that course. Under such circumstances, the student is permitted to register for a higher-level course having this course as prerequisite. Subsequently, when the University declares the results and if the student is awarded a Fail grade in the course, which was a prerequisite course, the Registration made for the higher-level course will not be cancelled.

This stand is adopted so that the student can make further progress towards earning credits and his/her progress need not be pulled down by backlog courses. Hence, concurrent registration of a prerequisite and next level course becomes a possibility.

Similarly, a course may have an anti-requisite and/ or co-requisite. When two courses having almost similar/ same course contents and considered as equivalent, are made available to a student to choose within a basket, then to prevent students crediting both the courses, the anti-requisite option can be used. Similarly, an independent laboratory course can be coupled to a theory alone course through a co-requisite thereby forcing a student to register both the courses together.

COURSE EQUIVALENCE

Regular updating of curriculum and syllabi is essential to reflect the advancement in various fields. FCS permits a student to register a course again to clear the backlog. When the student registers a course next time, there could be some modifications carried out in the syllabus of course(s). If the changes effected are marginal, both the syllabi are considered to be equivalent and the student has to undertake the new syllabi currently offered to the first time registrants only. After careful study of syllabi, the University may identify new courses considered equivalent to the courses that were dropped from the curriculum for various reasons. Course equivalence is applicable to all curricula, present and past. However, the number of credits to be earned cannot be altered. Course equivalence will be distinguished by the VERSION of the course. If the course Version is represented by the same numerical digit at unit place, the two courses are equivalent. Slight change in the syllabus will be designated by Course Version, which is having same numerical digit at unit place but different digit at first place after decimal point in the Version of the course. Thus, Course Versions 1.0, 1.1, 1.2 are equivalent courses, and there is only a little change in their syllabi. But course versions 1.0, 2.0, 3.0 are courses having major changes in the syllabus, and therefore may be treated as different courses for the purpose of ESE paper setting.



EXAMINATION & GRADING

SEMESTER SYSTEM OF EXAMINATION:

- (1) The University shall normally adopt semester system for imparting instructions and holding examinations in all the courses run by it, unless stipulated in the requirement of the approving statutory body.
- (2) The end semester examination shall be conducted by means of paper- pencil mode or online mode, as prescribed in the curriculum.
- (3) Assessment of the student's performance shall be made through a combination of continuous internal assessment, and evaluation in End Semester Examination.

ELIGIBILITY FOR APPEARING IN END SEMESTER EXAMINATION:

- (1) A student, who has been admitted to any program and has attended a regular course of study for the first one semester and has undergone continuous evaluation process in the concerned School of this University, shall be admitted to the first semester examination of that program. So also a student, who after taking his first semester examination has attended a regular course of study and has completed the other prescribed requirements of second semester, shall be admitted to the second semester examination.
- (2) A student who, after being promoted to that particular year of the concerned program has attended a regular course of study and has completed the other prescribed requirements for the respective semesters shall be admitted to such end semester examinations of the program.
- (3) For the award of the degree a student shall have to complete all the prescribed requirements, including the minimum and maximum duration requirement for the program, for award of that degree.
- (4) **Attendance requirements:** In general, the students are required to attend 100% classes and participate in different activities of the University. Nevertheless, owing to exigencies including medical emergencies some relaxation in attendance can be granted, and thus all the students must attend 75% or more classes. The students, on the basis of attendance, may be classified in two categories.

(a) Attendance Category-I

A student has attended 75% or more in aggregate of delivered classes, in each registered course of theory (lectures plus Tutorial) and practical's (including workshops training, seminar, projects, industrial training etc.) of the concerned semester individually.

(b) Attendance Category - II

The student's aggregate attendance in some or all registered courses of theory (lectures plus Tutorial) and/ or practical (including workshops training, seminar, projects, industrial training etc.) of the concerned term is less than 75%.



A student will be allowed to appear in ESE as per the following rules:

- a) If a student's attendance falls under Attendance Category-I, he will be allowed to appear in ESE of all the courses registered in the term.
 - b) If a student's attendance falls under Attendance Category – II, he will not be allowed to appear in the ESE of such registered course(s) in which his attendance is less than 75%.
 - c) Those students who have been debarred from appearing in the ESE and have been given a 'DB' grade will appear for the supplementary examination in those respective courses in the next available opportunity.
 - d) These students will have to attend the Summer Semester and attain the requisite attendance on payment of the prescribed Fee for the courses in which they have to appear for supplementary examination as per the Summer Semester Policy. There would be a capping on the grade for these students as per the Summer Semester Policy.
 - e) However, if for a particular program, the regulatory authority has imposed stricter condition(s) on attendance, the same shall prevail.
 - f) In case a student has been allowed to change the course or program during the current semester by the University, the classes attended in previous course/ program will also be considered in the calculation of attendance for the changed course/ program, and then his eligibility for appearing in ESE will be determined accordingly.
 - g) In case of first semester students, calculation of attendance for determining the eligibility to appear in ESE will be based on the date of actual registration of the candidate, if the University has permitted late registration. For students of other semesters, the attendance shall be calculated from the date of commencement of the session.
 - h) If a student falls under Category II and has attendance more than 65% but less than 75%, a student may apply for condoning of the shortage of attendance on the prescribed form to the Director/ Dean/ Principal or any other designated official stating the reason of absence enclosing all the documents in support of his claim. The papers shall be forwarded to the Vice Chancellor for the final decision as per the rules. The Vice Chancellor shall take decision on a case-to-case basis. His decision shall be final and binding.
- (5) An approved list of students who are not eligible to appear in the End - Semester Examination because of shortfall in attendance shall be prepared & notified by the respective Head of the School/University at least one week before the commencement of Examinations and submitted to the Examination Department.
- (6) No separate Admit Card is issued for appearing in the Mid Semester or End - Semester Examination. However, while appearing in any Examination, a student must be in possession of the Identity Card issued to him by the University. Student(s) shall be required to apply online for Supplementary Examination and will be required to generate the hall ticket from the student portal. A student who fails to produce the Identity Card and hall ticket (in supplementary exam) will not be allowed to appear in the examination.



- (7) In case there are any dues outstanding against a student from any department, he may not be allowed to appear in the End Semester / Supplementary Examinations. Also before graduating, the student will have to produce a no - dues certificate from Finance, IT, Library, Laboratory In charge, Course Coordinator / Dean/ Director as per the prescribed format. (8) In any program for which the requirement of practical training is prescribed, a student shall have to submit to Director/ Dean/ Principal concerned a certificate issued by the concerned establishment/industry to the effect that the student has satisfactorily completed that practical training.
- (9) If a candidate has fulfilled the minimum attendance requirement in a course, but gets 'F' grade in ESE, he will have to obtain a pass grade in that course in subsequent ESE or supplementary Examination conducted by the University on payment of the prescribed Supplementary Examination Fee. His internal marks shall be carried forward.

