



**CHRIST**  
(DEEMED TO BE UNIVERSITY)  
DELHI - NCR , INDIA

# CHRIST

(Deemed to be University)  
Delhi NCR

STUDENT HANDBOOK  
2021-2022





## THE CREST OF CHRIST (DEEMED TO BE UNIVERSITY) DELHI NCR

**The Wheel:** Two concentric circles make the wheel. It symbolizes harmony between the parts and the whole without which there cannot be any progress.

**The Star:** The Star has five tails. The tips of the top and the two bottom tails of the Star touch the outer circle of the Wheel whereas the other two tips touch the inner circle. The Star symbolizes the Star of Heaven by which we steer our course through the shoals and eddies of time.

**The Flame:** A candle is placed in the inner circle in such a way that its flame spreads exactly from the common centre of the Star and the Wheel. The Flame throws light and illumines the surrounding darkness.

**The Book:** An open book is placed just below the candle on the inner side of the inner circle. It represents knowledge that leads one to excellence.

**The Vision:** The vision statement, EXCELLENCE AND SERVICE, is encrypted in three lines below the book in between the two circles and the lower tails of the star.

**The Name:** The name CHRIST (DEEMED TO BE UNIVERSITY) symbolizes the transcendence of the Institute.



**STUDENT HANDBOOK**

**2021-22**

Name.....

Student ID.....

Class.....

Address.....

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..... Pin.....

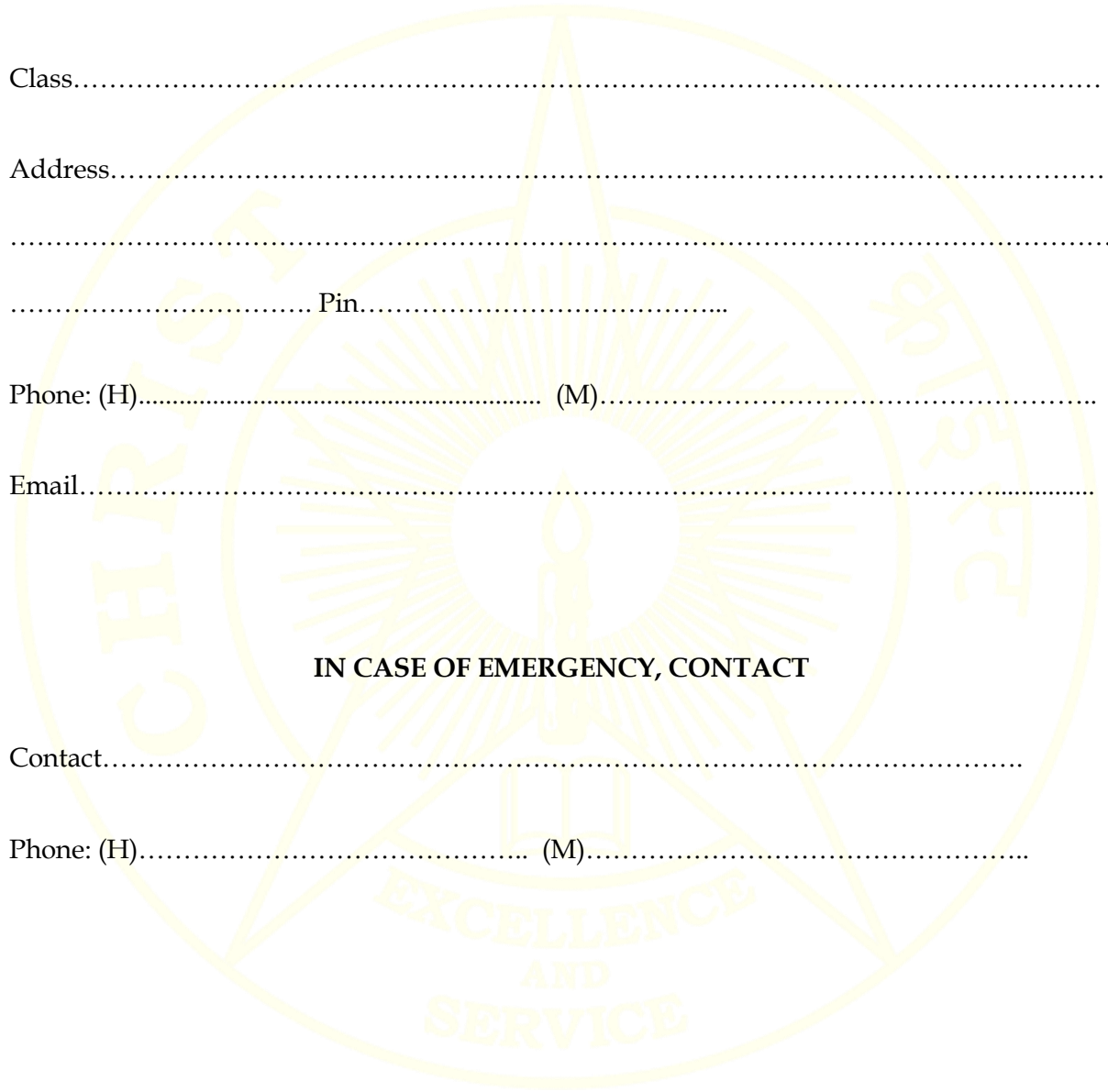
Phone: (H)..... (M).....

Email.....

**IN CASE OF EMERGENCY, CONTACT**

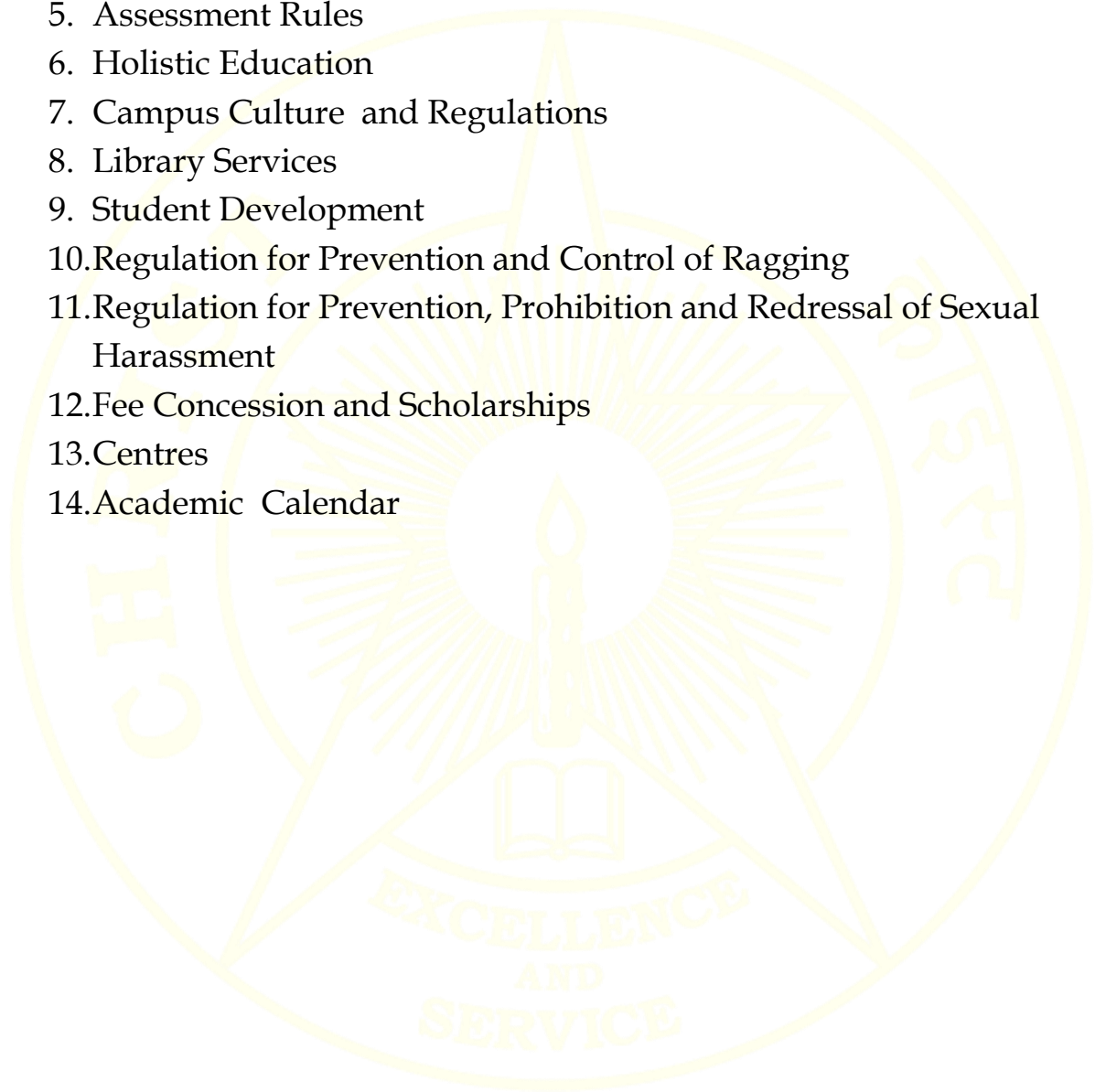
Contact.....

Phone: (H)..... (M).....



# Contents

1. The University
2. Campus Location
3. Graduate Attributes
4. Academic Programmes
5. Assessment Rules
6. Holistic Education
7. Campus Culture and Regulations
8. Library Services
9. Student Development
- 10.Regulation for Prevention and Control of Ragging
- 11.Regulation for Prevention, Prohibition and Redressal of Sexual Harassment
- 12.Fee Concession and Scholarships
- 13.Centres
- 14.Academic Calendar



## 1. HISTORY

CHRIST (Deemed to be University) blossomed out of the educational vision of Carmelites of Mary Immaculate (CMI). CMI congregation as a Catholic community of priests has a great legacy in the field of education especially in the Southern parts of the country. Saint Kuriakose Elias Chavara, a pioneering educationalist and a social reformer of the nineteenth century, founded the congregation in 1831. The congregation established Christ College in Bengaluru in the year 1969 as an arts and science college. Later it became Christ University in 2008 managed by the Christ University Trust.

Christ University Trust established a management institute in Ghaziabad-NCR in the year 2014 with the vision of extending its service in the field of higher education to the state of Uttar Pradesh. Ghaziabad-NCR was the ideal place for this new venture with its unique environment conducive for deep learning. Ghaziabad, refers to the “Gateway of Uttar Pradesh”, as it is at the border of Delhi and thus referred as NCR too, is on the main route into U.P. Situated near the banks of Hindon River and very close to the Hindon Metro Station, the campus provides the right educational environment for learning. In the words of Dr. Fr. Thomas.C.Mathew, the then Vice-Chancellor of CHRIST (Deemed to be University), “Christ University seeks to be at the forefront of change, the birth of Ghaziabad-NCR provided us with the perfect opportunity to build an institution in a city designed to serve as a nurturing ground for education and a holistic approach to the well-being of an individual. Ghaziabad-NCR embodied certain values and principles that are cherished by our University, it seemed like the perfect fit that we would establish an educational institution at Ghaziabad-NCR.”

The campus in Ghaziabad-NCR started as a business school with the approval of AICTE, offering a PGDM programme with the specializations in Finance, Marketing and Human Resources. The first batch with just 12 students commenced their academic programme in August 2014. In 8 April 2019, MHRD with the recommendation of UGC conferred the off-campus status of CHRIST (Deemed to be University) to Ghaziabad-NCR campus.

## **VISION**

### **'Excellence and Service'**

CHRIST (Deemed to be University), a premier educational institution, is an academic fraternity of individuals dedicated to the vision of "Excellence and Service". We strive to reach out to the star of perfection through an earnest academic pursuit for excellence and our efforts blossom into service through our creative and empathetic involvement in the society to transform it.

Education prepares one to face the challenges of life by bringing out the best in him/her. Hence, education should be relevant to the needs of the time and address the problems of the day.

Being inspired by St Kuriakose Elias Chavara, the pioneer in innovative education, The University is proactive to define and redefine its strategies reading the signs of the time.

## **MISSION STATEMENT**

CHRIST (Deemed to be University) is a nurturing ground for an individual's holistic development to make effective contribution to society in a dynamic environment.

## **CORE VALUES**

The Core Values which guide the direction and activities at the University are

- Faith in God
- Moral Uprightness
- Love of Fellow Beings
- Social Responsibility
- Pursuit of Excellence

## 2. CAMPUS LOCATIONS

### **Main Campus: Established in 1969**

The Campus is situated on the Bengaluru-Hosur Main Road near Bangalore Dairy. A diversity of the Undergraduate and Postgraduate Programmes in the deaneries of Humanities and Social Sciences, Sciences and Management, Institute of Management and School of Law function at this campus apart from Research Programmes such as MPhil and PhD.

Address: CHRIST (Deemed to be University),  
Hosur Road, Bengaluru 560 029, Kamataka, India.  
Tel: +91804012 9100, 9600  
Fax: +9180 4012 9000  
Email: [mail@christuniversity.in](mailto:mail@christuniversity.in)  
Web: [www.christuniversity.in](http://www.christuniversity.in)

### **Kengeri Campus: Established in 2004**

The Campus is situated about 27 kms from the Main Campus. The Faculty of Engineering which offers Bachelor Degree in Architecture, Bachelor, Masters and Doctoral Programmes in Engineering and the Institute of Management which offers Master of Business Administration Programme function at this campus.

Address: Kanminike, Kumbalgodu P.O.  
Bengaluru 560 074, Karnataka, India  
Tel: +91804012 9800/9802/9820  
Fax: +9180 4012 9898  
Email: [engg@christuniversity.in](mailto:engg@christuniversity.in)  
Web: [www.christuniversity.in/campus/kengeri-campus](http://www.christuniversity.in/campus/kengeri-campus)

### **Lavasa Campus: Established in 2014**

Cradled in the heart of mystic Sahyadri mountain range, Lavasa is well connected to both Pune and Mumbai. Lavasa is a private, planned city being built near Pune. Envisioned as a complete Hill Station offering a balanced life in harmony with nature, Lavasa is an inspirational destination for lifestyle seekers. A far escape from the noise and chaos of the big cities, Lavasa is a complete world in itself.

This campus offers Undergraduate Programmes in BCom (Financial Analysis), BBA (Business Analytics), BSc (Data Science), BA-LLB and BBA-LLB (Honours). Postgraduate



Programmes in MA (Business Economics), MSc (Data Science), MBA (Business Analytics, Finance, Marketing and HR).

Address: CHRIST (Deemed to be University)  
Christ University Road, 30 Valor Court  
At Post: Dasve Lavasa, Taluka: Mulshi  
Pune 412112, Maharashtra.  
Tel: 1800-123-2009  
Fax: 1800-123-2009  
Email: [mail.lavasa@christuniversity.in](mailto:mail.lavasa@christuniversity.in)  
Web: [lavasa.christuniversity.in](http://lavasa.christuniversity.in)

#### **Delhi NCR Campus: Established in 2014**

Christ Institute of Management was established by CHRIST Trust in 2014 and started offering AICTE approved PGDM programme similar to the Lavasa campus. It was also conferred the status of an off-campus in April 2019. From the academic year 2019-20, it offers Bachelors, Masters and Doctoral programmes in Social Sciences, Business, Sciences and Law.

Address: CHRIST (Deemed to be University)  
Mariam Nagar, Meerut Road, Delhi NCR  
Ghaziabad – 201003  
Tel: 1800-1233212  
Fax: 01202986761  
Email: [mail.ncr@christuniversity.in](mailto:mail.ncr@christuniversity.in)  
Web: [ncr.christuniversity.in](http://ncr.christuniversity.in)

#### **Bannerghatta Road Campus: Established in 2016**

School of Business Studies and Social Sciences, CHRIST (Deemed to be University), Bannerghatta Road (BGR) Campus was established in 2016. It offers Bachelors, Masters, MPhil and Doctoral Programmes in Humanities, Social Sciences, Business and Tourism Management.

Address: School of Business Studies and Social Sciences  
CHRIST (Deemed to be University)  
Bannerghatta Road Campus  
Hulimavu, Bannerghatta Road  
Bengaluru, 560076, Karnataka.  
Tel: +918046551333/46551334  
Email: [mail@christuniversity.in](mailto:mail@christuniversity.in)  
Web: [www.christuniversity.in/campus/banargatta-campus](http://www.christuniversity.in/campus/banargatta-campus)

## **FACILITIES**

### **1. Infrastructure**

State-of-the-art infrastructure amidst greenery is the hallmark of CHRIST (Deemed to be University), Delhi NCR, with wide varieties of trees and plants and a serene environment. The architecture has long lobbies, spacious and broad free spaces, which is created to leverage the freshness and beauty of the environment. The institution has an auditorium with the capacity to accommodate 1200 guests approximately and state of the art facilities for cultural and academic programmes. The institution has seminar halls, well-equipped computer labs, language lab, resource-rich library, a seamless internet connected campus with audio-visual-enabled classrooms, conference hall and sports arena that adds to the ambience of this institution of higher learning. Academic infrastructure created at the CHRIST (Deemed to be University) campus is indeed state of the art and conducive for the learning and development of the students enrolled in the programme. Well-furnished library, Wi-Fi-enabled campus, seminar halls, well designed class rooms etc., are designed to provide the right ambience for deep learning.

### **2. Library**

The staff and Students of CHRIST (Deemed to be University) have access to the library available in the Delhi NCR campus. The Library is situated on the Block A, Third floor of the campus building. With a collection of more than 12,000 books, 5 international and 56 national journals, periodicals and titles, the Library has all facilities for student and faculty references. Online databases are can be accessed in the library. The library has a seating capacity of more than 100 and is also equipped with more than 20 Computer Terminals to facilitate access to the digital world. Symposium Room is also available for presentations and discussions. All in-house processes in the Library are computerized and the Library Catalogue is also available online.

### **3. Laboratories**

The campus has two computer labs that accommodate up to 120 students at a time. Internet connectivity is provided through 50 MBps links. The entire campus is networked via Optical Fibre Cable (OFC) and all the classrooms, departments and public places are Wi-Fi enabled. Internet surfing facilities are available in all the computers in the labs and library. Students, who take work home, will be able to avail 24hr internet at the hostel premise as well. High definition routers are made available for the same. The Campus has well-equipped laboratories for teaching and research for Psychology students.

### **4. University Website**

CHRIST (Deemed to be University) Delhi NCR website [www.ncr.christuniversity.in](http://www.ncr.christuniversity.in) contains comprehensive web pages catering to the diverse needs of the stakeholders. The site has dedicated pages for the departments, special centres, exam alerts and support

services. The website also has online application forms, calendar and webmail which are hosted from local servers in the campus.

## **5. Learning Management System (Moodle)**

Students can use their registration number and attendance password to access the internet, check their attendance and progress report, download hall tickets and print marks card. Course materials can be accessed through the Learning Management System (LMS), Moodle. Passwords for access are assigned by the IT Department.

## **6. University Webmail**

Every student is provided with a CHRIST (Deemed to be University) email ID with unlimited storage space. The University webmail is for all the students to communicate with their classmates and faculty members. Academic related University circulars are sent only to the University Id of the students.

## **7. Student ERP**

Enterprise Resource Planning (ERP) - Knowledge Pro - is the campus management software to provide online solution for the academic needs of the students. The Students and their parents can access the applications through web and internet-compatible mobile phones.

## **8. Social Networking**

All events and news within the campus are regularly updated in social networking sites such as Facebook, Twitter and YouTube. The University Website provides the link to access these social media sites. Photo Gallery- <https://www.flickr.com/photos/cimghaziabad/> on Flickr, hosts a collection of Photographs of all events.

## **9. SMS**

Important information that needs to be communicated immediately to the students and staff is also sent by SMS to their mobile numbers registered with the University.

## **10. Prayer Hall**

Prayer hall for students, faculty and staff members from all religious faith is available in Block A, First floor. With a serene and calm atmosphere inside the campus any member who wishes to spend time in silence, reflection and prayer can visit the place.

## **11. Eateries and Dining facilities**

The spacious Gourmet Hall in Block A, offers numerous food outlets, the most notable being the Cafeteria that caters to the diverse student body with North and South Indian Cuisine, and other refreshments at reasonable prices. Café Coffee Day in Block B provides easy access to students seeking to refresh themselves with the snacks during breaks. Fresheteria near sports complex in a serene green atmosphere provides the students with

fresh salads, juices, shakes and snacks. The cafeteria can accommodate more than 500 guests at any time.

## **12. Reprographic Centre**

The book shop at Gourmet and Library cater to all the related requirements of the students. The Centre also offers photocopying, scanning, colour printing and binding services.

## **13. Meeting Halls**

Recognizing University as a discussion and discursive space, the Institution has created numerous spaces for intellectual and performative assemblies. A 1200-seater, air conditioned auditorium with projectors, state-of-the art audio-visual facility is available for various events. Conference Halls, Seminar Halls and Discussion rooms are available exclusively for institutional and departmental events.

## **14. Fitness Centre and Sports**

The sports and games facilities at the campus enable students attain physical growth and sportsmanship. The campus has courts for Basketball and Football. The campus has a gym and fitness centre. A fully equipped modern gym, with an instructor, is open at the campus from 6am to 8 am and from 4pm to 8pm. Also, the campus has indoor games like Foosball, Table tennis, Carrom and 8 ball pool functioning in the campus.

