ORDINANCES AND REGULATIONS

FOR

POSTGRADUATE PROGRAMMES

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Private University u/s 2(f) & 22 of the UGC Act, 1956)

(Rajasthan State Legislature (Act No. 29 of 2013)

LAKSHMANGARH-332311

ORDINANCES AND REGULATIONS
FOR
POSTGRADUATE PROGRAMMES

CONTENTS

Section	Content	Page No.

ORDINANCES
FOR
POSTGRADUATE PROGRAMMES

O.1.   Preamble

Mody University of Science and Technology (MUST) made it's beginning in the form of Mody Institute of Education & Research (MIER) (set up in 1989) at Lakshmangarh, is a premier University, providing quality education exclusively for women students. Accepting the potential of MIER for excellence, the Ministry of Human Resource Development, Govt. of India granted the Deemed University status in February 2004 under section 3 of the UGC act-1956 to MIER on request by the Institute, The Central Government has changed the name to Mody Institute of Technology and Science (MITS) letter issued by the MHRD dated 18th May, 2004. The Ministry of HRD, permitted to change the name as Mody University of Science and Technology (MUST) after getting registered a new society of the same name. Later, it has been converted into a full-fledged Private University, namely, Mody University of Science and Technology, established by the Rajasthan State Legislature vide "Mody University of Science and Technology, Lakshmangarh (Sikar), Act 2013 (Act No. 29 of 2013)". The University is indeed for academic pursuits, truly conductive to higher contemplation, growth and learning.

Post graduate education is aimed at inculcating in a student a deep sense of understanding of the fundamental principles, concepts and practices in the specialized areas of Sciences, Commerce, Economics, Humanities, Fashion Technology, Architecture, Engineering & Technology, Law and Management. It sharpens the intellect of a student and equips her with the power of incisiveness, helps her acquire the habit of enquiry and reason, and develop in her the scientific temperament. Post graduate education is intended to motivate a student to delve into unknowns and prepares her to undertake research and developmental activities in the chosen discipline.

Post graduate education demands the right kind of ambience, infrastructural base, the acclaimed and dedicated faculty and considerable flexibility in the course structure. MUST, Lakshmangarh is the University, which provides the above ingredients in abundance. Its PG programmes are well-crafted and continually updated to keep pace with changes taking place globally. The credit and grading motivates a student to improve her performance throughout the programme. The passing or failing is course (subject) wise and not on the annual basis. The Course structure has enough flexibility and allows a student to progress at an optimum pace commensurate with her intellectual quotient and convenience. A student earning the minimum stipulated credit for that programme with a cumulative (for all the semesters) grade point average qualifies for the award of a post graduate degree. The programmes have inherent core strengths of the Departments, through specialized courses and electives to provide enough flexibility to the students to broaden their knowledge base.

The Ordinances as embodied here specify the provisions required for the purpose of smooth functioning of the post graduate programmes of the University.

The Post Graduate degree of MUST, Lakshmangarh shall be conferred on a candidate who fulfills all the requirements specified in these Ordinances and Regulations.

O.2. **Short title & Commencement**

1. These ordinances shall be called the *Ordinances for the Postgraduate Programmes* of the Mody University of Science and Technology, Lakshmangarh.

2. These ordinances shall come into force with effect from such date as the Academic Council/Board may appoint in this behalf.

O.3. **Definitions**

Unless the context requires otherwise,

I. *Applicant* shall mean an individual who applies for admission to any Post Graduate (PG) programme of the University.

II. *Board* shall mean the Board of Management of the University.

III. *BOS* shall mean the Board of Studies of the Discipline.

IV. *Casual Student* shall mean a student who is registered for a Degree in a recognized Institution/University in India or abroad and is sponsored by her parent Institution to avail laboratory and other academic facilities or for attending a formal set of courses.

V. *CGPA* shall mean the Cumulative Grade Point Average of a student.

VI. *Coordination Committee* shall mean the committee of the faculty members involved in a course.

VII. *Course* shall mean a curricular component identified by a designated code number and a title.

VIII. *Course Coordinator* shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.

IX. *Dean* shall mean the Dean, of respective school.

X. **Degree** shall mean the Master's degrees of the University as may be approved by the Board.

XI. *Direct Admission Student* shall mean a student who is admitted directly without any Admission Test.

XII. *Educational Institution* shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/ Technology/ Management/Fashion Design/Architecture, Law, Commerce etc.

XIII. *Full-Time Student* shall mean a student registered for a PG Degree devoting full time for completing the academic requirements.

XIV. *GATE* shall mean Graduate Aptitude Test conducted by the Government of India.

XV. *Grade Moderation Committee* shall mean the committee appointed by the Dean to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum.

XVI. *University* shall mean the Mody University of Science and Technology, Lakshmangarh.

XVII. *Minimum Registration Period* shall mean the minimum period for which a candidate must be registered for the Post Graduate Degree.

XVIII. *Part-Time Student* shall mean a student registered for a PG Degree devoting a part of her time towards the completion of the PG programme and a part of her time towards the discharge of her official obligations.

XIX. *PG* shall mean post graduate.

XX. *BOS* shall mean the Post Graduate & Research Programme Committee of the University.

XXI. *Programme Advisor* shall mean a teacher nominated by the Dean to advise a student on the courses to be taken by him/her and other matters related to the academic programme.

XXII. **Academic Council** shall mean the Academic Council of the MUST, Lakshmangarh.

XXIII. *SGPA* shall mean the Semester Grade Point Average.

XXIV. *Sponsored Student* shall mean a full-time PG student receiving financial support from the Sponsoring Organization.

XXV. *Supervisor* shall mean a member of the academic staff of the University and / or from outside the University approved by the Dean to supervise the student for the designated academic activity.

XXVI. **CoE** shall mean Controller of Examination of the MUST, Lakshmangarh.

XXVII. **President** shall mean President of the MUST, Lakshmangarh.

XXVIII. **Director** shall mean Director of the MUST, Lakshmangarh.

O.4. Ordinances

1. The University shall offer such PG programmes and of such minimum duration as the Board may approve on the recommendations of the BOS/Academic Council.

   An interdisciplinary Postgraduate Programme may be proposed by the faculty or by a committee appointed by the Dean for the consideration of the BOS.

2. The procedure for starting a new programme, suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.

3. The minimum entry qualifications for admission to PG programmes shall be such as may be laid down in the Regulations.

4. A PG student shall be required to earn a minimum number of credits through various curricular components like Theory/Laboratory courses, Seminar, Project, Dissertation, etc. at the University or at such other Institutions as have been approved by the University. The Dissertation, Project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor(s).

   A PG student may be permitted by the Dean to carry out in full or a part of her Dissertation outside the University. In such cases, an additional Supervisor, from outside Organization/Institute, if considered necessary, may be appointed by the Dean on the recommendation of the Supervisor from the Institute.

5. A PG student shall be required to complete all the requirements for the award of the Postgraduate degree within such period as may be specified in the Regulations, including those credits earned at such other institutions as have been recognized by the University for this purpose.

6. The Date of initial registration for the PG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes.

7. A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulations.

8. In the case of change of status from full time to part time, the time spent as full time shall be counted as such towards minimum registration period requirement.

9. A PG student may be granted such Scholarship / Studentship / Assistantship / Stipend, etc. and awarded such medals as may be specified in the regulations in accordance with the decision of the Board and Academic Council from time to time.

   Only full-time students of PG programme are eligible for Assistantship that shall be approved by appropriate authority. Continuation of this Assistantship is contingent on satisfactory academic performance, satisfactory performance in discharge of responsibilities (8 to 10 hours of work per week) under the Scheme and the minimum prescribed attendance requirement.

   A student, whose SGPA/CGPA falls below 5.5 will not be allowed any assistantship.

10. The procedure for the admission of a student to a Postgraduate programme shall be such as may be specified by the Academic Council.

11. The procedure for the withdrawal from a Postgraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may be relevant with the running of a PG programme shall be such as may be specified in the regulations.

12. The award of the PG Degree to an eligible candidate shall be made in accordance with the procedure laid down by the Academic Council. However, the minimum CGPA requirement for the award of the degree will be 5.0.

13. A student admitted to the PG programme shall abide by the "*Standing Orders for Students*" issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and University premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. These standing orders shall be approved by the President.

14. Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of India, in regard to the duration of the PG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof. The regulations for the PG programme shall be framed by the BOS, which shall be considered and approved by the Academic Council.

15. In special circumstances, the Chairperson of the Board may, on behalf of the Board, approve amendment, modification, insertion or deletion of an Ordinance(s), which in her opinion is necessary or expedient for the smooth running of a programme, provided that all such changes shall be reported to the Board in its next meeting for approval.

REGULATIONS
FOR
POSTGRADUATE PROGRAMMES

R.1 Short title & Commencement

1. These regulations shall be called the *Regulations for Postgraduate Programmes* of the University.

2. These regulations shall come into force with effect from such date as the Academic Council / Board may appoint in this behalf.

R.2 Postgraduate Programmes

1. The University shall offer specialized programmes leading to Master's degree in Engineering, Technology, Science, Arts, Commerce, Fashion Design and Merchandizing, Management, Law, and Town Planning.

2. The details of currently run PG programmes are given in *Table 1*; the broad Course Structures of these Programmes are given in *Table-2*. The programmes may be amended / modified in accordance with the decisions of the Academic Council and the Board.

3. The normal and maximum durations for the completion of the PG programmes are given in *Table-3*. The maximum duration of the programme includes the period of withdrawal, absence and different kinds of leaves permissible to a student but it shall exclude the period of rustication. The duration for these programmes may be altered in accordance with the decision of the Academic Council and the Board.