GRADING SYSTEM

The academic performance of a student shall be graded on a ten- point scale. The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

GENERAL GUIDELINES FOR AWARD OF GRADES:

Unless mandated by the Statutory Councils, the general guidelines for the examination and marking system shall be as follows for a program following the semester system:

- (1) The marks of both the components of evaluation for a course shall be added to get total marks out of 100. The rounding off shall be done on the higher side.
- (2) For less than 100 students in a course, the grades shall be awarded on the basis of cut off in the absolute marks, as in Table – 1.
- (3) For 100 or more than 100 students in a course statistical method shall be used for the award of grades. The salient features of the statistical method are given in Table – 2.
- (4) Minimum pass marks/ grade in end semester examinations / overall in each course shall be as follows:
 1. For any UG Course/ Paper
 - (i) End semester examinations - 30%
 - (ii) Overall Grade – D
 2. For any PG course/ Paper
 - (i) End semester examinations - 40%
 - (ii) Overall Grade – C



THEORETICAL COURSES:

The evaluation of theoretical courses shall be done under two categories viz. Continuous Internal Evaluation (CIE) and End Semester Exam (ESE) in the manner given below.

- (1) Continuous Internal Evaluation (CIE):
 - a) This part shall normally have a weightage of 40% for all courses for all students admitted in the University, unless otherwise prescribed in the regulations of a specific program.
 - b) The CIE components may include Mid semester examinations; Attendance; Quiz; Viva voce examination; Assignments; Weekly tests; Graded assignments; Mini projects; Lab Projects; Student Seminar & Presentation; Case study; Simulation; Knowledge Application and Analogy; and such other components of assessment as prescribed in the syllabus.
 - c) The students will not be allowed to improve their CIE marks related to theory as well as practical courses unless they re-register the course.
 - d) There is no minimum pass marks in CIE component.

END SEMESTER EXAMINATION

This part shall consist of (60%) component for all courses for all students admitted in the University.

The University shall adopt the system of Central evaluation of the answer books (Theory) of examinees with coding of answer sheets. Head Examiner, Examiners and Scrutinizers shall be appointed as required.

- (3) To pass a UG course a student must obtain minimum 30% marks in end semester examination, and overall grade 'D' grade, while to pass a PG course a student must obtain minimum 40% marks in end semester examination, and overall grade 'C'.
- (4) Failing grade will be 'F' grade. If a candidate has fulfilled the minimum attendance requirement in a course, but gets 'F' grade in ESE due to poor academic performance, he will have to obtain a pass grade in that course in subsequent ESE or Supplementary Exam conducted by the University on payment of the Prescribed Fee. His internal marks shall be carried forward.
- (5) A student, who is debarred from appearing in the End Semester Examination (ESE) on account of shortage of attendance in any course and is awarded 'DB' grade in that course, shall re-register for such a course in Summer Semester upon payment of the prescribed fee to attend the special classes in order to fulfill his attendance criteria. Subsequently, he shall be permitted to appear in ESE / Supplementary Examination to be held after the Summer Semester. The candidates detained due to shortage of attendance and not permitted to appear in ESE of a course, will be awarded detained 'DB' grade. His internal marks shall be carried forward.
- (6) The highest grade that will be provided to students appearing in Supplementary Examination shall be capped to B+. A and A+ grades will not be given in Supplementary Examination.
- (7) Earned Credits (EC) The credits assigned to a course in which a student has obtained 'D' (minimum pass grade for UG) and 'C' (minimum passing grade for PG) or a higher grade will be counted as credits earned by him/her.



Table - 1 Award of Grades based on absolute marks
(For less than 100 students)

| Lower range of marks | Grade | Upper range of marks |
|----------------------|-------------|----------------------|
| 91 | $\leq A+ <$ | 100 |
| 82 | $\leq A <$ | 91 |
| 73 | $\leq B+ <$ | 82 |
| 64 | $\leq B <$ | 73 |
| 55 | $\leq C+ <$ | 64 |
| 46 | $\leq C <$ | 55 |
| 35 | $\leq D <$ | 46 |
| | $F <$ | 35 |

Table – 2 Award of Grades using statistical method
(For 100 or more than 100 students)

| Lower range of marks | Grade | Upper range of marks |
|--|-------------|----------------------|
| $X+1.5\sigma$ | $\leq A+.$ | |
| $X+1.0\sigma$ | $\leq A <$ | $X+1.5\sigma$ |
| $X+0.5\sigma$ | $\leq B+ <$ | $X+1.0\sigma$ |
| X | $\leq B <$ | $X+0.5\sigma$ |
| $X-0.5\sigma$ | $\leq C+ <$ | X |
| $X-1.0\sigma$ | $\leq C <$ | $X-0.5\sigma$ |
| $X-1.5\sigma$ | $\leq D <$ | $X-1.0\sigma$ |
| | $F <$ | $X-1.5\sigma$ |
| Where X denotes average marks & σ denotes standard deviation. | | |



GRADE MODERATION

All failing grade to be changed to fair grade.

The grades awarded based on statistical method (for 100 or more students) shall be moderated to satisfy the following norms of the University:

- (1) A+ (A Plus) grade shall not be awarded for percentage of marks less than 75 in any case.
- (1) For UG students, no student having 35% or more marks shall be awarded failing grade 'F'.
- (2) For PG students, no student having 40% or more marks shall be awarded failing grade 'F'.
- (3) The overall distribution of number of different grades should be according to the normal statistical distribution to the extent possible i.e.
 - (a) Maximum number of students should obtain grade C+, B or B+.
 - (b) The number of students getting higher grades A or A+ and lower grades C or D should be in the descending order on both sides.
- (4) If statistical method is adopted and it is giving absurd results i.e. the value of $(X + 1.5\sigma)$ is more than 100 or the value of $(X - 1.5\sigma)$ is negative, then these values may be adjusted so as to satisfy above conditions 1 to 4. For further clarification, one can refer to the Academic Regulations.

