

# MOHAN BABU UNIVERSITY

Sree Sainath Nagar, Tirupati – 517 102



## MBU22 ACADEMIC REGULATIONS

**(Version 1.2)**

(Applicable to UG & PG Programs mentioned under item No.7 offered in MBU from 2022-23 onwards)

## **1. Preamble**

Modern era students would like to take decisions on their own and plan their future accordingly. Students would like to pursue education as per their pace. On other hand, employers expect multidisciplinary competency, leadership skills and computer literacy along with lifelong learning skills from the students. The conventional learning system has narrow scope with regard to flexibility in choosing courses of their choice to become a well-rounded personality. It is essential that the present education system should address this and provide wide opportunities for students to choose programs and courses of their interest in order to realize their full potential which inturn leads to the nation development. Further, natural resources are depleted globally at a faster rate. Hence, sustainable development has become the agenda for the complete world to preserve natural resources and environment for the sake of furture generations. In addition, the world is embracing disruptive technologies to improve the quality of life. Also, students should be nurtured with skills on higher order cognitive capacities, research, innovation, incubation and entrepreneurship; life skills; social consciousness, inclusiveness, equality, culture, languages, literature, ethics and values; basic arts, crafts, humanities, games, sports and fitness.

In this context, Mohan Babu University has taken initiative and brought out Academic Regulations addressing Flexible Choice Based Credit System, sustainable development, disruptive technologies, rapid change in knowledge landscape, change in employment landscape, change in global ecosystem and other areas of national and international importance to change country's educational landscape and in turn country's landscape.

MBU22 Academic Regulations embrace Fully Flexible Choice Based Credit System, Course basket system, summer semester, multidisciplinary approach, courses with experiential learning and project based learning, courses on cross-cutting issues, enhanced practical component, credit transfer, gap year, Minor and Honors Degrees, etc.

## **2. Scope**

The rules and regulations stated herein shall be called "MBU22 Academic Regulations" in its complete form. MBU22 academic regulations as given in this document are applicable to students admitted in UG & PG Programs offered under MBU from the academic year 2022-23 onwards. All academic programs under MBU22 shall be decided by the Academic council. MBU22 is applicable for both existing as well as new programs offered by the MBU, until and unless it is explicitly stated.

## **3. Regulations for all UG and PG Programs offered under MBU**

These regulations are applicable to the students admitted from the Academic Year 2022-23 onwards. As per University Grants Commission (UGC), All India Council for Technical Education (AICTE); National Education Policy 2020 (NEP2020), Govt. of India; the Mohan Babu University (MBU) has adopted the Fully Flexible Choice Based Credit System (FFCBCS) and now is being implemented from 2022-23 onwards.

## 4. Fully Flexible Choice Based Credit System (FFCBCS)

A Fully Flexible Choice Based Credit System is introduced to provide an opportunity for students to frame their own course structure.

## 5. Definitions and Nomenclature

'**Degree**' means the academic award conferred upon a student on successful completion of any program of study designed to achieve the defined attributes.

'**Program**' means cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a degree in a branch or discipline. Some Degree programs also provide options to specialize in a specific domain of interest in a branch or discipline. Such Degree programs are titled as the Degree along with its specializations like Civil Engineering with specialization in Structural Engineering etc.

'**Course**' means any combination of lecture, tutorial, practical and project based learning sessions of a subject studied in a semester, like Mathematics, Physics etc.

'**Major Degree**' means the academic award conferred upon a student on successful completion of any program of study with first concentration of courses in a discipline that is designed to achieve the defined attributes.

'**Minor Degree**' is an optional secondary concentration of courses other than their discipline in the program of study for Major Degree that often complements the Major Degree Program.

'**Honors Degree**' is an optional secondary concentration of courses in their discipline in the program of study for Major Degree that often complements the Major Degree Program.

## 6. Admission

**Number of Seats:** The number of seats in each program for which admission is to be made in each school will be decided by the Board of Management, MBU.

### 6.1 Eligibility Criteria

The minimum qualification and other essentials for admission into various programs of the MBU will be stipulated by the Admission Committee every year and the same is notified on the website.

**6.2 Authority for Admission:** For any matter related to admission to any program, the decision of the Admission Committee is final.

If, at any time after admission, it is found that a candidate has not fulfilled the requirements stipulated in the offer of admission, the concerned School Dean may revoke the admission of the candidate and report the matter to the Vice Chancellor.

In Addition to the above, admissions will be based on the rules and regulations of the UGC/Competent authorities in force at the time of admissions.

## 7. SCHOOLS, DEPARTMENTS AND PROGRAMS OFFERED UNDER MBU

| School                | Name of the Dept.                         | Programs  |
|-----------------------|---|---|
| School of Engineering | Civil Engineering                         | B.Tech. - Civil Engineering   |
|                       |   | M.Tech. - Construction Technology and Management  |
|                       | Electrical and Electronics Engineering    | B.Tech. - Electrical and Electronics Engineering  |
|                       |   | M.Tech. - Electrical Power Systems  |
|                       | Electronics and Communication Engineering | B.Tech. - Electronics and Communication Engineering   |
|                       |   | B.Tech. - Electronics and Instrumentation Engineering   |
|                       |   | B.Tech. - Electronics and Instrumentation Engineering with Specialization in Biomedical Engineering |
|                       |   | M.Tech. - VLSI and Embedded System Design   |
|                       | Mechanical Engineering                    | B.Tech. - Mechanical Engineering  |
|                       |   | M.Tech. - Machine Design  |

| School              | Name of the Dept.                | Name of the Program   |
|---------------------|----------------------------------|---|
| School of Computing | Computer Science and Engineering | B.Tech. - Computer Science and Engineering  |
|                     |                                  | B.Tech. - Computer Science and Engineering with Specialization in SAP                                   |
|                     |                                  | M.Tech. - Computer Science and Engineering  |
|                     | Artificial Intelligence          | B.Tech. - Computer Science and Engineering (Artificial Intelligence and Machine Learning)               |
|                     |                                  | M.Tech. - Computer Science and Engineering (Artificial Intelligence and Data Science)                   |
|                     | Data Science                     | B.Tech. - Computer Science and Engineering (Data Science)   |
|                     |                                  | B.Tech. - Information Technology  |
|                     | Cyber Security                   | B.Tech. - Computer Science and Engineering (Cyber Security)   |
|                     |                                  | M.Tech. - Computer Science and Engineering (Cyber Security)   |
|                     | Computer Applications            | B.C.A. - Bachelor of Computer Applications  |
|                     |                                  | B.C.A. - Bachelor of Computer Applications with Specialization in Augmented Reality and Virtual Reality |
|                     |                                  | B.C.A. - Bachelor of Computer Applications with Specialization in Game and Graphic Design               |
|                     |                                  | M.C.A. - Master of Computer Applications  |
|                     |                                  | M.C.A. - Master of Computer Applications with Specialization in Full Stack Development                  |