R.3 Semester System

The academic programmes in the University shall be based on semester system − two semesters in a year, namely, *Autumn* and *Spring* Semesters with winter and summer vacations. A number of courses shall be offered in each semester. In summer vacation, some courses may be offered as provided for in the regulations. If an academic programme is planned during summer, then for that programme it will be called *Summer Term*. Courses offered in one semester may also be offered in other semesters if the BOS recommends and Dean of school approves.

R.4 Course Codes

Each course offered by the University shall be identified by a course code, normally consisting of a string of seven alphanumeric characters followed by a course title. The first two characters in a course code shall be capital letters identifying the responsible Department offering the course or a course common to different branches. The next five characters are numerical digits: the first two digits specifies year of the inception/modification of the course, the third digit specifies the year of study and the last two digits specify the course number and the semester in which the course shall be offered. Normally, odd numbers in the course code will indicate that the course will be offered in the Autumn Semester and the even numbers indicate that the course will be offered in the Spring Semester.

A course code shall be **DDYYNMM (CH 20201)**.
DD indicates the code of department, which is offering the course.
Y indicates the implementation year of the course.
N indicates the level (Year) of the course.
MM indicates the course number in the category odd number for Autumn Semester and even number for Spring Semester.

R.5   Course Credits

Each course shall be assigned a number of credits, which reflects its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

(a)   **Lectures/Tutorials**:

One lecture hour per week shall normally be assigned one credit. One or two hours of tutorials per week shall be assigned one credit. However, the credits may be adjusted further by taking into consideration the total contact hours and quantum of work required to be put in by a student for learning the course.

(b)   **Practicals**:

One laboratory hour per week shall normally be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component.

(c)   **Project / Seminar**:

These courses shall be treated as any other course and shall be assigned such number of credits as may be approved by the Academic Council.

(d)   **Dissertation**:

The Dissertation shall be treated as any other course and shall be assigned such number of credits as may be decided by the Academic Council.

R.6   Courses of Special Nature

A PG programme may have special courses such as Seminar, Project, Dissertation, etc. which requires no formal class contact hours, but require in-depth study and development of their professional skill and knowledge.

R.7   Dissertation/ Internship Dissertation

I.   M.Tech.

(a)   A student enrolled for a M.Tech. Degree shall have to work on a Dissertation. The Dissertation work involves in-depth study and critical review of the topic and the creation of new knowledge in the area either through development of new techniques, instruments, experimental facility and new experimental findings and/or theoretical and fundamental insight or by reinterpretation of the existing facts to propound new theory.

(b)   A M.Tech. student shall normally carry out her dissertation in the University. However, he/she may be allowed to carry it out in organizations other than MUST provided she has completed all courses except dissertation. Further students who get employed or in employment in an organization shall be governed by the following:-

(i)   No objection certificate from the employer.

(ii)   An Academic Planning Committee (APC) of the faculty constituted by the dean shall decide the topic of dissertation and supervisor (s) from the department. There may be a supervisor from the organization employing the student.

(iii)   On the recommendation of the Dean of the concerned school, the BOS shall approve the place of work for the completion of Dissertation.

(iv)   The student shall have to visit the University as and when required for monitoring progress of work, supervision and evaluation, failing which her registration may be terminated.

(v)   They shall cease to get the Assistantship.

(vi) Those who change the dissertation topic may be allowed to submit the dissertation not before one year from the date of change of topic. Such students shall be evaluated for dissertation component of 3rd semester three months from the date of change of topic.

(c) The minimum time for dissertation work shall be one year and the entire requirements of the M.Tech. Programme shall have to be successfully completed in three years from the date of initial registration.

The guidelines for evaluation of Dissertation are given at *Appendix- E.*

II. M.B.A.

Every student is expected to do Internship Dissertation in an organization after the second semester of the Programme and prepare a Dissertation Report to be defended by her/him in a viva-voce examination. While a faculty supervisor guides the work, the evaluation of the Report is done by a panel of three examiners appointed by the Dean. Guidance comes from the Reporting Officer assigned by the company at which the work is carried out as well.

III. M.C.A.

Every student is expected to undergo Practical Training (Dissertation) in an organization in the sixth semester of the programme. The work done is to be submitted in the form of a Dissertation Report. The guidelines for the evaluation of Dissertation are given in *Appendix – D.*

IV. Fashion/Textile Design & Town planning

Every student is expected to undergo Practical Training (Dissertation) in an organization as decided by the Academic Council of MUST, Lakshmangarh.

V. M.Sc./M.A./M.Com.

Every student is expected to do Internship/ Dissertation in an organization after the second semester of the Programme and prepare a Dissertation Report to be defended by her/him in a viva-voce examination. While a faculty supervisor guides the work. The guidelines for the evaluation of Dissertation are given in *Appendix – D.*

VI. M.Plan. (Urban & Regional Planning)

Every student is expected to undergo Practical Training (Dissertation) in an organization in fourth semester of the Program. The work done is to be submitted in the form of Dissertation in Three copies. Dissertation Report is to be defended by her in a viva-voce examination. While a faculty supervisor guides the work. The evaluation of the Report is done by a panel of three examiners appointed by the Dean.

VI. L.L.M.

A student enrolled for LL.M Degree shall submit a Dissertation. The Dissertation work may involve in-depth study, critical review of the topic or any relevant research finding. The topic of the dissertation can relate to any subject-area covered in any of the syllabus of the LLM programme. The dissertation aims to tackle a theoretical, doctrinal/Non doctrinal, jurisprudential or policy issue that is relevant in contemporary socio-legal Scenario and/or legal policy affairs.

R.8   Board of Studies Committee (BOS)

Board of Studies Committee (BOS) shall be a subcommittee of the Academic Council, which shall consider all the academic matters related to Postgraduate Programmes. It shall also consider and

recommend to the Academic Council the broad framework and policies related to the Postgraduate Programmes offered by the University.

R.9   Phasing out of a programme

The Academic Council on the recommendation of BOS may consider the phasing out of a PG programme.

R.10   Starting a New Programme

(1)   The Board may approve the starting of a new programme or a modified programme in lieu of the old phased-out programme on the recommendation of the Academic Council;

(2)   A new programme may be considered and recommended by the Academic Council to the Board for its consideration and approval. Such a proposal may be initiated by the Dean and recommended by the Board of Studies. The approval of competent authorities may be obtained as and when may be necessary.

(3)   An interdisciplinary programme may be proposed by the Dean in consultation with other participating Department(s), or by a Committee appointed by the President/Director for the consideration of the BOS and the Academic Council for its recommendation to the Board for its approval.

R.11   Admissions

Consistent with the policy decisions and guidelines laid down by the competent authorities, admission to all PG programmes shall be made in accordance with the decisions of the Academic Council.

Admission of Regular Candidates

(1)   A student would be admitted to a PG programme on merit, if he/she fulfils the eligibility requirements as detailed in Table-1 and as per *Appendix-C*, which may change from time to time.

Admission of Foreign Nationals

(2)   Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to PG programme in accordance with the policy / guidelines laid down by the Government of India and the Academic Council.

Admission of Casual Students

(3)   A student registered for a PG programme in a recognized Institute/ University in India or abroad may be admitted as a Casual Student for a period not exceeding one semester, if sponsored by the institute/ University where he/she is studying and allowed to attend classes and avail of facilities in the laboratories.

(4)   The evaluation of the Institute would be done as per our evaluation method and the grade obtained by the student would be transmitted to their sponsoring Institute / University. In no circumstances, MUSTwould issue any Grade Card or any other type of certificate to any individual student.

(5)   The Casual Student shall have to pay the requisite academic and other fees for the given period to the University.

Admission under Advanced Standing

(6)   A candidate, having qualifications higher than the essential eligibility requirement or a student of other university after completing a part of the programme may be considered for

admission to the University's Programme. Such admissions would be termed as *Admission under Advance Standing* and would be handled on case-by-case basis.

(7) *Admissions under Advance Standing* would be made after completing all the normal admissions. These admissions would be made over and above the approved intake, if required, but should not be more than 10 % of the approved intake.

(8) Since these candidates would be better prepared than the normal candidates seeking admissions, Course requirements for graduation would normally be different. The BOS is entrusted the task for identifying the list of such courses and make the semester-wise chart for each admitted student. This task will normally be done as under.

    (i) The Transcript or marks lists of the entire programme done by the candidate beyond the normal input qualification in a recognized Board / University be matched course by course with list of courses required to be done at MUST for the eligibility for the award of degree to which he/she is admitted and identify the courses which has already been done by the student. Courses should be scanned from the content wise rather than the Course Code or Course Title because these may invariably different. A Course in the student's Transcript / marks lists which matches at least 80% content-wise with a Course in the MUST programme to which the student is admitted would be considered as done.

    (ii) The list of courses of the MUST programme would be divided in two parts as (i) *List of already done Courses*, (ii) *List of Courses required to be done*. The said student be exempted from doing the courses under the first List, i.e., the *List of already done courses*. This fact would be recorded in the academic record of the student and would also be mentioned in the Transcript to be issued on her graduation. The Courses under the second list, i.e., the *List of Courses required to be done* be then laid down in Semester-wise chart as close to normal student's chart as possible so that no additional course offering required to done in any semester especially for this purpose. If needed, fewer loads in a semester than the normal load or additional semester than the expected reduction in duration may be permitted.

R.12 Registration

(1) Every student shall register for the courses that he/she wants to study for earning credits and her name will appear in the roll list of each such course. No student shall be allowed to attend a course for which he/she is not registered. The performance of a student in all the courses, for which he/she has registered, shall be included in her grade card.