Table 3 – Structure of grading of academic performance

| S.N. | Academic performance | Grades | Grades points |
|------|----------------------|--------|---------------|
| 1. | Outstanding | A+ | 10 |
| 2. | Excellent | A | 9 |
| 3. | Very good | B+ | 8 |
| 4. | Good | B | 7 |
| 5. | Satisfactory | C+ | 6 |
| 6. | Average | C | 5 |
| 7. | Marginal | D | 4 |
| 8. | Very poor/ Fail | F | 0 |

CALCULATION OF SGPA & CGPA

The result of each student for each semester shall be worked out and provided in terms of Grades for each course, the semester grade point average of a student shall be calculated on the basis of the number of credits (C_i) assigned to i th course and grade points (P_i) earned in i th course (based on overall grade obtained) of that semester by the following formula:

$$SGPA = \frac{\sum_{i=1}^N C_i P_i}{\sum_{i=1}^N C_i}$$



The CGPA shall be calculated by the same formula used for calculation of SGPA but now C_i will be the number of credits of the i th course, upto the semester for which CGPA is to be obtained and p_i is the Grade Point earned in i th course.

SUPPLEMENTARY EXAMINATIONS

Supplementary Examination will be conducted for the following category of students to help them to clear the course/ improve upon their grade and thereby meet the SGPA qualifying criteria as well as individual course qualifying criteria:

- Students desirous of clearing the courses in which they have missed the End Semester Examination, OR fail to meet the qualifying SGPA criteria as defined in Examination and Allied Provision Regulations but qualify in all courses individually, OR students who fail to qualify in one or more individual courses including dissertation/seminar/summer internship / project work. Supplementary Examination will be permitted only in such courses in which a student has secured a fail grade as per UG/PG, F or Absent.
- Students debarred from appearing in the End Semester Examination on the grounds of shortfall in class attendance requirement and have fulfilled the attendance criteria by attending the Summer School.*
- Any other disciplinary action, which does not prohibit a student from appearing for any examination of the University.

*Marks given for attendance shall be calculated as per the original attendance % in the courses.

SUMMER SEMESTER:

- The Vice Chancellor may decide to hold a Summer semester on the recommendation of the University Academic Committee (UAC) in certain selected courses.
- Summer semester is a special privilege to be offered at the discretion of the University, and the University will not be under any obligation to offer Summer Semester every year. The student(s) shall not have any right to cite the non-availability of this facility as an excuse for his poor performance. Students are advised not to wait for summer semester and perform to the best of their abilities in the regular semesters.
- Summer semester, if offered, may be allowed, in general, only to the students who are not on disciplinary probation.
- Summer semester may be offered to a student, only if there is no other obligation of the program and enough time is available after close of the current semester (after ESE and evaluation process) and beginning of next semester.
- A list of courses to be offered in the summer semester will be declared during the even semester before the ESE. Only a few selected courses, as decided by the University, may be offered during the summer semester.
- Unless prescribed otherwise in the Regulations of any specific program, the summer semester is a fast-paced semester where all the rules for the normal semester shall apply.



- g) The summer semester may be of about seven to eight weeks duration and each course may run on about two times the normal load, thus imparting equivalent to about 16 weeks of teaching, but at an accelerated pace.
- h) Whenever possible, the deficient students may be allowed to clear the backlog courses in the summer semesters on payment of necessary fees per course, and on approval of the University Academic Committee (UAC).
- i) A student, who is debarred from appearing in the End Semester Examination (ESE) on account of shortage of attendance in any course shall be awarded 'DB' grade, and shall re-register for such a course in Summer Semester to attend the special classes in order to fulfill his attendance criteria. Subsequently, he shall be permitted to appear in ESE / Supplementary Examination to be held after the Summer Semester.
- j) If a student fails to maintain attendance during the summer semester and does not achieve the attendance as prescribed, he shall again be debarred and would not be allowed to attend the supplementary examination.
- k) In view of the short duration of the summer semester, late registration and adding and dropping of courses are not permitted beyond three days of the start of classes.
- l) The highest grade that will be provided to students appearing in Supplementary Examination shall be capped to B+. A and A+ grades will not be given in Supplementary Examination.

PROMOTION TO NEXT HIGHER CLASS: -

The promotion of students to next higher class shall be made on annual basis i.e. on the basis of performance at both the semester of an academic year considering the number of credits earned as given below: -

- 1 A student shall be promoted from first year to second year of his program if he earns minimum 40% of relevant credits offered in the First Year.
- 2 A student shall be promoted from second year to third year of his program if he earns minimum 60% of relevant credits offered in the First and the Second Year combined.
- 3 For 4 / 5 year programs, a student shall be promoted from third year to fourth year of his program if he earns minimum 60% of relevant credits offered in the first 3 years of the program.
- 4 For 5 year programs, a student shall be promoted from fourth year to fifth year of his program if he earns minimum 60% of relevant credits offered in the first 4 years of the program.



FINAL YEAR GRADE SHEET/PASS CERTIFICATE/AWARD OF DEGREE

A student may be provided final year grade sheet/pass certificate and conferred degree only after (s)/he fulfills the following requirements:

- The student should have earned the minimum number of credits prescribed for award of the degree under the general institutional and departmental requirements as per curriculum of the program, within the maximum duration prescribed.
- The student should have secured minimum CGPA of 4.5 in a UG programs and CGPA of 5.0 in a PG program.
- The student has paid all the dues of the university.
- The student should have no case of indiscipline pending against him.

MAXIMUM DURATION OF VARIOUS PROGRAMS

The maximum duration of any program shall be 02 years more than the normal duration of that program as per UGC norms. If the candidate is not able to successfully complete all the requirements for the award of a degree in the maximum duration of his program, he may apply to the Vice Chancellor for the extension of duration of the program in the prescribed format, which will be processed on a case-to-case basis on payment of the prescribed fee. Long Academic leave granted by Vice Chancellor shall be counted in the maximum duration of the program.

DIVISION AWARDED

| DIVISION | CGPA |
|------------------------|-------------------------|
| First with Distinction | ≥ 7.5 CGPA |
| First | ≥ 6.0 CGPA < 7.5 |
| Second | CGPA < 6.0 |



GRIEVANCE REDRESSAL CELL

The Students' Grievance Redressal Cell desires to promote and maintain a conducive and unprejudiced educational environment. The objectives of Students Grievance Redressal Cell include the following:

- To ensure effective solution to the student's grievances with an impartial and fair approach without causing any breach of university rules & regulations.
- To make the systems of the University responsive, accountable and considerate in dealing with the students.
- The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the University. The approach of the Students' Grievance Redressal Cell shall be student centric.