| School                                     | Name of the Dept.                | Name of the Program                |
|--|----------------------------------|------------------------------------|
| <b>School of Liberal Arts and Sciences</b> | Mathematical Sciences            | B.Sc. - Computer Science           |
|  |                                  | B.Sc. - Data Science and Analytics |
|  |                                  | B.Sc. – Electronics                |
|  |                                  | M.Sc.- Computer Science            |
|  |                                  | M.Sc.- Data Science and Analytics  |
|  | Biological and Chemical Sciences | B.Sc. - Bioinformatics             |
|  |                                  | B.Sc. – Biotechnology              |
|  |                                  | B.Sc. – Microbiology               |
|  |                                  | B.Sc.- Forensics Sciences          |
|  |                                  | M.Sc.- Biotechnology               |
|  |                                  | M.Sc.- Organic Chemistry           |
|  | Physical Education               | B.Sc. – Physical Education         |
|  | Languages                        | B.A.- English                      |
|  |                                  | M.A.- English                      |
|  | Social Sciences                  | B.A.- Psychology                   |
| B.A.- Sociology                            |                                  |                                    |

| School                                   | Name of the Dept. | Name of the Program   |   |
|--|-------------------|---|---|
| <b>School of Commerce and Management</b> | Commerce          | B.Com.- Bachelor of Commerce  |   |
|  |                   | B.Com.- Bachelor of Commerce with Specialization in Computer Applications                                 |   |
|  |                   | B.Com.- Bachelor of Commerce Banking and Finance  |   |
|  |                   | B.Com.- Bachelor of Commerce Corporate Accounting and Taxation  |   |
|  |                   | M.Com.- Master of Commerce  |   |
|  |                   | M.Com.- Master of Commerce with specialization in Forensic Audit and Corporate Fraud Prevention           |   |
|  | Management        | B.B.A.- Bachelor of Business Administration   |   |
|  |                   | B.B.A.- Bachelor of Business Administration with Specialization in E-Commerce and Supply Chain Management |   |
|  |                   | B.B.A.- Bachelor of Business Administration with Specialization in FinTech                                |   |
|  |                   | B.B.A.- Bachelor of Business Administration with Specialization in Digital Marketing                      |   |
|  |                   | B.B.A.- Bachelor of Business Administration with Specialization in Business Analytics                     |   |
|  |                   | M.B.A.- Master of Business Administration with Specialization in Business Analytics                       |   |
|  |                   | M.B.A.- Master of Business Administration with Specialization in International Business                   |   |
|  |                   | M.B.A.- Master of Business Administration with Specialization in Logistics and Supply Chain Management    |   |
|  |                   | M.B.A.- Master of Business Administration with Specialization in Digital Transformation                   |   |
|  |                   | M.B.A.- Master of Business Administration with Specialization in Marketing/HR/Finance                     |   |
|  |                   | Hotel Management  | BHMCT- Bachelor of Hotel Management and Catering Technology |

| School              | Name of the Dept. | Name of the Program     |
|---------------------|-------------------|-------------------------|
| <b>Film Academy</b> | Film Academy      | B.A.- Film Making       |
|                     |                   | B.A.- Direction         |
|                     |                   | B.A.- Cinematography    |
|                     |                   | B.A.- Photography       |
|                     |                   | B.A.- Sound Engineering |

| School                          | Name of the Dept. | Name of the Program                                    |
|---------------------------------|-------------------|--|
| <b>School of Art and Design</b> | Fine Arts         | B.V.A.- Animation and VFX                              |
|                                 |                   | B.V.A.- Painting, Sculpture, Photography, Print Making |
|                                 |                   | B.V.A.- Digital Arts                                   |
|                                 |                   | B.P.A.- Performing Arts (Dance, Music, Theatre)        |
|                                 | Design            | B.Des.- Game Design                                    |

| School   | Name of the Dept.                         | Name of the Program                                    |
|--|---|--|
| <b>School of Paramedical and Health Sciences</b> | Optometry and Imaging Science             | B.Sc.- Optometry                                       |
|  |   | B.Sc.- Radiology and Imaging Technology                |
|  | Critical Care and Technology              | B.Sc.- Emergency Medicine and Critical Care Technology |
|  |   | B.Sc.- Anesthesia and Operation Theatre Technology     |
|  |   | B.Sc.- Cardio Vascular Technology                      |
|  |   | B.Sc.- Dialysis Technology                             |
|  |   | B.Sc.- Respiratory Therapy                             |
|  | Dental, Forensics and Laboratory Sciences | B.Sc.- Medical Lab Technology                          |
|  | Physiotherapy                             | B.P.T.- Bachelor of Physiotherapy                      |
|  |   | M.P.T.- Masters in Physiotherapy - Neurology           |
|  |   | M.P.T.- Masters in Physiotherapy - Cardio Pulmonary    |
|  |   | M.P.T.- Masters in Physiotherapy - Sports              |
|  |   | M.P.T.- Masters in Physiotherapy - Orthopedics         |

## **8. Academic System**

### **8.1 Semester**

All the programs offered by MBU shall follow the Semester system mode. There will be two semesters in an academic year. Optional summer semester shall be offered for the benefit of students with backlog courses; and for others with contemporary courses/specialized training subject to the availability of time, faculty and other resources. The Summer/Fast track Semester shall be offered under a fast track mode, considering less number of instructional days available during the regular days and summer vacation. However, the number of instructional hours to cover the syllabi shall be maintained which is equivalent to a regular semester with the increased number of instruction hours per week.

Unless otherwise specified explicitly, all rules and regulations applicable to a course offered during a regular semester shall be applicable to the courses offered during Summer Semester. Through Circulars, the eligibility criteria to register the number of courses and other related information shall be notified by the University from time to time.

### **8.2 Curriculum**

The curriculum comprises a prescribed list of courses in a specific format for a program. Each program curriculum contains a list of courses grouped under various baskets, viz. School Core (SC), Program Core (PC), Program Elective (PE), Specialization Elective (SE), Interdisciplinary Minor (IM) and University Elective (UE). Also, the program course structure shall comprise courses with prerequisites and the same shall be notified.

The university Academic Regulations shall have 5-digit alpha-numeric representation that refers to University Name followed by last two digits of Calendar Year viz. MBU22 Regulations. Program Curriculum shall have the corresponding Academic Year representation. Students admitted into a program shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any curriculum changes will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the program.

### **8.3 Course Structure of the Program**

Each program curriculum consists of a list of courses grouped under various baskets, viz. School Core (SC), Program Core (PC), Program Elective (PE), Specialization Elective (SE), Interdisciplinary Minor (IM) and University Elective (UE).

#### ***School Core***

Courses listed under School Core are to enrich the student's fundamental knowledge. Students get additional exposure to experiential learning through internships/training and Capstone Project. Students shall earn a minimum number of credits specified in the range under SC to be eligible for the award of a degree.

#### ***Program Core***

Courses listed under Program Core are program-specific. Students shall earn a minimum number of credits specified in the range under PC to be eligible for the award of a degree.

### ***Program Elective***

Courses listed under Program Elective are program-specific with in-depth knowledge of the course. Students shall earn a minimum number of credits specified in the range under PE to be eligible for the award of a degree.

### ***Specialization Elective***

Courses listed under Specialization Elective are program-specific advanced courses that the student has taken as major specialization. Students shall earn a minimum number of credits specified in the range under SE to be eligible for the award of a degree.

### ***Interdisciplinary Minor***

Courses listed under Interdisciplinary Minor are related to supporting courses from other disciplines of program of study. Students shall earn a minimum number of credits specified in the range under IM to become eligible for the award of a degree.

