ORDINANCES AND REGULATIONS

OF

UNDERGRADUATE 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

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FOR

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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.

The aim of the education at the undergraduate level is to build on the knowledge gained by an undergraduate student through the school curriculum, by imparting knowledge with the help of class room instructions, training and other modes of teaching. After completing the curriculum, the student will acquire adequate knowledge base in the desired branch, which could be easily employed for the solution of real life problems and developed further through higher education, for reaching the frontiers of knowledge in her area of specialization.

The undergraduate education has both academic and extracurricular components designed for the integrated development of professionals possessing individual values of ethics and morality. Many of the students after completing undergraduate programme start working in different organizations where teamwork is the predominant mode of functioning. Ethics and discipline are of paramount importance and without these Values teamwork is impossible.

In these days of rapid evolution of knowledge the academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area of knowledge. The curriculum is, therefore, broadly defined to make it possible for the teacher to update it continuously by including the latest developments. In addition, the institute undertakes periodic review of the curriculum structure to prune the dead wood and incorporate new ingredients, which may become necessary in the changed context of a branch of study. Exchange of knowledge and methodology across the disciplines is important in furthering its frontiers. In keeping with this sprit, the undergraduate curriculum encourages students to learn across different branches. The curriculum at the

undergraduate level has been so structured that it offers enough flexibility to the students to tailor her learning to individual inclinations and the desired career objectives.

The curriculum in a given branch at the undergraduate level includes academics programmes involving ingredients of classroom teaching, laboratory practices, training, field training, seminar and project. These ingredients are specified in terms of course with a given code specifying the subject(s) to be taught under it. Every course has credits depending on the work load it involves. The students are continuously evaluated during the conduct of a course and are awarded a letter grade on the basis of her performance. The academic year is divided in two semesters and in each semester the students have to register in a branch of study for a number of courses. When a student earns a minimum number of credits specified for a given curriculum, she become eligible for the award of the degree. The ordinance as embodied here is for specifying the provision required for the purpose of smooth functioning of undergraduate academic programme.

The respective degree of MUST, Lakshmangarh shall be conferred on a candidate who fulfills the entire requirement specified in these Ordinance and Regulations.

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ORDINANCES

FOR

UNDERGRADUATE PROGRAMMES

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O.1		**Short title & Commencement**	
	(1)	These ordinances shall be called the Ordinances for the Undergraduate Programmers for the Mody University of Science and Technology, Lakshmangrah.	**0.1(1)**
	(2)	These ordinances shall come into force with Effect from such date as the Academic Council/ Board may appoint in this behalf.	**0.1 (2)**
O.2		**Definitions**	**0.2**
		Unless the context requires otherwise,	
	(I)	**Applicant** shall mean an individual who applies for admission to any Undergraduate (UG) programme of the University.	**0.2(I)**
	(II)	**Board** shall mean the Board of Management of the University.	**0.2(II)**
	(III)	**BOS** Shall mean the Board of Studies of the Discipline.	**0.2(III)**
	(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 University to avail laboratory and other academic facilities or for attending a format set of courses	**0.2(IV)**
	(V)	**CGPA** shall mean the Cumulative Grade Point Average of a student.	**0.2(V)**
	(VI)	**Coordination Committee** shall mean the Committee of the faculty members involved in a course.	**0.2(VI)**
	(VII)	**Course** shall mean a curricular component identified by a designated code number and a title.	**0.2 (VII)**
	(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.	**O.2 (VIII)**
	(IX)	**Dean** shall mean the Dean, of respective school.	**O.2 (IX)**

(X)	**Degree** shall mean the Bachelor's degree of the University as may be approved by the Board.	**O.2 (X)**
(XI)	**Direct Admission Student** shall mean a student who is admitted directly without any Admission Test.	**O.2 (XI)**
(XII)	**Educational Institution** shall mean those institutions which offer Bachelor's and/or higher degrees in the disciplines as prescribed by the University Grants Commission (UGC).	**O.2 (XII)**
(XIII)	**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.	**O.2 (XIII)**
(XIV)	**University** shall mean the Mody University of Science and Technology, Lakshmangarh.	**O.2 (XIV)**
(XV)	**Faculty Adviser/ Mentor** shall mean a teacher nominated by the Dean to advice a student on the course to be taken by him/her and other matters related to the academic programme.	**0.2 (XV)**
(XVI)	**Academic Council** shall mean the Academic Council of the MUST, Lakshmangarh.	**0.2 (XVI)**
(XVII)	**Student** shall mean a student registered for an undergraduate programme for full time study leading to Bachelor's degree.	**0.2 (XVII)**
(XVIII)	**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.	**0.2 (XVIII)**
(XIX)	**SGPA** shall mean the Semester Grade Point Average.	**0.2 (XIX)**
(XX)	**BOS** shall mean the Board of Studies of the University.	**0.2 (XX)**
(XXI)	**UG** shall mean Undergraduate	**0.2 (XXI)**