GRIEVANCE REDRESSAL POLICY

Grievance Coordinator: The Grievance Coordinator is the individual to whom a formal, written grievance must be submitted. The role of the Grievance Coordinator is to assist the concerned party /parties in seeking a satisfactory resolution of the issues and not to determine who is "right" or "wrong".

Faculty Mentor of the student shall be his Grievance Coordinator.

Level 1: The Grievance Coordinator for first the individual either from Academic or Non-Academic is his respective HOD.

Level 2: If the complaint by the Grievant is against his HOD then the Grievance coordinator for the students is Director.

Level 3: If the complaint by the Grievant is against the Director or Registrar, in such case the Grievance coordinator for all students is the person authorized by the VC.



OTHER RULES AND REGULATIONS

LABORATORIES RULES AND REGULATIONS

- No eating and/or drinking is allowed inside any lab.
- Carrying Water / Soft Drinks / Snacks etc. are strictly prohibited.
- No group discussions inside the Labs are permitted.
- Identity card must be carried at all times and shown on demand.
- Anyone found chatting, playing music, playing games, watching videos or indulging in any objectionable non-academic work on their Laptops/Notebooks/Handheld Devices will be barred from the use of Lab facilities.



SPORTS RULES AND REGULATIONS

| Clauses | Act of Indiscipline during sports activities and sports tournament | Penalties |
|---------|--|---|
| 1 | Improper playing kit/attire during official practice sessions and tournaments | 1st offence- Warning 2nd offence- Reprimand 3rd offence- Debar from participating in upcoming extramural/ Intramural tournament |
| 2 | Use of abusive language/ bullying on the field/ court | 1st offence- Reprimand and written apology letter 2nd offence- Debar from ongoing tournament/practice session for one week 3rd offence- Debar on permanent basis from using sports facilities, equipment and services of coaches/ sports officers |
| 3 | Damage to the courts/ fields and misusing respective courts/fields | Debar from respective sport and fine for the damage that has been caused. |
| 4 | Intentional breakage of equipment/ sports goods (Sports officers will decide whether breakage is intentional or not) | Fine of MRP (with tax) of that equipment |
| 5 | Physical violence | Decision as taken by Proctorial board, which may lead to expulsion/ suspension from university. |
| 6 | Possession /taking liquor and or smoking | Decision as taken by Proctorial board, which may lead to expulsion/ suspension from university. |
| 7 | Eve teasing/sexual harassment during competitions (intramural/ extramural) & practice sessions | Decision as taken by Proctorial board, which may lead to expulsion/ suspension from university. |
| 8 | Argument and disobeying with coaches and officials and disobedience | 1 offence- Warning and written apology letter by offender through sports convener 2 offence- Permanent ban on using sports facilities, equipment and services of coaches/sports officers |



| | | |
|----|--|--|
| 9 | Students leaving premises during extramural(s) without permission of accompanying sports officer or not accompanying team while going from and coming back to campus | 1 offence- Debar from next tournament/ match 2 offence- Matter shall be escalated to Proctorial Board, which may lead to ban for one year from using sports facilities and services of coaches/sports officers. |
| 10 | Exhibiting dangerous behavior or getting down from the coach/train/bus without official permission during journey | 1 offence- Warning and written apology letter by offender through sports convener 2 offence- Permanent ban on using sports facilities, equipment and services of coaches/ sports officers |
| 11 | Delay in reporting on the field during Sports Tournaments | 1st offence- Award of "Bye" to another team 2nd offence- Captain will not play in next match |
| 12 | Additional penalty for offences made during Sports Tournaments | Deprive of Sports Tournaments medal and certificate |
| 13 | Students indulging in sports activities during 'quiet hours'* | 1st offence- Warning 2nd offence- Reprimand 3rd offence- One month ban from using sports facilities, equipment and services of coaches/ sports officers |

*The hours of 9.00 A.M. to 4.20 P.M. on teaching day (or class days) must be strictly observed as "quiet hours" when boisterous behavior, games and sports activities or other type of activities which result in creating a lot of noise are not allowed except when prior permission of the Chief Warden/ Head (Sports) has been given for a specific activity for a specific time.

PLACEMENT RULES AND REGULATIONS

1. Registration in Training & placements cell is compulsory to participate in the placement drive organized by the University. If the student does not register, it would be presumed that he does not want placement from the University.
2. Any student having attendance below 75% in pre final & final Semester will not be allowed to appear in any placement drive organized by the University.
3. Any student found violating the rules & regulation of the University will not be allowed to appear in the placement drive.



4. It is mandatory that every student must report at the correct time as mentioned in the notice for the placement drives.
5. Student must carry their CV (University format) and passport size photographs (Color) in all their placement drives.
6. Students are advised to know the complete details about the company by visiting company website. This knowledge will help during interview
7. If any student is found absent in 3 consecutive placement drive organized by the university he will not be allowed to sit in any further placement drives.
8. The eligibility criteria to appear in a placement drive shall vary from company to company.
9. If any student does not complete the placement process or skips/leaves any process of placement drive in between, either in University or off campus, without informing DEEPRO, he will be debarred from all future placement drives.
10. Already placed student (one time) will be allowed to sit in further placement drive only if the brand value & package of the second company is higher than the company in which he has already been placed. Each student will get chance to be placed only TWICE. No further chances will be given. Choice for second company will be decided by DEEPRO.

DOCUMENTATIONS

1. Please keep 3-5 hard copy of resume ready for any interview process.
2. Keep minimum of 6 recent passport size photographs (colored).
3. Keep all your Photostat documents handy and ready in file.
4. Carry white papers and pen in your file.

DRESS CODE AND PHYSICAL APPEARANCE

1. During the campus, recruitment process in on-campus/pool-campus/off-campus you need to be in your University uniform (neat and clean) with University tie and identity card and do not let your tie hang below your belt.
2. Please wear clean and polished shoes.
3. Do not wear casual trousers, jeans, T-shirt or any other casual shoes.
4. Boys should have clean shave or well-trimmed beard and decent hair style. Do not carry yourself with casual appearance.
5. Always wear your I-card for any placement process.
6. Students must behave politely and calmly during the process. No student is allowed to interact with the company HR staff directly during on-campus/ off-campus/pool-campus interviews. Any query regarding the placement drive should be clarified with the University placement officer only (Key person who will assist you during placement drive) who will speak to the HR in order to clarify student's queries.