### ***University Elective***

Students can choose courses from the predefined list or any other courses from other disciplines offered across the Programs/Departments/Schools by satisfying the prerequisites. Students shall earn a minimum number of credits specified in the range under UE to be eligible for the award of a degree.

## **8.4 Course Classification**

Courses may be classified as Theory, Theory with Practical, Theory with Project Based Learning, Theory with Practical and Project Based Learning, Practical, Practical with Project Based Learning, Mandatory Course (Credits not considered for CGPA), Capstone Project, Project Work Phase-I, Project Work Phase-II. Courses such as Seminar, Mini Project, Comprehensive Assessment, Internship, etc., are generally grouped under 'Other Courses'.

## **8.5 Course Credit Structure**

Credits shall be assigned to each Course with L: T: P: S: C (Lecture Hours: Tutorial Hours: Practical Hours: Project Based Learning: Credits) Structure, as defined below:

- ✓ Theory Course: One Lecture Hour (L) per week in a semester: 01 Credit
- ✓ Practical Course: One Practical Hour (P) Per week in a semester: 0.5 Credit
- ✓ Tutorial: One Tutorial Hour (T) Per week in a semester: 01 Credit
- ✓ Project Based Learning (S): Student has to spend 04 hours per week in a semester: 01 Credit
- ✓ For Capstone Project, Project Phase-I, Project Phase-II, Community camp, Clinical posting, Clinical Training, etc., where the contact periods are not specified or variable for those courses the credits are assigned based on the complexity of the work to be carried out.

## **8.6 Syllabus**

The syllabus of a course provides what the student will learn in the course of study. Each course syllabus document contains course code, course title, L T P S C, course prerequisites/ co-requisites/ anti-requisites (if any), course description, course outcomes, module-wise topics, duration to cover each module, text books, reference books, video lectures and web resources for additional learning.



### **8.7 Course Handout**

A Course Handout consists of a detailed plan of lectures and its mode of delivery, List of Exercises/Experiential learning, Resources, Evaluation methods, Model Question paper and CO Attainment Targets.

## **9. Academic Calendar**

The academic calendar includes the dates with regard to course registrations, spell of instructions, continuous internal assessment tests, preparation holidays, semester-end theory examinations, practical examinations and semester holidays. The Registrar will communicate the Academic calendar to the Departments/ Schools, and the same will be available on the website. The dates and schedules in the academic calendar may change in specific programs due to regulatory and local requirements. In such cases, the concerned School Dean with prior authorization will communicate the changes to the students. The revised academic calendar will also made available on the website.

## **10. Course Registration**

Immediately after joining the University, each student shall be assigned a Mentor by the Department/School concerned. The mentor shall discuss with the student on their academic performance semester-wise, periodically, and guide the student on nature and number of courses to be registered in the ensuing semester, within the framework of that program curriculum.

- ❖ Through the course registration process, every semester, it is mandatory for the students to register for the courses that the student wish to study (wishlist) as and when notified, with the approval of the mentor.
- ❖ Students shall register a minimum of 16 credits or a maximum of 31 credits in a regular semester. However, the last registration of the program of study should not exceed 18 credits to meet the credit requirements for the award of a degree. However it is not applicable during the semester having Project work.
- ❖ The students may be asked to undergo non-credited Bridge Courses for necessary fundamental disciplines or prerequisites to compensate for the inadequacy of the level as recommended by the program curriculum.
- ❖ Students shall not be permitted to register for the courses if the student has any outstanding dues to the University.

### **10.1 Arrear Examination:**

- ❖ If a student failed in a course, then the student is allowed to register for a maximum of one chance of arrear examination for that course in immediate arrear notification only. If he failed in the arrear examination then he shall mandatory Re-register for the backlog course. However, for PG Programs a provision is given to clear the courses by appearing any number of arrear examinations upon the notifications within the stipulated program duration.
- ❖ If a UG or PG student has backlog courses after completion of the program of study, a provision is given to clear the courses by appearing any number of arrear examinations upon the notifications within the stipulated program duration as mentioned in section 22.

## **10.2 Re-registration for Backlog Courses**

- ❖ If a student failed a course in the arrear examination, then it is mandatory for the student to re-register the backlog course as and when offered in the regular semester/summer semester.
- ❖ Students shall be permitted to re-register the backlog courses by paying the registration fee as specified by the university at the time of re-registration of the course.
- ❖ The student shall be permitted to re-register the backlog course without opting for an arrear examination.
- ❖ If a student re-registered for a backlog course, then the earlier marks earned both internal and external for that course shall be cancelled.
- ❖ If a student withdraws a course from his wishlist within the specified time notified by the university, then it shall not be considered a backlog course.
- ❖ If a student has backlog courses after completion of the program of study and fails to clear the course through arrear examinations he/she can avail the facility of course re-registration.

## **10.3 Addition/Withdrawal of Courses**

- ❖ Students have the provision to add or withdraw courses to/from their wishlist within the specified time notified by the university subject to the availability of resources and minimum/maximum number of credits required to be registered in a semester as specified in Section 10. Only those courses that stand registered at the end of Add or Withdraw process shall be considered as the final wishlist for that semester.
- ❖ If the student adds a new course to his wishlist, then the student attendance for that course shall be calculated from the date of adding.
- ❖ If a student registered for backlog courses, the withdrawal provision is not applicable.
- ❖ Add or withdraw provision is not available for the courses registered during the summer semester.

## **10.4 Course Substitution**

- ❖ If a student is failed in PE, SE, IM and UE courses and wish to take another course in the respective basket, the student shall be permitted. However, the student shall pay the requisite fee for the substituted course.
- ❖ Course substitution option shall be utilized by a student one time during the program of study. However, course substitution option is not available for SC and PC courses.

### **10.5 Course Equivalence**

- ❖ If a student failed in a course and re-registered for next time when it is offered there may be a chance of having revised syllabus of that course with marginal changes. The revised version of syllabus is treated as equivalent to the course in which the student has failed. The revised version of syllabus shall be offered to the re-registered student.
- ❖ The Credits of the original course (of the curriculum) will be considered as 'earned', if there is a credit difference to the equivalent course.
- ❖ Grade Sheet and Consolidated Grade Sheet will indicate the original course code and title only and not the equivalent course the student has registered, or written as the arrear exam.
- ❖ No separate classes with the older version of syllabus will be offered to the student to clear their backlog. After careful study of the syllabi, the Course Committee may also identify new courses considered equivalent to those courses that were dropped from the curriculum for various reasons. Based on the recommendations of the Course Committee, Dean of the program School shall declare such courses as equivalent and the same may be recommended.
- ❖ Course equivalence is applicable to all curricula, present and the future.

### **10.6 Course Prerequisites**

- ❖ Before course registration, the student has to ensure the completion of prerequisites. If it is not completed, then the student is not eligible to register for that course.
- ❖ Even if a student failed in a course that is a prerequisite for the next-level course, the student is eligible to register for the next-level course considering the prerequisite is satisfied.

### **10.7 Course Co-requisites**

In the course catalogue, if a co-requisite is mentioned in a course, then the registration shall be done for both courses at the same time.

### **10.8 Course Anti-requisites**

In the course catalogue, if Anti-requisite is mentioned against a course for which he has registered, the student is not eligible to register for the anti-requisite course throughout the program of study.