(2) Students joining the first year of the programme shall complete the registration procedure on a specified registration date prior to the commencement of their classes. Under special circumstances, a student may be allowed late registration by the Dean till a specified date, by paying a late fee fixed by the University, along with other necessary fees.

(3) Registration of courses to be taken in a particular semester shall be done according to specified schedule on payment of necessary fees. In-absentia registration may be allowed only in rare cases at the discretion of the Dean e.g., cases of illness or any other contingencies.

(4) The Programme Advisor shall assign time slots for the electives to be run in the next semester well in time and inform the CoE/Registrar at least a week prior to the date of registration, to help the students choose an elective and register for it.

(5) A student may register for credits as per requirements of a particular PG programme. But on the recommendation of the Programme Advisor, the Dean may allow an increase in number of credits normally once during the entire programme for fulfilling the requirements of minimum earned credits.

(6) A student shall have the option to add or delete courses from her registration record during the first ten days of the semester.

(7) Before the commencement of classes, COE shall give each student a registration record, which shall be the official record of the courses registered. Any sub-sequent change such as addition, deletion or withdrawal etc. shall be marked on her registration record by the COE.

(8) At the time of completing the registration form or any subsequent change in the registration, every student shall consult her Programme Advisor, who shall be appointed by the Dean. The Programme Advisor shall advise the students in regard to the minimum and the maximum numbers of total credits and lecture credits in the context of her past performance, backlog of courses, SGPA/CGPA and individual interest.

R.13 Termination of Enrolment

(1) *Due to Absence*:

If a PG student is continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinator shall immediately bring it to the notice of the Dean. The student shall render her name stuck off the rolls of the Institute.

(2) *On Academic Grounds*:

The enrolment of a student in a curriculum may be terminated as per requirements in Clauses R.2 (3) and R.16 of these Regulations for various Programmes.

(3) *On Disciplinary Grounds*:

The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the students.

(4) *Right to Appeal*:

A student, whose enrolment has been terminated, may appeal to the President for reconsideration within fifteen days from the date of issuance of the communication of termination and the appeal will be disposed off within fifteen days. If the appeal is allowed, her registration and enrolment shall be restored.

R.14 Minimum number of Students in a Course/ Programme

A PG Programme shall normally run only if a minimum of 5 students register for that programme. The minimum number could be relaxed by Academic Council of the University.

If the number of students left in a programme at the end of the second Semester is less than three, the programme may be reviewed by the Academic Council for its continuity in future and may be suspended temporarily.

R.15 Attendance Requirements for a Course / Program

(1) All the Postgraduate students are expected to be present in every lecture, tutorial, practical, seminar, etc. scheduled for them.

(2) A postgraduate student must have a minimum attendance of seventy five percent (75%) of the total number of theory (lecture plus tutorials) and Laboratories (Practical) classes held in a subject in order to be eligible to appear at the End-Term Examination for that course.

(3) A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. Attendance of the students shall be monitored and displayed during a semester as per the guidelines approved by the BOS.

(4)   The names of the students who have remained absent, with or without leave, for more than 25% of the actual classes held in a course as specified in Clause 14(2) will be intimated by the Course Coordinator, on the last teaching day, to the Dean who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. These students shall not be allowed to appear in the End-Term Examination of that course and shall be awarded *F* grade irrespective of their performance in Class Work (CW)/Mid-Term Examinations (MTE), etc.

R.16   Satisfactory Performance and the Award of Degree

The criteria of satisfactory academic performance and the Award of Degree for various PG programmes shall be as follows:

I.   M.Tech. Programmes

(a)   M.Tech. programmes require a minimum of four semesters. The maximum duration for the completion of the given programme for being eligible to the M.Tech. degree shall be eight semesters.

(b)   A student shall normally be allowed to register for courses not less than a total of 18 credits and not exceeding a total of 28 credits in any semester.

(c)   The Structures of the programmes are given in *Table-2*. The detailed structure of M.Tech. programme is given in *Appendix-D*.

(d)   A student may be allowed to register for the next semester if he/she has cleared not less than 75% of course credits registered in that semester, and has secured a SGPA of not less than 4.5 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the subsequent semesters. However, if a student gets SGPA of 4.5 or more but less than 5.0 in the first semester he/she shall be allowed to register in the second semester but shall be on probation. However, in the second semester her SGPA should be at least 4.5 and CGPA 5.0. The registration of a student will be terminated and he/she will be asked to leave the programme in case he/she is unable to fulfill the above requirements.

(e)   A student may be awarded the degree of M.Tech. on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a total credits – as decided by the Academic Council- and he/she has satisfactorily completed other requirements, if any.

(f)   A full-time student has to complete all the requirements within four years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permhisission for such withdrawals.

II. M.B.A. Programme

(a)   M.B.A. programmes require a minimum of four semesters. The maximum duration for the completion of the given programme for being eligible to the M.B.A. degree shall be eight semesters.

(b)   A student shall normally be allowed to register for courses not less than a total of 18 credits and not exceeding a total of 27 credits in any semester or as decided by the Academic Council.

(c)   The Structure of the programme is given in *Table-2*. The detailed structure of M.B.A. programme is given in *Appendix-D*.

(d)   A student may be allowed to register for the next semester if she has cleared not less than 70% of course credits registered in that semester, and has secured a SGPA of not less than 4.0 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the

subsequent semesters. However, in the second semester her CGPA should be at least 5.0. The registration of a student may be terminated and she may be asked to leave the programme in case she is unable to fulfill the above requirements. Or the Student(s) may be asked to repeat the entire semester with the next batch.

(e) A student may be awarded the degree of M.B.A. on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a credits – as decided by the Academic Council- and he/she has satisfactorily completed other requirements, if any.

(f) A student has to complete all the requirements within four years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals.

III. M.C.A. Programme

(a) M.C.A. programme requires a minimum of six semesters. The maximum duration for the completion of the given programme for being eligible to the degree shall be ten semesters.

(b) Registration for minimum and maximum number courses/credits, in a semester; will be as decided by the Academic Council.

(c) The Structures of the programme are given in *Table-2*. The detailed structure of M.C.A. Programme is given in *Appendix-D*.

(d) A student may be allowed to register for the next semester if he/she has cleared not less than 75% of course credits registered in that semester, and has secured a SGPA of not less than 4.0 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the subsequent semesters. However, if a student gets SGPA of 4.5 or more but less than 5.0 in the first semester he/she shall be allowed to register in the second semester but shall be on probation. However, in the second semester her SGPA should be at least 4.5 and CGPA 5.0. The registration of a student will be terminated and he/she will be asked to leave the programme in case he/she is unable to fulfill the above requirements.

(e) A student may be awarded the degree of M.C.A. on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a total of credits – as decided by the Academic Council - and he/she has satisfactorily completed other requirements, if any.

(f) A student has to complete all the requirements within five years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals.

IV. M.Sc. Programmes

(a) M.Sc. programmes require a minimum of four semesters. The maximum duration for the completion of the given programme for being eligible to the M.Sc. degree shall be eight semesters.

(b) Registration for minimum and maximum number courses/credits, in a semester; will be as decided by the Academic Council.

(c) The Structures of the programmes are given in *Table-2*. The detailed structure of M.Sc. programme is given in *Appendix-D*.

(d) A student may be allowed to register for the next semester if she has cleared not less than 70% of course credits registered in that semester, and has secured a SGPA of not less than 4.0 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the

subsequent semesters. However, in the second semester her CGPA should be at least 5.0. The registration of a student may be terminated and she may be asked to leave the programme in case she is unable to fulfill the above requirements. Or the Student(s) may be asked to repeat the entire semester with the next batch.

(e) A student may be awarded the degree of M.Sc. on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a total credits – as decided by the Academic Council- and he/she has satisfactorily completed other requirements, if any.

(f) A full-time student has to complete all the requirements within four years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals.

V. M.A./M.Com Programmes

(a) M.A. programmes require a minimum of four semesters. The maximum duration for the completion of the given programme for being eligible to the M.A. degree shall be eight semesters.

(b) Registration for minimum and maximum number courses/credits, in a semester; will be as decided by the Academic Council.

(c) The Structures of the programmes are given in *Table-2*. The detailed structure of M.A. programme is given in *Appendix-D*.

(d) A student may be allowed to register for the next semester if she has cleared not less than 70% of course credits registered in that semester, and has secured a SGPA of not less than 4.0 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the subsequent semesters. However, in the second semester her CGPA should be at least 5.0. The registration of a student may be terminated and she may be asked to leave the programme in case she is unable to fulfill the above requirements. Or the Student(s) may be asked to repeat the entire semester with the next batch.

(e) A student may be awarded the degree of M.A. on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a total credits – as decided by the Academic Council- and he/she has satisfactorily completed other requirements, if any.

(f) A full-time student has to complete all the requirements within four years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals.

VI. M. Plan. Programme

(a) M. Plan programme require a minimum of four semesters. The maximum duration for the completion of the given programme for being eligible to the M.Plan degree shall be six semesters

(b) A student shall normally be allowed to register for courses not less than a total of 18 credits and not exceeding a total of 25 credits in any semester or as decided by the Academic Council.

(c) The Structure of the programme is given in *Table-2*. The detailed structure of M.Plan programme is given in *Appendix-D*.

(d) A student may be allowed to register for the next semester if she has cleared not less than 70% of course credits registered in that semester, and has secured a SGPA of not less than 4.0 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the subsequent

semesters. However, in the second semester her CGPA should be at least 5.0. The registration of a student may be terminated and she may be asked to leave the programme in case she is unable to fulfill the above requirements. Or the Student(s) may be asked to repeat the entire semester with the next batch.