PROCTORIAL BOARD

There are certain rules and regulation framed by the University, which are to be followed to maintain a cordial atmosphere in the campus (among the students, faculty members and non teaching staff). The Proctorial Board headed by the Chief Proctor (disciplinary authority of the University) helps students, faculty members and non-teaching staffs in any difficulty and to see that the discipline rules are followed properly. Proctorial Board consists of Chief Proctor and Proctors, who are conscious and concerned about interests of students, faculty members and non-teaching staff.

| | |
|---|----------------------------|
| 1. Mr M.Kannan (Coordinator-ME,MTE) | -Chief Proctor |
| 2. Dr. Rahul Sharma (Registrar) | -Chief Warden |
| 3. Mr Shishir Sangal | -Dy. Chief Proctor |
| 4. Mrs.Neeta Sharma (Coordinator-ASH) | -Dy.Chief Proctor (Female) |
| 5. Mr. M.S.Gupta | -Member |
| 6. Dr. Amit Dixit (Dean) | -Member |
| 7. Mr. R.K.Khare | -Member |
| 8. Mr Lalit Saini (Estate Officer) | -Member |
| 9. Mr Satender Kumar (Coordinator-CSE) | -Member |
| 10. Mr Karan Babbar (Coordinator-CE) | -Member |
| 11. Mr. Guruprabhat (Coordinator-ECE,EE) | -Member |
| 12. Dr. Murugalatha.N.Kannan (Coordinator-Agri) | -Member |
| 13. Mr. Sachin Chauhan | -Member |
| 14. Mr. Rohan Tyagi | -Member |

The above proctorial board will take charge with immediate effect. The board will work under the guidance and direct supervision of **directors of QST & QSB**.

DISCIPLINE AT QUANTUM UNIVERSITY

DRESS CODE

All students of Quantum University shall be issued Uniform, students have to make sure that they are in proper uniform at all times while in the academic areas. Uniform provided by the university at the campus shall contain:

Two Shirts, Two Trousers, One Sweat Shirt, One T-Shirt, One Blazer and One Neck Tie. Students have to purchase black belt and black leather shoes themselves.



ANTI RAGGING POLICY

Regulations on Curbing the Menace of Ragging

Ragging is a Criminal Offence as per the Supreme Court verdict. Ragging is an offence under Penal Code and under Section 116 which defines as: "Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/ her person or exposes him/ her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force." "Ragging in all its forms is totally banned in this University including in its departments, constituent units, all its premises (Academic, Residential, Sports, Kiosks, Cafeteria & the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The University shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of ragging may be charged either on a written complaint by the affected or on independent findings of the Anti Ragging Squad. The University is bound by the U.G.C. Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009."

THE ANTI RAGGING CELL AT QUANTUM UNIVERSITY

1. Quantum University campus is ragging free & zero tolerance to ragging. To ensure the implementation of anti-ragging directions of the Hon'ble Supreme Court, Govt. Of India, an anti-ragging squad and Proctorial Board is well constituted as per UGC norms and Hon'ble Supreme Court, Govt. Of India guidelines to maintain strict discipline in campus in all aspects.
2. Formation of anti-ragging committee (Appendix I) and anti-ragging squad (Appendix II) is defined. Proctorial board is working as a support center. Proctorial board and Women Cell will support the anti-ragging committee.
3. To ensure prompt response as per UGC norms and Hon'ble Supreme Court, Govt. Of India, an anti-ragging control room is maintained in campus, with all the necessary facilities.



Points to be critically viewed are as listed below:

1. The University takes a serious view of any individual/ group that indulges in verbal threats, taunts, harassment, physical intimidation, assault etc. Stern disciplinary action will be taken against anyone found indulging in the same.

ANTI- RAGGING HELPLINE

| Name | Contact No. | Name | Contact No. |
|--------------------|-------------|---------------------|-------------|
| Er. M.S.Gupta | 9756513377 | Er. M. Kanan | 9756315554 |
| Dr. Sachin Chauhan | 9837326500 | Er. Shishir Sangal | 9897015963 |
| Dr. Amit Dixit | 9412232519 | Mrs. Neeta Sharma | 9557917925 |
| Mr. R.K. Khare | 9368111500 | Mr. Lalit Saini | 9359490791 |
| Dr. Rahul Sharma | 7060403256 | Mr.Pushpender Singh | 9997370081 |

MEMBERS of ANTI- RAGGING SQUAD

| Name | Contact No. | Name | Contact No. |
|-------------------------|-------------|-------------------|-------------|
| Mr. Shyam Chauhan | 9557680603 | Er. Sumit Kataria | 9548243747 |
| Er. Vishal Vig. | 8859521020 | Er. Naveen Rana | 7696444446 |
| Dr. N.Murugalatha Kanan | 9756432932 | Er. Saurav Sharma | 7409303475 |
| Er. Shakti Singh Gautam | 9758897997 | Ms. Divya Rawat | 9582465615 |
| Mr.Ankur Kukreti | 7906729210 | | |
| Er. Ankit Sharma | 9917274427 | | |

| SUPERVISOR- BOYS HOSTEL | | SUPERVISOR- GIRLS HOSTEL | |
|-------------------------|-------------|--------------------------|-------------|
| Name | Contact No. | Name | Contact No. |
| Mr. Vijay Pal | 7983212324 | Mrs. Roopa | 9756232933 |
| Karan Saini | 9627852098 | | |
| Sanjay Saini | 8477858745 | | |



DISCIPLINE

A humble and cultured behavior is expected from all the students of the University. Strict action will be taken if a student is found roaming around campus while his classes/ activities are going on. Laboratory hours are to be utilized well for better understanding of the concepts.

University has mentorship program for students. Every student will be assigned a mentor who will solve the student's day to day problems. Mentor will take care of student academic and non academic activities. Student will report to mentors and discuss the problems. There may be some problems which may need to be addressed to higher hierarchies like Dean Student Welfare / Registrar. However, such problems will also be addressed through mentor only.

DISCIPLINARY ACTIONS

1. Discipline is an integral part of the culture at Quantum University. We maintain a proper code of conduct for all. We expect & promote good manners & well disciplined students.
2. The Proctorial Board has been constituted for the same purpose which takes care of the deployment & maintenance of disciplinary practices.

PUNISHABLE OFFENCE

1. Not appearing in classes/ labs/ activities without prior permission of concerned authority.
2. Not attending the examination without any valid reason.
3. Agitation of any nature .
4. Misbehaviour with faculty/staff members/fellow students.
5. Day scholars staying in hostel without proper permission.
6. Damaging University property.
7. Misbehaviour in class.
8. Involvement in ragging activity.
9. Bursting crackers in buildings and restricted areas.
10. Eve teasing.
11. Wastage of food in mess and cafe.
12. Noise in hostel/corridors.
13. Not punching in hostel biometric machine.
14. Not attending classes after vacation/holidays.
15. Use of mobile phone in during classes/ examination.
16. University does not promote/ allow any religious activity by the students on campus.
17. Mass bunk in classes.
18. Boycotting the examination.
19. And others as notified from time to time.