## **15. Campus Store**

The campus store provides apparel, accessories and mementos marked with the CHRIST (Deemed to be University) emblem. The store is available on all working days of the college and provides many a souvenir for those who wish to cherish their time at their alma mater for a lifetime.

## **16. Student Accommodation**

CHRIST (Deemed to be University) Delhi NCR offers, student accommodation with a difference where everything is just that bit better. Every aspect of student accommodation has a community feel where students can enjoy a superb lifestyle with the best rooms, study areas and social spaces as well as a great support network which encourages them to meet people and even make lifelong friends. Also, students are provided with air-conditioned accommodation with state- of-the-art facilities. In short, hassle-free, secure living in the most exciting and distinctive areas.

CHRIST (Deemed to be University) also provides the opportunity for students from diverse backgrounds to meet and socialize. Hostel Accommodation is provided to all, on a first come first serve basis. Christ Hall for boys and St. Kuriakose Elias Hall for girls inside the campus. Christ Residence A for boys at Patel Nagar. Hostel facilities are also provided by nuns at Anand Bhawan, Congregation of the Sisters of Charity (CSC) and St. Joseph's Hostel, Medical Sisters of St. Joseph's Hospital (MSJ) and Ezstays.

Hostels function under the administrative control of Chief Warden. The Chief Warden is assisted by other administrative staff of the Institute for day to day activities. There are separate associate wardens for each hostel and they act under the supervision and directions of the Chief Warden. The policy framework/ decisions regarding hostels are decided by Chief Warden in consultation with the Director. Hostel Policies are implemented by the Chief Warden and Associate Wardens. Their decisions in their respective jurisdictions are final.



### 3. CHRIST UNIVERSITY GRADUATE ATTRIBUTES (CUGA)

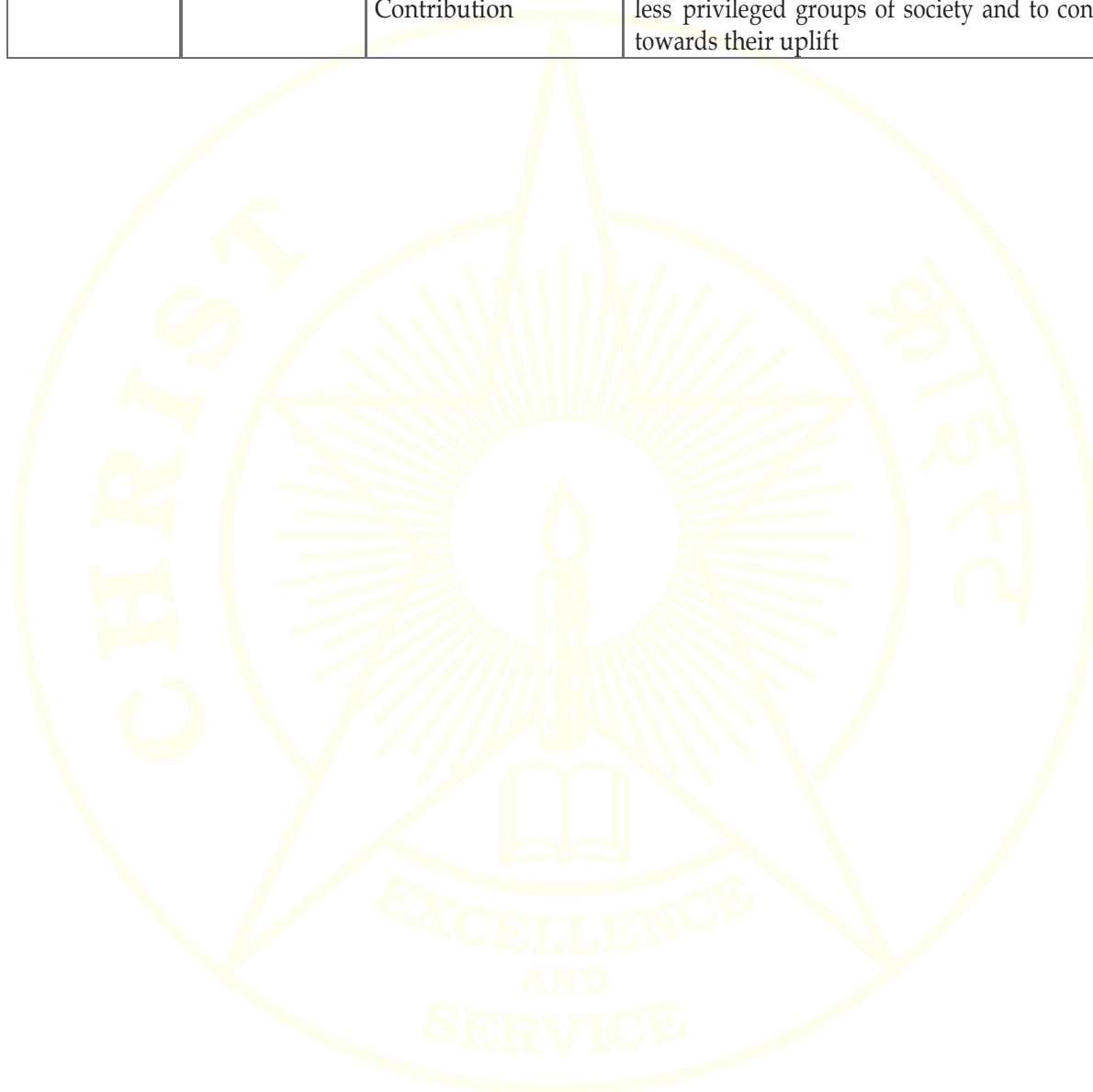
THEME	SUB-THEME	ATTRIBUTES	INDICATORS
Academic	Academic Excellence	Academic Excellence	Extensive knowledge in the chosen discipline with the ability to apply it effectively
		Domain Expertise	The comprehensive specialist knowledge of the field of study and defined professional skills ensuring work readiness
		Problem Solving Skills	Making informed choices in a variety of situations, useful in a scholarly context that enables the students to understand and develop solutions
		Knowledge Application	Ability to use available knowledge to make decisions and perform tasks
		Self-Learning and Research Skills	Ability to create new understanding and knowledge through the process of research and inquiry
	Professional Excellence	Professional Excellence	Application of knowledge and its derivatives objectively and effectively accomplishing the organizational goals
		Practical Skills	Ability to use theoretical knowledge in real-life situations
		Creative Thinking	The ability to look at problems or situations from a fresh or unorthodox perspective
		Employability	Denotes the academic and professional expertise along with the soft skills and pleasant demeanours necessary for success in a job
		Entrepreneurship	Capacity and willingness to develop, organize and manage any value-adding venture along with any of its risks
		Continuous Learning	Also referred to as life-long learning, is the ongoing, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons
		Analytical Skills	Ability to firm up on the relevance of information and its interpretation towards planning, problem-solving or decision making
		Critical and Solution-Oriented Thinking	Ability to objectively analyse and evaluate an issue or problem in order to form a judgement or solution
		Global Perspective	Recognition and appreciation of other cultures and recognizing the global context of issues and/or perceptions in decision making
		Innovativeness	The skill and imagination to create new things/ideas/ methods to gain an organisational advantage

Personal	Personality	Personality	Personality refers to individual differences in characteristic patterns of thinking, feeling and behaving
		Self-Awareness	Ability to critically introspect on one's attitudes, thoughts, feelings and behaviour and their impact in life situations
		Emotional Regulation	Ability to manage emotions effectively
		Self-Esteem	Confidence in one's own worth and abilities
		Humility	Quality of having a modest or low view of one's importance, not influenced by ego
		Accessibility	Quality of being able to be reached by others
		Positive Attitude	Mental perception of optimism that focuses on positive results
		Personal Integrity	An innate moral conviction to stand against things that are not virtuous or morally right
		Adaptability	Quality of being able to adjust to new conditions in any given circumstance
		Tolerance	Ability or willingness to forebear the existence of opinions/ behaviour/development that one dislikes or disagrees with
		Peer Recognition	A genuine expression of appreciation for or exchanged between team members/colleagues
		Sense of Transcendence	Ability to go beyond and connect to the Almighty through a sense of purpose, meaning, hope and gratitude
		Compassion	Genuine concern for others and their life situation
Interpersonal	Leadership	Leadership	Ability to lead the action of a team or a group or an organization towards achieving the goals with voluntary participation by all
		Logical Resolution of Issues	The attitude of logically resolving the issues which may consequently include questioning, observing physical reality, testing, hypothesising, analysing, and communicating
		Self - Confidence	The belief in one's own capability
		Initiative	Self-motivation and willingness to do things or to get things done by one's own voluntary act
		Dynamism	Quality of being actively and naturally aggressive in terms of thoughts, tasks or responsibility
		Empathy	Capacity to understand or feel what another person is experiencing from within the other being's frame of reference, i.e., the capacity to place oneself in another's position

Interpersonal	Leadership	Inclusiveness	Quality of including many different types of people and treating them all fairly and equally
		Team Building Skills	Ability to motivate the team members and increase the overall performance of the team
		Facilitation	Ability to guide the team members to achieve their tasks with minimum emphasis on criticism
		Consultative Decision Making	Considering the views of others in decision making
	Communication	Communication	Ability to convey intended meanings through the use of mutually understood means or methods
		Verbal Skills	Ability to speak, tell or write in simple and understandable language set to a pleasant tone to ensure that the listener or reader is motivated to listen, follow or act
		Non-Verbal Skills	Ability to convey information informally in an amicable manner without exchange of words
		Mutual Respect	Ability to maintain decorum and mutual respect while communicating by signs and bodily expressions
		Listening	Ability to be a good listener to accurately receive and interpret messages in the communication process
		Clarity and Comprehensiveness	Ability to communicate clearly and sequentially to ensure its full understanding to the reader with no scope for misunderstanding or confusion
Societal	Assertiveness	Ability to stand up for one's own or other's viewpoints in a calm and positive way, without being either aggressive or passive	
	Social Sensitivity	Social Sensitivity	Ability and willingness to perceive understand and respect the feelings and viewpoints of the members of the society and to recognise and respond to social issues
		Respecting Diversity	Awareness of and insight into differences and diversity and to treat them respectfully and equitably
		Civic Sense	Responsibility of any person to encompass unspoken norms of society that help it run smoothly without someone tripping on somebody else's toes
		Law Abiding	Awareness and voluntary compliance of lawful duties as a citizen of the country and not to carry out anything illegal



Societal	Social Sensitivity	Cross Cultural Recognition	Acknowledgment of and respect for equality, opportunity in recognition and appreciation of all other cultural followings
		Knowledge Sharing	Attitude to help and develop the needy members of the society for their education and literacy
		Environmental Sensitivity	Working for conserving natural environment in all areas and to prevent its destruction
		Social Awareness and Contribution	Appreciating the role for removal of problems of the less privileged groups of society and to contribute towards their uplift



## 4. ACADEMIC PROGRAMMES

All programmes follow the semester/trimester pattern. Each semester has the following academic calendar. A semester has 15 weeks for teaching, one week for Mid Semester Examination (MSE) and three weeks for End Semester Examination (ESE). The Institute of Management follows the Trimester system for its programmes.

### UNDERGRADUATE PROGRAMMES

#### School of Humanities and Social Sciences

- BA (Economic Honours)
- BSc (Economics Honours)
- BSc (Psychology Honours)
- BA (Economics, Political Science, Sociology)
- BA (Psychology, Sociology, English)

#### School of Sciences

- Bachelor of Computer Applications
- BSc (Computer Science, Mathematics, Statistics)
- BSc (Economics, Mathematics, Statistics)
- BSc (Data Science and Artificial Intelligence) (Honours)

#### School of Commerce, Finance and Accountancy

- BCom (Honours)
- BCom (Professional)
- BBA (Finance and Accountancy)

#### School of Business and Management

- BBA
- BBA (Honours)
- BBA (FinTech) (Honours)

## **School of Law**

BA LLB (Honours)

BBA LLB (Honours)

## **POSTGRADUATE PROGRAMMES**

### **School of Humanities and Social Sciences**

MA (Business Economics)

MA (English with Communication Studies)

MSc (Psychology-Clinical)

MSc (Psychology-Counselling)

MSc (Economics and Analytics)

### **School of Commerce, Finance and Accountancy**

MSc (Finance and Analytics)

### **School of Business and Management**

MBA

### **School of Law**

LLM (Constitutional and Administrative Law)

LLM (Corporate and Commercial Law)

### **Postgraduate Programmes**

All programmes except MBA are of 19 weeks duration in each semester which includes 15 weeks of teaching, one week MSE and 3 weeks ESE. Internships are pursued during the months of May/June for programmes in which internship is mandatory.

## **DOCTORAL PROGRAMMES (PhD)**

### **School of Humanities and Social Sciences**

English Studies, Economics and Psychology

### **School of Sciences**

Mathematics, Statistics and Computer Science

### **School of Commerce, Finance and Accountancy**

Commerce

### **School of Business and Management**

Management

### **School of Law**

Law

### **Admission**

Candidates are admitted to the PhD Programme through Entrance Test and Personal Interview.

### **Duration**

A candidate registered for PhD should undergo a course work for duration of 6 months. The minimum duration of the PhD programme is two years, including the course work. The maximum duration is five years. However, as a special case, an extension of one year can be granted subject to the approval of Centre for Research. A PhD registration is cancelled if the candidate fails to submit the progress reports as per the PhD regulations and also non-payment of required fees.

### **Progress Report and Doctoral Colloquia**

Doctoral candidates are expected to submit two hard copies of the progress report of their doctoral research every semester (i.e. every six months) duly signed by supervisor. A candidate is eligible to submit the thesis only after submitting two bimonthly and three half yearly reports followed by the PhD synopsis colloquium. Evaluation of PhD synopsis defence is done only when a PhD scholar completes two publications in the area of research in a National International Conference and at least one publication in a scopes, web Sciences, UGC list of Journals or refereed/indexed journal approved by the Centre of Research. The doctoral candidates are expected to attend at least one colloquium in a research semester (6 months) and give a presentation which should adequately demonstrate and discuss the progress of their doctoral thesis. Evaluation of the doctoral colloquia is documented.

## **Evaluation of the Thesis**

The evaluation of the thesis is done as per the norms of the University. The candidate is intimated to attend a Viva Voce examination after receiving positive adjudication reports of the thesis.

## **INTERNATIONAL PROGRAMMES**

CHRIST (Deemed to be University) offers several international programmes for students. See below for details.

## **UNDERGRADUATE CREDIT TRANSFER PROGRAMMES**

### **For BBA students**

**Option 1:** Sheffield Hallam University (UK) [www.shu.ac.uk](http://www.shu.ac.uk)

**Option 2:** Liverpool Hope University (UK) [www.hope.ac.uk](http://www.hope.ac.uk)

**Option 3:** Griffith University (Australia) [www.griffith.edu.au](http://www.griffith.edu.au)

### **For BA students (All Combinations)**

2 years in CHRIST (Deemed to be University) + 1 year in Liverpool Hope University, (UK)

### **For BCom students**

**Option 1:** 2 years in CHRIST (Deemed to be University) + 1 year in Sheffield Hallam University (UK)

**Option 2:** 2 years in CHRIST (Deemed to be University) + 1 year in Liverpool Hope University, (UK)

## **INTERNATIONAL SUMMER PROGRAMMES**

### **Lille Catholic University, France**

CHRIST students are offered scholarship to participate in the one month "European Summer Program" offered by Lille Catholic University, (LCU) France. The aim of this program is to give CHRIST students the opportunity to have a study abroad experience in the summer in Lille, France. Every year 5-8 students attend the summer program. The tuition fees and accommodation charges are waived for students from CHRIST.

### **Disney World, USA**

BA students of first year are given opportunity to do Cultural Exchange Program with Disney World, USA from May to June. It is a paid internship program.

## **STUDY ABROAD PROGRAMMES (ONE SEMESTER)**

### **One Semester Programme in USA and France for BCom Students**

Student Exchange program – One semester with IESEG School of Management, France

Student Exchange program – One semester with Baldwin Wallace University, USA

### **One Semester Programme in France for BA EPS Students**

Student Exchange program – One semester with Sciences Po, France

Student Exchange program – One semester with Lille Catholic University, France

## **SHORT DURATION CUSTOMISED TRAINING PROGRAM (8-15 DAYS)**

CHRIST offers India experience for foreign students through this program. It is a faculty led program and requires minimum of 15 students.

Training program provides opportunity for foreign students to have academic and cultural experience in India. The experience includes a combination of classroom lectures and field visits to Industries, NGO's, Historical Sites, Hospitals, Villages, and Urban Slums etc depending on the course requirements. Cultural programs are organized by CHRIST students. Interaction between the foreign students and CHRIST students is another highlight of the program.

CHRIST takes care of the hospitality (accommodation and Meals) and airport transfers. CHRIST has hosted several international groups for the training program for the past decade.

## **UNIVERSITY STUDIES ABROAD CONSORTIUM (USAC), USA**

USAC offers affordable, academic programs at over 50 locations in 36 countries. Our authentic, non-traditional program locations are specifically chosen to allow students to immerse in the culture of another country. Combine this with high-quality academics, field trips, and internship opportunities for an unforgettable experience. You could study abroad while you are enrolled at CHRIST (Deemed to be University).

Explore USAC programmes at [usac.edu](http://usac.edu)

**CHRIST (Deemed to be University) - Liverpool Hope University**

**Credit Transfer Programmes**

**Liverpool Hope University, (UK), since 2006**

Programmes are available

<b>Year 1 and 2 at Christ University</b>	<b>Year 3 at Liverpool Hope University</b>	<b>Tuition Fee/ fee with Overseas Scholarship/Fee with Scholarship &amp; Early Payment Discount</b>	<b>Special notes</b>
BBA, BCom, BCom Professional	BA(Hons) Business	€9,000 / €8,000/	Single
	Management	€7,000	Honours
BA (Psychology, English)	BA (Honours) Media	€9,000 / €8,000/ €7,000	Single Honours
BA (All Combinations)	BA (Honours)	€9,000 / €8,000/	Single
	Applied Social Science	€7,000	Honours
BA (All Combinations)	BA (Honours)	€9,000 / €8,000/	Single
	Social Pedagogy	€7,000	Honours
BA (All Combinations)	BA (Honours)	€9,000 / €8,000/	Single
	Social Policy	€7,000	Honours
BA (All Combinations)	BA (Honours)	€9,000 / €8,000/ €7,000	Single Honours
	English Literature		
BA (All Psychology Combinations)	BA (Combined Honours)	€9,000 / €8,000/	Combined
	Criminology	€7,000	Honours only

<b>Year 1 and 2 at Christ University</b>	<b>Year 3 at Liverpool Hope University</b>	<b>Tuition Fee/ fee with Overseas Scholarship/Fee with Scholarship &amp; Early Payment Discount</b>	<b>Special notes</b>
BA (All Psychology Combinations)	BSc (Honours)	€9,000 / €8,000/	Single Honours/
	Psychology	€7,000	Non-BPS
BA (All Psychology Combinations)	BSc (Honours)	€9,000 / €8,000/	Single
		€7,000	Honours
Bachelor of Computer Applications (BCA) / BSc (Computer Science, Maths, Statistics)	BSc (Honours)	€9,000 / €8,000/ €7,000	Single Honours
	Information Technology		
BSc (Mathematics Combinations)	BA (Honours) Education Studies with Mathematical Studies	€9,000 / €8,000/ €7,000	Single Honours

## **Campus Accommodation**

Prices for rooms at Aigburth Park and the Creative Campus for the academic year (36 weeks) range from approximately € 3,000 to € 4,000 for the full academic year. These prices include the Christmas and Easter holiday periods.





## 5. ASSESSMENT RULES

Assessment is based on the performance of the student throughout the semester.

### Credit Structure

Normally 15 hours of classroom teaching in a semester is considered as one credit for theory courses.

### UG Programmes

- Courses with 30 theory hours per semester will earn the candidate 2 credits.
- Courses with 45 theory hours per semester will earn the candidate 3 credits.
- Courses with 60 theory hours per semester will earn the candidate 4 credits.
- Practical courses as a part of a core/elective theory courses will earn the candidate 1 credit for 30 hours per semester.
- Dissertations/Practical equivalent to one course will earn the candidates not more than 4 credits.

### PG Programmes

- Courses with 30 hours per semester will earn the candidate 2 credits.
- Courses with 45-50 hours per semester will earn the candidate 3 credits.
- Courses with 51 hours and above per semester including practical will earn the candidate 4 credits.
- Dissertations/Practical equivalent to one paper will earn the candidates 4-6 credits.

Note: Total credits may vary depending on the programme.

### ASSESSMENT PATTERN FOR B. COM (HONS) / B. COM (PROF) / BA LLB (HONS) / BBA LLB (HONS) / BBA (F&A) / BA PROGRAMMES / BSC PROGRAMMES/ BCA/ LLM Programmes and MA Programmes

- a) Continuous Internal Assessment (CIA) for Theory Programmes: 50% (50 marks out of 100)
- b) End-Semester Examination (ESE): 50% (50 marks out of 100)

\* Weightage for CIA and ESE may vary for different programmes.

### Continuous Internal Assessment (CIA)

CIA I: 10 marks

CIA II: 25 marks (Mid semester Examinations)

CIA III: 10 marks

Attendance: 05 marks

Attendance Percentage	Marks
95%-100%	05 marks
90%-94%	04 marks
85%-89%	03 marks
80%-84%	02 marks
76%-79%	01 mark

CIA 1 and 3 are conducted by the respective faculty engaging the class for a specific course in the form of different types of assignments. Students need to complete the assignments within the stipulated time for awarding the marks.