O.3	**Ordinance**	**0.3**
(1)	The University shall offer such UG programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council, provided that the BOS shall recommend all such programmes.	**0.3 (1)**
(2)	The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations.	**0.3 (2)**
(3)	The minimum entry qualifications for admission to UG programmes shall be such as may be laid down in the regulations.	**0.3 (3)**

(4) A UG student shall be required to earn a minimum number of credits through various curricular components like theory/laboratory courses, Seminar, Project etc. at the University or at such other institutions as have been approved by the University. The project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor. A student may be permitted by the Dean to carry out in full or a part of her Project outside the University. In such case, an additional Supervisor, from outside Organization/ University, if considered necessary, may be appointed by the Dean on the recommendation of the Supervisor from the University.

0.3 (4)

(5) A UG student shall be required to complete all the requirements for the award of the Bachelor's 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.

0.3 (5)

(6) The date of initial registration for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be constructed as the date of joining the programmes for all intents and purpose.

0.3 (6)

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

0.3 (7)

(8) An undergraduate 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 Academic Council and Board from time to time.

0.3 (8)

(9) The procedure for the admission of a student or a direct admission student to an undergraduate programme shall be such as may be specified in the regulations; the causal students may be allowed access to academic programmes in the manner provided under the regulations.

0.3 (9)

(10) The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may be connected with the running of a UG programme shall be such as may be specified in the regulations.

0.3 (10)

(11) The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.

0.3 (11)

(12)   A student admitted to the UG programme shall abide by the Standing Orders for Students issued by the University from time to time. These standing orders shall deal with discipline of the students in the Hostels, Departments, 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. Standing orders shall be approved by the President. **0.3 (12)**

(13)   Notwithstanding anything contained in the above Ordinance, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of India/ Government of Rajasthan, in regard to the duration of the UG programme, the amount and number of scholarship/ assistantships and the number of studentships and the procedure there of. The regulations for the UG programme shall be framed by the BOS, which shall be considered and approved by the Academic Council. **0.3 (13)**

(14)   In special circumstances, the chairman 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 al such changes shall be reported to the Board in its next meeting for approval. **0.3 (14)**

REGULATIONS

FOR

UNDERGRADUATE PROGRAMMES

R. 1	**Short Title & Commencement**	**R. 1**

These regulations shall be called the Regulations for Undergraduate programmes of the University. **R.1 (1)**

These regulations shall come into force on such date as the Academic Council /Board may appoint in this behalf. **R.1 (2)**

R. 2	**Undergraduate Programmes**	**R. 2**

The University shall offer Undergraduate programmes leading to the Bachelor's degree in Engineering, Technology, Science, Arts, Management, Commerce, Law, Fashion Design, Interior Design and Architecture. **R.2 (1)**

The list of currently run UG programmes is given in Table-1. The programmes may be amended /modified in accordance with the decisions of the Academic Council and the Board. **R.2 (2)**

The normal and maximum durations for the completion of Undergraduate programmes are given in Table- 1. These durations are from the date of *initial* registration. The maximum duration of the programme may be altered in accordance with the decision of the Academic Council and the board. **R.2 (3)**

R. 3	**Semester System**	**R. 3**

The academic programmes in the University shall be based on semester system: *Autumn* and *Spring* Semesters in a year 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. 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**	**R. 4**

Each course offered by the University shall be identified by a course code, normally consisting of a string of seven alphanumeric characters. 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 normally specifies the year of introduction of the course and third digits specify the year of programme 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 offered in the Autumn semester and the even numbers indicate that the course is offered in the Spring semester of the year.

A course code shall be DDYY.NMM (CH20.201).
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   R. 5

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   R. 5 (a)

One lecture hour per week shall normally be assigned one credit. One or two hours of tutorial per week shall be assigned one credit. However, 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 in the course.

(b)   Practicals   R. 5 (b)

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)   Special Courses   R. 5 (c)

Courses like Project, Industrial Training, Group Discussion, Discipline, Proficiency /National Sports Organization (NSO) in the UG programme shall be treated as any other course and shall be assigned such number of credits as arrived by considering the quantum of work required to be put in that course.