ACTION TAKEN UNDER INDISCIPLINE ACT

1. Debar from scholarship.
2. Debar from training and placement classes.
3. Debar from classes.
4. Debar from skill development.
5. Debar from hostel facility.
6. Debar from transport facility.
7. Penalty of General Proficiency marks.
8. Suspension from classes. To maintain & monitor the discipline at the campuses of QUANTUM UNIVERSITY, General Proficiency marks have been introduced, which serves two purposes:
 - a) Discourages the involvement of students in any act of indiscipline.
 - b) Encourages students to participate in cultural / sports & other extracurricular activities.

DISCIPLINARY ASPECT OF GENERAL PROFICIENCY ASSESSMENT IN QUANTUM UNIVERSITY

1. To ensure discipline among students of Quantum University, a penalty system has been introduced. This system is evaluated on the basis of RED Dots. The number of RED Dot (s) awarded will be decided by the Proctorial board on case to case basis depending upon the severity of the offense. The Penalty of Dot (s) will be as follows:
 - a) If the indiscipline is of minor nature, one / two RED Dot (s) will be given.
 - b) If the discipline is of serious nature, three/ four Dot (s) will be given.
 - c) Every RED Dot will carry a penalty of 10 marks (per Dot) to be deducted from general proficiency marks of the concerned semester. Apart from a RED Dot (s) monetary fine may also be imposed, if deemed necessary by the Proctorial Board.
 - d) The RED dots will be cumulative in nature. If at any time, the number of RED Dot (s) exceeds four, then the student may be summarily expelled from the University. The students found involved in any acts of indiscipline may be terminated/ rusticated and expelled from the University, as per the University Rule.



EXTRA-CURRICULAR ACTIVITIES AT QUANTUM UNIVERSITY

An all-round development of students is a way of life at quantum. Opportunities in music, sports, debates, tech-fests, management-fests and much more await the student in abundance at the campus. Not only will they realize their academic potential, they shall also have great fun through a host of festivals & events.



ANNUAL EVENTS

DHAROHAR - THE ANNUAL FUNCTION

A great mix of cultural and academic activities ranging from music & dance to seminars & debates put up by q-mates with great gusto.

EDGE- THE TECH FEST

Designed to showcase the engineering genius of our students. It includes an array of projects designed by students from various engineering streams as well as very comprehensive technical seminars.

GLITZ - THE CULTURAL FEST

A vibrant platform for students to showcase their talents in music, dance, dramatics and other performing arts. The cultural fest seeks to harness the creative energies of the youth.

OJAS – THE MANAGEMENT FEST

An event comprising of various management games and competitions, organized by the management students. OJAS showcases the ability of budding managers to team, compete & organize.

UDAAN- THE SPORTS FEST

An annual two day inter-University sporting extravaganza displaying the very best in sporting talent and sportsmanship in the region.

ABHIVYAKTI – THE LITERARY FEST

Abhivyakti is a week-long literary fest held annually at Quantum University. It showcases a convergence of ideas and art celebrated with much verve and fanfare. The festival is marked by numerous functions and events including skits, essay writing, collage preparation and poetry recitation and Kavi Sammelan etc.



Q DAZZLE - TALENT FEST

The one day cultural extravaganza – Q Dazzle is conducted every year at Quantum University. The function showcases the talent of students from different universities in Uttarakhand and Uttar Pradesh. The students participate in different categories which include solo dance, group dance, quiz competition and fashion show.

ACADEMICS EVENTS

CONFERENCE AND SEMINARS

Every year, a number of conferences and seminars take place in Quantum University. The research papers in these conferences are presented by scholars coming from all over India. The proceedings of these conferences are published in various National Journals.

WORKSHOPS

Workshops on various leading technologies, art and culture are organized regularly by Quantum University. The workshops are sponsored by leading companies and agencies like IEEE, DST etc.

INDUSTRY - UNIVERSITY INTERACTIONS

Interaction with Industry is prime requirement and the University continues to work with them in the form of MOUs. Quantum University has also signed an MOU with Industrial Association of Uttarakhand



SPORTS EVENTS

QUALYMPICS

Qualympics is a series of sports activities for the hostellers. This competitive event is specially designed for students living on campus. The hostel students are divided into various houses and they compete against each other in various sports to make sure that they earn maximum points for their houses to be declared the winner.

UDAAN

This inter-collegiate event takes place once a year and teams from various Universities take part in this event

BLOOD DONATION CAMP

Blood donation camps are regularly organized in the campus of Quantum University. This event is organized at the behest of Pahal-a social society of Quantum students, in association with the different Blood banks. Pahal has been conducting such activities in the past with much success in disseminating themes of public and social welfare.



STUDENT'S SOCIETIES (University Level)/CLUBS (Department Level) AT QUANTUM UNIVERSITY

PAHAL-THE SOCIAL SOCIETY

A social initiative by Q-mates under Corporate Social Responsibilities (CSR) that is doing commendable work in the nearby villages by way of creating awareness on issues related to health, sanitation, education etc. The enthusiasm of the students for this weekend activity is boundless and adds a third dimension to their learning.

THE SPORTS SOCIETY

Quantum offers well developed sporting infrastructure to its students. The sports Society is responsible for organizing various tournaments as well as monitoring regular sporting activity. It also ensures regular participation of q-mates as Inter-collegiate and Inter-state sports Meets. Huge playgrounds offer the perfect setting for outdoors games like lawn tennis, badminton, basketball, cricket, football among others whilst the recreation center offers indoor games like table tennis, billiards etc.

QUANTUM CULTURAL SOCIETY

1. Cultural Society is a student body under the guidance of faculty members, whose will conduct the Inter-University and Intra-University cultural events around the year. The main objective of cultural society is to develop the overall personality of students. The activities of cultural club built the confidence in students, removes the stage fear and increases skills. Understanding the role of culture in the development of the personality of the youth as supporters of sustainable development and progress in society. Cultural club have three parts:
2. Q-Encore (Music Society): Music club of students has been active for the past nine year. The Quantum University has its own sound proof music room, with guitar, drums, harmonium, tabla and a synthesizer. Students give performances during all important festivals and cultural programs inside and out-side University.
3. Dance Society: Dance Club also have a separate sound-proof Dance room, where students have their practice session.
4. Creative Arts Society: The club brings students together for showcasing their creativity through painting, Poster making, wall painting, and many more activities. It is not just a club consisting of the most creative people in the University, it is a family where you learn, teach and enjoy the art of making life colorful. Creative art is a fine way to make choices and solve problems. Every step involves making a decision. Everyone has an imagination. Art takes it a step further. Through art one can create visual manifestations of abstract ideas.