### **CIA II- Mid-Semester Examination (MSE)**

MSE will be held for odd semesters in the month of September and even semesters in the month of February.

- Evaluated answer scripts are distributed in the class by the respective teachers. Corrections (if any) are to be done within 24 hours after receiving the answer script.
- Candidates who do not sit in the MSE due to valid reasons are given the possibility of writing a repeat MSE.
- Such students can apply online and permission will be granted by the Control of Examination (COE) in consultation with the HOD/ Dean concerned based on the attendance and valid supporting documents for the absence.
- Permission to repeat the MSE is given at the discretion of the COE based on the validity of the reason, and the minimum required attendance percentage.
- There will be a reduction of 15% in the weightage of marks for each course appearing in the repeat MSE.
- If the candidate does not take the MSE then an entry denoted by an '\*' is made in the marks card stating that the candidate did not appear for the MSE.
- During the course of study, students from programmes of 4/5 year duration can appear for repeat MSE 3 times, for programmes with 3 years duration, they can appear for a maximum of two times, and for programmes with 2 years duration, they can take the repeat only once.
- Students absent for the MSE due to deputation on University sponsored/permitted programmes with prior information from Office of Examinations are exempted from a reduction in the weight of marks, '\*' mark in the marks card and also the restriction regarding the number of chances to apply.
- The duration of MSE is 2 hours for both regular and repeat examinations. Parents of students who did not appear for the exams will be alerted through SMS within 1 hour after the commencement of the examination.
- Hall ticket with the timetable and seating allotment is compulsory for both regular and repeat MSE and can be downloaded from the Student Login.
- Dress code of the University shall be followed during the examination days except for wearing ties.
- MSE is conducted out of 50 marks and is considered out of 25 marks. Students must preserve all MSE answer sheets and present the same to the COE in case of any discrepancy in the marks.

Marks scored by the students will be displayed in the student login within a week after the last date of submission of marks by the faculty. Any discrepancy shall be informed immediately to the faculty concerned for correction of marks.

### **End-Semester Examinations (ESE)**

The examination for the theory as well as practical courses is held at the end of the semesters.

- Generally, the duration of ESE is 3 hours but it may vary for certain courses.
- Parents of students who did not appear for the exams will be alerted through SMS within 1 hour after the commencement of the examination.

- ESE for theory courses will be conducted for 100 marks which is then reduced to the required level by the Office of the Examinations.
- Registration number of the students is bar-coded and is supposed to be pasted on the facing sheet of the answer booklet.
- Hall ticket during the examination with the timetable and seating allotment is compulsory for ESE which can be downloaded from the Student Login.
- Dress code of the University shall be followed during the examination days except for wearing ties.
- Eligibility for admission to the ESE:
  - A student has at least 85% of the attendance in aggregate at the end of the semester.
  - The Vice-Chancellor is satisfied with the character and conduct of the student.

### **Assessment for Practical Courses**

- The assessment may be continuous or continuous and comprehensive.
- For courses with both continuous and comprehensive assessment, ESE will have a minimum required percentage as prescribed by each programme.
- For courses with independent practical's/project, the assessment pattern may vary according to the programmes.

### **Valuation and Results**

- Evaluation of answer scripts in ESE for both UG and PG is centralized.
- Double Evaluation (one external and one internal) is conducted for courses offered in PG programmes and the average of the marks are awarded to the candidate.[Not applicable for MBA and MSc (Psychology)]
- Semester results are announced within 20 days after the last examination date.
- Students can avail the results and download their marks card from the Student Login.
- Application for original transcripts and attestation shall be through Knowledge Pro Login after paying the prescribed fees. Documents can be collected from the Office of Examinations after two working days from the date of application.
- The minimum pass mark for each course is 40% for ESE+CIA with a minimum of 40% in ESE separately.
- For PG programmes, candidates who score 40% or more in individual courses but fail to get 50% aggregate at the end of the programme are considered as failed in the programme. Such candidates can improve their marks by repeating any of the courses. (Applicable from 2019 batch onwards)

**Note:** Certain PG programmes will have different assessment rules and students will have to contact their respective departments for clarifications.

### **Promotion Policy**

Candidates who have not passed in at least 50% of the courses of the previous semesters are not promoted to the next year.

### **School of Law - Promotion Criteria**

- The candidate should pass in all the courses of the first year to be promoted to the third year.
- The candidate should pass in all the courses of the first and second year to be promoted to the fourth year.

- The candidate should pass in all the courses of the first, second and third year to be promoted to the fifth year.

### **PG Programme - Promotion Criteria**

Candidates who have passed at least 50% of the courses of the previous semesters are promoted to the next year.

### **Supplementary Examinations**

- A student who fails in any one or more courses in the ESE of any semester is permitted to take the supplementary examination in the subsequent semester.
- A repeat student is permitted a maximum of only three available chances including the first chance on the same syllabus/curriculum. If the student does not clear the course in three available chances, another attempt will be provided based on the syllabus as applicable to the course for the relevant academic year. Students seeking exemption on this criterion shall meet the Controller of Examinations at least two weeks before the examinations.
- The maximum duration to complete a programme is two years beyond the prescribed minimum duration of the programme.
- A student seeking to appear for the repeat examination shall apply through their Knowledge Pro (KP) student login till they complete the programme and later through the offline mode in the prescribed format within the last date notified for application submission.
- All the notifications regarding the supplementary examination will be announced on the University website at least 45 days before the commencement of the examinations
- Students who are in the final semester of the programme and have a backlog of the courses in the penultimate semester may take up special supplementary examination held in the month of January.
- Students with backlogs in odd semesters will be given another chance to clear the courses in the odd semester supplementary examinations held in the month of April-May.
- Final year students failing in the final semester courses can repeat those courses in the special supplementary examination held in the month of May.
- Such students mentioned in the clauses (g) and (h) are not eligible for the convocation of the corresponding year but will be provided with a provisional degree certificate, consolidated marks card and transfer certificate on request in the last week of June.**

### **Regulations for Repeating CIA for Improvement**

- Students who have completed all the semesters of their programme but have failed to graduate due to a low score in CIA in a particular course in any of the semester can apply for CIA repeat notified in the month of June and November in the University website.
- Students who are in the final semester but have failed in any of the courses in the previous semesters due to a low score in CIA can apply only for CIA repeat notified in the month of November in the University website.
- The applicants should submit the duly filled form to the COE personally.
- After the verification of all the documents, payment of the fees by the applicant, the application will be forwarded to the office of Dean for further action.
- Maximum number of courses allowed for CIA repeat at a time is only two.

- f) The repeat course will follow a tutorial system of 30 hours in duration not exceeding 30 days during which the entire repeat CIA process is expected to be completed.
- g) The maximum time spent on a day for CIA repeat tutorial is only 2 hours.
- h) If a course has been revised or replaced by another in the changed syllabus, the student shall be required to complete the course syllabus applicable to him or her.
- i) In CIA repeat, the applicant has to complete all the three components of CIA under the supervision of a tutor assigned by the department.

### Re-evaluation/ Re-totalling

- a) Re-evaluation of answer scripts shall be permitted only for undergraduate programmes.
- b) Re-evaluation facility shall be available for all examinations-Regular as well as Supplementary.
- c) For PG students only re-totalling is permitted.
- d) Students seeking re-evaluation or re-totalling shall apply through student KP login (offline for course completed students) within the prescribed date.
- e) Photocopy of answer scripts shall not be provided to the student; however, COE has the discretion to extend the facility based on the merit of the case. In such cases students can only view answer script in the presence of COE.
- f) If there is a change in marks resulting from re-evaluation. The student shall be given the benefit of the higher marks awarded, prior to or after such re-evaluation.
- g) In case of re-totalling, the re-calculated marks will be final.
- h) Result of re-evaluation/ re-totalling will be normally announced within one month from the last date to apply.

**Grading System:** Grades are awarded based on absolute grading. University follows 4 point grading system. However, the transcripts will also show grading on 10 point scale.

### Grading Scheme for all UG Programmes Academic Year 2019 - 20

Course wise Distribution of Grade and Grade Points			
Percentage	Grade	Grade Point	Interpretation
80 - 100	A	4.00	Outstanding
73 - 79	A-	3.67	Excellent
66 - 72	B+	3.33	Very Good
60 - 65	B	3.00	Good
55 - 59	B-	2.67	Average
50 - 54	C+	2.33	Satisfactory
45 - 49	C	2.00	Pass
40 - 44	D	1.00	Pass
0 - 39	F	0	Fails

Semester Result	
Percentage	Division
80 - 100	First Class with Distinction
60 - 79	First Class
50 - 59	Second Class
40 - 49	Pass Class

### Grading Scheme for all PG Programmes Academic Year 2019 - 20

Course wise Distribution of Grade and Grade Points			
Percentage	Grade	Grade Point	Interpretation
80 - 100	A+	4.00	Outstanding
75 - 79	A	3.75	Excellent
70 - 74	A-	3.50	Very Good
65 - 69	B+	3.00	Good
60 - 64	B	2.50	Above Average
55 - 59	C+	2.00	Average
50 - 54	C	1.50	Satisfactory
40 - 49	C-	1.00	Pass
0 - 39	F	0	Fails

Semester Result	
Percentage	Division
75 - 100	First Class with Distinction
60 - 74	First Class
50 - 59	Second Class
40 - 49	Pass Class

### Grading Scheme for all UG & PG Programmes with effect from Academic Year 2020-21

Course wise Distribution of Grade and Grade Points				
Percentage	Grade	Grade point	Grade point	Interpretation
		(10 point scale)	(4 Point scale)	
80 - 100	O	10	4	Outstanding
70 - 79	A+	9	3.6	Excellent
60 - 69	A	8	3.2	Very Good
55 - 59	B+	7	2.8	Good
50 - 54	B	6	2.4	Above Average
45 - 49	C	5	2	Average
40 - 45	P	4	1.6	Pass

Semester Result	
Percentage	Division
75 - 100	First Class with Distinction
60 - 74	First Class
40 - 49	Pass Class

### ASSESSMENT PATTERN FOR PG PROGRAMMES OFFERED BY THE DEPARTMENT OF PSYCHOLOGY

- Continuous Internal Assessment (CIA) for all courses: 70%
- End-Semester Competency Examination (ESE): 30% (30 marks out of 100)

#### Continuous Assessment

The assessment and grading of the students will take place in the following manner:

- A formative assessment of the competencies is carried out the beginning of the course. This is not graded.
- Assessment of the acquisition of the competencies is done continuously throughout the course with a minimum of one assessment per month.
- Three of the assessments are graded for twenty (20) Marks each.
- These three assessments will be as follows:

CIA I	:	30 marks
CIA II	:	30 marks
Class Engagement	:	05 marks
Attendance	:	05 marks

Attendance Percentage	Marks
95%-100%	05 Marks
90%-94%	04 Marks
85%-89%	03 Marks
80%-84%	02 Marks
76%-79%	01 Mark

CIA1 and 2 are conducted by the respective faculty in the form of different types of assignments within the stipulated time for awarding the marks.

The students have to attain minimum pass marks in each assignment or will have to repeat the assignment within the time stipulated by the department. Marks scored by the students for CIA will be displayed in the student KP login within a week after the last date of submission of marks by the faculty. Any discrepancy shall be informed immediately to the faculty concerned for correction of marks.

Students who either fail or do not sit the OA will have to apply for repeat CIA immediately after publishing the results of each CIA component. Application to be forwarded through the HoD and Dean to the Office of Examinations and obtain necessary approvals. The number of chances for repeating each CIA is only one. Students who fail in the CIA in a semester have to apply for CIA repeat of the whole course in the subsequent semester

### End Semester Competency Examination

- The End semester competency examination for the theory as well as practical courses is held at the end of the semesters.
- The End semester competency examination might take place in the form of written examination, project submission and Viva Voce examination and managed by the Office of Examinations.
- Generally, the duration of the ESCE is 2 hours but it may vary for certain courses.
- Absentee's parents will be alerted through SMS within 1hour after the commencement of the examination.
- ESCE for all courses will be conducted for 50 marks and reduced to out of 30marks.
- Hall ticket with the timetable and seating allotment is compulsory for ESCE which can be downloaded from the Student Login or obtained from the department office.
- Dress code of the University should be followed during the examination days except for wearing ties.
- Permission for admission to the ESCE is granted only if

- A student has passed in CIA's for that course.
- A student has at least 85% of the attendance in aggregate at the end of the semester.
- The Vice-Chancellor is satisfied with the character and conduct of the student.

For 2 and 8 credit courses, a similar system will be followed with marks adjusted accordingly. All Internships, practicum, seminars and research related courses will follow the same pattern.

### Pass Criteria

A student shall pass each course with a minimum aggregate score of 50 marks with a minimum of 50% for CIA and 40% for ESE. The overall aggregate to pass a semester is 50%. A student failing a course due to less than minimum in ESE shall repeat the ESE while his/her internal scores shall remain valid.

### Grading Scheme with effect from Academic Year 2020 - 21

Course wise Distribution of Grade and Grade Points				
Percentage	Grade	Grade point	Grade point	Interpretation
		(10 point scale)	(4 Point scale)	
80-100	O	10	4	Outstanding
70-79	A+	9	3.6	Excellent
60-69	A	8	3.2	Very Good
55-59	B+	7	2.8	Good
50-54	B	6	2.4	Above Average

Semester Result	
Percentage	Division
75 - 100	First Class with Distinction
60 - 74	First Class
50 - 59	Second Class

All other regulations pertaining to assessment and evaluation are the same as other programmes of the CHRIST (Deemed to be University).

### ASSESSMENT PATTERN FOR MBA PROGRAMMES OFFERED AT INSTITUTE OF MANAGEMENT

- Continuous Internal Assessment (CIA) for all courses (other than courses fully under departmental evaluation): 65%
- End Trimester Examination (ETE): 30%
- Attendance: 5%



### Continuous Internal Assessment (CIA)

Continuous internal Assessment carries a weight of 65% and conducted at three different levels such as CIA 1 and CIA 3 by the respective faculty in the form of different types of assignments within the stipulated time for awarding the marks. Assignments can be in the form written tests, case studies, quiz, presentations, field works, research-based assignments etc and also multiple choice questions based tests to cover the concepts. CIA 2 will be a written midterm examination.

Mark distribution of each CIA (excepting the courses based on fully departmental evaluation) would be as follows:

Components	CIA 1	CIA 2	CIA 3	Total
Assignments - Weightages	10%		15%	25%
MCQ -Weightage			15%	15%
Midterm Exams (2 hours for 50 marks) - Weightage		25%		25%
<b>TOTAL</b>	<b>10%</b>	<b>25%</b>	<b>30%</b>	<b>65%</b>

For courses which are based on the full departmental evaluation, marks distribution varies from course to course and decided by the faculty members engaging the course. Attendance for each course carries 5 marks and distributed as follows:

Attendance Percentage	Marks
95% -100%	05 marks
90% - 94%	04 marks
85% - 89%	03 marks
80% - 84%	02 marks
76% - 79%	01 mark

Marks scored by the students for CIA will be displayed in the student login within a week after the last date of submission of marks by the faculty. Any discrepancy shall be informed immediately to the faculty concerned for correction of marks.

### End Trimester Examination (ETE)

- The End trimester examination for the theory as well as practical courses is held at the end of the semesters.
- Generally, the duration is 2 hours but it may vary for certain courses.
- Absentee's parents will be alerted through SMS within 1 hour after the commencement of the examination.
- ETE for all courses will be conducted for 50 marks and reduced to out of 30 marks
- Hall ticket with the timetable and seating allotment is compulsory for ETE which can be downloaded from the Student Login or obtained from the department office.
- Dress code of the University should be followed during the examination days except wearing ties.

### Permission to sit for the ETE is granted only if

- A student has at least 85% of the attendance in aggregate at the end of the trimester.
- The Vice Chancellor is satisfied with the character and conduct of the student.

## Pass Criteria

A student shall pass each course with an aggregate score of at least 50 marks per course, with a minimum of 40% in end Trimester Examinations. The overall aggregate to pass a semester is 50%. Students failing to score 40% in the end Trimester Examinations are required to take supplementary examinations to pass the course.

## Grading Scheme for MBA Programmes

Course wise Distribution of Grade and Grade Points				
Percentage	Grade	Grade point	Grade point	Interpretation
		(10 point scale)	(4 Point scale)	
80 - 100	O	10	4	Outstanding
70 - 79	A+	9	3.6	Excellent
60 - 69	A	8	3.2	Very Good
55 - 59	B+	7	2.8	Good
50 - 54	B	6	2.4	Above Average
45 - 49	C	5	2	Average
40 - 45	P	4	1.6	Pass

Semester Result	
Percentage	Division
75 - 100	First Class with Distinction
60 - 74	First Class
40 - 49	Pass Class

Normally 10 hours of classroom teaching in a semester is considered as one credit for theory courses. Courses with 30 hours will earn the candidate 3 credits.

All other regulations pertaining to assessment and evaluation are the same as other programmes of the CHRIST (Deemed to be University).

## Supplementary Examinations

- Students failing in any Trimester (up to 4 trimesters) can take up the supplementary examinations in the subsequent semesters.
- Students failing in 5 trimesters can take up the special supplementary examinations held immediately after the announcement of results.
- Students failing in 6 Trimester can take up the special supplementary examinations held in the month of May. Such students are not eligible for the convocation of the corresponding year but will be provided with a provisional degree certificate, consolidated marks card and transfer certificate on request in the last week of June.
- Special supplementary examinations will be held in the month of February for the final year students to clear their backlogs of the previous trimesters.

### **Promotion criteria**

Students with more than 2 backlogs in the first year are not eligible for promotion to the second year.

### **ASSESSMENT PATTERN FOR BBA (Academic year 2020 - 21 onwards)/BBA (HONS) / BBA FinTech (HONS)/ BA ECO (HONS)/BSc ECO (HONS) / BSC PSYCHOLOGY (HONS)/MA BUSINESS ECONOMICS/MSC ECONOMICS & ANALYTICS/MSC FINANCE & ANALYTICS**

A. \*Continuous Internal Assessment (CIA): 70% (70 marks out of 100)

B. \*End-Semester Examination (ESE):30% (30 marks out of 100)

#### **Continuous Internal Assessment: 70%**

The students shall be continuously assessed out of 70 marks towards their CIA which comprises of creative and innovative assignments. The assignments include logical reasoning, application-oriented case studies, in class assignments, group assignments, library assignments etc. Continuous Internal Assessment is divided into three components.

CIA 1 - 20 marks

CIA 2 - 25 marks

CIA 3 - 20 marks

Attendance - 05marks

Students need to complete the assignments within the stipulated time forwarding the marks. CIA 1 and 3 that are conducted out of 40 marks which get reduced to out of 20 marks whereas CIA 2 (mid-semester examinations) is conducted out of 50 which gets reduced to out of 25 marks.

#### **End Semester Examinations: 30%**

The end semester exams shall be conducted for duration of two hours and for 50 marks which get reduced to out of 30 marks.

#### **Pass Criteria**

A student shall pass each course with a minimum aggregate score of 50 marks with minimum of 40% in end Semester Examinations. The overall aggregate to pass a semester is 50%. A student failing a course shall repeat the end exam while his/her internal scores shall remain valid.

### Grading Scheme for UG & PG Programmes Academic Year 2019 - 20

Course wise Distribution of Grade and Grade Points			
Percentage	Grade	Grade Point	Interpretation
80 - 100	A+	4.00	Outstanding
75 - 79	A	3.75	Excellent
70 - 74	A-	3.50	Very Good
65 - 69	B+	3.00	Good
60 - 64	B	2.50	Above Average
55 - 59	C+	2.00	Average
50 - 54	C	1.50	Satisfactory
0 - 49	F	0	Fails

Semester Result	
Percentage	Division
80 - 100	First Class with Distinction
60 - 79	First Class
50 - 59	Second Class

### Grading Scheme for all UG & PG Programmes with effect from Academic Year 2020-21

Course wise Distribution of Grade and Grade Points				
Percentage	Grade	Grade point	Grade point	Interpretation
		(10 point scale)	(4 Point scale)	
80 - 100	O	10	4	Outstanding
70 - 79	A+	9	3.6	Excellent
60 - 69	A	8	3.2	Very Good
55 - 59	B+	7	2.8	Good
50 - 54	B	6	2.4	Above Average
45 - 49	C	5	2	Average
40 - 45	P	4	1.6	Pass

Semester Result	
Percentage	Division
75 - 100	First Class with Distinction
60 - 74	First Class
40 - 49	Pass Class

All other regulations pertaining to assessment and evaluation are the same as other programmes of the University.

#### Regulations for repeating CIA for improvement (For programmes with 70 % marks for CIA and 30 % marks for ESE)

1. Students who have failed in one or more courses of a trimester/semester due to low marks in CIA can apply for CIA repeat of the failed course/s immediately after the announcement of results of the particular trimester/semester.