R. 6   Course of Special Nature   R. 6

An undergraduate programme may contain certain courses of special nature in different curriculum which require no formal class contact hours, but require in-depth study and development of their professional skill and knowledge. These courses which are already indicated in section R. 5 (c) are described as under:

(a)   Proficiency/ NSO   R. 6 (a)

Every student shall be admitted to Proficiency and various games and sports in NSO from the first year onwards in the basis of their preferences and by virtue of their aptitude and abilities. In case of Proficiency / NSO, minimum engagement shall be at least 2 hours per week and it will be evaluated continuously as specified for the courses. A special course on Hindi may be offered to foreign / non Hindi speaking students under Proficiency.

(b)   Minor-Project   R. 6 (b)

A curriculum may contain a 2 credit course on minor project in seventh semester of the programme. A student would register for this

course only once during the programme. Not more than three students would be permitted to work together on the same project.

(c) Industrial/Field Training   R. 6 (c)

A curriculum shall contain credit course, as specified by the academic council, on Industrial/Field training during the specified Semester or Summer Term.

(d) Major Project   R. 6 (d)

A curriculum may contain the credit component of Departmental Core Course on Major Project as specified by the academic council.

(e) Discipline/CBCS   R. 6 (e)

Every student of the University shall have to register for Discipline/CBCS Courses. The student shall be continuously evaluated for Discipline/CBCS during her entire period of enrolment. The credits earned in Discipline/CBCS course be accounted as it is earned.

R.7 Board of Studies (BOS)   R.7

Board of Studies (BOS) shall be a subcommittee of the Academic Council, which shall consider all the academic matters related to undergraduate programmes. It shall also consider and recommend to the Academic Council the board framework and policies related to the Undergraduate programmes.

R.8 Phasing out of a Programme   R.8

A programme may be phased out by the Academic Council on the recommendation of the BOS if, consecutively for three years, the no of students registering for the programme is less than 25% of the sanctioned intake of the students.

R.9 Starting a New Programme   R.9

(1) The Board may approve the starting of a new programme or a modified in lieu of the old phased-out programme on the recommendation of the Academic Council.   R.9(1)

(2) A new programme may be considered and recommended by the Academic Council to the board for its consideration and approval.

(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 for the consideration of the BOS and the Academic Council for its recommendation to the Board of its approval.   R.9(3)

R.10 Admissions   R.10

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

Admission of Regular Candidates

(1) A student would be admitted to an undergraduate programme on merit, if she fulfils the eligibility requirements as detailed in Table-1 and as per Appendix-C, which may change from time to time. **R.10 (1)**

Admission of Foreign Nationals

(2) Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to an undergraduate programme in accordance with the policy/guidelines laid down by the Government of India and the Academic Council. **R.10 (2)**

Admission of Casual students

(3) A student registered for an undergraduate programme in the 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. **R.10 (3)**

(4) The evaluation of the Student would be done as per our evaluation method and the grade obtained by the student would be transmitted to their sponsoring University. In no circumstances, MUST would issue any Grade Card or any other type of certificate to any individual student. **R.10 (4)**

(5) The casual student shall have to pay the academic requisite and other fees for the given period to the University. **R.10 (5)**

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 Advanced Standing and would be handled on case-by-case basis. **R.10 (6)**

(7) Admission under Advanced 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 5% of the approved intake. **R.10 (7)**

(8) Course requirements for graduation of such students 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 **R.10 (8)**

(i) The Transcript of 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 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 content wise rather than the Course Code or Course Title because these may invariably different. A Course in MUST programme which match content-wise at least 80% with a course in the student's Transcript/marks lists would be considered as done. **R.10 (8)**

(ii) The list of courses of the MUST programme would be divided in two parts as (i) courses already done (ii) courses to be done. The said student be exempted from doing the courses under the first List, i.e., **R.10(8)(ii)**

the courses already done. 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 Courses 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 be done in any semester especially for this purpose.

R.11	**Allotment / Change of Branch**	**R.11**
(1)	The allotment of branch shall be made at the time of counseling on the basis of merit according to the preference of the student and the availability of seats.	**R.11(1)**
(2)	A student enrolled for undergraduate programmes shall be eligible for change of branch at the end of first year as per policies laid down from time to time.	**R.11(2)**
R.12	**Registration**	**R.12**
(1)	Every student shall register for the courses that she want to study for earning credits and her name will appear in the list of each such course. No student shall be allowed to attend a course for which she is not registered. The performance of a student in all the courses for which she has registered, shall be included in her grade card.	**R.12 (1)**
(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.	**R.12 (2)**
(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.	**R.12 (3)**
(4)	The Dean shall assign the time slots for the next semester and inform the departments, who shall then assign the teachers and decide the time schedule of the courses to be offered in the next semester. These tasks shall be completed at least ten days before the scheduled date of registration and the time schedule shall be made available by the department where it will be centrally displayed for the students at least one week prior to the date of registration.	**R.12 (4)**
(5)	Before the commencement of classes, Registrar 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 registrar.	**R.12 (5)**
(6)	At the time of completing the registration form or any subsequent change in the registration, every student shall consult her Faculty Advisor/ Mentor, who shall be appointed by the Dean. The Faculty Advisor/ Mentor shall advise the students in regard to 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.12 (6)**

R.13   **Termination of Enrolment**   **R.13**

(1) Due to Absence

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

(2) On Academic Grounds   **R.13(2)**

The enrolment of a student in a programme may be terminated if she fails to earn a minimum of 50% of credits specified in curriculum up to that year.