## 11. Attendance Requirements

- ❖ The attendance shall be calculated from the 'date of registration' to a course. For each course, the minimum attendance requirement to appear for semester-end examinations is 75%.
- ❖ If attendance is less than 75% in a course, then the registration shall stand cancelled for that course and be considered as Fail in that course. However, Condonation of shortage of attendance up to 10% (65% and above and below 75%) in each course in a semester may be granted by the School Dean on discretion. The student shall re-register the cancelled registered course when offered next time by paying the prescribed fee as notified by the university.
- ❖ In the remaining 25% of attendance, the Student shall manage medical/personnel/ casual/official absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/ competitions/ participation in co- curricular/ extra-curricular events/NCC/NSS activities or any other reason. However, attendance shall be given at actuals for participating in NCC/NSS activities at National level.
- ❖ If the student attendance is less than 65% in all the courses registered in a semester during the program of study, then the student is detained and the registration shall stand cancelled and also not promoted to the next semester.
- ❖ Discontinued or Detained students are eligible for readmission as and when the semester is offered after the fulfillment of academic regulations. Candidates who have been detained for want of attendance or have not fulfilled academic requirements or have discontinued and wish to continue the program are eligible for admissions into the unfinished semester from the date of commencement of classwork with the same or equivalent subjects as and when subjects are offered, and they will follow the academic regulations into which they are admitted. Candidates who are permitted to avall Gap Year shall be eligible for re-joining into the succeeding year of their program of study from the date of commencement of classwork, and they will follow the academic regulations into which they are readmitted.

## 12. Evaluation Criteria

All components in any Program of Study shall be evaluated through Internal Evaluation and/or Semester End Evaluation. Internal Evaluation includes Continuous Internal Assessment Tests, Reviews, Experiential Learning, Project Based Learning, etc.

| Course Type | Marks | Examination and Evaluation  | Scheme of Examination   |
|-------------|-------|---|---|
| Theory      | 30    | <p><b>1 Credit:</b><br/>Continuous Internal Assessment Tests (CIATs) for 60 Minutes duration</p>  | <p><b>For Regular Semester:</b><br/>Two CIATs each for 50 marks shall be conducted and each shall be scaled to 30 marks. For a total of 30 marks, 80% of better one of the two and 20% of the other one are added and finalized, any fraction shall be rounded off to the higher integer number.</p> <p><b>CIAT-I:</b> Shall be conducted after first spell of instruction. The syllabi shall be from Module-I &amp; II.</p> <p><b>CIAT-II:</b> Shall be conducted after second spell of instruction. The syllabi shall be from the remaining Modules (Except Module-I &amp; II).</p> <p><b>For Summer Semester:</b><br/>The process remains same as Regular Semester except CIAT-I &amp; II shall be conducted after the last working day of instructions.</p> |
|             |       | <p><b>2 and above Credits:</b><br/>CIAT for 90 Minutes duration</p>   | <p><b>* For 1 Credit:</b> The question paper shall of descriptive type with two parts i.e., Part-A and Part-B. Part-A shall contain 5 short answer questions [Q. No. 1 (a) to (e)] and evaluated each for 2 mark.</p> <p>Part-B shall contain two EITHER/OR type questions [totally four questions from Q. No. 2 to 5)] of which student has to answer one from each EITHER/OR type question and shall be evaluated each for 20 marks.</p> <p>Part-B of CIAT-I have two EITHER/OR type questions. One question from each Module.</p> <p>Part-B of CIAT-II have two EITHER/OR type questions proportionately from the remaining Modules.</p>   |
|             |       | <p><b>* For 2 and above Credits:</b> The question paper shall of descriptive type with two parts i.e., Part-A and Part-B. Part-A shall contain 10 short answer questions [Q. No. 1 (a) to (j)] and evaluated each for 2 mark.</p> <p>Part-B shall contain two EITHER/OR type questions [totally four questions from Q. No. 2 to 5)] of which student has to answer one from each EITHER/OR type question and shall be evaluated each for 15 marks.</p> <p>Part-B of CIAT-I have two EITHER/OR type questions. One question from each Module.</p> <p>Part-B of CIAT-II have two EITHER/OR type questions proportionately from the remaining Modules.</p> |   |
|             | 20    | Experiential Learning   | Faculty shall notify the components of experiential learning and its evaluation methods in the Course Handout after approval of BOS Chairperson before the start of class work. The evaluation shall be for 20 Marks.   |
|             | 50    | Semester End Examination for 180 Minutes duration   | <p>The examination shall be conducted for 100 marks and scaled to 50 marks.</p> <p>The question paper shall of descriptive type with two parts i.e., Part-A and Part-B. Part-A shall contain 10 short answer questions [Q. No. 1 (a) to (j)] and evaluated each for 2 marks. Part-B shall contain Five EITHER/OR type questions [totally Ten questions from Q. No. 2 to 11)] of which student has to answer one from each EITHER/OR type question and shall be evaluated each for 16 marks.</p>   |

| Course Type   | Marks | Examination and Evaluation   | Scheme of Examination  |
|---|-------|--|--|
| Theory with Practical                               | 30    | Shall be followed the same as mentioned in course type "Theory" under CIATs. |  |
|   | 20    | Experiential Learning  | Day-to-Day evaluation based on the performance in the conduction of laboratory experiments and its Records for 20 marks. Each exercise shall be evaluated for 20 marks and average of all exercises shall be the final marks.                          |
|   | 50    | Semester End Examination   | Shall be followed the same as mentioned in course type "Theory" under "Semester End Examination".  |
| Theory with Project-Based Learning(S)               | 30    | Shall be followed the same as mentioned in course type "Theory" under CIATs. |  |
|   | 20    | Project Based Learning   | Faculty shall notify the problem statement of the Project and its evaluation methods in the Course Handout after approval of BOS Chairperson. The evaluation shall be for 20 Marks.  |
|   | 50    | Semester End Examination   | Shall be followed the same as mentioned in course type "Theory" under "Semester End Examination".  |
| Theory with Practical and Project-Based Learning(S) | 30    | Shall be followed the same as mentioned in course type "Theory" under CIATs. |  |
|   | 10    | Experiential Learning  | <b>For Practical:</b> Day-to-Day evaluation based on the performance in the conduction of laboratory experiments and its Records for 20 marks. Each exercise shall be evaluated for 20 marks and average of all exercises shall be scaled to 10 marks. |
|   | 10    | Project Based Learning   | Faculty shall notify the problem statement(s) of the PBL and its evaluation methods in the Course Handout after approval of BOS Chairperson. The evaluation shall be done for 20 marks and scaled to 10 marks.   |
|   | 50    | Semester End Examination   | Shall be followed the same as mentioned in course type "Theory" under "Semester End Examination".  |
| Practical   | 50    | Experiential Learning  | Day-to-Day evaluation based on the performance in the conduction of laboratory experiments and its Records for 20 marks. Each exercise shall be evaluated for 20 marks and average of all exercises shall be scaled to 50 marks.                       |
|   | 50    | Semester End Examination   | Examination shall be conducted for 50 Marks.   |
| Practical with Project-Based Learning(S)            | 40    | Experiential Learning  | Day-to-Day evaluation based on the performance in the conduction of laboratory experiments and its Records for 20 marks. Each exercise shall be evaluated for 20 marks and average of all exercises shall be scaled to 40 marks.                       |
|   | 40    | Semester End Examination   | Examination shall be conducted for 50 Marks and scaled to 40 Marks.  |
|   | 20    | Project Based Learning   | Faculty shall notify the problem statement of the Project and its evaluation methods in the Course Handout after approval of BOS Chairperson. The evaluation shall be for 20 Marks.  |