2. The application for the same can be downloaded from the knowledge pro login of the student.
3. The applicants should submit the duly filled form to the office of examination personally.
4. After the verification of all the documents, payment of the fees by the applicant, the application will be forwarded to the office of Dean concerned for further action.
5. The maximum number of courses allowed for CIA repeat at a time is only two.
6. The repeat course will follow a tutorial system of 30 hours (10 contact hours and 20 hrs in library) in duration not exceeding 30 days during which the entire repeat CIA process is expected to be completed.
7. The 30 hrs include tutorials, assignments and assessments as per the CIA pattern to ensure student learning.
8. The maximum time spent on a day for CIA repeat tutorial is only 2 hours.
9. If a course has been revised or replaced by another in the changed syllabus, the student shall be required to complete the course syllabus applicable to him or her.
10. In CIA repeat, the applicant has to complete all the three components of the CIA under the supervision of a tutor assigned by the department.

#### **Award of Certificate for all programmes**

Students who complete the programme in full will be awarded the degree certificate during the Convocation held in the month of May

- Students who complete the programme in full by passing the supplementary examination held in between the academic year shall be issued consolidated marks card, provisional degree certificate and transfer certificate on request.
- The Degree Certificate shall be issued only during the University Convocation relevant to the academic year.
- Students who fail to collect the degree certificates during convocation may collect the same from the Office of Examination after paying the prescribed fine.

#### **Open Elective Courses for Undergraduate Students**

Open electives are offered under two categories: a) Generic electives b) Skill Enhancement Electives

- It is mandatory for undergraduate students to enrol and pass two open elective courses for two credits each before the completion of the Second Semester.
- Students have the option of choosing either two Generic Elective courses or one Generic Elective and one Skill Enhancement Elective courses under the category of mandatory elective courses. A student **is not eligible** for more than one Skill Enhancement Elective course under the category of mandatory courses.
- All the Open Electives are offered within the regular class hours.
- These courses generally earn two credits consisting of 45-hours of theory classes and 60 hours for those with practical.
- Students can view the complete details of the courses offered as Generic Electives and Skill Enhancement Elective courses in their Knowledge Pro login.

- Students must register for the courses through their Knowledge Pro login after paying the prescribed fees within the dates notified.
- Till a student passes two courses under the mandatory course category, he/she is not eligible to apply for other open elective courses under the optional courses category.
- Evaluation pattern is the discretion of the faculty concerned with only CIA or both CIA and end-semester examinations
- Examinations are conducted by the departments concerned and the results are indicated only in Grades in the marks card.
- Minimum pass percentage is 40% for courses under the mandatory category. Grades are awarded only if the student passes.
- These courses are conducted during the regular class hours and the courses offered are different in Odd and Even semesters.
- Students are advised to finalise their choice of programmes in consultation with their class teachers concerned.
- Minimum prescribed attendance for these courses is 85%. Medical and co-curricular claims will be considered only if the student has 75% physical attendance for the classes held.
- Attendance claim shall be submitted to the Office of Examinations in the prescribed form within 07 days after availing he leave.
- Students who fail to secure the minimum pass marks or the required minimum attendance or those who discontinue in between the course are required to register afresh by paying applicable course fees. Re--registration is permitted only in the subsequent semester which may be for the same course or any CHRIST (Deemed to be University)
- A student is not eligible to graduate without completing at least two courses under the mandatory course category.
- Students from the Department of Performing Arts, Theatre Studies and Music have to complete one mandatory course offered by the other departments
- Each course admits only 40 students on a first-come-first-served basis.
- **Courses which do not get minimum required applications may not be conducted. (need not to be there)**

#### **Facilities for Differently Abled Students**

- Differently abled students will be given a compensatory time of maximum 20 minutes per hour elective courses under the optional courses category.
- Evaluation pattern is the discretion of the faculty concerned with only CIA or both CIA and end semester examinations.
- Examinations are conducted by the departments concerned and the results are indicated only in Grades in the marks card.
- Minimum pass percentage is 40% for courses under the mandatory category. Grades are awarded only if the student passes.
- These courses are conducted after or before the regular class hours and the courses offered are different in Odd and Even semesters.
- Students are advised to finalise their choice of programmes in consultation with their class teachers concerned.
- Minimum prescribed attendance for these courses is 85%. **Medical and co-curricular claim will be considered only if the student put in 75% physical attendance for the classes held.**
- Attendance claim shall be submitted to Office of Examinations in the prescribed form within 07 days after availing the leave.

- Students who fail to secure the minimum pass marks or required minimum attendance or who discontinue in between the course are required to register afresh by paying applicable course fees. Reregistration is permitted only in the subsequent semester which may be for the same course or any other courses from the choices available during the particular semester.
- A student is not eligible to graduate without completing a minimum two courses under mandatory course category.
- Students from the Department of Performing arts, Theatre and Music have to complete one mandatory course offered by other departments.
- Each course admits only 40 students on a first-come-first-served basis.
- Courses which do not get minimum required applications may not be conducted.

### **Open Elective Courses for Undergraduate Students**

Open electives are offered under two categories: a) Generic electives b) Skill Enhancement Electives

- It is mandatory for undergraduate students to **enrol** and pass two open elective courses for two credits each before the completion of the Fourth Semester.
- Students have the option of choosing either two Generic Elective courses or one Generic Elective and one Skill Enhancement Elective courses under the category of mandatory elective courses. A student is not eligible for more than one Skill Enhancement Elective course under the category of mandatory courses.
- For BCom (Professional), BBA (Finance and Accounting), BBA, BBA (Honours), BA LLB (Honours) BBA LLB (Honours) and BCA programmes the Open Electives are offered within the regular class hours.
- These courses generally earn two credits consisting of 45-hours of theory classes and 60 hours for those with practical.
- Students can view the complete details of the courses offered as Generic Electives and Skill Enhancement Elective courses in their Knowledge Pro login.
- Students must register for the courses through their Knowledge Pro login after paying the prescribed fees within the dates notified.
- Till a student passes two courses under the mandatory course category, he/she is not eligible to apply for other open elective courses under the optional courses category.
- Evaluation pattern is the discretion of the faculty concerned with only CIA or both CIA and end-semester examinations
- Examinations are conducted by the departments concerned and the results are indicated only in Grades in the marks card.
- Minimum pass percentage is 40% for courses under the mandatory category. Grades are awarded only if the student passes.
- These courses are conducted after or before the regular class hours and the courses offered are different in Odd and Even semesters.
- Students are advised to finalise their choice of programmes in consultation with their class teachers concerned.

- Minimum prescribed attendance for these courses is 85%. Medical and co-curricular claims will be considered only if the student has 75% physical attendance for the classes held.
- Attendance claim shall be submitted to the Office of Examinations in the prescribed form within 07 days after availing the leave.
- Students who fail to secure the minimum pass marks or the required minimum attendance or those who discontinue in between the course are required to register afresh by paying applicable course fees. Re--registration is permitted only in the subsequent semester which may be for the same course or any other course from the choices available during the particular semester.
- A student is not eligible to graduate without completing at least two courses under the mandatory course category.
- Students from the Department of Performing Arts, Theatre Studies and Music have to complete one mandatory course offered by the other departments
- Each course admits only 40 students on a first-come-first-served basis.
- Courses which do not get minimum required applications may not be conducted.

**Rules for Exemption from Open Elective courses based on Performance in Extracurricular events of the University.**

- Students selected by the University for its Specified Extra-curricular activities/events mentioned below may be considered for exemption from one of the Open Electives Courses.
  - University Cultural Team: All the winners of Darpan
  - University Dance Team: Winners and five Runner up teams (as per ranking) of the dance events of Darpan as well as other members of the University dance team
  - University Choir
  - University Volunteer Team
  - University Sports Teams. Both male and female student teams are eligible for the full strength of the team, including reserves.
  - Peer Education Programme (PEP)
  - Student Welfare Office (SWO)
  - Centre for Social Action (CSA)
  - National Cadet Corps (NCC)
  - University Wind and Brass Orchestra

Participation in only one of the activity/event listed is considered, even though the student may be involved in more than one activity.

- Students who are in the second year must have already completed one of the open elective courses to avail this scheme.
- Students who fail in their performance earning a Grade of 'D' are not exempted but the students may have to repeat the activity/event to improve their performance, subject to their re-selection.



- iv. Students seeking credit, based on their participation in any of the aforesaid extra-curricular activity/event shall register with the Office of Examinations in the beginning of the academic year, latest by Mid- August through the respective offices. Addition of names in the list after registration is not permitted.
- v. The coordinating Department/Centre/Office of the respective activity/event shall monitor every student of its group and submit to the Office of Examinations, a score sheet (marks card) during the last 10 days prior to the close of the even-semester.
- vi. The criteria for judging the performance for the specified activities/ events is as given in the table hereunder.

Activity/ Event	Performance Criteria					
Student/ Reg. No	Attendance	Punctuality	Initiative	Leadership	S	Delivery

vii. The Department/Centre/ Office of the activity/event concerned will set the relevant parameters to measure the content of each given criterion depending on the need and application of the particular activity/event and assesses the performance of every student objectively.

viii. Students must earn at least 20 Points out of 50 to get a C Grade. Grading is as under

Total Score	Grade
30 and above	A
25-29	B

20-24	C
Below 20	D

The examination rules and requirements may undergo minor modifications to accommodate the exigencies created by the COVID-19 Pandemic, which will be notified separately.

### **Evaluation for PhD Programmes**

A candidate registered for PhD should pass the six month- coursework. The minimum duration of the PhD programme is three years, including the course work. The maximum duration is five years. However, as a special case, an extension of one year can be granted subject to the approval of the Doctoral Committee. A PhD registration is cancelled if the candidate fails to submit the progress reports as per the PhD regulations, also non-payment of required fees, and non-completion of PhD within the maximum duration of the programme.

### **Progress Report and Doctoral Colloquia**

Doctoral candidates are expected to submit two hard copies of the progress report of their doctoral research every quarter (i.e. every three months-four times a year) duly signed by the supervisor and the RAC members. A candidate is eligible to submit the thesis only after submitting two bimonthly and three half-yearly reports followed by the PhD synopsis colloquium. Evaluation of PhD synopsis defence is done only when a PhD scholar completes two publications in the area of research in a National/International Journal with at least one publication in a Scopus or, Web of Science, indexed Journal or refereed/indexed journal approved by the Centre for Research and two presentations in National or International Conferences. The doctoral candidates are expected to attend at least one colloquium in a research semester (six months) and give a presentation which should adequately demonstrate and discuss the progress of their doctoral thesis. Evaluation of the doctoral colloquium is documented.

### **Evaluation of the Thesis**

The evaluation of the thesis is done as per the Regulations of the University. The candidate is intimated to attend a Viva Voce examination after receiving two positive adjudication reports of the thesis.

## 6. HOLISTIC EDUCATION

CHRIST (Deemed to be University) understands the limitations of compartmentalized knowledge which is not adequate enough to face the challenges of the globalized world. With a mission to prepare the students for life and not just for the acquisition of a degree, it encourages every plan that would make perfect connections with the world outside-take it as a unified whole and integrate with it, sharing its joys and sorrows. Inspired by the educational philosophy of Rousseau, Emerson, Ivan Illich, Paulo Freire, Mahatma Gandhi, Tagore and St Chavara, the University formulated this concept of Holistic Education more than eighteen years ago and included it in the curriculum, making necessary changes every year.

At CHRIST (Deemed to be University) Delhi NCR, we believe in pioneering future leaders. Following the vision of our campus director, we have introduced '**Servant Leadership**' as a motto of the Holistic Education programme this academic year. Students will be taught for a year across two semesters on different values attached to "Servant Leadership" advisable to be inculcated at a young age in order to start early as servant leaders. A group of passionate teachers drawn from across the streams go through the whole process of designing the curriculum through a series of intense discussions under the broad classification of three skills: Personal, Interpersonal and Societal.

The modules taught in the holistic education sessions are given below:

### **Personal Skills**

- Introducing Servant leadership: Enhancing Personal Prowess of Students
- Servant Leadership and nurturing student character
- Principles of Servant Leadership - Listening and Empathy
- Embracing Servant leadership - Introducing Drivers of Change
- Transforming beliefs - Servant Leadership and the head change
- Exploring Intentions and Character at your core - Servant leadership and Heart change

### **Interpersonal Skills**

- Principles of Servant Leadership - Healing and Awareness
- Principles of Servant Leadership - Persuasion and Conceptualization
- Recalibrating to stay on track- Servant Leadership and Habit change
- Culture of Servant Leadership and its Implications for Interpersonal effectiveness

### **Societal Skills**

- Principles of Servant Leadership - Foresight and Stewardship
- Principles of Servant Leadership- Commitment to Growth of People and Community Building
- Demonstrating Selfless Leadership Behaviour- Servant Leadership and Hands change
- Servant leadership and its Impact on Community building

Classes are conducted every week both for the Undergraduate and Postgraduate students. Attendance and an online evaluation done at the end of every semester are mandatory.

## 7. CAMPUS CULTURE AND REGULATIONS

CHRIST (Deemed to be University) is proud of its eco-friendly, serene and peaceful environment. Smoking is strictly prohibited. Defacing any part of the campus is treated as an offence.

Deeply committed to upholding the value systems of the University, it expects its students to conduct themselves in a worthy manner in their dress, demeanour and discipline. They must respect their teachers; greet them when they meet them in or out of the University campus. They must rise when the teacher enters the classroom, remain standing till they are directed to sit, or till the teacher takes his/ her seat. When the attendance roll is called, each one must rise and answer to his/ her name or registration number.

Students should be seated in their respective classrooms at the stroke of the bell. Students are expected to make use of the library during free periods. Movement of students in the corridors of the University buildings during lecture hours or sitting on the steps of the staircase or on the steps of the portico of the University is not permitted.

Students must possess their identity card, whenever they come to the University and show it to the persons concerned whenever asked for. Congregating on the road in front of the University or at the entrance of the University is to be avoided. Students must drive their vehicles in the campus at a moderate speed.

Students should maintain decorum and discipline at all times, both inside and outside the campus. Those who are guilty of serious misconduct or whose presence is detrimental to the order and discipline on the campus are liable to be expelled. Code of conduct on the campus includes safeguarding the University property, keeping the place clean and tidy and following the prescribed dress code.

### **Guidelines for Dress Code**

As a mark of respect for our common identity as Chrities, it is imperative to follow a dress code to create a sense of unity and homogeneity. The dressing should conform to the norms of decorum befitting a temple of higher learning. Further, grooming is also an essential component of our professional training as an Academic Institution.

- Students should be dressed modestly in conformance to the Department/programme requirements
  - Male Students: Formal shirts, trousers and shoes.
  - Female Students: Formal Wear- Salwar Kameez with Dupatta, Churidar with long Kurta.
  - Wearing a T-shirt, low waist pants, cargoes, jeans, sleeveless, transparent, tight and loose attire that is generally considered inappropriate are not entertained on campus and also during the professional visits organized by the University.
- Formal Uniform/Sari is to be worn as per the specification of the respective departments.
- Body piercing, tattooing and fancy colouring of hair is not entertained.

Only students who are on the rolls of the University and their parents shall normally be permitted to enter the University campus.

### **Identity Card**

Every student of CHRIST (Deemed to be University) Delhi-NCR is issued an Identity Card in the form of a Smart Card in collaboration with the South Indian Bank. This will be the Identity cum ATM card, which enables the student to withdraw cash from his/her bank account to be opened with the South Indian Bank. All transactions within the campus including payment of fees and library access are possible only with this card. The student must keep the card well secured.

If this card is lost, the student should immediately notify the bank and then the Information Processing Management (IPM) at CHRIST (Deemed to be University), Delhi-NCR. A new card can be obtained by applying for and paying the card replacement fee at the academic office. Handing over the card to others is strictly prohibited.

Every student has also issued a wearable ID card which shall be worn by all students at all times on campus. Entry into the campus/buildings/ classrooms may not be permitted without the wearable ID card, with the card clearly visible.

Handing over the ID cards to others is strictly prohibited. The University will not be responsible for any loss due to inappropriate handling of the ID cards. Students are expected to carry both the ID cards with them at all times till the completion of the programme.

### **General Regulations**

1. The working day is divided into two sessions, the forenoon session of four periods and afternoon session of two periods. Attendance is marked at the commencement of each period. Late-comers, therefore, though permitted to attend class by the teacher concerned, will not be given attendance.
2. Use of internet by the students on the campus is expected to be for their academic enrichment.
3. Use of mobile phones inside the buildings, including corridors is strictly prohibited. If any student is found using them, they will be confiscated.
4. Tests are held periodically in every subject. Attendance cum progress report of every student is available at [www.ncr.christuniversity.in](http://www.ncr.christuniversity.in) Parents can access it and monitor the performance of their children using the individual password given to every student. Parents can get the username and password by emailing [ipm@ncr.christuniversity.in](mailto:ipm@ncr.christuniversity.in).
5. Students must not join any club or society or involve in any engagement that would interfere with their studies without the prior permission of the Director.
6. Students are not permitted to play any sports or join cultural teams against CHRIST (Deemed to be University) Delhi-NCR.
7. Students are forbidden to organize or attend any meeting within the campus, or collect money for any purpose or circulate among the students any notice or petition of any

kind or paste it on the campus notice board without the written permission of the Director.

8. Active participation in politics is not compatible with the academic life of students and as such students are expected not to indulge in public activities, which are of a political nature.
9. Students are not permitted to make complaints in a body or present any collective petition, but are welcome to present their case, if any, either individually or through their proper representatives.
10. Students must abide by the dress code specified by CHRIST (Deemed to be University) Delhi-NCR.

### **Leave Regulations**

1. Students must have a minimum of 85% attendance to be permitted to write the End Semester/Trimester Examination (ESE/ETE). Approved leave applications will be considered only if the overall attendance is above 75% on the last working day.
2. The minimum attendance requirement as per the Institute's norms is 85%. Students who fail to meet this required percentage of attendance shall be detained in the current Semester/Trimester, such students will have to repeat the semester and fulfil the required criteria to be eligible for promotion to the succeeding semester/trimester. He/she shall repeat and complete the semester/trimester before being promoted to the next semester/trimester. He/she shall apply for the detention certificate from the Office of Admissions, within 15 days of the last instruction day of the semester/trimester.
3. Students who are detained due to shortage of attendance will be considered for readmission only once during the period of their course of study at the University.
4. No student shall absent himself/herself from classes without the prior permission of the HOD.
5. Students who are absent from classes for two weeks or more continuously without written permission of the Director, will be considered to have left the programme.
6. Students who need to be absent due to personal reasons shall apply with a duly filled leave application form, with signatures from the respective faculty/ HOD. Planned personal leave requires prior permission from their faculty/HOD.
7. Students who are absent due to co/extra-curricular activities have to submit Co-Curricular forms, with prior approval from the concerned faculty/HOD. Students will not be entertained for any activities, if the required 85% attendance is not maintained.
8. Any type of leave application (personal/co-curricular activities) has to be collected by the student. The duly filled in form along with the original leave letter, and the proof for the reasons should be submitted to the Director within ten days of re-joining the classes.
9. Application for leave of absence may be rejected by the HOD/Director if its genuineness is not satisfactory.

## **Fee Regulations**

1. The fee shall be paid for the full year during the admission process.
2. Mode of fee payment for new students is through online transfer or NEFT. Existing students must pay their fee through their student account.
3. The absence with or without leave from the University shall not be an excuse for non-payment of fees on the prescribed date.
4. Students are expected to pay the fee for the next higher class and to clear all their dues including a fine for breakages or damages before collecting the admission ticket for the even ESE/ March ETE

## **Cancellation and Refund Policy**

The Cancellation Regulation is based on UGC Guidelines in this regard as contained in UGC (Institutions Deemed to be Universities) Regulations, 2016

Application form for Cancellation/Withdrawal must be made in the prescribed form duly signed by the student and the parent and must be submitted with the original fee paid receipt and other documents received from the University.

Refund may be considered only in respect of Academic Course Fee. No refund shall be allowed in respect of Application Fee and Admission Registration Fee.

The University in view of its strict attendance Regulation does not normally admit any student to any course after the commencement of classes and hence the seats of cancelled admission shall remain unfilled at all times thereafter. Admissions to all courses will close prior to the commencement of classes.

Student seeking cancellation of admission at least 7 days prior to commencement of classes (as per the announced date) shall be eligible for a refund of 100% of the Academic Course Fee subject to deduction of processing charges of 10% of the Course Fee or Rs.15000/- whichever is lower.

A student seeking cancellation of admission either up to 6 days prior to or after the commencement of classes (irrespective of whether the student attended any class or not) shall be permitted refund during the first 30 calendar days from such commencement and shall be in percentage as herein stated.

1 UGC Notification F. No. 1-3/2016(CPPPI/DU) dated 11th July 2016 read with Notification of 6th December 2016.

## **Issue of Certificates**

1. Applications for Bonafide, Address proof, Date of birth, Tuition fee, No objection or Character certificates are to be made through the student's attendance log in. A fee shall be charged for every certificate. All certificates will be issued only 48 hours after the request. Duplicates will not normally be issued.
2. Degree Certificate, Transfer Certificate (TC) and Consolidated Marks Card will be issued to students who complete their programme within the normal programme period. Students who complete the programme after the normal period should apply for these certificates separately.
3. TC will not be issued to students who discontinue the programme. In such cases, an application for the TC should be made to the Office of Admissions after completing the process of cancellation/ discontinuation of admission.
4. TC will not be issued if a student has any dues to the University by way of fees, fines, breakage charges, books from the library, NCC kit etc.
5. Students applying for certificates, testimonials and other documents must contact the Office of Admissions.