(e) A student may be awarded the degree of M.Plan on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a credits – as decided by the Academic Council- and she has satisfactorily completed other requirements, if any.

(f) A student has to complete all the requirements within three years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals

VII. L.L.M. Programme

(a) LL.M programme require a minimum of two semesters. The maximum duration for the completion of the given programme for being eligible to the LL.M degree shall be six semesters.

(b) Registration for minimum and maximum number courses/credits, in a semester; will be as decided by the Academic Council.

(c) The Structures of the programme is given in *Table-2*. The detailed structure of LL.M programme is given in *Appendix-D*.

(d) A student may be allowed to register for the next semester if she has cleared not less than 70% of course credits registered in that semester, and has secured a SGPA of not less than 4.5 at the end of the first semester, and a CGPA of not less than 5.0 at the end of the subsequent semesters. However, in the second semester her CGPA should be at least 5.0. The registration of a student may be terminated, and she may be asked to leave the programme in case she is unable to fulfill the above requirements. Or the Student(s) may be asked to repeat the entire semester with the next batch.

(e) A student may be awarded the degree of LL.M on completion of the programme within the prescribed maximum duration as per *Table 3*, if her CGPA is not less than 5.0 after earning a total credits – as decided by the Academic Council- and he/she has satisfactorily completed other requirements, if any.

(f) A full-time student has to complete all the requirements within two years of her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The BOS may grant permission for such withdrawals.

(g) All End semester examinations shall be conducted by the School of Law. The schedule of examination shall be notified by the Dean, SoL with intimation to the Controller of Examination of the University along with academic calendar in the first week of every semester.

R.17 Attendance Requirement for Assistantship

Subject to conditions laid down in the Ordinances, the payment of scholarship / assistantship to a student of a PG programme shall be made on the basis of her attendance in the courses registered in that semester and her fulfilling the requirements of weekly work-hours assigned to him/her. The

deduction from the scholarship / assistantship due to absence in class or non-fulfillment of the weekly work-hours assignment shall be made on pro-rata basis.

R.18   Refund of fees

In case a student leaves the University, refund will be applicable as per university norms.

R.19   Course Coordinator

The Dean shall appoint a Course coordinator for each course offered by a Department. The Course coordinator shall have full responsibility for the course. He/she shall coordinate the work of other faculty member(s) involved in that course in respect of their participation in various activities related to the course including continuous evaluation of the students through tests, quizzes, assignments, Mid-Term and End-Term Examinations and the award of the grades.

R.20   Programme Advisor

The Dean shall appoint a Programme Advisor for the students in a PG Programme, who shall closely interact with the students, advise them on the courses to be taken in a semester and provide counseling for the smooth progress of the students.

R.21   Course Evaluation

(1)   A student shall be evaluated for her academic performance in a course through Tutorials, Practicals, Home Assignments, Seminars, Quizzes, Mid Term Examinations (MTE), and the End-Term Examination (ETE), as applicable according to the guide lines formulated by BOS.

(2)   The distribution of weightage for each component and the criteria for evaluation shall be decided and announced by the concerned Course Coordinator at the beginning of the course as per the policy laid down for the purpose.

The duly evaluated answer sheets be returned (Mid Term Examinations) to the office of COE, within a week from the date of the examination. Objections will be entertained right then, and not even on the next day.

Dean shall ensure that the End Term Examination answer sheets are shown to the students before the day of moderation, on a date(s) to be specified & prominently displayed by the respective teachers. Further, the answer sheets need to be preserved by the office of COE for five years.

(3)   The Project and Dissertation shall be evaluated through Mid-Term Seminar(s), Presentation(s), Report Submission(s) and the viva-voce Examination(s).

(4)   The course evaluation is done through grading system as per Clause R.22 of these Regulations. The pass grade in various courses other than Seminar, Project and Dissertation is *D* or a higher grade. The pass grade for Seminar, Project and Dissertation is *C+* or a higher grade based on Absolute System of Marking/Grading. If a student is awarded grade inferior to *C+* in Seminar, Project and Dissertation, revision (in case of *C+* & *D* grades) or repetition (in case of *E* or *F* grades) be allowed evaluating the students to improve upon the same within the stipulated time frame prescribed in the regulations. However for M.B.A. students, Internship Dissertation may be treated as any other course

(5)   The evaluation of performance in the Summer Semester will follow the same standards as of the normal semesters.

R.22   Grading System

(1)   Grading

The academic performance of a student shall be graded on a ten-point scale following grades and guidelines given in *Appendix - A*.

(2)   Semester Grade Point Average (SGPA)

The letter Grades awarded to a student in all the courses (except audit courses) in a Semester shall be converted into a semester performance index called the *Semester Grade Point Average (SGPA)*, to be calculated as per the procedures given in *Appendix – B*.

(3)   Cumulative Grade Point Average (CGPA)

The letter Grades (up to *D* only) awarded to a student in all the courses (except audit courses) in a Semester shall be converted into a cumulative performance index called the *Cumulative Grade Point Average (CGPA)*, to be calculated as per the procedures given in *Appendix – B*. If for any purpose, the CGPA is required to be converted into percentage of marks, then CGPA is to be multiplied by 10.

R.23   Grade Moderation and Scrutiny

(1)   The Dean shall appoint a *Grade Moderation Committee (GMC)* for all the Courses under its purview. The Committee shall include all the concerned Course Coordinators.

(2)   The Grade Moderation Committee (GMC) shall be responsible for adherence to the guidelines for the award of grades. Course coordinator is responsible for sending the grades, in encrypted form, to the COE. The COE shall be responsible for the display of grades in the concerned school. The concerned school shall retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated.

(3)   All the Course Coordinators should invariably be present for the moderation committee meeting. In case of her going out, he/she will hand-over her inputs for moderation with a colleague, who shall present the same, in the meeting.

(4)   The date of moderation should be made a part of the Academic Calendar.

(5)   The marks obtained in the End Term Examination shall be displayed within 3 days of the end of the examination. Students can see and discuss their marks with the Course Coordinator within one week of the display of marks. The final results will then be declared by the COE within the time frame as decided by the Academic Council.

(6)   In the exceptional circumstances, the grade(s) of a student(s) may be scrutinized by BOS.

R.24   Course Audit

(a)   A student may register to audit a course on the advice of the Programme Adviser. However, it will not be counted towards minimum earned credits for a given programme.

(b)   A student registered for an audit course would be awarded an AP (Audit-Pass) grade if her performance is satisfactory (i.e. forty or more marks) or an AF (Audit-Fail) grade if her performance is unsatisfactory (i.e. less than forty marks).

R.25   Earned Credits

(1)   The credits for a course in which a student has obtained *D* (minimum pass grade for a course) or a higher grade shall be counted as credits earned by him/her.

(2)   For the Dissertation of two year M.Tech. programmes, *S* grade awarded in the third Semester shall be deemed as the Dissertation progressing satisfactorily. A student having *U* grade for unsatisfactory progress in the Dissertation in the third semester, shall not be awarded a grade higher than *B+ (B Plus)* in the Dissertation after its final evaluation in the fourth Semester or in a subsequent semester.

(3)   Any course in which a student has obtained *E, F, I, W,* and *Z* grades shall not be counted towards her earned credits.

R.26   Second Examination on Medical / Extra ordinary grounds

(a)   If a student is absent during End Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of *I* grade and request for a second examination to the Dean, through the Course Coordinator and the Program Advisor, provided that he/she has attended 75% of the classes held. The Dean may grant this request under intimation to the Registrar and arrange for a second examination. A second examination shall be held normally within ten days of the last day of the End Term Examination to convert *I* grade to proper letter grade not exceeding *B+*. Under special circumstances due to the student's inability to be present at the institute during ten day period following the last day of End Term Examination, the Dean may extend the period for conversion of *I* grade as mentioned above, to the two week from the commencement of the next semester on her own or on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs.

(b)   The application for second examination on medical grounds should be supported by a Medical Certificate by the University's Medical Officer or by a Medical Officer of the rank not lower than Deputy Chief Medical Officer. The University reserves the right to accept or reject such an application and the decision of the Dean shall be final in this respect.

(c)   In special cases and on the specific recommendation of the University's Medical Officer, a student may be permitted to appear in her regular examination in the University's Hospital / Clinic.

(d)   A student, who fails to appear in the Mid-Term Examination due to sudden illness or mishap/accident and is supported by Medical Certificate as per Clause R.26 (b) above, may be allowed to take another examination with the permission of the Dean.

R.27   Leave (Assistantship holder)

(a)   Subject to fulfilling the attendance requirements as detailed in Clause 17 above, a PG student, during her stay at the University, will be entitled to take leave for 30 days (including leave on medical grounds) in an Academic Year. He / She will not be entitled to Mid-semester Breaks and Summer and Winter Vacations.

(b)   The leave will be subject to the approval of the concerned Dean.

(c)   The Programme Coordinator shall maintain a proper leave account of each student.

R.28   Withdrawal from a Course

A student, who wants to withdraw from a course, shall apply through the Dean, within one week from the end of the first Mid-Term Examination under the advice of her Programme Advisor. If her request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a Withdrawal grade *W* at the end of the semester.

R.29   Withdrawal from a Semester

(1)   If a student is unable to attend classes for more than four weeks in a semester, he/she may apply to the Chairperson, BOS for withdrawal from the semester, which shall mean withdrawal from all the registered courses in the semester. However, such application shall be made under the advice of the Programme Advisor, as early as possible, but at least seven clear days before the start of the End Term Examination. Partial withdrawal from the semester shall not be allowed.