| Course Type                                    | Marks | Examination and Evaluation | Scheme of Examination  |
|--|-------|----------------------------|--|
| Project Based Learning                         | 100   | Internal Evaluation        | Faculty shall notify the problem statement(s) of the PBL and its evaluation methods in the Course Handout after approval of the BOS Chairperson. The progress of the work shall be monitored periodically and evaluation shall be on the basis of TWO reviews. Each review shall be conducted for a maximum of "100" marks. For a total of 100 marks, 80% of better one of the two and 20% of the other one are added and finalized.   |
| Clinical Posting                               | 100   | Experiential Learning      | Day-to-Day evaluation based on the performance in implementing various techniques at clinical departments including maintenance of log book/work diary, continuous appraisals and its Records for 20 marks. Each assessment shall be evaluated for 20 marks and the average of all exercises shall be scaled to 100 marks.   |
| Clinical Training                              | 50    | Experiential Learning      | Day-to-Day evaluation based on the performance in the clinical assessment of patients including maintenance of log book/work diary, continuous appraisals and evidence-based patient-centric treatment and its Records for 20 marks. Each assessment shall be evaluated for 20 marks and the average of all exercises shall be scaled to 50 marks.   |
|  | 50    | Semester End Examination   | The examination shall be conducted for 50 Marks.   |
| Literature Review and Teaching-I, II, III & IV | 100   | Experiential Learning      | <p><b>Literature Review:</b> In a Semester</p> <p><b>Journal:</b><br/>The student shall refer Two Journal Papers and the synopsis of each article shall be presented to Evaluation Committee (EC). Each presentation shall be evaluated for 25 marks. The maximum marks for this component shall be 50.</p> <p><b>Seminar:</b><br/>The student shall collect discipline-specific information through a literature survey on a specialized topic and shall be presented to EC showing his understanding of the topic. The presentation shall be evaluated for 30 marks.</p> <p><b>UG Teaching:</b> In a Semester<br/>The student shall deliver a discipline-specific lecture of Three periods for Under Graduate Students in the presence of EC. Each lecture shall be evaluated for 20 marks and the average of all shall be finalized for 20 marks.</p> |
| Community Camp-I, II                           | -     | Experiential Learning      | During the program of study, the student has to be involved in a minimum of two community/ health camps conducted by the University for which 1 Credit shall be awarded. Each camp shall be evaluated for 100 marks and average of all shall be finalized for 100 marks .The involvement has to be certified by the HOD/School Dean for the award of credit.   |
| Internship                                     | 100   | Semester End Examination   | Detailed in Section 12.2   |
| Seminar  | 100   | Semester End Examination   | Detailed in Section 12.3   |

|                         |     |                          |                          |
|-------------------------|-----|--------------------------|--------------------------|
| Capstone Project        | 50  | Internal Evaluation      | Detailed in Section 12.4 |
|                         | 50  | Semester End Examination |                          |
| Project Work - Phase I  | 50  | Internal Evaluation      | Detailed in Section 12.5 |
|                         | 50  | Semester End Examination |                          |
| Project Work - Phase II | 50  | Internal Evaluation      | Detailed in Section 12.5 |
|                         | 50  | Semester End Examination |                          |
| Dissertation            | 100 | Semester End Examination | Detailed in Section 12.6 |

### 12.1 Experiential Learning

The list of components that shall be offered in experiential learning

- ✓ Seminars
- ✓ Assignments
- ✓ Surprise Tests
- ✓ Multiple Choice Quizzes
- ✓ Model development/Chart preparation
- ✓ Presentations
- ✓ Publications
- ✓ Poster Presentation
- ✓ Group Discussion
- ✓ Debate
- ✓ Puzzle, Enigma, Contradiction
- ✓ Think / Pair / Share
- ✓ Role Play
- ✓ Video Synthesis
- ✓ Technical Talks
- ✓ Field Visits
- ✓ Field Work
- ✓ Self-Study-NPTEL/MOOC/Swayam
- ✓ Online Certifications
- ✓ Mini-Projects
- ✓ Case-Study
- ✓ Group Activities
- ✓ Market Survey
- ✓ Virtual Lab Development, etc.

A combination of one or more of the above options shall be notified for each course under experiential learning.

For every course (except Capstone Project, Internship and other types of courses), the experiential learning items mentioned are indicative. Course Instructor may change the activities and the same shall be reflected in the Course Handout.



## **12.2 Internship**

The student shall undergo an Internship in an Industry/National Laboratories/ Academic institution relevant to the branch specific or interdisciplinary for FOUR weeks duration during summer vacation. This course shall be registered in the subsequent semester immediately after the summer vacation. The Internship shall be submitted in a report form, and a presentation of the same shall be made before an Internship Evaluation Committee (IEC) and it shall be evaluated for 100 marks. The IEC shall consist the concerned Supervisor and a Senior Faculty Member of the Department nominated by Head of the Department with the approval of the respective School Dean. If required, multiple IECs shall be constituted for multiple sections with prior approval.

## **12.3 Seminar**

The student shall collect information through literature survey on a specialized topic and prepare a technical report, showing his understanding of the topic, and submit it to the Seminar Evaluation Committee (SEC) followed by a presentation of the same shall be made before the SEC and shall be evaluated for 100 marks.

The report and the presentation shall be evaluated at the end of the semester by the SEC consisting of concerned supervisor and one senior faculty member. The SEC shall consist the concerned Supervisor and a Senior Faculty Member of the Department nominated by Head of the Department with the approval of the respective School Dean. If required, multiple SECs shall be constituted for multiple sections with prior approval.

## **12.4 Capstone Project for UG Programs & PG Programs (other than M.Tech):**

**Continuous Evaluation:** The Continuous Evaluation shall be made by the Project Evaluation Committee (PEC) consisting of concerned supervisor and two senior faculty members, on the basis of TWO project reviews on the topic of the project. Each review shall be conducted for a maximum of "50" marks. For a total of 50 marks, 80% of better one of the two and 20% of the other one are added and finalized. The PEC is constituted by the respective School Dean on the recommendations of the Head of the Department.

**Semester End Evaluation:** The Semester-end evaluation shall be conducted by a Committee consisting of an External Examiner, HOD and concerned Supervisor. If required, multiple committees shall be constituted for multiple sections with prior approval. The External Examiner shall be nominated by the respective School Dean from the panel of Examiners submitted by the Department.

The evaluation of project work shall be done at the semester-end of the program of study for a maximum of "50" marks. The weightages for the semester-end evaluation of project work shall be 40% for Project Report and 60% for Viva-Voce.

The dissertation certified in the prescribed format by the concerned Supervisor and HOD shall be submitted at one copy to the Department and one copy to the Controller of Examinations in addition to student copy.

## 12.5 Project Work - Phase I & II for M.Tech Program:

**Project Work–Phase I:** A student has to take up and complete Project Work–Phase I in III-Semester. He/she has to identify the topic of the Project Work, collect relevant Literature, preliminary data, implementation tools/ methodologies etc., and perform a critical study and analysis of the problem identified and submit a Report.