## **Academic Integrity**

Any intellectual contribution and knowledge production must result from one's own efforts. Therefore, the University promotes academic integrity as an important aspect of any research-oriented activity carried out in the University. The students must adhere to the highest academic standards in knowledge production.

All work submitted by students for evaluation must be original. Students are expected to properly acknowledge all sources of information that are not the product of their own research or thinking.

### **The following are the recommended citation formats:**

- Humanities and Social Sciences: APA 6th ed. or Modern Language Association (MLA) 7th ed.
- Sciences and Engineering: IEEE Editorial Style Manual
- Law: Bluebook, 19th ed.
- Commerce and Management: APA 6th ed. or Harvard Referencing

Presenting an already existing idea or source as one's own or new is plagiarism.

### **The following constitute plagiarism in academic works:**

- Copying from another print or electronic source without appropriate acknowledgement.
- Presenting another person's work as one's own.
- Using another person's ideas terms, concepts, work without proper acknowledgement or documentation.



- Submitting one's own prior work without documenting and citing its prior use.

### **Using Meeting Halls and Auditorium**

1. Students can book venues for conducting seminars, guest lectures and department events at the Student Welfare Office with a letter from HOD. The equipment required should be clearly mentioned in the form.
2. The request should be made at least one week before the event; the allotments are on a first-come-first-serve basis.
3. Students must use the venues only during the stipulated time as designated by the office.
4. All electric and electronic equipment are to be handled ONLY by the personnel assigned for the purpose.
5. The green rooms and auditoriums should be vacated within an hour after the programme ends.
6. Materials for the programme can be brought in only after 6:00 pm on the day prior to the event.
7. Departments are responsible for the auditorium during the hired duration. In the event of any damage occurring during the hired duration, the department concerned will be held responsible.
8. Air-conditioning in the Main Auditorium will be switched on only half an hour before the actual start of the programme.
9. Any additional requirements (audio/video/lights) should be informed to the venue-in-charge not less than one week before the programme.
10. Any additional requirements can be hired through the management- approved suppliers only.
11. Overnight stay is strictly prohibited.
12. Display of publicity material can be put up only in the specified places.
13. No material should be attached or pasted to any of the walls/surfaces /floors/ surroundings within or outside the auditorium.
14. Use of mobile phones and unauthorized wireless equipment in the auditoriums is strictly prohibited and liable for confiscation in case of violation.
15. Eatables/beverages are not permitted in the auditorium foyer.
16. Explosives, crackers, inflammable liquids or fire should not be used in and around the auditorium.
17. The coordinators concerned will meet the technical staff of the auditorium two days prior to the programme with the schedule of the programme and should brief them about the logistics, for the smooth and professional conduct of it. Audio/Video clipping for the use of programme should be handed over to them well in advance for the trial run.
18. Rehearsals are not permitted in the auditorium.

## 8. LIBRARY SERVICES

Library and Information Centre, CHRIST (Deemed to be University), Delhi NCR campus has a good collection of textbooks, reference books, periodicals and journal archives. The library can accommodate more than 290 students and is also equipped with more than 50 computer terminals to facilitate the digital world. The library has facilities like internet and Wi-Fi services, a symposium hall for group discussions, locker facility, computer lab and reprographic facility. We also provide an extensive reading area for students where they can use their personal reading materials.

### COLLECTION DETAILS:

**Books:** 12,768 | **Periodicals:** 70 | **Newspapers:** 07 | **E-resources:** 15 databases

The e-resources have a collection of more than 19000 journals and 1, 65, 00 eBooks.

### LIBRARY TIMING

Working Days: Monday-Friday      08:00 AM – 07:30 PM

                         Saturday              08:00 AM – 05:30 PM

Vacation:              Monday-Saturday      08.00am - 04.30pm

The library remains closed on all Sundays and Public Holidays.

### ACCESSING THE LIBRARY ACCOUNT ONLINE AND LIBRARY RULES

The library uses KOHA, an open-source Integrated Library System, for its in-house activities. It allows users to search for a book Author wise, Title, Subject, ISBN, and keyword; review items that are checked out; determine return dates, conveniently from home or wherever internet access is possible. The library also has OPAC terminals at various locations. Information about the library is also made available through OPAC.

### LIBRARY CATALOGUE

The library activities are digitized. The resources are searchable via the library catalogue. The catalogue helps to find books, journals and other library materials from the shelf. The library uses the Dewey Decimal System of Classification to arrange the books on the shelves. The shelves are labelled with subject headings and classification number. The catalogue is user friendly and can be accessed at <http://ncrlibrary.christuniversity.in/>.

## CIRCULATION

Category	Entitlement	Duration of Borrowing	Penalty for Late Return
Students (UG)	2 Books	7 days (Law Library)	Rs. 5/- per day
		14 days (Any Library)	
Students (PG)	4 Books	14 days (Any Library)	
Research Scholars	10 Books	14 days (Law Library)	
		21 days (Any Library)	
Faculty Members	20 Books	30 days (Law Library)	
		90 days (Any Library)	
Staff Members	5 Books	30 days (Any Library)	

1. Circulation timings: Monday-Saturday: 08.30 am- 07.00pm
2. Borrowing Facility: UG students can borrow two books, and PG students can borrow four books at a time. The reading time for the books borrowed is 14 days for UG and PG; however, for all law students, the reading time is seven days. Research Scholars can borrow books for 21 days only.

## ISSUE OF BOOKS

1. Users cannot borrow copies of the same book.
2. For all final year students, the issue of books stops a week before the final exams. The students have to return the overdue library books and deposit library dues if any.

## RETURN/RENEW

1. Return books on before the due dates.
2. Where the due date falls on a university holiday, the return period will be considered as extended to the next working day. However, users are advised to check the library notice board regularly.
3. A book may be renewed one time online.
4. All Library fines, if any, are to be paid through smart card.

## REFERENCE BOOKS

1. Reference books are not for 'issue' and are to be referred inside the library.

2. Under no circumstances will reference books be issued either for classroom reading/reference or for reading outside the library.

### **JOURNAL/REPORTS**

1. Journals and reports are not for loan.
2. To refer/consult the loose parts of Journals/reports/magazines/newspapers etc., a requisition in a prescribed form is to be submitted in advance. The user must ensure the safe return of items on the same day.
3. Users must take care of the journals/reports taken for photocopying and should make sure it's safe return.

### **PHOTOCOPY SERVICE**

1. The library photocopy service is available from 09.00 am to 07.00 pm.
2. Photocopying a full book is not permitted inside the library or campus. A user can photocopy a maximum of 60 pages per book.

### **INSTITUTIONAL MEMBERSHIP**

The library has an institutional membership with the following institute libraries. Users may request for access cards and access the libraries.

1. **CHRIST (Deemed to University), Bangalore**
2. **DELNET services**
3. **INFLIBNET**
4. **British Council Library**

### **ONLINE DATABASES / EJOURNALS**

The library has a subscription to 15 online databases through direct subscription and the consortium. All databases are IP based and can be accessed [via https://library-christuniversity.remotexs.in/user/login](https://library-christuniversity.remotexs.in/user/login)

<b>Name of the Databases</b>	<b>URL</b>	<b>Contents</b>
APA Psycnet	<a href="https://psycnet.apa.org/">https://psycnet.apa.org/</a>	Database on Psychology
EBSCO	<a href="https://search.ebscohost.com">https://search.ebscohost.com</a>	Publications in Management

		and Psychology
Economic and Political Weekly	<a href="https://www.epw.in/">https://www.epw.in/</a>	Social Science
Emerald Insight	<a href="https://www.emerald.com/insight/">https://www.emerald.com/insight/</a>	Journals on Commerce and Management. Case Studies
JGATE	<a href="https://jgateplus.com/home/">https://jgateplus.com/home/</a>	Journals across all disciplines
JSTOR	<a href="http://www.jstor.org">www.jstor.org</a>	Academic journals in Humanities, Social Sciences, and Science
Manupatra	<a href="http://www.manupatra.com">www.manupatra.com</a>	Indian-centric legal database covering cases of Supreme Court and all High Court Statutes, Notification, Circulars, etc.,
Proquest ABI/INFORM	<a href="https://search.proquest.com/index">https://search.proquest.com/index</a>	Database on Social Sciences, Humanities and Management
Proquest Theses and Dissertations	<a href="https://search.proquest.com/index">https://search.proquest.com/index</a>	Database on 1.6 million theses
Sage Journals	<a href="https://journals.sagepub.com/">https://journals.sagepub.com/</a>	Database of Sage Journals subscribed by the library

## EBOOKS

The library has access to eBooks from the following publishers:

1. Bloomsbury Collection
2. ProQuest eBook Central
3. Emerald Insight Management Collection
4. Oxford Scholarship Online
5. Cambridge Core

## ACCESSING E-JOURNALS AND EBOOKS AND DATABASES

All the above e-journals, eBooks and databases can be accessed via the following link

<https://ncr-library.remotexs.in/user/login>.

The login details will be your university mail ID and the password will be the common password shared at the time of your admission. However, for login issues, you may contact the library circulation desk.

### **CODE OF CONDUCT**

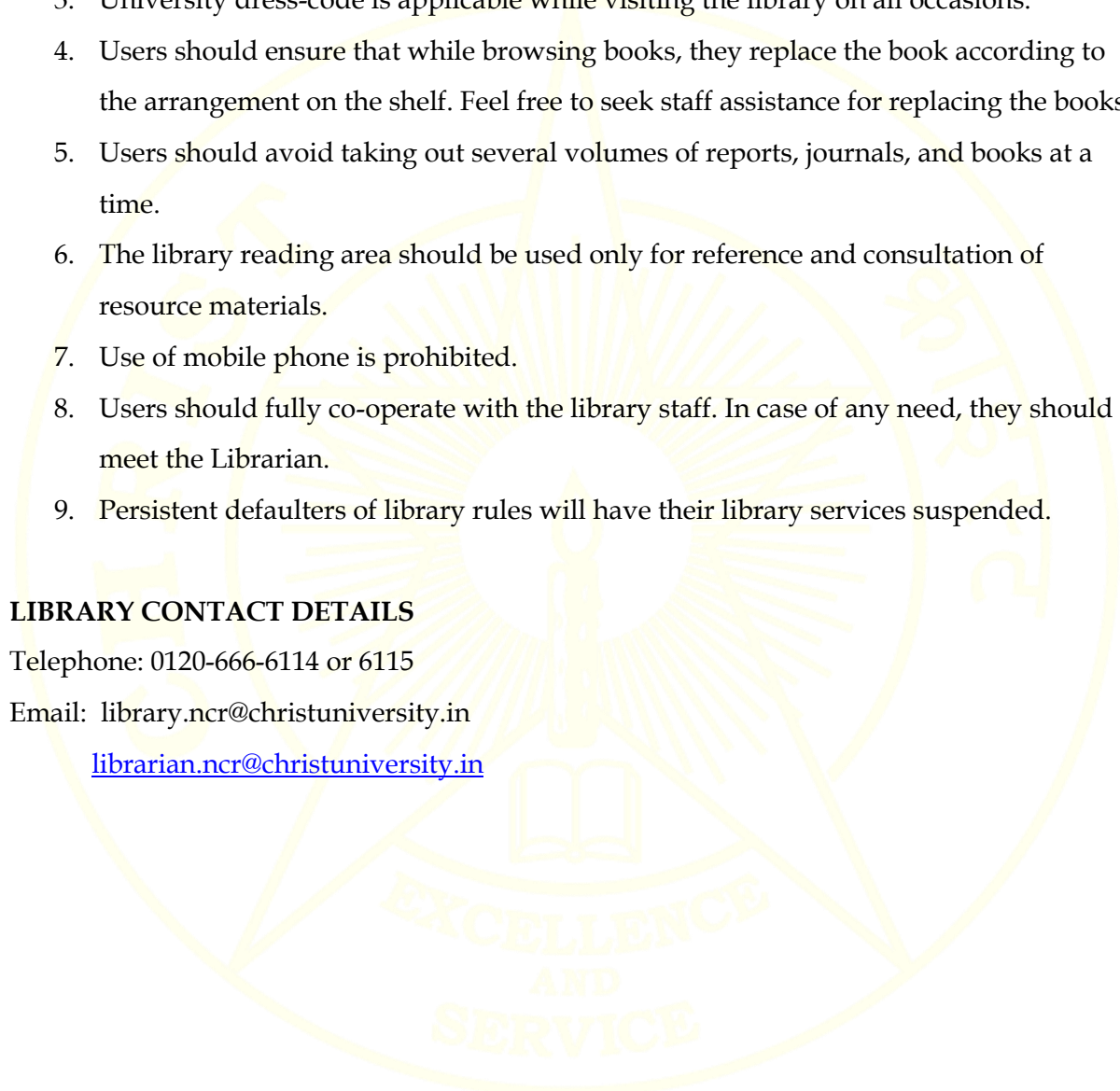
1. ID card is a must for all library transactions. ID cards are non-transferable.
2. Users are requested to maintain silence in the library.
3. University dress-code is applicable while visiting the library on all occasions.
4. Users should ensure that while browsing books, they replace the book according to the arrangement on the shelf. Feel free to seek staff assistance for replacing the books.
5. Users should avoid taking out several volumes of reports, journals, and books at a time.
6. The library reading area should be used only for reference and consultation of resource materials.
7. Use of mobile phone is prohibited.
8. Users should fully co-operate with the library staff. In case of any need, they should meet the Librarian.
9. Persistent defaulters of library rules will have their library services suspended.

### **LIBRARY CONTACT DETAILS**

Telephone: 0120-666-6114 or 6115

Email: [library.ncr@christuniversity.in](mailto:library.ncr@christuniversity.in)

[librarian.ncr@christuniversity.in](mailto:librarian.ncr@christuniversity.in)



## 9. STUDENT DEVELOPMENT

### Student Welfare Office (SWO)

The Student Welfare Office provides a platform for students to exhibit their talents and skills. It provides a forum through cultural activities for like-minded people to meet each other, exchange ideas and grow into better human beings. SWO conducts programmes like Darpan, Blossoms and In-bloom to search for talent and sharp minds.

Darpan, which is normally conducted at the beginning of the academic year, is a platform where the best of the best is chosen to represent CHRIST (Deemed to be University) in stage, literary and art events at State, National and International competitions.

In-bloom and Blossoms conducted in the even semester, are a national inter-institution competition and Intra/inter deanery cultural competitions respectively hosted by CHRIST (Deemed to be University) where students get the opportunity to coordinate, co-operate and participate in various creative events.

The Student Welfare Office is divided into 5 wings namely

1. University Volunteer Team
2. University Cultural Team
3. University Choir
4. University Dance Team-Natyaarpana
5. University Quiz Association (CUQA)

Students interested in any of the mentioned activities can be a part SWO. They are given training in various disciplines so they can function effectively. The volunteers assist in organizing various events and are the back-bone of the university while the cultural team participates in numerous fests bringing the University many laurels and are the face of the University in many contexts. The University Dance Team and the University Choir bring life to all programmes that happen in the university. Students who are good in dancing and singing are part of these two wings of the student welfare office.

- **University Volunteer Body:** The Volunteer Body consists of 350 students from various departments within the university. They help organise and coordinate various University events such as cultural fests, seminars conferences etc. These events are conducted in the University throughout the academic year. They are also trained in various activities that pertain to leadership Problem Solving, Time Management and Team building
- **University Cultural Team:** The University cultural team can be termed as the face of the University representing the University Nationally in was cultural fest in the field of Art, Lit, Stage and Theatre events.
- **University Choir:** Is a body of students with a number over 100, singing in choral harmony. The Choir performs at every University event and their own annual

events, Magnificat and Sound Curry. Known to be the biggest performing Choir in the City with students from the UG and PG programmes with different lingual and religious backgrounds with music as common ground.

- **University Dance Team Natyaarpana:** The University Dance team brings life to all programs that happen in the university. Students who are good in dancing are a part of this wing of the Student Welfare Office. "University Dance Day" is a mega event celebrated every year in the month of March witnessing over 100+ dancers that makes it the most awaited event on the campus.
- **CHRIST (Deemed to be University) Quiz Association (CUQA)** provides a platform for many students who are good in quizzing. Here a group of students come together to organize quiz competitions in the University and also represent the University in various National and International quiz competitions. At the end of it all, there is laughter, enthusiasm and a few lives changed. And an important part of the university vision, for an individual to be nurtured in a dynamic environment, is fulfilled.

### **Student Council**

Student Council is to promote quality in student life within and outside the University. It is a support system for the holistic development of the students and works in liaison with the General Administration and respective Centres/ Departments of the University. The Student Council functions under the supervision of the Director-Student-Council duly coordinated by the faculty members in charge for each department and report to the Director of the campus.

### **Objectives**

1. To imbibe and inculcate among the students the vision, mission and core values of the University.
2. To provide constructive feedback on various aspects of campus life - academic programmes, general discipline, library facilities, maintenance of the campus and other student service facilities.
3. To suggest the means for improving the academic quality and standards and the research culture among students.
4. To suggest and implement student projects for their holistic development.
5. To identify, assess, evaluate and suggest the student perspectives in the development of Arts and Culture, Sports and Games, and other co-curricular/ extra-curricular activities involving student participation.
6. To identify and suggest methods of improving student life and student conduct and discipline.
7. To assist the anti-ragging committee to remove the menace of ragging completely.
8. To assess and improve the potential for student placements and facilitate internships.
9. To create and encourage an environment for healthy and effective use of student service facilities and suggest methods for its improvement.



10. To assist the student endeavours like CSA, NCC, SWO, Sports and Games Team and Peer Education Programme.
11. To help interlink students, faculty members, staff and management of the University effectively to forge a strong academic community.
12. To help establish and maintain continuous and effective interaction with the alumni of the University.
13. To help the students to keep the Christite spirit alive through various activities.

### **Constitution of the Council**

The Student Council is constituted by representatives of students chosen from all the UG/PG Programmes of the University and is formed at two levels. The Institutional level (University level) of the Student Council will be the apex body and the number of the members in the university level council may vary every academic year based on the new programmes introduced by the University. This body of the Council will also include one representative each from SWO, CSA, NCC, Peer education, CAPS, International students, Cultural Team and Sports and Games Team of the University, nominated by the Directors/Co-ordinators of these Centres or offices.

The Deanery level of the Student Council will be the supporting body constituted under each Deanery and consists of two representatives from each class of the deanery with a minimum strength of 40 students. If the number is less than 40 only one member will be represented. In case of two members representing a class one would be a Boy and the other member would be a girl.

The Student Council shall act as a responsible body contributing to the Vision and Mission of the University and shall neither be an association nor a bargaining agency of the students. The Director may dissolve the Council at his discretion at any time prior to its functional duration.

### **Member Nomination Procedure and Tenure**

Any student fulfilling the eligibility criteria such as academic performance, percentage of attendance, participation in events and activities of the department, holistic skills and the general standing is eligible to apply for deanery council .Application form to be submitted to their respective class teachers along with a statement of purpose, a copy of the attendance and marks card of the previous semesters. The Class Teachers in consultation with HoD evaluate the statement of purpose, attendance and marks card and submit a list of four candidates to the University Council Members representing the department. The Faculty Coordinator of the Deanery shall then review the applications and interview the candidates. Based on the personal interview and other achievements, two candidates shall be selected to represent the Deanery Council from each class

All Deanery Student Council members who fulfill the eligibility criteria in terms of academic performance and attendance and performance as a deanery council member are eligible to apply for University level council Application to be submitted to the respective faculty

Coordinator along with a statement of purpose, contributions as a deanery member participation in events and activities of the deanery and a copy of the attendance and marks cards of the previous semesters. Faculty coordinator verify the application form ,academic documents and contribution as deanery members based on the log of all the Deanery Level members maintained by the outgoing University council members .All shortlisted candidates will be interviewed personally by the faculty coordinator. Based on the interview and other achievements members are selected as per the requirement for each deanery in consultation with respective HOD's and class teachers.

Normal tenure of membership is one year and is renewable based on fresh nomination. Nomination of Senior Students to the Council of the ensuing year will take place in the month of February every year (i.e. fresh nomination of the students who will be moving to the next year of study). Nominations of the students from the first year of study will take place in the month of July every year. At the end of every year the incumbent Student Council will hand over its functions to the new Student Council (for the ensuing year) on the Student Council Day.

### **Orientation and Training**

During the first or the second weekend after the reopening of the University for the Academic Year, all the newly inducted members of all the campuses shall be given an orientation. This orientation will be for a period of two days. This shall be attended by the Coordinator and Faculty Representatives of the Council from all the Deaneries. Attendance for the orientation is compulsory and absence for the same shall impose termination of the member and a new member shall be appointed for the post unless the absentee has informed the Coordinator in prior through an email and the reason for absence is valid and approved by the Coordinator

### **Schedule of Meetings**

The University level Student Council shall meet on a monthly basis with the faculty coordinators to discuss the proceedings of council and convey the suggestions / feedbacks to improve the quality of life in the campus. A meeting shall also be held once in a semester with the Director of the campus. The Director convenes the meeting in which the HoDs and Student Council Staff Coordinators and council members participate without fail. The Campus Director may invite any other faculty/student to the meeting as he deems it necessary. The Student Council Coordinator along with the student council members from respective denary shall present the suggestions and feedback from denary level student council.

The Deanery Level Student Council shall meet at least once a month, attended by the respective faculty co-ordinator. The minutes of the meetings including the feedback/suggestions from the Deanery level must be presented at the meeting of University Level Council by the representative student member.