(2)   If a student is unable to attend classes for more than twenty working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires. But, as per provisions of above, such an application must be made to the Dean under the advice of the Programme Advisor, as early as possible, but at least seven clear days before the beginning of End Term Examination. Any application on medical grounds shall be accompanied with a medical certificate.

R.30   Rustication/ Suspension/Withdrawal from a Semester / Year

A student rusticated from the University or suspended or debarred from attending the classes due to any reason whatsoever or having withdrawn from a Semester/year on medical grounds, shall have to meet the requirement of 75% attendance in each course in a Semester as specified in Regulations.

R.31   Incompletion of Project / Dissertation

(a)   If a student is unable to complete her Project/Dissertation at the close of the semester because of the reasons beyond Student's / Supervisor's control, he/she may be awarded an *X* grade on the recommendation of an Evaluation Committee consisting of (i) the Head of the Department or her nominee, (ii) a nominee of the Dean, and (iii) the Supervisor(s) of the Project/Dissertation. Normally, following reasons are considered for the use of this facility, i.e., the award of *X* grade.

    (i)   Medical grounds to the satisfaction of the University Medical Officer and with the approval of the Dean.

    (ii)   Technical Reasons/Grounds such as the Supervisor or equipment not being available.

(b)   The student shall have to present her work to the Evaluation Committee for the Project/Dissertation, 4 to 6 weeks before the date of registration to the next semester.

R.32   Scholarship/Assistantship

(a)   The University shall award Assistantship as approved by the Academic Council to eligible students. The other scholarships from individuals, UGC, AICTE, trusts, organizations and the Government with a view to provide financial assistance to needy students under the terms and conditions specified shall be announced on these scholarships stating eligibility terms and conditions and the value of scholarships, etc. shall be made while inviting applications from time to time.

(b)   A student may draw scholarships or stipends from outside sources with the permission from the BOS.

(c)   A student will be allowed to draw scholarship only from one of the sources unless one of them is a merit scholarship from a source other than the MUST.

(d)   A student will not be considered for Assistantship if he/she is drawing any scholarship. If an Assistantship holder of MUST is granted a scholarship at a later date and he/she accepts the same, the Assistantship shall cease from the day he/she starts receiving the scholarship.

(e) If a Scholarship / Assistantship holder gets *Unsatisfactory (U)* grade in the Dissertation in third semester, then he/she shall cease to get scholarship / assistantship in the fourth semester.

(f) Awards/Prizes as approved by the Academic Council shall also be given to outstanding students.

R.33 Coursework at an outside Organization

(a) A regular student of the University may be required to do a course either totally or partially at an outside organization / institute, earmarked or approved by MUST for this purpose.

(b) A regular student of the University, on application, may be permitted to do a course either totally or partially at an outside organization / institute, provided the University has collaboration with that organization / institute for this purpose.

(c) A regular registered student of other university / educational Institute may also be permitted to do a course either totally or partially at MUST, if the student(s) is (are) sponsored by the Institute and pay the requisite fees. Such a student would be termed as Casual Student and would be admitted and evaluated formally.

R.34 Credit Transfer

(a) If a student has attended a course partially at an outside organization, then he/she shall be evaluated at the University along with other part of that course.

(b) If a student has attended a course totally at an outside organization, then he/she may either be evaluated for her performance at the University by its evaluation components in the next coming semester or by the officers / teachers / personnel at the organization by their own methods of evaluation. In case the evaluation of course is done at the outside organization, then MUST would respect their verdict on evaluation and would get the earned Credits transferred in MUST and record the same against that course in the academic records of the student.

   (i) If the evaluation of the student at the outside organization is available in terms of marks, then he/she would be awarded a grade by the Grading System based on Absolute Marks.

   (ii) If the evaluation of the student at the outside organization is available in terms of a Grade, then he /she would be awarded an equivalent grade based on Grade Point of the Grade at that organization.

(c) If a Sponsored Student has been formally admitted and registered in a course then he/she would be evaluated as per University evaluation procedure but would be graded by the Grading procedure based on Absolute Marks irrespective of the procedure adopted for the students of MUST. The Credits and Grade earned by the student would be communicated to the Head of the sponsoring Organization. No certificate shall be issued to an individual student.

R.35 Unfair Means & Plagiarism

(a) In case a student is found adopting or suspected of adopting unfair means before, during or after the examination or lifting of some other's work(s) and inserting it in her project, seminar and dissertation etc. without proper acknowledgement, credit and reference or plagiarizing the dissertation /project report etc., such penal action shall be taken by the University against the student as may be necessary to up hold the sanctity and integrity of the examination system and the credibility of the University.

(b) All such cases may be taken *suo-moto* cognizance of by the University *standing Committee (USC)* appointed by the Academic Council for this purpose. Such cases may also be reported by invigilators, examiners, Course Coordination Committee to the Dean and or the USC for

consideration. After giving an opportunity to the concerned student(s) to explain the conduct /defend the charge, the Chairperson Academic Council on the recommendation of USC shall take action including imposition of appropriate penalty including award of *F* Grade in the concerned course(s) on the concerned student(s) and report it to the Academic Council.

(c)   General instructions for penal action for use of unfair means and plagiarism shall be notified to the students and the school of the University by Dean, from time to time.

R.36   Eligibility for Award of Degree

(a)   A Student would become eligible for the award of the Degree, if he/she fulfills the following conditions.

  (i)   He/She must have cleared all the prescribed Course requirement with valid passing grades.

  (ii)   He/She does not have any *I, W,* and *X* grades (reports) against any course pending for repetition.

  (iii)   He/She must have full filled the requirements of the prescribed minimum Course Credits.

  (iv)   He/She must have undergone the Dissertation / Internship Dissertation / Industrial Training as prescribed in the programme and has obtained a valid grade.

  (v)   He/She has a minimum *CGPA* of 5.00

  (vi)   He/She has no case of indiscipline pending against him / her.

  (vii)   He/She has no case of unfair means pending against him / her.

(b)   The Transcript, Provisional Certificate and the Diploma of the Degree will be issued to a graduating student only when he/she has cleared all the dues pending against her name, else these would be detained. The dues will not be adjusted against the Caution Money, which would be refunded in full after the issuance of the Transcript, Provisional Certificate and the Degree. However, students applying in higher education in foreign Universities for seeking admission on completion of the course, in the interest of students benefit should also be given to students to obtain transcripts on completion of 1st year up to fourth semesters also in Schools of University

R.37   Award of Division

No Division is awarded in any of the Programme of the University.

R.38   Students' Feedback

A student would be required to give his / her feedback on a prescribed *Feedback Form* regarding the conduct of the course at the end of the semester. It is a mandatory requirement and should normally be done one week prior to end of the Semester.

R.39   Interpretation of Regulations

In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairperson Academic Council shall be final and binding.

R.40   Emergent Cases

Notwithstanding anything contained in the above regulations, the Chairperson of the Academic Council may, in emergent situation, take such action on behalf of the Academic Council as he deems appropriate and report it to the next meeting of the Academic Council for its approval.

<div align="center">

TABLE - 1

CURRENTLY RUN PG PROGRAMMES

</div>

SN.	Programme	Duration	Minimum Entry Qualifications
School of Engineering & Technology			
1	M.Tech. - VLSI Design	2 Years (4 Semesters)	Graduation in any relevant branch of Engineering and technology with minimum of 60% marks.
2.	M.Tech. - Computer Science & Engineering		
3.	M.Tech. – Renewable Energy		
4.	M.Tech. – Nuclear Science & Technology		
5.	M.C.A.	3 Years (6 Semesters)	Bachelors degree in any discipline with Mathematics as one of the subjects with minimum 50% marks in aggregate
6.	Integrated M.Tech-Ph.D. (Dual Degree) • M.Tech. - VLSI Design • M.Tech. - Computer Science & Engineering • M.Tech. – Renewable Energy • M.Tech. – Nuclear Science & Technology	5 Years (10 Semesters)	B.Tech.(ECE)/ B.Tech(Instrumentation & Control/ B.Tech(EE)/ M.Sc(Phy) B.Tech.(CSE)/B.Tech(IT) / B.Tech(ECE)/ M.Sc(CS)/ MCA B.Tech.(EE)/ B.Tech(Instrumentation & Control) B.Tech.(ME)/ B.Tech(EE) / B.Tec.(ECE)/ B.Tec.(CSE)/ M.Sc(CS)/M.Sc(Phy)
School of Business			
1.	M.B.A.	2 Years (4 Semesters)	Bachelors degree in any discipline with minimum 50% marks in aggregate and Entrance Test Score.
2.	M.Com	2 Years (4 Semesters)	B.Com./ B.Com.(H)/ BBA with minimum 50% marks in aggregate.
School of Design			
1.	M.Des. (Fashion Design [MFD]	2 Years (4 Semesters)	Graduate in Fashion Design or equivalent with minimum 50% marks
2.	M.Des. (Textile Design [MTD]		
3.	M.Des. (Fashion Merch.) [MFM]		
School of Architecture			
1.	Master in **Urban and Regional Planning.** (M. Plan.)	2 Years (4 Semesters)	Bachelor's degree in Planning/ Civil Engg./ Architecture/ Master's Degree in Economics/ Sociology/Geography with minimum 55% marks in aggregate.