The Project Evaluation Committee (PEC) consisting of concerned supervisor and two senior faculty members shall monitor the progress of the project work of the student. The PEC is constituted by the respective School Dean on the recommendations of the Head of the Department.

- (i) **Internal Evaluation:** The Internal Evaluation of Project work – Phase I shall be made by the PEC on the basis of TWO project reviews on the topic of the project. Each review shall be conducted for a maximum of "50" marks. For a total of 50 marks, 80% of better one of the two and 20% of the other one are added and finalized.
- (ii) **Semester end Evaluation:** The semester-end Project Work Phase-I Viva-Voce examination shall be conducted for 50 marks by the concerned guide and a senior faculty member recommended by the Head of the Department and appointed by the respective School Dean.

**Project Work – Phase II:** A student shall continue Project Work–Phase I in order to undertake the Project Work Phase II during the IV-Semester by extending practical investigations, implementation, analysis of results, validation and report writing. The student shall submit a Project report at the end of the semester after approval of the PEC.

- (i) **Internal Evaluation:** The Internal Evaluation of Project work Phase-II shall be made by the PEC by conducting TWO project reviews on the progress, presentations and quality of work. Each review shall be conducted for a maximum of "50" marks. For a total of 50 marks, 80% of better one of the two and 20% of the other one are added and finalized.
- (ii) **Semester End Evaluation:** The semester-end Project Work Phase-II Viva-Voce examination shall be conducted for 50 marks. A candidate shall be allowed to submit the dissertation on the recommendations of the PEC. Three copies of the dissertation certified in the prescribed format by the concerned Supervisor and HOD shall be submitted to the Department. One copy is to be submitted to the Controller of Examinations and one copy to be sent to the examiner. The examiner shall be nominated by the School Dean from the panel of THREE examiners submitted by the Department for a maximum of 5 students at a time for adjudication.
  - ❖ If the report of the examiner is favorable, Semester-end Project Work Phase-II Viva-Voce Examination shall be conducted by a Committee consisting of External examiner (nominated by the School Dean), HOD and concerned Supervisor at the end of the IV-Semester.
  - ❖ If the report of the examiner is not favorable, the dissertation should be revised and resubmitted after a minimum period of three months.
  - ❖ The students who fail in Project work Phase-I (or) Phase-II Viva-Voce examination shall have to re-appear for the Viva-Voce examination after three months.
  - ❖ Extension of time for completing the project is to be obtained from the Chairman, Academic Council, MBU.
  - ❖ Change of the project work topic shall be permitted only in Project Work Phase-I, within FOUR weeks after commencement of the III-Semester with the approval of the PEC.

**Note:** The student is eligible for appearing Viva-Voce Examinations only if he/she successfully completed all courses registered till III Semester.

## **12.6 Dissertation**

The student shall start collecting information from I-Semester and has to continue till the last semester of program of study. The evaluation shall be in the Final Semester of the program of study. The guide/supervisor shall be assigned during I-Semester itself and the guide has to monitor the progress of the work periodically. The student has to register the title of study within 4 months from the start of I-Semester by submitting a synopsis to HOD/School Dean.

The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions. Every candidate pursuing MPT degree course is required to carry out work on a selected research project under the guidance of the supervisor. The result of such a work shall be submitted in the form of a dissertation in the final semester of program of study. Any change in the dissertation topic or guide should be informed to the School Dean for its approval.

The Semester end examination shall be conducted by a Committee consisting of an External Examiner, HOD and guide/supervisor. The External Examiner shall be nominated by the respective School Dean from the panel of Examiners submitted by the Department.

The dissertation certified in the prescribed format by the concerned Supervisor and HOD shall be submitted at one copy to the Department and one copy to the Controller of Examinations in addition to student copy.

## **12.7 Activity Based Courses (Eg.: NCC/NSS Activities, Yoga):**

If a student registers for Mandatory courses like NCC/NSS activities, Yoga, etc., he/she shall participate in such activities for a minimum of 15 hours per Credit. Each participation shall be evaluated for 25 marks and average marks of all participations shall be scaled to 100 marks. The credits shall be awarded on the successful completion of the requisite number of hours of participation and other requirements as specified by the concerned.

## **12.8. Recounting /Revaluation/Personal Verification/ Challenging Evaluation:**

Students shall be permitted to apply for Recounting /Revaluation/Personal Verification/ Challenging Evaluation of the Semester End Examination answer scripts within a stipulated period after payment of the prescribed fee. After completion of the process of Recounting/ Revaluation/Personal Verification/ Challenging Evaluation, the records are updated with changes if any, and the student shall be issued a revised grade sheet. If there are no changes, the student shall be intimated the same through a notice.

## **13. Massive Open Online Course (MOOC)**

A Student shall be permitted to pursue courses through MOOC to the maximum extent of **20% of courses**, during the program of study. A Student who got admitted under Lateral Entry shall be permitted to pursue courses through MOOC to the maximum extent of **30% of Courses**, during the program of study. The duration of the course pursued through MOOC shall be for a minimum period of 08 weeks.

- ❖ The list of courses along with MOOC service providers shall be identified by the concerned Department shall be notified to the students after approval from the respective BOS Chairperson/Head of the Department. In case, if a student identifies a course on his own which is not listed in the notified list, the same shall be get it approved by BOS Chairperson/Head of the Department after quality check.
- ❖ The student has to submit MOOC certificate with percentage of Score earned to the Head of the Department at the end of the semester. Based on the score earned, the equivalent Grade Point and Credits will be assigned.
- ❖ Attendance is not applicable for MOOC Course and the same is not monitored.
- ❖ If the student registers for a MOOC course with the service provider in a semester, then, he/she shall be permitted to submit the certificate either in the same semester or immediate next semester. If the student fails to submit the MOOC certificate with in the above stipulated time, his performance in MOOC will be shown as "Fail" in the Grade sheet. Then the student shall re-register course.

## 14. Course Wise Grading of Students

Each student shall be awarded Letter Grades and Grade Points (GP) based on the aggregate of marks obtained through Internal Evaluation and Semester End Evaluation in a course. Based on the type of course either relative grading system or absolute grading system is followed.

### 14.1 Absolute Grading

The letter grades and the corresponding grade points are in accordance with the UGC guidelines, as detailed below.

| % of Marks obtained | Letter Grade   | Description of Grade | Grade Points (GP) |
|---------------------|----------------|----------------------|-------------------|
| ≥90                 | O              | Outstanding          | 10                |
| ≥80 to <90          | A <sup>+</sup> | Excellent            | 9                 |
| ≥70 to < 80         | A              | Very Good            | 8                 |
| ≥ 60 to < 70        | B <sup>+</sup> | Good                 | 7                 |
| ≥ 55 to < 60        | B              | Average              | 6                 |
| ≥ 50 to < 55        | C              | Pass                 | 5                 |
| <50                 | F              | Fail                 | 0                 |
| Absent              | Ab             | Absent               | 0                 |

A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than F or Ab or I in that course. A letter grade F or Ab or I in any course implies a failure in that course.

Absolute Grading shall be adopted for the following courses.