Attendance for the meetings is compulsory and absence for the same for two consecutive times without prior information and valid reasons shall impose termination of the member and a new member shall be appointed for the post

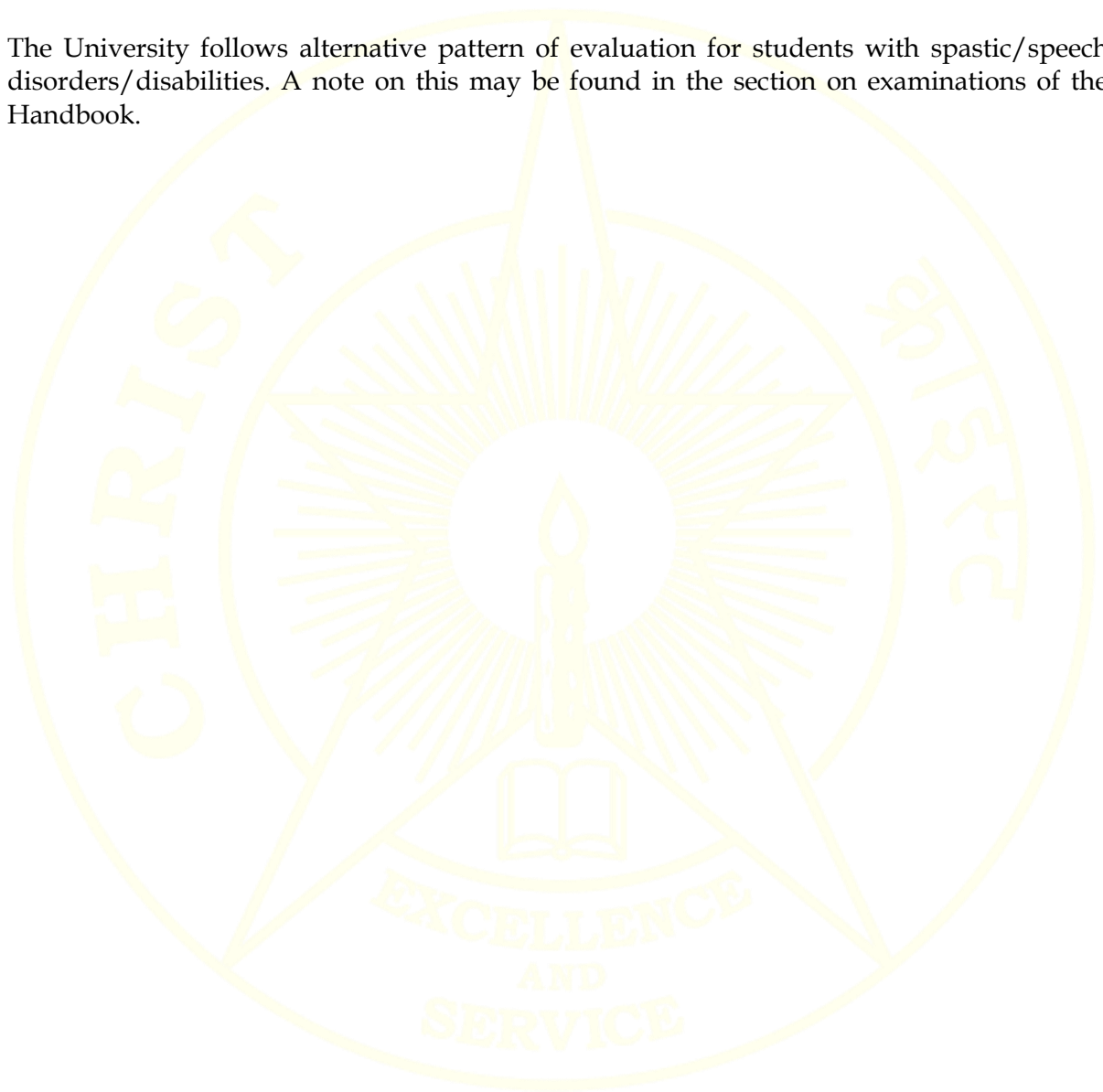
**Policy regarding students with special needs**

In keeping with the Vision of the institution, CHRIST (Deemed to be University) admits students with special needs for its various academic programmes and strives to provide and promote meaningful access to educational opportunities. The University promotes the maintenance of a campus environment that is conducive to students with special needs.

The University gives need-based fee concessions to students with special needs.

The care of the students with special needs is the responsibility of all the faculty members, students and other staff. However, the counsellors in coordination with the Centre for Social Action (CSA) will provide necessary support to these students.

The University follows alternative pattern of evaluation for students with spastic/speech disorders/disabilities. A note on this may be found in the section on examinations of the Handbook.



## 10. REGULATION FOR PREVENTION AND CONTROL OF RAGGING (REVISED) 2019

### Relevant Provisions of the Regulation

#### Policy:

“RAGGING in all its forms is a Criminal Offence and shall be completely banned in this institution (CHRIST (Deemed to be University)) including in its department, constituent units, and all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The Institution shall take strict action including but not limited to cancellation of admission and/or criminal proceeding against those found guilty of ragging and/or of abetting ragging, as provided in Regulation for Prevention and Control of Ragging (Revised) 2019 of CHRIST (Deemed to be University) and **the burden of proof shall 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 finding of the Anti-Ragging Squad. The University is bound / guided by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009 through however the Regulation of the University shall be applicable and binding on all its students”.

#### Clause 1. Meaning of and what Constitutes Ragging

For the purpose of this Regulation ‘Ragging’ constitutes any one or more of the following acts with or without intent to derive sadistic pleasure or showing off power, authority or superiority by any student/s over any fresher or any other student.

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student/s to do any act or to perform something which such student/s will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of any such student/s.
- d) Any act by a student or students that prevent, disrupt or disturb the regular academic activity of a fresher or any other student.
- e) Exploiting the services of a fresher or any other student by any student/s for completing ones’ own academic tasks.
- f) Any act of financial extortion or forceful financial burden put on a fresher or any other student.

- g) Any act of physical abuse including all variants of it such as sexual abuse, homosexual assaults, stripping, forcing obscene/lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults including deriving perverted/sadistic/vicarious pleasure from actively or passively participating in the discomfiture meted out to any fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student.
- j) Any act of physical or mental abuse (including bullying or exclusion) targeted at another student, fresher or otherwise on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

#### **Clause 4. Prevention and Mentoring**

- a) Fresher's Party, if permitted, shall be held only on working days and under the supervision of the class teachers of the participating classes and shall maintain the code of conduct as may be specified. No fresher's party shall be held without the prior approval of the Director.
- b) No senior student is allowed to visit the hostel room/residence of a Fresher or to invite a Fresher to that of his/her without valid reasons and its violation as may be assessed by the Anti-Ragging Squad shall be considered as a proof of ragging against the Senior Student.

#### **Clause 7. Procedure to register the Compliant by the affected**

- a) Any student affected by or subjected to ragging must lodge a written complaint in person or by email (from his/her university mail id) to any member of the Anti-Ragging Squad as displayed in the website/Student Handbook or to the Director or to the Head of the Department (in that order of priority) within three working days of the incident duly citing the date, time and place of the incident, name and details of the student/s involved and the nature/ act of ragging.
- b) Where the affected student is not able to present the complaint in person for any justifiable reason, it may be lodged by the parent/guardian.

#### **Clause 8. Punishment for Ragging**

- a) Depending on the nature and gravity of the offence as established in consideration to the findings and Report of the Anti-Ragging Squad, the Anti-Ragging Committee shall award punishment to those found guilty of ragging.

- b) In addition to the punishment as stated the Anti-Ragging Squad or the Anti-Ragging Committee may also order for administrative and/or reformatory steps such as change of Class/Section, mandatory counselling in-house or by approved agencies etc.
- c) The guilty shall be liable for the punishments as may be decided by the ARC on the recommendation of ARS as guided/ indicted in Annexure 4 hereto which shall include any one or more of:
1. Cancellation of admission.
  2. Suspension from attending classes.
  3. Withholding/withdrawing of scholarship/fee concession and other benefits.
  4. Debarring from appearing in any test/ examination or other evaluation process.
  5. Withholding results.
  6. Debarring from participation and/or representing the University in any competition, fest, sports or other such events.
  7. Suspension/ expulsion from the hostel.
  8. Rustication from the University for a period up to four semesters.
  9. Expulsion from the University and consequent debarring from admission to any other institution.
  10. Fine of Rs.100000/-
  11. In the case of offences of very serious/ grievous nature, referring the case to the Police, in addition to any other punishment.
  12. Collective punishment where the offence is committed collectively by a group or by a class making it difficult or not possible to identify specific persons.
- d) Any punishment awarded under this Regulation shall be independent of the penal proceedings undertaken by the Police or the Local Authority based on the FIR, if any, filed by the University and shall be binding on the guilty notwithstanding the decision taken by the Police or the Local Authority on the FIR so filed.
- e) The decision of the Anti-Ragging Committee on the punishment shall be final and binding.

## **11. REGULATION FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT**

### **Policy**

The University shall have a zero tolerance policy towards sexual harassment and shall provide for timely and adequate compliance of the directions in this regard contained in the UGC Regulation.

### **Regulation**

#### **1. Applicability and Commencement**

This Regulation shall apply to all Students, Employees (irrespective of their Tenure, Position, Designation or Gender) and Visitors (in whatever capacity) of the University in all its Campuses /workplaces and shall come in to effect retrospectively from June 2015.

#### **2. Definition**

In this Regulation, unless the context otherwise requires, all the terms specified or contemplated herein shall have the same meaning and interpretation of such term/s as contained in Section 2 of the UGC Regulation except where differently specified. For immediate reference, the definition of certain important terms is reproduced in the schedule hereto.

#### **3. Authorities**

In order to ensure effective administration of the objectives of the regulation, the University shall have the following authorities duly constituted with the approval of the Vice Chancellor.

##### **a) Internal Complaints Committee (ICC)**

1. The Internal Complaints Committee shall be the primary authority responsible for dealing with and to adjudicate on any complaint/grievance in the nature of sexual harassment and shall function with full autonomy with power to make recommendations and/or to pass punitive orders in accordance with this Regulation.

##### **b) Internal Complaints Appellate Committee (ICAC)**

1. There shall be constituted an Internal Complaints Appellate Committee chaired by the Vice Chancellor or his nominee to dispose of any appeal by either of the parties involved against the findings /recommendations/ orders of the ICC.
2. No appeal shall be considered unless received within 15 days of the communication of the decision of the ICC to the concerned Party/ Parties.

#### **4. Complaint of Sexual Harassment and Enquiry Procedure**

##### **1. Complaint Procedure**

- a) An aggrieved person is required to submit a duly signed written complaint to the ICC as early as possible after the grieving incident but not later than three months from the date of the incident and in case of a series of incidents within the similar time frame from the date of second such incident.
  - i. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.
  - ii. Provided further that the ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding one month, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the specified period.
- b) Any unreasonable delay in reporting the incident will be considered by the ICC as a failure on the part of aggrieved in determining the grievousness of the complained grievance and/or the intent of the aggrieved.
- c) Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.
- d) In the absence of immediate availability of any of the members of the ICC the complaint by the student may be notified through the Counsellor concerned or the Head of the Department and by any other person through the Dean or Director concerned who shall immediately forward the same to the ICC without recording any comment or opinion. The date of such notification shall be deemed to be the date of submission of the complaint to the ICC.

##### **2. ICC Enquiry Procedure**

- a) The ICC upon receipt of the Complaint shall get the same scrutinised by reference to a Select Committee of Members of ICC specifically constituted by the Presiding Officer. The Select Committee within 7 working days of such reference shall examine and report on the complaint to the Presiding Officer with regard to its veracity if needed by summoning the Complainant and/ or by making independent preliminary enquiries. The Select Committee in its report shall clearly state the reason(s) that have led to its decision on the veracity of the complaint. The independent enquiry referred to may include examining evidence from CCTV Cameras installed by the University and the opinion about the general behavioural traits of the complainant/offender from discrete sources.
- b) The Presiding Officer on the basis of the report of the Select Committee, if the complaint is to be further enquired, shall as soon as possible send Notice to the Respondent with a copy of the complaint, seeking his/her appearance before the ICC along with his/her response in writing on a specified date which shall not be earlier than 7 working days from date of the notice. Notice will also be sent to the



complainant for his/ her presence on the specified date. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.

- c) If the Select Committee is not convinced of the veracity of the complaint and has so reported, the Presiding Officer shall as soon as possible send notice to the complainant with a copy of the report of the Select Committee seeking his/her appearance before the ICC along with his/ her response in writing on a specified date which shall not be earlier than 7 working days from date of the notice. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.
- d) Enquiry/Hearing by the ICC shall be conducted dispassionately by following normal judicial practices and if warranted the Parties may be allowed to produce documentary evidence/witnesses in support of his/her claim or defence as the case may be. However, either Party shall not be allowed to be represented by any third party including an advocate.
- e) The ICC may hear and/or cross-examine the parties either independently or in joint presence as may be deemed fit by the Presiding Officer.
- f) If the Respondent does not appear on the specified date of hearing the ICC may post the hearing to the same day of the subsequent week and if the respondent once again fails to appear, the ICC may proceed to decide the case on Ex-Parte basis.
- g) Either party on appearance if seeks time to defend his/her case, he/she may be allowed time up to not more than 7 days at a time and no such extension of time shall be permitted more than twice.
- h) If the party does not appear on such extended dates the ICC may proceed to decide the case on Ex-Parte basis against such Party.
- i) The ICC shall complete the enquiry proceedings within a maximum period of 45 days from the date of receipt of the complaint and within the next 7 working days shall submit its report with recommendations to the Director with copy to both the parties to the complaint.
- j) The Director shall cause to act on the recommendation of the ICC on expiry of 15 days from its receipt unless an appeal against the same is filed as per this Regulation.
- k) At any time prior to or during the enquiry process the aggrieved (Complainant) may seek conciliation of the matter in which case the ICC may facilitate such resolution of the complaint by conciliation between the parties and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.
  - i. Provided that no such conciliation shall be encouraged in consideration to any monetary payment.
  - ii. Provided further that notwithstanding such conciliation if the ICC is of the opinion that the conduct of the employee or the student (as respondent) as the case may be is a serious misconduct/ act of indiscipline under the Code of Conduct and Ethics/Disciplinary Rules

prescribed by the University it may recommend for appropriate punitive action under Clause 6 (a) or 6 (b) of this regulation or the Vice Chancellor may suo moto take such action. Any such action taken shall be independent of this regulation and there shall be no appeal allowed.

## **5. Frivolous Complaint**

If any Complaint filed under this Regulation on its scrutiny/ independent enquiry is found to be false, untrue or malicious by the Select Committee and is so concluded by the ICC based on its enquiry proceedings the Complainant shall be liable to be punished as if the offence was perpetrated by the Complainant and shall be in accordance with Clause 6 of this Regulation.

- i. Provided that mere inability to substantiate a complaint or provide adequate proof thereof shall not by itself be sufficient reason for concluding the complaint as frivolous.
- ii. Provided further that malicious intent of the Complainant must be substantiated by appropriate supporting evidence.

## **6. Punishment and Compensation**

- a. Any employee of the University found guilty of sexual harassment shall be punished in accordance with the Employment Regulations and the prescribed Code of Conduct.
- b. Where the respondent student is found guilty of sexual harassment, depending on the severity of the offence ICC shall recommend/ award any one or more of the following punishments.
  - i. Withhold the student privileges such as access to the library, auditoria, halls of residence, vehicle parking, scholarships, fee concession, and identity card.
  - ii. Suspend or restrict entry into the campus for a specific period.
  - iii. Award reformatory punishments like mandatory counselling and/ or community services.
  - iv. Debar from writing the Semester/Trimester Examination.
  - v. Expel and strike off the name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- c. In the following circumstances and on that basis the aggrieved may be entitled for monetary compensation as may be appropriately determined and recommended by the ICC subject to the approval of the Director. The compensation so payable shall be recovered from the offender.
  - i. Mental trauma, pain, suffering and distress caused to the aggrieved person.
  - ii. Loss of career opportunity due to the incident of sexual harassment.
  - iii. Medical expenses incurred by the victim for physical, psychiatric treatment.

## **7. Confidentiality Responsibility of ICC**

- i. With reference to any complaint enquired in to by the ICC under this regulation, it shall ensure that the identities as well as the complaint details of the aggrieved

party or the offender shall be kept strictly confidential by every member of the ICC and shall never be kept in the public domain either during or after the process of the enquiry.

- ii. As provided in Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 no personal or other information with regard to any complaint received and enquired and/or disposed of by the ICC shall be furnished or shared under the Right to Information Act 2005.

## **8. General Provisions**

These General Provisions shall apply to this regulation in entirety irrespective of whether or not it has been specifically stated under its different clauses or under other relevant regulations of the University.

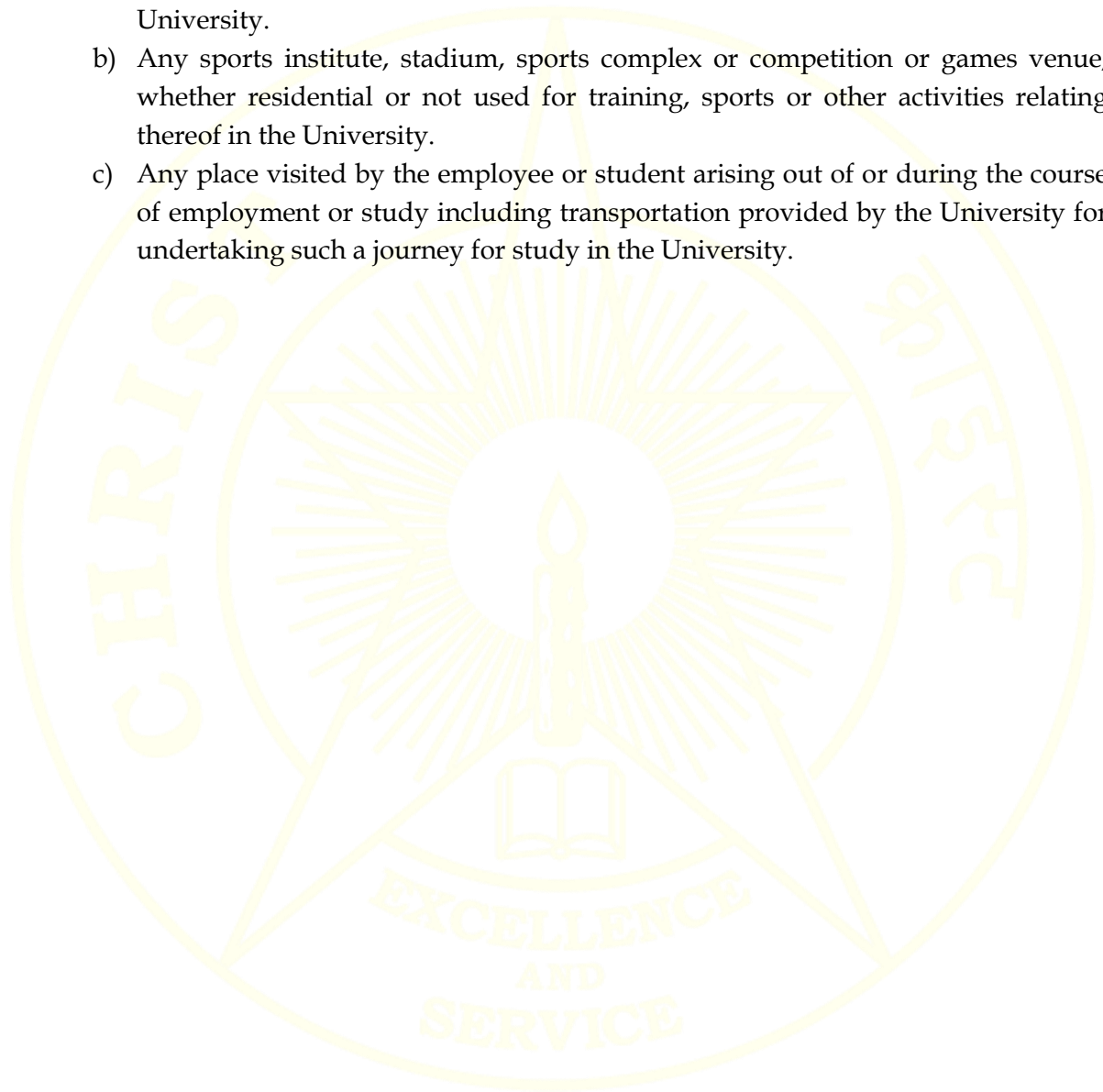
- a. Sexual Harassment shall be a deemed misconduct of any employee or visitor of the University and if proved appropriate punitive action shall be initiated against the perpetrator.
- b. Sexual Harassment by any student shall be a deemed violation of disciplinary rules of the University and if proved appropriate punitive action shall be initiated against the perpetrator.
- c. All Academic and Administration heads of the University located in all its workplaces shall be accountable for the compliance of this Regulation.
- d. All communications and Notices under this Regulation shall be served at the address of the recipient as registered with the University and except for the filing of a complaint by the aggrieved Party electronic communication from and to the registered email address shall be a recognised mode.
- e. Document or documentation referred to in Clauses 2 (k), 3(a)(7), 3(b)(6) and 9(i) shall include Minutes of Meetings, Record of Complaints and Disposals, Reports/Orders of the ICC, Minutes of Meetings, Minutes of Conciliation, Reports of ICAC, Annual Reports to UGC and any other document as may be specified. All the said documents shall be prepared in specified formats and shall be kept as 'classified' in the custody of the Presiding Officer and shall be accessible only to authorised persons.
- f. If the aggrieved person opts to file the complaint directly to the State Machinery of Police prior to or after referring the matter to the ICC, no proceedings under this Regulation shall be pursued except that the University at its discretion may exercise its right as specified in Proviso (ii) of Clause 2(k). The ICC in such a case shall be authorised to share in confidence all related information concerning the complaint to the Police without any prior or later reference to the Aggrieved or the Offender.
- g. Any matter concerning the subject of this regulation not specifically stated herein shall be guided/ governed by the relevant provisions as contained in the UGC Regulation.