School of Law			
1.	LL.M. in International and Comparative Laws	2 Years (4 Semesters)	LL.B. with minimum 50% marks
2.	LL.M. in Corporate and Commercial Law		
3.	LL.M. in Criminal and Security Law		
School of Liberal Arts and Sciences- Liberal Arts			
1	M.A. English	2 Years (4 Semesters)	Bachelor's Degree, from any recognized University, with minimum 50% of marks
2	M.A. Psychology		
3	M.A. Political Science		
School of Liberal Arts and Sciences- Sciences			
1	M.Sc. Biotechnology	2 Years (4 Semesters)	Bachelor's degree under 10+2+3 pattern of education in Physical, Biological, Agricultural, Veterinary and Fishery Sciences, Pharmacy, Engineering/ Technology, 4-years B.Sc. (Physician Assistant Course); OR Medicine (MBBS) OR B.D.S. with at least 55% marks.
2	M.Sc. Botany	2 Years (4 Semesters)	Bachelor's Degree, from any recognized University, with Botany/ Zoology/ Microbiology/ Biotechnology/ Biochemistry as a subject for 3 years OR an equivalent degree in related field with a minimum of 50% aggregate marks
3	M.Sc. Food & Nutrition		
4	M.Sc. Microbiology		
5	M.Sc. Zoology		
6	M.Sc. Psychology	2 Years (4 Semesters)	Bachelor's Degree in Science from any recognized university with Psychology as a core subject for three years/six semesters, with 50% of aggregate marks.
7	M.Sc. Physics	2 Years (4 Semesters)	Bachelor's Degree, from any recognized University, with Physics as a subject for three years/six semesters OR B.Sc. Applied Physics / B.Sc. Electronics with 50% of aggregate marks.
8	M.Sc. Mathematics	2 Years (4 Semesters)	Bachelor's Degree in Science from any recognized university with Mathematics as a core subject for three years/six semesters, with 50% of aggregate marks.
9	M.A. Mathematics	2 Years (4 Semesters)	Bachelor's Degree from any recognized university with Mathematics as a core subject for three years/six semesters, with 50% of aggregate marks.
10	M.Sc. Chemistry (Specialization: Organic, Inorganic and Physical)	2 Years (4 Semesters)	Bachelor's Degree, from any recognized University, with Chemistry as a subject for three years/six semesters OR B.Sc. Applied Chemistry / B.Sc. Biochemistry / B.Sc. Industrial Chemistry with 50% of aggregate marks.
11	M.Sc. Forensic Science	2 Years (4 Semesters)	B.Sc. in Forensic Science, Physics, Chemistry, Mathematics, Botany, Zoology, Microbiology, Biochemistry, Engineering or Pharmacy with minimum 55% marks.

TABLE - 2

STRUCTURES OF VARIOUS POST GRADUATE PROGRAMMES

(A) M. Tech.

Minimum Duration   **:** 2 Years (4 Semesters)**;**
Maximum Duration   **:** 4 Years (8 Semesters)**;**
Requirements for Award of Degree: *Min. CGPA:*   *5.0 Plus other Requirements*
Category wise Course Requirements

Sl No.	Course Components	Credits *(Range)*
1.	Courses in Mathematics	0 - 4
2.	Courses on Modeling, Simulation and Computer Applications.	4-8
3.	Core Course	28-32
4.	Courses in Major Area of Specialization	8-12
5.	Courses in Minor Area of Specialization	0-4
6.	Additional Course	0 - 4
7.	Course on Technical Communication (Optional)	2-4
8.	Project	4
9.	Seminar	4
10	Dissertation	36 - 40

(B) M.B.A.

Minimum Duration: 2 Years (4 Semesters)**;**
Maximum Duration: 3 Years (6 Semesters)**;**
Requirements for Award of Degree: *Min. CGPA:*   *5.0 Plus other Requirements*
Category wise Course Requirements

Sl No.	Course Components	Credits
1.	Preparatory courses	Non-credit
2.	Departmental Core Courses	68
3.	Internship / Dissertation)	3
4.	Specialization/Open Electives *	48
5.	Project/Seminar	6

* 2 Specializations with 3/4 Electives

(C) M.C.A.

Minimum Duration: 3 Years (6 Semesters)**;**
Maximum Duration: 5 Years (10 Semesters)**;**
Requirements for Award of Degree: *Min. CGPA:*   *5.0 Plus other Requirements*
Category wise Course Requirements

S.No.	Course Components	Credits
1.	Advance courses in Mathematics	8-12

2.	Simulation & modelling	4-6
3.	Departmental core courses	70-80
4.	Management courses	4-8
5.	Seminar & project	3-6
6.	Dissertation	20
7.	Electives	4-8

(D) **M.Com.**
Minimum Duration: 2 Years (4 Semesters)**;**
Maximum Duration: 4 Years (8 Semesters)**;**
Requirements for Award of Degree: *Min. CGPA: 5.0 Plus other Requirements*
Category wise Course Requirements

S. No.	Course Components	Credits *(Range)*
1	Courses in Computer Application	1-4
2	Courses for Skill Development	0-6
3	Departmental Core Courses	66-74
4	Internship	0-6
5	Dissertation	0-6
6	Specialization/Open Electives	10-16
7	Project/Seminar	0-6

(E) **M. A.**
Minimum Duration **:** 2 Years (4 Semesters)
Maximum Duration **:** 4 Years (8 Semesters)
Requirements for Award of Degree: *Min. CGPA: 5.00 Plus other Requirements*
Category wise Course Requirements

Sl No.	Course Components	Credits
1.	Core Courses	48-80
2.	Optional Courses	16
3.	Additional Course (Foreign Language)	6
4.	Dissertation	2-8
5.	Practical	16
6.	Seminar	4
7.	Synopsis	2
8.	Research Methodology	2

(F) **M.Sc.**
Minimum Duration: 2 Years (4 Semesters)**;**
Maximum Duration: 4 Years (8 Semesters)**;**
Requirements for Award of Degree: *Min. CGPA: 5.0 Plus other Requirements*

Category wise Course Requirements

S.No.	Course Components	Credits *(Range)*
1	Department core courses	50-70
2	Math and Statistics	0-4
3	Foreign Language	0-6
4	Course on Technical Communication	2-4
5	Electives	0-6
6	Seminar	0-4
7	Additional Courses	0-6
8	Dissertation	18-24

(G) **M.Plan**

Minimum Duration: **2 Years (4 Semesters);**

Maximum Duration: **4 Years (8 Semesters);**

Requirements for Award of Degree: *Min. CGPA:*   *5.0 Plus other Requirements*
Category wise Course Requirements

Sl No.	Course Components	Credits
1.	Elementary courses	6 - 8
2.	Technical courses	6 - 8
3.	Planning related core courses	8 - 12
4.	Policies related courses	6 - 8
5.	Departmental core courses	25 – 30
6.	Dissertation	26

(H) **LL.M**

Minimum Duration: 1 Year (2 Semesters)**;**

Maximum Duration: 3 Years (6 Semesters)**(As per Regulations);**

Requirements for Award of Degree: *Min. CGPA: 5.0 Plus other Requirements*
Category wise Course Requirements

Sl No.	Course Components	Credits
1.	Preparatory courses	Non-credit
2.	Departmental Core Courses	9
3.	Dissertation	5
4.	Optional/Specialization Papers*	12

 * 3 Specializations

TABLE-3

NORMAL AND MAXIMUM DURATION OF POSTGRADUATE PROGRAMMES

S.No.	Programmes	Min. Duration (yrs.)	Max. Duration (yrs.)
1.	M. Tech.	2	4
2.	M.B.A.	2	4
3.	M.Com	2	4
4.	M.C.A.	3	5
5.	M. Des.	2	4
6.	M. Plan	2	4
7.	LL.M.	1	2
8.	M.Sc.	2	4
9.	M.A.	2	4

GENERAL GUIDELINES FOR THE AWARD OF GRADES

1.   Grades and their Grade points

S.No.	Academic Performance	Grades	Grade Points
1.	Outstanding	A+	10
2.	Excellent	A	9
3.	Very Good	B+	8
4.	Good	B	7
5.	Average	C+	6
6.	Below Average	C	5
7.	Marginal	D	4
8.	Very Poor	F	0
9.	Absent	AB	0
10.	Debarred/ Detained	N	0
11.	Audit Pass	AP	-
12.	Audit Fail	AF	-
13.	Satisfactory (only for Dissertation)	S	-
14.	Unsatisfactory (only for Dissertation)	U	-
15.	Incomplete	I	-
16.	Withdrawal	W	-
17.	Continued Project/Dissertation	X	-
18.	Non Completion of course Requirement	Z	-

Items described above at Serial Nos. 1 through 10 are Grades while items 11 to 18 are not grades in true sense, but these are kind of Reports which describe the status of the student at the end of the course, but for all practical purposes these will also be termed as Grades.

2.   Explanation of Grades

A+, A, B+, B, C+, C and *D* **Grades**

(a)   *A+, A, B+, B, C+, C* and *D* are pass Grades.

E and *F* **Grades**

(b)   *E* and *F* are Fail Grades.

E and *F* grades denote poor and very poor performances, i.e. failing a course. *F* grade is also awarded in case of poor attendance as per Clause R.15 (4). A student has to repeat all compulsory (core) courses in which she/he obtains either *E* or *F* grades, until a passing grade is obtained.

However, if *E* or *F* grade is awarded to a student in Major Project, Part II, he/she will be eligible to repeat the same and will not be eligible for the award of degree.

If a student has obtained *E* or *F* grades in an other (elective) course he/she may repeat the same course or take any other course from the same category. Further, *E* or *F* Grades in any course stay permanently on the grade card. These courses are not included in the calculation of the CGPA. However, these are included in the calculation of the SGPA.

(c) Student detained for shortage of attendance shall be awarded *F* Grade.