- I. Practical courses
- II. Practical with Project Based Learning courses
- III. Seminar courses

- IV. Internship Courses
- V. Mandatory courses
- VI. Project Courses
- VII. Comprehensive Assessment
- VIII. Courses pursued through MOOC
- IX. In any course, if the student's strength is less than 21

**Pass Marks:** If Absolute Grading is applied for a course then, A student shall be declared as "PASS" in a course if he/she secures a minimum of 50% of the total marks obtained from CIAT and Semester End Evaluation. Otherwise, he/she shall be declared as "FAIL" in that course.

For the courses like NCC/NSS, Yoga and similar Activity based courses, the student shall be declared as "PASS" if he/she satisfies the concerned course requirements.

### 14.2 Relative Grading

Student is awarded a letter grade and the corresponding grade points based on the individual performance of the student, linearly relative to the performance of the class in the particular course. The grade points are assigned to each course based on the fitment in the linear space model consisting of seven bands. The bands from the top to bottom are graded as O, A+, A, B+, B, C and F respectively. The grade monitoring committee in consultation with Vice Chancellor shall have the final decision on allotment of grades to the students. The committee may also recommend changes in grade range when special case arise considering class size etc, to the result passing committee. However, for such courses with less than 21 students, absolute grading is followed.

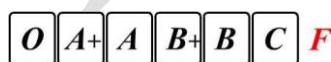
#### Linear Space Model

Develop bins of equal weights between the minimum marks and the maximum marks obtained by the student.

##### *Linear Space Modeling*



Each bin is labeled as grade names as: (seven bins)



Marks that belong to last bin are declared as fail grade.

**14.3 Semester Grade Point Average (SGPA):** SGPA shall be calculated as given below on a "10 point scale" as an index of the student's performance:

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

Where "C" denotes the "credits" assigned to the courses undertaken in that semester and "GP" denotes the "grade points" earned by the student in the respective courses.

**Note:** SGPA is calculated only for the candidates who appeared in the semester-end regular examinations in a particular semester.

#### **14.4 Cumulative Grade Point Average (CGPA):**

The CGPA shall be calculated for a candidate who appeared in the Semester End Examination (including Regular & Arrear) till that semester. The CGPA shall be displayed in the Grade sheet of the Regular Semester-end examinations and also in the consolidated Grade Sheet issued at the end of the program. The CGPA is computed on a 10 point scale as given below:

$$CGPA = \frac{\sum (C \times GP)}{\sum C}$$

Where, C denotes the credits assigned to courses undertaken up to the end of the Program and GP denotes the grade points earned by the student in the respective courses.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

#### **15. Grade Sheet**

A grade sheet shall be issued to each student indicating the SGPA and CGPA, provided if he passed all the courses registered in the regular semester-end examinations.

#### **16. Consolidated Grade Sheet**

After successful completion of the entire Program of study, a Consolidated Grade Sheet indicating the performance of all academic years shall be issued as a final record. Duplicate Consolidated Grade Sheet shall also be issued, if required, after payment of the requisite fee.

#### **17. Withholding of Results**

Results may be withheld in a semester, if

- ❖ The student has any dues to the Department/ School/ University
- ❖ Action arising out of malpractice is pending
- ❖ Action arising out of indiscipline is pending

The student whose result was withheld shall not be allowed/promoted to the next higher semester.

#### **18. Grade Improvement**

- ❖ Students who wish to improve their grades will be permitted to re-register for the same course as and when it is offered.
- ❖ This course shall be treated as another course taken by the student and no relaxation in the maximum number of credits a student can register during a semester, as indicated in Section 10.
- ❖ The student shall pay the course fee for re-registering the course. Such an option can be availed only once for a given course and only one course can be registered for course improvement per semester.
- ❖ Students at their graduating year and graduated students are permitted to register for more than one 'Grade Improvement' courses, in order to improve their CGPA, which may help them later during their placement process.

## **19. Additional Credits for Minor/Honors Degree**

Students shall be permitted to register either for Minor degree in a discipline (or) Honors Degree in a discipline only, but not both. (Applicable for B.Tech Programs only). For other UG Programs details are mentioned in their respective curriculum if applicable.

### **19.1 Minor Degree**

- ❖ The objective of Minor Degree is to provide additional learning opportunities for academically motivated students other than their discipline in the program of study for Major Degree. However, the student shall opt only one discipline for the Minor Program.
- ❖ A student shall earn 20 extra credits for the award of Minor Degree in addition to the minimum credit requirement of his/her Major Degree.
- ❖ A student shall choose the courses for the Minor Degree from other discipline curriculum (guided structure) which should not be repeated in his/her program of study for Major Degree. Also, it is the responsibility of the student to acquire/complete the prerequisite before taking the respective course.
- ❖ Students with a minimum of 8.0 CGPA without any backlogs are eligible to registering for courses under Minor Degree at the time of registration.
- ❖ An SGPA and CGPA of 7.5 has to be maintained in the subsequent semesters without any backlog courses in the Major Degree in order to keep the Minor Degree registration live or else it shall be cancelled.
- ❖ The grades earned in the Minors program courses shall have no impact on the GPA/CGPA of the Major Program for which the student has registered.
- ❖ If a student fails to complete/withdraw from Minor Program, the courses completed successfully under this shall be converted to University Elective courses and the same is reflected in the consolidated Grade Sheet.
- ❖ The minor degree shall be awarded along with the Major degree and the same is mentioned in the Degree Certificate. Eg.: "Bachelor of Technology in (program discipline) with Minor in (other discipline).
- ❖ Students shall pay an additional fee for all the courses registered under the Minor Program.
- ❖ Attendance and Evaluation regulations for these Minor Degree courses shall be as per regular courses.

### **19.2 Honors Degree**

- ❖ The objective of Honors Degree is to provide additional learning opportunities for academically motivated students in their discipline in the program of study for Major Degree.
- ❖ A student shall earn 20 extra credits for the award of Honors Degree in addition to the minimum credit requirement of his/her Major Degree.
- ❖ A student shall choose the courses for the Honors program in his/her discipline curriculum structure of program of study for Major Degree. Also, it is the responsibility of the student to acquire/complete the prerequisite before taking the respective course.
- ❖ Students with a minimum of 8.0 CGPA are eligible for registering for courses under Honors at the time of registration.

- ❖ An SGPA and CGPA of 7.5 has to be maintained in the subsequent semesters without any backlog courses in the Major Degree in order to keep the Honors Degree registration live or else it shall be cancelled.
- ❖ The grades earned in the Honors program courses shall have no impact on the GPA/CGPA of the Major Program for which the student has registered.
- ❖ If a student fails to complete/withdraw from Honors Degree program, the courses registered/completed successfully under this shall be converted to Program Elective/Specialization Elective courses and the same is reflected in the consolidated Grade Sheet.
- ❖ The Honors Degree shall be awarded along with the Major Degree and the same is mentioned in the Degree Certificate. Eg.: "Bachelor of Technology in (program discipline) with Honors.
- ❖ Students shall pay an additional fee for all the courses registered under the Honors program.
- ❖ Attendance and Evaluation regulations for these Honors Degree courses shall be as per regular courses.