## Schedule of Definitions of Important Terms

1. 'Campus' means the location or the land on which the University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks- like settings and other amenities like health centres, canteens, bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
2. 'Employee' for the purpose of this Regulation shall mean person as defined in the UGC Regulation and also include any visitor to the University as research supervisor, consultant, auditor, audit assistants, or for any other purpose whether employed or not.
3. 'Sexual Harassment' means:
  - (i) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:
    - (a) any unwelcome physical, verbal or non-verbal conduct of sexual nature,
    - (b) demand or request for sexual favours
    - (c) making sexually coloured remarks,
    - (d) physical contact and advances, or
    - (e) showing pornography
  - (ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
    - (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
    - (b) implied or explicit threat of detrimental treatment in the conduct of work;
    - (c) implied or explicit threat about the present or future status of the person concerned;
    - (d) creating an intimidating offensive or hostile learning environment;
    - (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.
4. 'University Community' shall mean and include all its employees as defined including casual, part-time contracted or full time, its service providers and its

associated persons such as external members of in the Board of Studies, Academic Council and Board of Management.

5. 'Victimisation' means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour.
6. 'Workplace' means the campus or campuses of the University including-
  - a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the University.
  - b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the University.
  - c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the University for undertaking such a journey for study in the University.



## 12. FEE CONCESSION AND SCHOLARSHIPS

### FEE CONCESSION

#### For Continuing Students of Undergraduate and Postgraduate Programmes

CHRIST (Deemed to be University) supports deserving students from economically backward families by extending fee concession for their studies. The fee concession is granted on the basis of request from the student and parent/ guardian. The amount of concession allowed will depend on the social-economic background of the student, attendance and academic performance in previous semester(s). The following rules and procedure will apply in this regard.

1. Fee Concession is generally not available for self-financing programmes like BBA, BCA, BCom (Professional), MBA, MSc, BA LLB, BBA LLB. However, exceptional cases may be considered.
2. Students who desire to avail fee concession must apply in the prescribed form. The application form will be available in the student login at specified period. Filled forms should be submitted to the HoD/ Coordinator of the department concerned. In the case of BSc/BA students of triple majors, the respective HOD/Coordinator is in-charge.
3. All aspects of the application form must be correctly and properly filled. All the documents including the copies of the mark card of the previous semester(s) /attendance should be attached. Incomplete or incorrect forms will be rejected.
4. Students are expected to show integrity and sincerity in reporting data furnished in the application form.
5. Once the last date for submission of the application by the student to the class teacher/HoD is announced, no application form will be received after the prescribed date/time.
6. Mere submission of the application does not mean that the fee concession will be granted. Students must, therefore, be ready to make fee payment in full within their date specified.
7. The Committee of Deans and the Chief Finance Officer shall meet to decide on the application. If needed the students may be required to be present before the Committee and hence the students who apply must be necessarily available in the University during the said days.
8. Centre for Educational Sustainability and Development (CESD) which is located in I Floor (Room No 122), Innovation Centre, Block IV - Main Campus will inform the eligible students who have been granted the fee concession on date fixed along with further details.
9. On the basis of the decision taken on Fee Concession, a 'Fee Concession Voucher will be issued to the student through Centre for Educational Sustainability and Development (CESD).
10. The student must present the 'Fee Concession Voucher' to Office of Accounts and obtain the revised demand slip for balance payable amount. Failure to pay fee on or before the due date, the 'Fee Concession Voucher' will not be valid.

## SCHOLARSHIPS

CHRIST (Deemed to be University offers scholarships to encourage outstanding performer in academics and extra-curricular activities.

### Eligibility

BA/BSc/BCom/BBA programme- Student pursuing 4th semester

BA LLB/BBA LLB programme - Student pursuing 4th, 6th & 8th semester

All final year (Undergraduate and Postgraduate programme)

- **Merit Scholarship**

A student with a brilliant academic record (having secured first class in all the previous semesters and 70% aggregate, with a minimum of 85% attendance) is eligible to apply. The scholarship per student can vary between Rs.3000 to Rs.10000 for the eligible students in each class.

- **Scholarships for students who excel in sports, co-curricular and extracurricular activities**

A student with a good academic record (without any arrears) and satisfy the attendance requirements of 85% and who is actively associated with CSA/NNC/ACC/SWO/SPORTS or Department related activities of the University or represented the University outside and has sufficient proof to support his/her application is eligible. Only prize winning certificates are to be enclosed. The scholarship per student can vary between Rs.2000 to Rs.10000 for participation in national level, state level or regional level (inter-collegiate or inter-university) activities. Eligible students must submit the filled-in application form (the application form will be available in the student login at specified period) to respective director/coordinator on or before the date specified.

Centre for Educational Sustainability and Development (CESD) will inform the eligible students who have been granted the scholarship on a specified date along with further details

## 13. CENTRES

### 1. Alumni Association

CHRIST (Deemed to be University) has a dynamic alumni association that represents the voice of all graduates working in partnership with the University to realize our mission. Its aim is to create a strong, worldwide fully interactive community for our alumni. The Association provides opportunities for alumni to meet each other and participate in social activities and business undertaking. It also focuses on academics by conducting intellectually stimulating talks and lectures from distinguished speakers. It lends a helping hand through placement services and enables the students to embark on an appropriate career.

Every year the association organizes a series of events. To mention a few - the family get-together of the alumni on 26 January, the annual fun fiesta event, annual general body meet, where elections are held for the office bearers, annual free medical camp for students and staff. Besides this, the association organizes monthly meetings, social welfare activities. It has instituted scholarships for deserving students from all sections of the society. The Association holds regular functions to honour senior/ retired staff/faculty/ officials on the recommendation of the management.

**Alumni Chapters:** The Alumni Association is supported by 22 Departmental Chapters across various disciplines. A Chapter is led by the Chapter President with members and faculty coordinator. Major activities include:

- Arranging guest lectures, seminars, career-oriented events etc.
- Popularizing their disciplines among the students
- Placement/ Internship support
- Extending support for organizing intra and intercollegiate festivals in the campus through sponsorship, eminent speakers and judging etc.
- Support child sponsorship programmes, scholarship, community based programme and so forth.

### 2. Centre for Digital Learning

The Centre for Digital Learning (CDL) supports the various departments of the University in making high-definition innovative audio and video learning resources through the CDL Studio located in the Management Block. The Centre is involved in developing the Open Elective Courses offered by the various departments of the University as e-learning sessions. Throughout the academic year, teachers are trained and supported by CDL in pre-production, production and post-production of their digital sessions.



### 3. Centre for Concept Design

The Centre for Concept Design (CCD) validates all the content that goes from the University to the public. This could be in the form of notices, brochures, newsletters, certificates, magazines, print and electronic advertisements. The Centre supports the various departments of the University in making high definition innovative audio and videos learning resources through the Green View Studio. The Centre is involved in developing the Open Elective courses offered by the various departments of the University as e-learning sessions. CCD brings out the University Annual Magazine-Christite and promotional campaigns of the University and its various offices and Centres.

Throughout the academic year, teachers are trained and supported by the Green View Studio of CCD in pre-production, production and post-production of their digital sessions.

### 4. Centre for Counselling and Health Services

The Centre, with a fulltime professional counsellor and in partnership with the Apollo medical team, works towards supporting the holistic development of all Christites. The Counselling Centre facilitates the development of remedial systems for students whose declining motivational factors may have kept them away from achieving their full potential.

The counsellors are always available to students who are free to approach them at any time, be it for academic or personal counselling. The Centre also concentrates on students who do not perform well in their examinations and are irregular to class. The Centre is open from 9.00 am to 4.00 pm on weekdays and 9.00 am to 1.00 pm on Saturdays. The objective of the Centre is to provide counselling and basic health services in an accessible and student focused environment, keeping in mind the unique needs of the student community.

#### Role of the Centre

Guidance and Counselling in CHRIST (Deemed to be University) is a professional activity based on certain well-accepted principles. The Centre aims to help students make proper adjustments for improved academic pursuit and quality of life. The counsellors motivate and support the students to regularly attend classes and systematically prepare for exams.

#### Activities

- 1. Admission Counselling:** This is an interactive process through which new students and their parents or guardians are oriented to the campus culture and academic practices followed by the University.
- 2. Personal Counselling:** Counselling is offered in an unconditional, non-judgmental and confidential manner to students who walk in to seek help with personal or academic difficulties. Guidance is also provided to improve academic performance by reviewing study techniques and time management practices. The Centre also serves as a channel for student grievances. Parents are free to contact the counsellors with regard to any concerns they may have about their wards.

3. **Psycho-Educative Sessions:** The Centre organizes psycho-educative sessions for all the first year undergraduate students in order to empower young adults with accurate information on various topics of concern, such as, addictions, managing relationships, reproductive health and personal safety.
4. **Peer Education System:** Through the Peer Education System, the Centre trains student volunteers to assist young people who need guidance in reproductive health, managing relationships, dealing with addictions, etc. Peer educators also conduct sessions in their own classes on these relevant topics. In recognition of their work, peer educators are awarded two credits and a letter of appreciation.
5. **Parent- Faculty meetings:** CHRIST (Deemed to be University), acknowledging the role of parents in the education of their children, values the suggestions and concerns of the parent body. The Centre, on its part, is instrumental in conducting formal meetings between the senior management and comprehensive representation of parents.

### **Health Services**

CHRIST (Deemed to be University) has partnered with St. Joseph's Hospital, Mariam Nagar, Ghaziabad-NCR, to offer students quality medical and health services. Students can avail specialized medical services for a nominal fee payable annually. This offer has six free consultations and many other benefits from St. Joseph's Hospital. The hospital has a 24-hour ambulance facility.

A physician is available on campus for two days in a week for health consultations. The Health Services team also organizes various Health Awareness Programmes periodically, on current relevant health issues.

### **5. Centre for Placements and Career Guidance**

The Centre for Placement and Career Guidance facilitates students to explore the world of employment. The Placement Centre takes initiatives to explore new career avenues for undergraduates and postgraduates through visits to new companies and unexplored sectors. The Placement Centre focuses on the professional development of students and trains them to get an entry into a career of their choice. The Placement Centre also helps students in career planning through career counselling where they get an insight about themselves in terms of their interests, aptitudes and abilities.

Campus recruitments are organized between September and March. The recruitment process usually starts with a pre-placement talk in which the organization gives the students information on the job profile, CTC, location etc. It is followed by the selection process, i.e. written test/ group discussion/ personal interviews etc. Student placement representatives from each class are also present to provide assistance throughout the recruitment process.

**Objective:** The objective of the Placement Centre is to assist students in their process of identifying job opportunities and employers in their selection processes.

## **Organizational Structure**

1. The Centre for Placements and Career Guidance is headed by the Director.
2. The Placement Co-ordinators of specialized placement cells of the centre report to the Director.
3. Student Placement Representatives are appointed by the respective HODs/ Academic Co-ordinators from every class. The Student Placement Representatives act as mediators who exchange information between the Placement Centre and the students with regard to placement-related activities.
4. The Placement Co-ordinator acts as the point of contact between the recruiting Organizations and the University for placement-related activities.

## **Functions of Placement Centre**

1. Create awareness about career opportunities and career guidance.
2. Invite firms/ organizations for campus recruitment.
3. Co-ordinate training sessions to help students prepare for interviews.
4. Co-ordinate with various departments of the University with regard to placement activities.
5. Delegate work to placement representatives from each class.
6. Students may contact the placement coordinator for necessary advice or assistance.
7. The Placement Office acts as an information centre for job openings in various organizations.

## **Placement Process**

1. Student registration online - KnowledgePro (KP).
2. Meetings with student Placement Representatives to plan for campus drives and understand student needs and expectations.
3. Invitation to organizations to conduct campus placements.
4. Update organizations on profiles of students including academic performance, skill sets etc.
5. Information to students on the profiles of visiting organisations, job profiles, location, eligibility criteria, and the compensation offered etc.
6. Arrangements for smooth facilitation of campus recruitment drives.
7. Pre-placement presentation/ talk to students by organizations.
8. Recruitment process consisting of written test, group discussions and interviews.
9. Announcement of selected list/issue of offer letters.
10. Follow up on the date of joining.

## **Training and Development**

Training for the final year students of various programmes are conducted in the areas of soft skills, personality development and logical reasoning. Some of the reputed MNCs have also been actively involved in training and related activities apart from recruiting the final year students. Many of the students have benefitted from such programmes especially on interview skills, effective communication skills, corporate etiquette, creating personal

impact, working effectively in teams and presentation skills.

### **General Instructions for Campus Placements**

1. Students studying in final year undergraduate and postgraduate courses wishing to be considered for programmes of the placement services should register online (KnowledgePro) in the prescribed format.
2. Registered students who are permitted by the respective Deans or HODs in terms of attendance or discipline only would be allowed for the placement process.
3. Students should carry at least 2 copies of their CVs and Marks Cards in a folder along with 3 passport size photographs and student ID cards for the process.
4. Students should be on time for the placement process, and latecomers will not be entertained.
5. Dress code for the process is formal.
6. Leaving in between the process is not encouraged except that a student has the option not to take part in the process after the initial presentation is made by the company/ organization.
7. Once a student is selected by an organization, as a rule, he/she will not be allowed for further attempts in other organizations. Students are expected not to violate the same.
8. Registered students are expected to stay in touch with their respective class Student Placement Representative on a regular basis. The Student Placement Representative will in turn report to the Placement Officer or Faculty Placement Co-ordinator.
9. Registered students are also expected to refer to the Placement Office notice boards. Students may also refer to their KP login page, University website: Placements and Career Guidance section.
10. Registered students called for campus selection process should make a serious attempt to secure the job offers and should not take the selection process casually. Rejection of pre-placement offer letters by the student is not encouraged and is viewed seriously.

### **6. Centre for Research (Academic)**

The Centre for Research (Academic Programmes) facilitates the departments of the University in conducting academic research programmes. Currently the Centre facilitates the PhD Programmes. The centre for research supports the departments in the following ways:

1. Coordinating the coursework for PhD Programmes.
2. Facilitating PhD proposal presentations.
3. Coordinating Doctoral colloquia.
4. Organizing continuous training for supervisors.
5. Coordinating and conducting the Synopsis presentations of PhD Scholars.
6. Conducting final Viva Voce Examination for PhD Scholars.
7. Assisting in the appointment of post-doctoral fellows.
8. Reviewing PhD thesis for quality and adherence to academic standards.

9. Assisting PhD scholars to navigate through the stages of the PhD programme.
10. Coordinating post-doctoral seminars.
11. Facilitates the Ethics review of proposals.
12. Reviews the coursework curriculum of academic research programmes from time to time.

## **7. Centre for Social Action (CSA)**

Centre for Social Action is a student movement for a humane and just society with children and women as its focus. It was initiated by a group of students and backed by the faculty and management of CHRIST (Deemed to be University) Bengaluru in 1999. It was set up to operationalize the Core Values, Vision and Mission of the Institution, which emphasises social responsibility greatly. The concept here is, once socially sensitised, students in the future will contribute to social development initiatives regardless of the profession or vocation that they are associated with.

In CSA, through various methods, students are exposed and sensitized to social issues. One way is by involving them in the development projects implemented by the Centre for Social Action.

### **Vision and Mission of CSA**

The vision and mission of CSA is in tune with the Core Values, Vision and Mission of the University.

**Vision:** Every student is aware, sensitive, and empathetic and contributes to sustainable changes in society.

**Mission:** CSA is a centre for promoting volunteerism and enabling students to develop as socially responsible citizens through developmental initiatives. From a humble beginning in 1999, where 49 school-going children from the poorer sections of Bangalore urban slums, were sponsored by Christites, CSA has indeed come a long way. At present, CSA, through its 12 development programmes, has its footprints in 5 urban slums in Bangalore and 120 villages in Karnataka, Andhra Pradesh, Maharashtra, Uttar Pradesh, Kerala and Chhattisgarh. The development programmes are primarily Child Centred.

### **Programmes and Projects of CSA**

**Vridhhi:** Called as 'Educate a Child Programme' earlier, this is a flagship programme of CSA, where, 823 children belonging to poor and marginalised families from 3 slums in Bangalore are sponsored every year exclusively by the University students. The sponsorship is for their education and life skills development. Volunteers of CSA assist them in their studies through Activity Centres. Nutrition, health care and life skills development opportunities are provided too.

**Activity Centre:** Student volunteers of CSA conduct sessions and take tuition classes for the sponsored children in slum areas. Sessions on life skills and soft skills are conducted besides the efforts to improve the children academically. Major events like Talents Day, Sports Day and 'Gracias' (where the children demonstrate their gratitude to Christites) are organized by CSA volunteers for the sponsored children.

**Exposure Programmes for Social Sensitization:** Here, CSA volunteers are taken to slum communities, NGOs and institutions. They are exposed to the poor and marginalised sections of society like children in distress, women in distress, children and persons with disabilities, HIV/ AIDS infected and affected children etc. Interactions are facilitated with the children and individuals. Programmes and events are conducted by CSA volunteers for the children and individuals. This enables the students to reflect on the inequalities present in society and triggers a thought process wherein they start pondering over possible ways of addressing such issues.

**Social Responsibility Week:** It is an annual event organised by the Centre for Social Action at the campus that extends over a period of one week. It is organised in collaboration with NGOs, Volunteering Forums and Social Work organisations. It is a common platform where students from all the academic departments of the University participate. The prime goal of the Social Responsibility Week is to sensitize the student community about contemporary and emerging social issues or concerns, thus enabling them to become socially aware and active. Based on a common theme, activities, sessions and competitions are organised by the departments and special exhibitions are put up by the partner organisations.

**Observation of Important Days:** Important days such as International Women's Day, World Environment Day, and World AIDS Day etc are observed by CSA volunteers. Events and programmes are conducted. This creates awareness among the student community and helps in motivating them to get involved in social development initiatives.

**Drishti:** Drishti is a street theatre group of CSA volunteers. "Drishti" means 'The Vision'. The team reaches out to the students and the public by performing street plays on social issues in institutions, college campuses, villages, slums, NGOs, shopping malls and so on. Child Rights, Women Empowerment, Environment, Road Safety, De-addiction, and Mental Health are some of the themes on which street plays have been performed.

**Media and Communication Team:** The team publishes an annual magazine 'We Care', which contains articles, poems, cartoons, posters, essays; etc pertaining to various social and development issues to create awareness among the student community. They also update CSA blog, produce short documentaries, facilitate photo walks and anchor interactive group sessions on contemporary social issues through a forum called "Chat over Coffee" (COC).

**Prayatna:** In this programme, CSA volunteers and students of CU, with the support of academic and non-academic departments create awareness about environment and climate change issues among the student community. Paper recycling, handmade recycled paper products, organic and food composting, biogas and wastewater treatment and recycling units have been set up to promote zero waste and sustainable environment in the campus.

**Rural Exposure Camps:** This is conducted as an attempt to make social responsibility a culture among all students in the University by exposing them to the socio-economic and cultural situations of the rural communities with special focus on the conditions of children and women. Students get an opportunity to provide services to rural areas.

**Service-Learning:** In collaboration with various departments of the University, this attempt by the University is to integrate academic learning with community service. The practice will enable students to learn their subjects effectively and also develop a service-oriented mentality. Service learning helps students to undertake developmental activities at the institution and the community level which will enrich their academic learning process. CSA coordinates capacity building programmes with respect to Service- Learning for students and faculty members of the university.

**Community Development Projects:** At present, CSA, through its development programs, has its footprints in 4 urban slums in Bangalore, Ghaziabad and Kerala and 136 villages in Karnataka, Andhra Pradesh, Maharashtra, Kerala and Chhattisgarh. With respect to the rural and tribal areas, the community development programmes are primarily child focussed with emphasis on sustainability of the benefits accrued by the children and their marginalised communities. This is achieved through components such as Early Childhood Care and Education, Health and Hygiene, establishing strong and sustainable Community-Based Organisations, Livelihood Promotion and Environmental Awareness and Protection.

1. **Eligibility:** All UG/PG students are eligible to enrol as volunteers in this organization.
2. **Certificate of Participation:** Students who have volunteered regularly and consecutively for 2 years are awarded a Certificate of Participation and appreciation from the Centre for Social Action (CSA). This is to recognise their services to the society by involving themselves in various social development activities of CSA.

## 8. Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell in CHRIST (Deemed to be University) was established on 03 November 2003. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of CHRIST. For this, during the post-accreditation period, it channelizes all efforts and measures of the Institution towards promoting its holistic academic excellence.