AP and *AF* Grades

(d) Courses taken on Audit shall be reported only whether a student is passing or failing. Thus as per Clause R.24 (b), he/she will be awarded an *AP* (*Audit-Pass*) Grade if performance is satisfactory (i.e. equivalent or higher than D grade) else an *AF* (*Audit-Fail*) Grade if performance is unsatisfactory.

The Courses with AP and AF Grades are not included in the calculation of CGPA / SGPA.

S and *U* Grades

(e) The Dissertation Course in M. Tech. programme is being split in two semesters *Autumn* and *Spring* Semesters of Second Year, i.e., in Third and Fourth Semesters of the four semester M./Tech. Programme. The Final evaluation of the Dissertation course is done at the end of the fourth semester through the Grades from Serial Nos. 1 to 9 and at the end of the third semester; the performance is reported as Satisfactory or Unsatisfactory through the Grades (Reports) *S* and *U* respectively.

These Grades have bearings on the final evaluation of Dissertation in fourth semester. A student with an *U* Grade in Dissertation in the third semester shall not be awarded grade higher than *B+* in final evaluation of Dissertation in fourth semester, i.e., he/she shall not be awarded *A+* or *A* in the Dissertation course.

The Final Grade awarded in Dissertation at the end of fourth semester shall also replace the *S* or *U* Grades by this Grade.

The Courses with S and U Grades are not included in the calculation of CGPA / SGPA.

I Grade

(f) If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of *I* grade to the Dean through the Course Coordinator and the Programme Advisor, provided that he/she has attended 75% of the classes held (See Clause R.26).

The concerned Course Coordinator shall have to be convinced about the extraordinary circumstances and shall have to certify the attendance record before this rarely used option to award *I* grade is recommended. The Dean may award *I* grade.

(g) The *I* Grade so awarded shall be notified by the Department to which the student belongs and a copy of the notification will be endorsed to the Course Coordinator and to the Registrar.

(h) The *I* grade shall be converted into a proper letter grade not exceeding *B+* and shall be sent to the Registrar within 10 days from the date on which the End-Term Examination is over and the requirements of the course are completed by the student.

(i) In extraordinary circumstances, the period of conversion of *I* grade may be extended to the next semester, by Dean on her own or on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs.

(j) In extra-ordinary circumstances, on the recommendation of the Dean, the Vice Chancellor may order the award of *I* grade to a student/class or a batch of students taking a particular course. The conversion of *I* grade into a regular grade or any other action shall be as per direction of the Vice-Chancellor.

The Courses with I Grades are not included in the calculation of CGPA / SGPA.

The I Grades are required to be replaced within the stipulated time.

W Grade

(k) If a student's request for withdrawal from a Course, as per Clause R.28 of the Regulations, is granted, it will be recorded, informed to the concerned and reported as Withdrawal by awarding W Grade at the end of the semester.

(l) If a student's request for withdrawal from a Semester, as per Clause R.29 of the Regulations, is granted, it will be recorded, informed to the concerned and reported Withdrawal by awarding *W* Grade in all the courses registered during that Semester.

(m) The Courses with *W* grades are required to be repeated at the earliest possible offerings

The Courses with W Grades are not included in the calculation of CGPA / SGPA.

X Grade

(n) A student is awarded an *X* grade for incompletion of the Project/Dissertation, as per Clause R.31 of the Regulations. The student concerned shall have to present her work for evaluation to the Evaluation Committee for the Project/Dissertation, 4 to 6 weeks before the date of registration to the next semester.

(o) A student who has been awarded an *X* grade shall be required to formally register for the next Semester and pay the requisite fees.

(p) The Number of times *X* grade may be awarded shall be as under:

    (i) *For Full-Time students*: One

    (ii) *For Part-Time students*: Two, but only once on the grounds of being away from the locale on a long period assignment.

The Courses with X Grades are not included in the calculation of CGPA / SGPA.

The X Grades are required to be replaced with the stipulated time.

3. General Guidelines

    (i) All evaluations of different components of a course shall be done in marks for each student.

    (ii) The marks of various components shall be reduced to approved weightages (as decided by the BOS) and / or indicated in the scheme of Teaching and Examination and added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side.

    (iii) For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks as given in *Appendix A1*.

    (iv) For more than 30 students in a course, the statistical method as given in *Appendix-A2* shall be used for the award of grades with or without marginal adjustment for natural cut-off.

    (v) For strength of student between 15-30, any of the above two methods may be used.

(vi)   *A+* (*A Plus*) grade shall not be awarded for percentage of marks less than 80 under any circumstance. There will not be more than 10% (rounded off to integer value) *A +* grade in any course.

(vii) *D* grade shall not be awarded for percentage of marks less than 35 in any case. Further, no student having 40% or more marks would be awarded failing grades of *E* or *F*.

(viii) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (See *Appendix–A2*).

(ix)   The provisional grades shall be awarded and displayed by the course Coordinator. The grades, after showing copies to the students, should be finalized within 4 days of the Semester Examination. The Course Coordinator shall have the full responsibility for the same.

(x)   The grades so awarded shall be moderated by a *Grade Moderation Committee*. This committee will finalize the grades and display a copy of the grades awarded on the Notice board. All the final grades shall be communicated to the Registrar.

(xi)   The procedures for evaluation and award of grades for Project, Training, Seminar, Viva-voce and Group Discussion shall be decided by the BOS or the Academic Council.

(xii) For Dissertation, the grades shall be awarded on the basis of absolute marks as per *Appendix A1*. The Dissertation shall be presented for evaluation before a Dissertation Viva-Voce Board consisting of the following:

   (a)   Dean or her nominee-Chairman.
   (b)   Supervisor(s)
   (c)   External Examiner

The weightages for the Dissertation amongst the examiners shall be as under:

   (a)   Supervisor(s)   25%
   (b)   External Examiner   25%
   (c)   Viva-Voce Board   50%

The marks obtained as per above weightages shall be summed up and converted in to Grades on the basis of absolute marks as per *Appendix A1*.

Award of Grades based on Absolute Marks

For 15 or less number of students in a course, the grading based on Absolute Marks System would be used. If the number of students in a course lies between 15 and 30, then any of the two methods could be used.

For the award of grades in a course, all component-wise evaluation shall be done in terms of marks. The marks of different components viz. Mid-Term Examinations (MTE). End-Term Examination (ETE), Course Work Sessional (CWS), Practical Sessionals (PS), etc. would be reduced to relative approved weightage of each component and added. Marks so obtained shall be out of 100 and the same would be converted to grades as per the following table giving the range of marks for each grade.

Marks		Grade		Marks
91	$\leq$	A+	$\leq$	100
82	$\leq$	A	$\leq$	90
73	$\leq$	B+	$\leq$	81
64	$\leq$	B	$\leq$	72
55	$\leq$	C+	$\leq$	63
46	$\leq$	C	$\leq$	54
40	$\leq$	D	$\leq$	45
30	$\leq$	E	$\leq$	39
0	$\leq$	F	$\leq$	29

Note: (1) The grade boundaries as indicated above may be marginally adjusted.
(2) The upper and lower limits are subject to limitations of percentage of marks.

Award of Grade based on Statistical Method

For the award of grades in a course, all component-wise evaluation shall be done in terms of marks. The marks of different components viz. Mid-Term Examinations (MTE). End-Term Examination (ETE), Course Work Sessional (CWS), Practical Sessionals (PS), etc. would be reduced to relative approved weightage of each component and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below:

For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean ($\overline{X}$) and the standard deviation σ of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table given below.

Awards of Grade Using Statistical Method

Lower Range of Marks	Grade	Upper Range of Marks
$\overline{X} + 1.5\,\sigma <$	A+	
$\overline{X} + 1.0\,\sigma <$	A	$\leq \overline{X} + 1.5\,\sigma$
$\overline{X} + 0.5\,\sigma <$	B+	$\leq \overline{X} + 1.0\,\sigma$
$\overline{X} <$	B	$\leq \overline{X} + 0.5\,\sigma$
$\overline{X} - 0.5\,\sigma <$	C+	$\leq \overline{X}$
$\overline{X} - 1.0\,\sigma <$	C	$\leq \overline{X} - 0.5\,\sigma$
$\overline{X} - 1.5\,\sigma <$	D	$\leq \overline{X} - 1.0\,\sigma$
$\overline{X} - 2.0\,\sigma <$	E	$\leq \overline{X} - 1.5\,\sigma$
	F	$\leq \overline{X} - 2.0\,\sigma$

**Calculation of Semester Grade Point Average (SGPA) and Cumulative
Grade Point Average (CGPA)**

(i) **Semester Grade Point Average (SGPA)**

$$SGPA = \frac{\sum\limits_{j=1}^{n} C_j P_j}{\sum\limits_{j=1}^{n} C_j} \, ,$$

Where

C_j = Number of credits earned in the jth course of a semester for which SGPA is to be calculated.

P_j = Grade point earned in j^{th} course, and

j = 1, 2, 3, , n represent the number of courses in which a student is registered in the concerned semester.

(ii) **Cumulative Grade Point Average (CGPA)**

$$CGPA = \frac{\sum\limits_{j=1}^{n} C_j P_j}{\sum\limits_{j=1}^{n} C_j} \, ,$$

Where

C_j = Number of credits earned in the jth course, upto the semester for which CGPA is to be calculated..