SPARK

Our Club 'SPARK' is a community of Electronics and Electrical hobbyists and enthusiasts within Quantum School of Technology, Roorkee. We propose various events and sessions throughout the year to bring out the technical excellence among the students.

IMPULSE

Impulse, the club of mechanical engineering is meant to enhance the practical knowledge of the students by conducting events. The club is formed to conduct technical as well as non-technical events for all the students. In the year 2014, there were only 15 students and today in the year 2018 the club has 160 members. The club organizes learning and competitive events among students.

Few of the technical events organized by the club in the past are RC Aircraft (Design and fabrication of Remote controlled aircraft), Water Rocket (to make a rocket launcher using water), Manufacturer of the year (to manufacture a given drawing), Cross Bow (Design and fabrication of mechanical archery) and many more. Few of the Non-technical events organized by the club in the past are Sudoku, Mad Add, Mini Militia , GK Quiz and many more.

The working body of Impulse club from the students is selected on the basis of their past performance and certificates are provided.

TECH-PRO SOFTWARE CLUB (CSE)

Tech-Pro is Self Sustainable club i.e. maintained and governed by the students of CSE/IT department. It is formed to improve the real times Software development. The main motive of Tech pro is to provide training on latest technologies based on a popular demands and also it provides training in many evergreen technologies. It comprises of student working committee. So, the students are more interactive with each other. Various activities will be performed through out the session like quiz, games, workshops, etc. Techpro has designed its training program to fulfil the needs of students by offering various types of training programs such as Python, Basic Concepts of Programs, Web Designing, Android Studio Training and much more. Different technologies are delivered for students training with well-described modules and different time period. In today's fast changing technological world, it is compulsory for a student to be aware of the current technology. So, the Tech pro help them to update themselves in various technologies.

THE APP CLUB (CSE)

The App Club is a student club, made for students by the students. This club is a bit of different from other student clubs in campus. In this club there is no teacher and no student but everyone in this club is a learner. Here each and every student teaches himself by working on real time projects. Here in this club we provide a platform to all students, make all resources available to them for free. This club is initiated by students themselves under the supervision of CSE department and they take care of all the responsibilities of this club.



In the duration of an year this club has achieved a lot. We have launched an app for Indian Farmers to help them to their daily problems related to crops. In association with this project we are also working on 3 other projects currently.

AGRICULTURE AND NATURAL SCIENCE (ANSC)

ANSC is aimed to work for the social, scientific, educational and cultural development and to encourage, extend and advance the knowledge, study and practice of the Agriculture and natural Sciences in all various ways. ANSC works to conduct research activities and establish a centres for agricultural development, conservation and production of traditional seeds and technologies. It guides students and teachers to print and publish books, bulletins and magazines and other study material to increase the knowledge about current technology and research for farmers and students. This club promotes organizing conferences, lectures, meetings, seminars, symposium and exhibition. This club seeks donations/contribution from any person to fulfill the objectives of the club, such contribution or donation shall form part of the corpus of the club as if they have been included in the original society fund. All the income, earnings and other funds of the club shall be solely utilized and applied towards the promotion of its aims and objectives and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the club or to any person claiming through any or more of the present and past members of the club. No members of the club shall have any personal claim on funds, earnings and profits etc. of the club.

BLACK GOLD

Sucker rod pump is the symbolic representation of an oil well. It is an artificial lift method employed to force oil out of the well when the reservoir pressure is low & the oil cannot come out itself. Just like a sucker rod pump we energize the ability & talent of our club members to come out in front of the world. The meaning of our motto is just like OIL (Black Gold) is situated under a trap of hard rock & we have to drill through that trap to produce oil. Success is situated under a huge trap of hard work & we have to drill through that trap to find it.

CIVILINKS

The main focus of the is to improve students skills by various events. Any student can be a member of CIVILINKS. For membership, one has to collect a form from the mentor or co-mentor of the club. Membership fee is Rs.50/student. Each member will get a certificate of membership. Active participation of the members of CIVILINKS is required for organizing events.

START-UP CLUB

The main aim of this club to promote start-up activities in the University. The club identifies the new ideas from the students and promotes start-up initiatives from Pvt, government and local agencies.



To be filled online at www.antiraggin.in and submit the printout duly signed on a Rs. 20 Non Judicial Stamp Paper.

Annexure-I, Anti- Ragging Affidavit By Parent/Guardian

- 1) Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with admission/registration/enrolment number) , having been admitted to _____ (name of the institution) reference # _____ (registration in antiragging.in), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year _____

Signature of Parents

Parent Name:

Student Name: _____

Address: _____

Mobile Number _____

VERIFICATION

Verified at _____ on this day of month _____, 20____ that the contents of the above affidavit are true and correct to my knowledge, nothing thereof is false or nothing material has been concealed.

Signature of Parents



To be filled online at www.antiraggin.in and submit the printout duly signed on a Rs. 20 Non Judicial Stamp Paper.

Annexure II , Anti- Ragging Affidavit By The Student

- 1) _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____, reference number _____ having been admitted to _____ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations. b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year. _____

Signature of Parents

Parent Name:

Student Name: _____

Address: _____

Mobile Number _____

VERIFICATION

Verified at _____ on this day of month _____, 20____ that the contents of the above affidavit are true and correct to my knowledge, nothing thereof is false or nothing material has been concealed.

Signature of Parents



(Annexure III)

Affidavit By the Student for Maintaining minimum Attendance and Depositing Fees In time)

In accordance with the rules and regulations of Quantum University, Roorkee,

I, _____ Son/Daughter of _____

Enroll. No _____ Course _____

Semester _____ R/o _____

_____ have been admitted to Quantum University, clearly understand that although 100% attendance is desirable but I am required to have a minimum attendance of 75% in all the courses. I also understand that under no circumstances I shall be allowed to appear at the End Term Exam in the course in which my attendance is less than 75%.

That I have to pay my complete fee including Hostel / Transport before due date.