### A. Objectives

The primary objectives of IQAC at CHRIST (Deemed to be University) shall be:

1. Developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.
2. Promotion of measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. Ensuring
  - a) Timely, efficient and progressive performance of academic, administrative and financial tasks

- b) Relevance and quality for academic and research programmes
  - c) Equitable access to and affordability of academic programmes various actions of society
4. Optimization and integration of modern methods of teaching and learning
  5. Assuring and enhancing the credibility of evaluation procedures Ensuring the adequacy, maintenance and proper allocation of support structure and services
  6. Sharing of research findings and networking with other Institutions in India and abroad

## **B. Functions**

The functional activities of IQAC at CHRIST (Deemed to be University) will include:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the Institution
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programs/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices
8. Development and maintenance of an institution database through MIS for the purpose of maintaining/enhancing the institutional quality
9. Development of Quality Culture in the Institution
10. Prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
11. Ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement
12. Ensure internalization of the quality culture
13. Ensure enhancement and coordination among various activities of the Institution and institutionalize all good practices
14. Provide sound basis for decision-making to improve institutional functioning
15. Act as a dynamic system for quality changes in the Institution
16. Build an organised methodology of documentation and internal communication

### **a. Holistic Education and Development (HED)**

Holistic education is a representation of the vision of CHRIST (Deemed to be University) '*Excellence and Service*' in tune with its mission statement.

'CHRIST (Deemed to be University) is a nurturing ground for an individual's holistic development to make effective contribution to the society in a dynamic environment'



guided by the core values: Faith in God, Moral Uprightness, Love of Fellow Beings, Social Responsibility, Pursuit of Excellence and graduate attributes of the University. Holistic education covering three basic skills personal, interpersonal and societal is imparted to the students of I and II year UG programmes and to the students of I year PG programmes. Holistic education is imparted at two levels: Institutional level and Deanery level. At institutional level, 21 topics are designed and trained through a team of about 85 Institutional level trainers and at deanery level, 15 specific topics in the three different skills are identified by each deanery and training is imparted through a team of about 30 trainers from each deanery at the beginning of both odd and even semesters to the teachers who, in turn, engage the students on a regular basis during the semester.

#### **b. Faculty Development Programme (FDP)**

The academic community of the University comes together periodically on deliberate on institutional philosophy and thrust areas related to higher education. Every year the faculty members meet in mid-May, before the reopening of courses to hold discussions at the institutional, deanery and departmental levels through the presentation of papers called Level One. Level Two is the Outbound Training programme (OBT) amid which, among different issues, the Indicative Quality Framework and Strategic Plan are discussed. Separated into clusters, the teachers move to a place outside the city to spend a minimum of 12 hours discussing every issue concerning their field of knowledge and the University.

The University believes in bringing out the best in every individual through collective endeavours and IQAC strives to facilitate this to achieve the maximum benefit to the society and to the nation at large.

#### **c. Quality Review and Development (QRD)**

Quality Review and Development Cell (QRD) is concerned with maintaining quality standards. QRD is more a facilitating agency than a monitoring one in the functioning of CHRIST (Deemed to be University). It conducts annual academic auditing of all the departments and offers suggestions to improve quality in all aspects of higher education. The auditing is conducted during the month of April. Curricular Aspects, Teaching-Learning, Academic Community, Research, Consultancy and Extension, Infrastructure and Learning Resources, Student Support and Progression are some of the areas covered for auditing.

### **9. Office of IT Services**

IT Services Department at CHRIST (Deemed to be University) Delhi NCR endeavours to provide effective and prompt service so as to achieve total satisfaction to all members in the University. As a team, IT initiated the implementation of operational standards in all its tasks to upgrade the Service quality. Processes and objectives have been defined to optimize its operations. Documentation and analysis methods have been initiated by the team for continued Service improvement.

## **Services Offered**

### **IT infrastructure Setup and Maintenance**

IT Infrastructure is well designed to handle student and staff strength. Usage of IT services like knowledge Pro (KP), Learning Management Systems (Moodle/Google Classroom), Digital learning sessions and other IT related activities are extensive in the University and therefore, infrastructure upgrade is done to handle the load efficiently. New higher end servers are in place and Internet bandwidth has been doubled for effective usage. To support the staff and students, IT Services Support system has been implemented focusing and supporting the effective use of all the services and infrastructure.

### **IT Support**

The Team offers Hardware/ Software/ System/ Network support to all users in Christ University by carrying out various activities at the appropriate time. It has also initiated the implementation of various processes to meet the requirement of quality system support and maintenance. Network security enhancement is enforced by implementing Network access privileges only to the staff and students. Support Request handling tool has been implemented to automate the Infrastructure support requests from staff and students. This is to track and make sure that all requests are handled in time by the IT Infrastructure Support staff. A new feature has been incorporated in Knowledge Pro for staff and students to register issues related to all the Services provided by the University. This is tracked and coordinated by IT department to make sure that requests are effectively addressed within 24 hours. Escalation matrix is implemented up to the top level of the management to enhance the efficiency of the support system. A dedicated team is handling and monitoring IT Support requests.

### **Website and Social Media Content Management**

The University website has been redesigned to improve the aesthetic appeal and the interface. Website's content management is monitored by dedicated members of the team who coordinate with various departments to update latest contents like News and events, details about academic programs, faculty members, syllabus, and evaluation systems. IT Service team also maintains dedicated pages for exam alerts and support services. Content management of Social Media sites like Facebook, YouTube, Twitter, and Blogger is managed and maintained by the team. Photos of all the events are updated in the storage site - Flickr for the staff and students to refer

### **ERP - Knowledge Pro**

ERP is enhanced with new features facilitating online solutions for the academic needs of the staff, students and parents. New features and tools are added in KP as per request from various departments in consultation with the management. A dedicated team is on the campus for the development and monitoring of our ERP software. KP training and implementation is handled and monitored by the IT team.

## **Digital Training Team**

Digital learning training team is a part of the IT Services department with the responsibility to assist and train staff and faculty in IT related activities. The team also trains faculty members to prepare and implement Online Certification Courses using Moodle - The Learning Management System. Training materials are prepared by the team for Moodle and useful Digital tools which are being distributed.

## **Information Security Policy**

As part of information security policy, the Office of IT Services monitors the network usage by the students. The students of the University are strictly prohibited from engaging in any of the following acts:

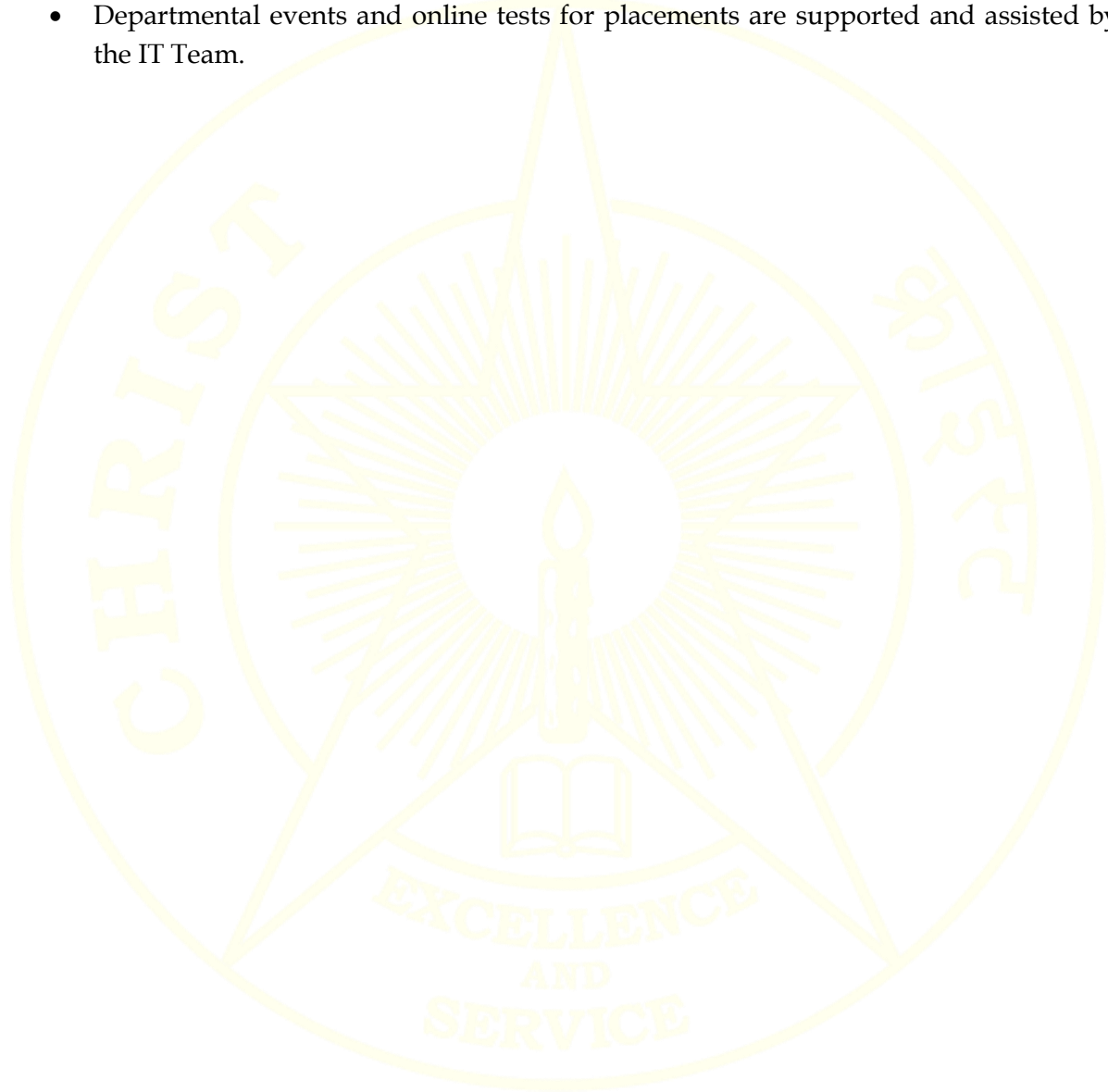
- Causing a security breach to either CHRIST (Deemed to be University) network or any other network resources, including, but not limited to, accessing data, servers, or accounts to which they do not have authorized access: circumventing user authentication on any device; or sniffing network traffic, etc.
- Causing a disruption of service to either CHRIST (Deemed to be University) or other network resources including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes, etc.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Exporting or importing software, technical information, encryption software, or technology in violation of international or regional export control laws.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, email bombs, spyware, adware, and key loggers.
- Port scanning or security scanning on a production network unless authorized in advance by Information Security.
- Sending Spam via email, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

If the students are found engaging in any of the prohibited activities listed above, the University may initiate disciplinary actions including restricting access to campus network.

## **Other services maintained and monitored by IT Team**

- Mobile applications
- Intranet Databank -for students to download e-Books, articles and study materials.
- Online Databases - For students to access books, articles, journals and research publications.

- Repository - This Service assists students in the preparation of examination providing question bank of the previous years.
- E-journals - This service provides members of the University access to e-journals for research, self-learning and preparations for assignments and presentations.
- Library Services - Provides online library catalogue to search books, new book arrival details, online renewal/ reservations, SMS and email alerts for all transaction.
- Email services for staff and students. Personal mail IDs are provided to staff and students. Group mail ID is available class wise, to enhance effective communication.
- Departmental events and online tests for placements are supported and assisted by the IT Team.



## ACADEMIC CALENDAR 2021 - 2022

### CHRIST NCR CAMPUS

Date	Event/Activity
<b>May 2021</b>	
31 Mon	Inauguration and First Instruction Day for the Academic year 2021-22 for all the faculty and staff members (Time: 09:30 AM)
<b>June 2021</b>	
01 Tue - 06 Sun	Faculty Development Programme
07 Mon - 13 Sun	Quality Improvement Programme
14 Mon	Commencement of End Semester Examination for MA Business Economics Programme (AY 2020-21)
18 Fri	Commencement of End Trimester Examination for MBA Programme (AY 2020-21)
21 Mon	Commencement of End Semester Examination for all UG/PG programmes (AY 2020-21)
28 Mon	Inauguration and First Instruction Day for IV Trimester MBA Programme for the Academic Year 2021 - 22
<b>July 2021</b>	
12 Mon	Inauguration and First Instruction Day for III & V Semester UG/PG/School of Law Programmes
19 Mon	Inauguration and First Instruction Day for I Trimester MBA Programme
30 Fri	Last date for submission of CIA 1 for MBA Trimester IV
<b>August 2021</b>	
12 Thu	Last date for submission of CIA 1 for MBA Trimester I
13 Fri	Inauguration and First Instruction Day for UG/PG/School of Law Programmes (I Semester)
15 Sun	Release of Application Forms - PhD (December Batch)
25 Wed	Last date for submission of CIA I for UG/PG/School of Law Programmes (III/V Semester)
28 Sat	Commencement of Mid Trimester Examination (CIA 2) for MBA Trimester IV

<b>September 2021</b>	
09 Thu - 11 Sat	Commencement of Mid Trimester Examination (CIA 2) for MBA Trimester I
15 Wed	Last date of submission of original documents for verification to the Office of Admissions - UG Programmes
20 Mon	Last date for submission of CIA III for MBA Trimester IV
24 Fri	Last date for submission of CIA 1 for UG/PG/School of Law Programmes (I Semester)
25 Sat	Last Instruction Day for MBA Trimester IV Release of Hall ticket for End Trimester Examination for MBA Trimester IV
25 Sat - 01 Fri	Commencement of Mid Semester Examination (CIA II) for UG/PG Programmes (III/V Semester)
27 Mon	Commencement of End Trimester Examination for MBA Trimester IV      Commencement of End Trimester Supplementary Examination for MBA Trimester III
<b>October 2021</b>	
01 Fri	Last date for submission of CIA III for MBA Trimester I Release of notifications for Admission - MBA 2022
05 Tue	Last Instruction Day for MBA Trimester I Release of Hall ticket for End Trimester Examination for MBA Trimester I
06 Wed	Commencement of classes for MBA Trimester V
07 Thu - 13 Wed	Commencement of End Trimester Examination for MBA Trimester I
16 Sat	Commencement of classes for MBA Trimester II
25 Mon - 30 Sat	Commencement of Mid Semester Examination (CIA 2) for UG/PG/School of Law Programmes (I Semester)
<b>November 2021</b>	
02 Tue	Last date for submission of CIA 1 for MBA Trimester V
08 Mon	Last date for submission of CIA III for UG/PG/School of Law Programmes (III/V Semester)
13 Sat	Last Instruction Day for all UG/PG/School of Law Programmes (III/V Semester) Last date for submission of CIA 1 for MBA Trimester II
17 Wed	Commencement of End Semester Examination UG/PG/School of Law Programmes (III/V Semester)

20 Sat	Last date of submission of original documents for verification to the Office of Admissions - PG Programmes
24 Wed	Last date for submission of CIA III for UG/PG/School of Law Programmes (I Semester)
30 Tue - 06 Mon	Commencement of Mid Trimester Examination (CIA 2) for MBA Trimester V
<b>December 2021</b>	
04 Sat	MAGNIFICAT
06 Mon	First Instruction Day for Even Semester for UG/PG/ School of Law Programmes (IV/VI Semester) Last instruction day for all UG/PG/School of Law Programmes (I Semester) Release of Hall ticket for End Semester Examination for UG/PG/School of Law Programmes (I Semester)
08 Wed	Release of Admission forms - All UG/PG Programmes for the Academic Year 2022-23
09 Thu - 20 Tue	Commencement of End Semester Examination UG/PG/School of Law Programmes (I Semester) Commencement of End Semester Supplementary Examination for UG/PG/School of Law Programmes (I/III Semester)
09 Thu - 11 Sat	Commencement of Mid Trimester Examination (CIA 2) for MBA Trimester II
22 Wed	Christmas/Winter Vacation
23 Thu	Last date for submission of CIA III for MBA Trimester V
29 Mon	Last date for submission of CIA III for MBA Trimester III
31 Fri	Last Instruction Day for MBA Trimester V Release of Hall ticket for End Trimester Examination for MBA Trimester V
<b>January 2022</b>	
03 Mon	Reopening of Even Semester for UG/PG Programmes (IV/VI Semester) First Instruction Day for Even Semester for UG/PG Programmes (II Semester) Commencement of End Trimester Examination for MBA Trimester V Founders Day: St. Kuriakose Elias Chavara Day
05 Wed	Last Instruction Day for MBA Trimester II Release of Hall ticket for End Trimester Examination for MBA Trimester II

07 Fri - 13 Thu	Commencement of End Trimester Examination for MBA Trimester II
10 Mon	Reopening/ Commencement of classes for MBA Trimester VI
15 Sat	Reopening/ Commencement of classes for MBA Trimester III
17 Mon	Last date for submission of CIA I for MBA Trimester VI
22 Sat	Last date for submission of CIA I for UG/PG Programmes (IV/VI Semester)
24 Mon	Reopening of Even Semester for School of Law (IV/VI Semester) First Instruction Day for Even Semester for School of Law (II Semester)
25 Tue	BLOSSOMS Inauguration and DARPAN Arts Events
26 Wed	University Annual Alumni Gathering
27 Thu - 28 Fri	DARPAN (Literary, Stage and Theatre Events)
29 Sat	Commencement of Mid Trimester Examination (CIA II) for MBA Trimester VI
<b>February 2022</b>	
04 Fri - 05 Sat	Annual Sports Meet
05 Sat	Last date for submission of CIA I for MBA Trimester VI
07 Mon - 10 Thu	Special Supplementary for MBA I/II/III/IV/V Trimester
09 Wed	Last date for submission of CIA I for MBA Trimester III
10 Tue	Last date for submission of CIA I for UG/PG Programmes (II Semester) Last Instruction Day for MBA Trimester VI Release of Hall ticket for End Trimester Examination for MBA Trimester VI
12 Sat	Last date for submission of CIA I for School of Law Programmes (IV/VI Semester)
12 Sat - 14 Mon	Commencement of End Trimester Examination for MBA Trimester VI
19 Sat	LUMINOS 2022
23 Wed	BLOSSOMS Finals
26 Sat	SUNERGOES 2022



<b>March 2022</b>	
05 Sat	Last date for submission of CIA I for School of Law (II Semester) BHASHA UTSAV/ETHNIC DAY
07 Mon - 09 Wed	Commencement of Mid Trimester Examination (CIA II) for MBA Trimester III
11 Fri - 17 Thu	Commencement of Mid Semester Examination (CIA II) for UG/PG Programmes (IV/VI Semester)
21 Mon - 26 Sat	Commencement of Mid Semester Examination (CIA II) for UG/PG Programmes (II Semester)
25 Fri - 31 Thu	Commencement of Mid Semester Examination (CIA II) for School of Law Programmes (IV/VI Semester)
28 Mon	Last date for submission of CIA III for MBA Trimester III
<b>April 2022</b>	
02 Sat	Last Instruction Day for MBA Trimester III Release of Hall ticket for End Trimester Examination for MBA Trimester III
04 Mon - 09 Sat	Commencement of End Trimester Examination for MBA Trimester III    Commencement of Mid Semester Examination (CIA II) for School of Law Programmes (II Semester)
16 Sat	NRITTA & SOUND CURRY
23 Sat	Last date for submission of CIA III for UG/PG Programmes (II/IV/VI Semester) Farewell Day and Gratitude Day
30 Sat	Last Instruction Day for UG/PG (II/IV/VI Semester) Release of Hall ticket for End Semester Examination for UG/PG Programmes (II/IV/VI Semester) Last date for submission of CIA III for School of Law Programmes (IV/VI Semester)
<b>May 2022</b>	
04 Wed	Commencement of End Semester Examination for UG/PG Programmes (II/IV/VI Semester) Commencement of End Semester Supplementary Examination for UG/PG Programmes (II/IV Semester)
07 Sat	Last Instruction Day for School of Law Programmes (IV/VI Semester)                      Last date for submission of CIA III for School of Law Programmes (II Semester)
10 Tue	Commencement of End Semester Examination for School of Law Programmes (IV/VI Semester)

14 Sat	Last Instruction Day for School of Law Programmes (II Semester)
17 Tue - 27 Fri	Commencement of End Semester Examination for School of Law Programmes (II Semester)

*Supplementary dates will be announced after the campus reopens.*

*Dates/Events may change due to change in university schedule or Government holidays.*



# WORKING HOURS OF THE UNIVERSITY OFFICE

On all weekdays (except Saturdays)

08:00 AM to 01:00 PM (Forenoon Session)

01:00 PM to 02:00 PM (Lunch Break)

02:00 PM to 04:30 PM (Afternoon Session)

The service of the University office is  
normally available for students during

Weekdays: 01:30 PM to 04:00 PM

Saturday: 12:30 PM to 01:00 PM

Interview with the Student Counsellor

On all weekdays 09:30 AM to 03:30 PM

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Meeting with the Campus Director

with appointment only

# CHRIST ANTHEM

March on Christites, March on  
With heads held high and hearts so strong

March on Christites, March on  
With a steady tread and a cheerful song

March on, Christites march on

With Excellence our goal

We walk the wheel of time

Striving for the greatest

In body heart and mind

The flame was hold aloft

A beacon shining bright

Leading by example

Where darkness we bring light

Service is our Motto

As we strive to change the world

We seek the book of knowledge

As life begins to unfurl

As we go through life

The star of Heaven our guide

And though we change with time

The Christite spirit survives





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