P_j = Grade point earned in j^{th} course. A grade lowers than D (i.e. grade point ≤ 4) in a course shall not be taken into account.

j = 1, 2, 3, , n represent the number of courses in which a student was registered and obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

ELIGIBILITY REQUIREMENTS FOR ADMISSION

Candidates possessing the qualifications as given in *Table-1* are eligible for seeking admission to PG Programmes. Candidates seeking admission to the PG programmes must have at least 50% of aggregate marks or 5.0 CGPA on a 10-point scale at the qualifying degree level. These are essential eligibility requirements and are applicable to all the four categories of candidates, *viz*, Regular, Full-Time Sponsored, Part-Time Sponsored and Foreign Candidates. Other conditions for these four categories are as follows:

1.   Regular Candidates

(a)   Students of relevant undergraduate programmes who have appeared or are appearing in the final year of qualifying examination may be considered on the basis of their results upto pre-final year in which the aggregate percentage should not be less than that specified above under essential requirements. However, they will be required to produce the proof of having passed the qualifying examination with the required percentage in the form of the final result normally by a specified date, announced by the Institute.

(b)   Candidates having AMIE/AMIS/AMIChE/AMMIM/Grad IETE and possessing B.Sc. or Diploma in Engineering and having at least three years research, teaching or other professional experience in relevant field, are also eligible to apply for admission to M.Tech. Programmes.

(c)   Non-GATE candidates are also eligible for admission, but preference will be given to GATE qualified candidates.

2.   Sponsored Candidates

(a)   The candidates fulfilling essential eligibility requirements must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm / Company / Industry / Educational and Research Institution / Government / Quasi Government / Autonomous Organization in the relevant field in which admission is being sought. The educational institution should be recognized by AICTE.

(b)   Candidates must submit the sponsorship certificate duly signed by the Head of the Institution/Organization on the prescribed proforma, at the time of counseling.

(c)   A few candidates fulfilling essential eligibility requirements may also be admitted under QIP, Early Faculty Induction Programme (EFIP) of AICTE and Defense Research & Development Organization Schemes, for which separate admission procedure may be followed. Under QIP Scheme, admissions are offered after selection by National QIP Coordination committee (NQCC) through screening and interview.

(d)   Non-GATE candidates are also eligible for admission, but preference will be given to GATE qualified candidates.

2.   Foreign Candidates

(a)   Foreign candidates seeking admission to PG Programme should apply through the Government of India, if they wish to come through any Government supported programmes or under Cultural Exchange Programmes or through Educational Consultants (India) Ltd., New Delhi or any such Government / Government approved schemes. They may seek necessary help from the Indian Embassy in their country or their Embassy in India. In addition to these avenues, a provision of direct admission for Non-Resident Indians (NRI's)

and Self Financing Foreign National candidates exists for Postgraduate and Research Degree Programmes in Engineering, Information Technology, Architecture, and Sciences including M.C.A. and M.B.A.

(b)   Foreign candidates should fulfill following requirements:

   (i)   Qualifications equivalent to Educational Qualifications required for admission to a PG Programme.

  (ii)   Proof of proficiency in English.

 (iii)   GRE score where applicable.

 (iv)   Certificate of Good conduct and Character from the Head of the Institution last attended.

(c)   Foreign candidates will be admitted only after obtaining the clearance from the Government of India. Foreign candidates with provisional Student's Visa only are eligible for admission.

(d)   Foreign candidates are required to undergo medical examination as per medical rules prescribed by the Central Government for foreign students and have to undergo test for HIV at NICD, Delhi or any other designated testing laboratory within one month of their admission. The admission of foreign candidates would be confirmed only after medical examination and the test report regarding HIV.

GUIDELINES FOR CONDUCT & EVALUATION OF DISSERTATION AND VIVA

(A)   Conduct of Dissertation

1.   The Dissertation Topic shall be decided in the Specified semester.
2.   Chairperson BOS to invite and receive the topics for Dissertation from the faculty members and notify to students.
3.   Allotment of topics of dissertation to students on specified date and month.
4.   Supervisors and students shall chalk out the plan of work.
5.   Students will maintain a diary for keeping record of monthly progress which shall be counter signed by their supervisors.
6.   Student's progress of work shall be continually monitored by supervisor(s) and recorded in the diary of student in the each semester by the student.

(B)   Evaluators of Dissertation/Viva

7.   Evaluation of the component of Dissertation/Viva in the specified semester will be done on specified date by a Committee consisting of the following:

   (i)   Dean of the School or her nominee   Chairperson
   (ii)   Head of the Department or his nominee   Member
   (iii)   Supervisor/Coordinator   Member
   (iv)   One Expert   Member

   The Committee shall record the evaluation of this component of Dissertation/Viva as Satisfactory (*S*) / Unsatisfactory (*U*) on a prescribed Proforma, format of which is given in *Anexure - 1*. Candidate stationed abroad shall be assessed by her mentor at the locale and a certificate to this effect by him / her and also from a local Supervisor be sent to the COE.

8.   The final evaluation of dissertation/Viva as a whole shall be done in the specified semester by the Dissertation/ Viva-Voice Board consisting of the following.

   (i)   Dean of the School or her nominee   Chairperson
   (ii)   Supervisor(s)/Coordinator   Member
   (iii)   External Examiner/Expert   Member

   It is advisable to have common external examiner for similar areas of Dissertation. For local examiners, Head of Department may approve the appointment of external examiners.

   The Committee shall record the final evaluation of Dissertation on a prescribed Proforma, format of which is given in *Anexure - 2*.

(C)   Evaluation of Dissertation

9.   Dissertation work carried out in the specified semester shall be submitted in the form of a Write up, which shall be presented for evaluation as a whole at the time of final Viva-Voce Examination.
10.   If possible a research paper manuscript be submitted in the existing format and norms along with the Dissertation Write-up.
11.   The evaluation of Dissertation shall be based on the quality, quantity of work, write up, presentation and ability to answer questions, and possible manuscript of research paper(s).

12. If a Scholarship / Assistantship holder gets *Unsatisfactory (U)* grade in the Dissertation in third semester, then he/she shall cease to get scholarship / assistantship in the fourth semester.

    (i) For final evaluation of the Dissertation in the specified semester, the distribution of weightage of marks shall be as prescribed by the Academic Council.

13. The Dissertation would be evaluated by Absolute System of Grading as given in *Appendix-B1*.

14. The final evaluation and grading of Dissertation in specified semester by Viva-voce Board shall be recorded in the Dissertation Grade Sheet as per *Annexure – 2* and sent to the COE.

    (a) If a student gets Unsatisfactory (U) grade in the component of Dissertation, he/she shall not be awarded grade higher than B+ in final evaluation of Dissertation.

    (b) If a student gets *C+* or higher grade, her dissertation would be accepted as partial fulfillment of requirements for award of degree.

    (c) If a student gets *C* or *D*, the candidate shall be given a chance to revise the Dissertation as per the suggestions of the Viva-Voce Board and allowed to resubmit it normally after three months but within three years from the date of initial registration. In such a case the student shall not be awarded grade higher than *B+* or *B* depending upon whether he/she got *S* or *U* grade respectively in Dissertation component in third semester.

    (d) If a student gets *E* or *F*, the candidate may be allowed to resubmit the dissertation after nine months but with in three years from the date of initial registration. In such a case, he/she shall not be awarded grade higher than *B* or *C+* depending upon whether he/she got *S* or *U* grade respectively in Dissertation component in third semester.

15. If a charge of plagiarism or unfair act is reported against a student, then it would be examined and looked into by the Viva-Voce Board. The report of this board shall be considered by an *University Standing Committee* consisting of concerned Head of the Department and two more Heads of Departments to be nominated by Academic Council on the advice of Dean. The decision of the Academic Council on the report of the standing committee shall be final.

16. If a student is proved guilty of using unfair means, he/she shall be declared fail and shall not be allowed to continue. Her name would be struck off rolls. This fact may be mentioned in the character certificate of the student.

Proforma 1

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY LAKSHMANGARH

DISSERTATION/VIVA GRADE-SHEET

_____Semester, Session: 20 - 20

DEPARTMENT OF _____

Name of the Student: _____ Enrolment No.:_____

Branch:_____ Year of Initial Registration: _____

Title of Dissertation/Topic: _____

_____

Date of Evaluation: _____

Course Code: _____ **Course Title:** _____ **Credits:_____**

The Dissertation/Viva is *Satisfactory* ☐ / *Unsatisfactory* ☐

Grade Awarded: S ☐ / U ☐

Place: Lakshmangarh

Date: _____

Supervisor(s)		Chairperson-Committee		Head of the Department

Note: In case a student is allowed to work in an Institute other than MUST, a certification from the guide of that Institute towards progress of work (*Satisfactory*/*Unsatisfactory*) is required.

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY
LAKSHMANGARH

DISSERTATION/VIVA GRADE-SHEET

_____ Semester, Session: 20 - 20

DEPARTMENT OF _____

Name of the Student: _____ Enrolment No.:_____

Branch:_____ Year of Initial Registration: _____

Title of Dissertation/Topic: _____

_____

Submission of Dissertation for the First Time / after Minor Revision / Resubmission

Examiners	Weightage	Marks in	
		Figure	**words**
Supervisor / Guide on the Dissertation / Coordinator	25 %		
Examiner on the Dissertation / Viva Evaluation	25 %		
Board of Examiners – on merits of Dissertation and Viva-voce Performance and published Research Papers	50 %		
Total	100 %		

The Viva-voce examination was held on _____ at Lakshmangarh.

Course Code: _____   **Course Title:**_____   **Credits**: _____

Absolute Grade Awarded :   **Grade:** _____   **Total Credits**:_____

Supervisor(s) ( )		**External Examiner** ( )	
Dean's Nominee ( )		**HOD or her Nominee** ( )	

Note:	1.	Ten percent weightage may be given for the manuscript of paper based on Dissertation work
	2.	In case a student is allowed to work to an Institute other than MUST (a certification from the guide of that Institute towards progress of work (satisfactory / unsatisfactory) is required