Fee Payment Schedule

| | | |
|---------------|-------------------------------|----------------------------|
| Odd Semester | (1st, 3rd, 5th, 7th Semester) | 1st June of Each Year |
| Even Semester | (2nd, 4th, 6th, 8th Semester) | 15th November of Each Year |

I also understand that under no circumstances I shall be allowed to appear at the End term exams of each semester if I fail in depositing the fee in time.

Signature of Parents

Signature of Student

Parent Name: _____ Student Name: _____

Address: _____

Mobile Number _____

VERIFICATION

Verified at _____ on this day of month _____, 20____ that the contents of the above affidavit are true and correct to my knowledge, nothing thereof is false or nothing material has been concealed.

Signature of Parents



(Annexure- IV)

Affidavit For Cyber Policy Of The University

To be signed by the student and submitted on a Rs. 20 Non Judicial Stamp Paper.

I, _____ (Student's name) S/D/O _____ (Father's name), a student of course _____ semester _____, with admission no.: _____ & Registration No.: _____, Enrollment No.: _____ Having been admitted to Quantum University, _____ Campus, I have also understood the cyber policy of the University as mentioned below and I hereby solemnly affirm and undertake that I will abide with the same and will not indulge in any of the following listed cyber offences.

I further solemnly affirm that I shall not indulge in any act, abetment of act or attempt to act which adversely affects the reputation of the University or the persons related to the University such as the Members of the Management, Chancellor, Vice Chancellor, Registrar, Controller of Examinations, Finance Office, Directors, Deans, Heads of Department, Members of Faculty, staff and the students of the University, or creates any legal problems to them, in general and in particular the following:

1. Cyber Stalking i.e., using the internet to harass someone.
2. Cyber Pornography i.e., materials that include obscene video files, audio files, text files, images, animations etc. displaying, distributing or sharing of the same. These may be found stored on CDs, websites, computers, cell phones etc.
3. Defamation, i.e., posting messages which lower the dignity or reputation or which assails the character of any person on any of the blogs/forums/social networking sites, etc.
4. Denial of Service Attacks i.e., an act or attempt to make a computer resource unavailable to its intended users.
5. Identity Theft, gaining another person's personal information without their knowledge with the intention to commit theft or fraud.
6. Hacking/Cracking which includes Black hat i.e., stealing or changing of information or inserting malware (viruses or worms) which damage the system and Grey hat, i.e., gaining unauthorized access to computer, network, website or areas of a system.
7. Sending Malicious Emails which includes email bombing, sending malicious codes such as viruses, trojans etc. through emails as an attachment by sending a link of website which on visiting downloads malicious code threatening through emails etc.
8. Password Sniffing, i.e., using a program that logs keystrokes when the user types a password (key logger) to steal passwords of others in an unauthorized manner.
9. Phishing, i.e., attempting to acquire sensitive information such as username, password and credit card details by masquerading as a trustworthy entity.
10. Spamming, i.e., leading to overloading of computer networks and disruptive services including Email Spamming.
11. Spoofing, i.e., impersonating and forging emails: manually or by using software masquerading as another by falsifying data for the purpose of gaining an illegal advantage, and other similar acts.
12. Web jacking i.e., forcefully taking control of a website by cracking the password.

I also affirm that if I am found guilty of any such wrong as mentioned in all the para above, I shall be liable to the action and be liable to punishment as per the regulations of the University which may extend to the cancellation of my admission.

Signature of Student

Student Name: _____

Address: _____

Mobile Number _____



Annexure V - For availing University Transport Facility

I, the deponent affirm the following on the oath:

1. The deponent is father/guardian of Mr./Ms. _____ and possesses the status of his/her natural guardian.
2. That the ward of the deponent is a student of Quantum University, Roorkee.
3. That although the university has made hostel provision and has directed all the students to enroll in the Hostel as residential students, the deponent has voluntarily decided that his ward will be a Day scholar and as such will reside with the deponent _____ at the address: _____

4. That the deponent and my ward have requested the University, to provide bus service from _____ to the University (to & fro) has agreed to provide the Bus service with the following understanding, which is agreed upon by the deponent.
5. That the deponent agrees that the affidavit given will stand as a permanent prior request for the bus service for the entire duration of the wards study at the University and agrees by the terms and conditions, which may change from time to time as decided by the university.
6. That the deponent will ensure that his ward will carry his identity card, at all times during the bus journey.
7. That the deponent will ensure that his ward will be duty bound to ensure that he/ she will have in a discipline manner and his/ her action or inaction during the bus journey will not cause any harm to the fellow students/ staff/ faculty members travelling in the bus as well as the reputation and dignity of the University.
8. That the deponent agrees that the university will be at full liberty to take any type of disciplinary action against his/ her ward if he/ she does not follow the rules and regulation being in force at the time.
9. That the deponent will not hold the University responsible for any mis-happening or any untoward incident or accident that may take place during the journey which may result in any kind of injury, infirmity or death and in no case the deponent shall be entitled to any claim or compensation or any other relief from the University and the deponent will not level any legal charge on the university.
10. That the deponent will pay the fee in advance for availing the bus service for the entire year at the start of session.

Signature of Parents

Signature of Student

Parent Name:

Student Name: _____

Address: _____

Mobile Number _____

VERIFICATION

Verified at _____ on this day of month _____, 20____ that the contents of the above affidavit are true and correct to my knowledge, nothing thereof is false or nothing material has been concealed.

Signature of Parents



Annexure VI- Affidavit for Hostel Rules

I Studying in Course
Year.....Branch hereby declare that the information furnished is true to the best of my knowledge and solemnly undertake (promise) that I have ready all the rules and regulations of the Hostel and will strictly follow them, which are enforced from time to time and shall not involve in any ragging / strike / demonstration / unlawful activities throughout my studies in this university. If I am found involved in any such above said activities, I am fully aware that I will be expelled from the University and hostel with immediate effect.

Date:

Signature of the student

Place:

I fully agree with the declaration and undertaking given by my ward and I assure that my ward will adhere to all the rules and regulations of the hostel and undertaking given by him/her and I shall monitor his/her behavior throughout his/her career in the University and also assure that the hostel fee will be paid as per the instructions. I understand any violation / indiscipline may attract fine or expulsion or both to my ward. I also give an undertaking that if my son/daughter meets with any accident (or) found missing (or) dead, due to violation of hostel rules, I will not proceed against the University for such Incidents committed by my ward. I solemnly declare that the above details are true to the best of my knowledge and belief.

Date:

Signature of Parent / Guardian

Place:


Registrar
Quantum University