## **20. Credit Transfer**

- ❖ If a student discontinued in any of the semester and later he wish to continue in the same program, then the he shall follow the latest regulations and curriculum that is being implemented during readmission into the same semester. However, the earned credits before discontinued shall be transferred to his credit account and he has to complete his degree within the stipulated program duration as mentioned in section 22.
- ❖ If a student wish to change the discipline of program of study within the Department/School, then the respective school Dean shall work out an equivalence of credits that are to be transferred with valid supporting documentation. But, he/she has to earn the remaining credits required for the award of degree in the newly opted discipline. However, the provision of change of discipline shall be permitted only in third semester.
- ❖ In such cases, upon the recommendation by the School Dean, the courses, credits and performance grades awarded shall be transferred.
- ❖ A similar procedure shall be adopted for the candidates who are seeking admission from other Universities into various eligible programs of the University, subject to the condition that those Universities are recognized and approved for credit transfer by MBU.
- ❖ If the other Universities follow a different system, then the program School into which the student is seeking admission/ transfer shall work out an equivalence of credits that are to be transferred with valid supporting documentation.
- ❖ The number of credits thus transferred will be considered for the minimum credit requirements of the program, but not considered for the GPA/ CGPA calculations. The credits thus transferred will be indicated as total credits at the bottom of the Consolidated Grade Sheet as 'Total Credits Transferred from (Name of the Institute, place and Country)' and no breakup of courses will be listed.
- ❖ Award of degree classification is purely based on the GPA/CGPA calculations considering credits earned during the program of study with the MBU.



## 21. Break of Study from a Program (Gap Year)

- ❖ A student is permitted to go on break of study for a maximum period of two years for 4 Year UG Program and One year for all other UG & PG programs. The duration of the break of study shall be either one year or two years (either in one spell or two spells each spell with a minimum of one year) as applicable.
- ❖ The student shall apply for break of study in advance, in any case, not later than the due date of course registration in a semester. The gap year concept is introduced for start-up (or) incubation of an idea, National/International Internships, and professional Volunteering. The application shall be submitted by the student to the respective School Dean through the Head of the Department. A committee shall be appointed by the School Dean in this regard. Based on the recommendations of the committee, the School Dean shall decide whether to permit the student to avail the gap year or not.
- ❖ The students permitted to rejoin the program after break of study shall be governed by the Curriculum and Regulations in force at the time of rejoining.
- ❖ The students rejoining in new regulations shall apply to the School Dean in the prescribed format through Head of the Department, at the beginning of the readmitted semester for registering additional/equivalent courses to comply with the curriculum in-force.
- ❖ The period of break of study shall be beyond the maximum Period of graduation.
- ❖ If a student has not reported to the School after completion of the approved period of break of study is deemed to be discontinued from that semester onwards. Such students are eligible for readmission into that semester as and when it repeats, after paying requisite fee as per the university norms.

## 22. Program Duration

**Minimum Duration:** The minimum duration for each program is as detailed below. A student is said to be completed the program only if he/she earns required credits, as specified in their program curriculum. However, the degree shall be awarded only upon the completion of the minimum duration of the program concerned.

**Maximum Duration:** If a student has backlog courses even after the completion of the minimum duration limit, an additional grace period equivalent to double the period of minimum duration of the program of study shall be extended. Under no circumstances, the period of study shall be extended beyond the above limit and thereafter his/her studentship stands canceled automatically. No separate intimation in this regard will be sent to the student.

|   |                              |
|---|------------------------------|
| B.Tech.                                       | 4 years                      |
| M.Tech.                                       | 2 years                      |
| B.C.A., B.Sc., B.Com., B.B.A., B.A.           | 3 years                      |
| B.C.A., B.Sc., B.Com., B.B.A., B.A. - (Hons.) | 4 years                      |
| B.V.A., B.P.A.                                | 3 years                      |
| B.Des.  | 3 years                      |
| B.Sc. (Hons.) Agri.                           | 4 years                      |
| BHMCT   | 4 Years                      |
| M.Sc., M.A., M.Com.                           | 2 years                      |
| M.C.A., M.B.A.                                | 2 years                      |
| B.P.T.  | 4 years +6 Months Internship |
| M.P.T.  | 2 years                      |

## 23. Award of Class

The CGPA requirement for the award of the class is as follows.

**Awarding of Class**

| CGPA Secured  | Class Awarded                |
|---------------|------------------------------|
| ≥8.0          | First Class with Distinction |
| ≥6.0 and <8.0 | First Class                  |
| ≥5.5 and <6.0 | Second Class                 |
| ≥5.0 and <5.5 | Pass Class                   |

## 24. Award of Degree

After successful completion of the program and minimum credit requirements as specified in the program curriculum, a Provisional Certificate will be issued to eligible students. The degree will be conferred on the student during the subsequent Convocation. The degree certificate will indicate the name of the Program of study, and specializations if any, in which the student has graduated along with minor/ honors, if earned by the student. Example: 'Bachelor of Technology in Computer Science and Engineering', or 'Bachelor of Technology in Electrical and Electronics Engineering and with Specialization in Automotive Electronics' or 'Bachelor of Technology in Civil Engineering with Honors'; or 'Bachelor of Technology in Mechanical Engineering with Minor in Computer Science and Engineering.

## 25. Amendments to Regulations

The Academic Council headed by the Vice-Chancellor of the University has the right to revise, amend, or change any component of regulations from time to time. In case of any dispute arising in interpreting the rules, the Academic Council's interpretation shall be the final decision.

## 26. General

The words such as "he", "him", "his" and "her" shall be understood to include all students irrespective of gender connotation.

**Note:** Failure to read and understand the regulations is not an excuse.

**GUIDELINES FOR DISCIPLINARY ACTION FOR MALPRACTICES /  
IMPROPER CONDUCT IN EXAMINATIONS**

| Rule No. | Nature of Malpractices/Improper conduct  | Punishment   |
|----------|--|--|
|          | <i>If the candidate:</i>   |  |
| 1. (a)   | Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination) | Expulsion from the examination hall and cancellation of the performance in that course only.   |
| (b)      | Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.  | Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.   |
| 2.       | Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.   | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester.<br>The Hall Ticket of the candidate is to be cancelled.   |
| 3.       | Impersonates any other candidate in connection with the examination.   | The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all Semester-end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.<br>The performance of the original candidate who has been impersonated, shall be cancelled in all the courses of the examination (including labs and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester. The candidate is also debarred for four consecutive semesters from class work and all Semester-end examinations, if his involvement is established. Otherwise, The candidate is debarred for two consecutive semesters from class work and all Semester-end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him. |
| 4.       | Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.  | Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester. The candidate is also debarred for two consecutive semesters from class work and all Semester-end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.   |

| Rule No. | Nature of Malpractices/Improper conduct  | Punishment   |
|----------|--|--|
|          | <i>If the candidate:</i>   |  |
| 5.       | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.   | Cancellation of the performance in that course only.   |
| 6.       | Refuses to obey the orders of the Chief Controller of Examinations/Controller of Examinations/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the Controller of Examinations or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the Controller of Examinations, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination. | In case of students of the university, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester. If the candidate physically assaults the invigilator/Controller of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them. |
| 7.       | Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.  | Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester. The candidate is also debarred for two consecutive semesters from class work and all Semester-end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.                                       |
| 8.       | Possess any lethal weapon or firearm in the examination hall.  | Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester. The candidate is also debarred and forfeits the seat.   |

**Note:** Whenever the performance of a student is cancelled in any course(s) due to Malpractice, Then it shall be treated as failed in that course.