(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   **R.13(4)**

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   **Refund of Fees**   **R.14**

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

R.15   **Course Coordinator**   **R.15**

A Course Coordinator appointed by the Dean/ HOD shall coordinate every course offered by a Department. The Course Coordinator shall have full responsibility for the course. 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 the tests, quizzes, assignments, Mid-Term and End-Term Examinations.

R.16   **First Year Class Coordinator**   **R.16**

A First Year Class Coordinator appointed by the Dean shall coordinate the courses in the first year. The Coordinator shall co-ordinate the time schedule for the first year classes and shall perform such other duties, as are necessary for the organization of the course offered in the first year.

R.17   **Faculty Advisor/ Mentor**   **R.17**

The Dean shall appoint Faculty Advisor(s)/ Mentor (s) for the students in the UG Programme, who shall closely interact with students, advise them on the courses to be taken in a semester and provide counseling for the smooth progress of the students.

R.18   **Course Evaluation**   **R.18**

(1) A student shall be evaluated for her academic performance in a course through tutorials, Practicals, homework assignments, seminars, quizzes, Mid Term Examinations (MTE), and the End-Term Examinations (ETE), as applicable according to the guide lines formulated by BOS for this purpose. **R.18(1)**

(2) The distribution of weightage for each component and the criteria for evaluation shall be decided and announced by the concerned teachers/Course Coordinator at the beginning of the course as per the policy laid down for the purpose. **R.18(2)**

The duly evaluated answer books be shown to the students (Mid Terms), within a week from the date of the test. Objections will be entertained right then, and not even on the next day. Dean shall ensure that the End Term Examination answer books 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 books (Mid Term Examinations and End Term Examination) be submitted in Exam Section/COE at the end of semester.

(3) The summer training shall normally be evaluated through the quality of work carried out, the report submission and presentation(s), but the project shall be evaluated normally by Seminar(s), quality of work carried out, Project Report submission and the viva-voce examinations. **R.18(3)**

(4) The evaluation of performance in the Summer Term will follow the standards followed previously when the course was offered last during a regular semester, the record copy of that evaluation including the Statistical parameters will be provided to the Course Coordinator by the Dean. **R.18(4)**

(5) The course evaluation is done through grading system as per Clause R.19 of these Regulations. The pass grade is D or higher. **R.18(5)**

R.19   **Grading System**   **R. 19**

Grading

The academic performance of a student shall be graded on a ten-point scale following guidelines given in Appendix – A (A1 and A2). **R. 19(1)**

Semester Grade Point Average (SGPA)   **R. 19(2)**

The letter Grades awarded to a student in all the course (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.

Cumulative Grade Point Average (CGPA)   **R. 19(3)**

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 procedure 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.20   **Grade Checking and Scrutiny (Applicable for Relative Grading)**   **R.20**

(1) The Dean shall appoint a **Grade Checking Committee (GCC)** for all the Academic Courses under its purview The Committee Shall include all the concerned Course Coordinators.

R.20(1)

(2) **This Grade Checking Committee (GCC)** Shall be responsible for adherence to the Guidelines for the award of grades. The Chairperson, Grade Checking Committee shall be responsible for the display of grades in the faculty and for forwarding the final Grades to the CoE. The chairperson, Grade Checking Committee shall also retain the Record copies of the marks and the grades along with the statistical parameters for all The courses moderated and send a copy of the same to the Dean for forwarding to the CoE.

R.20(2)

(3) **The Grade Checking Committee for the** first year shall consist of all the Course Coordinator of the courses offered to the First year students in a semester, with the Dean as Chairperson.

R.20(3)

4) **The Grade Checking committee shall** check the grade for NSO, Proficiency and Discipline.

R.20(4)

(5) **All the Course Coordinators should invariably** be present for the checking committee meeting. In case of their going out, they will hand- over their inputs for checking with a colleague, who shall present the same, in the meeting.

R.20(5)

(6) **The marks obtained in the End Term** examination shall be displayed within 5 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 within 3 days. A copy of the result sheet will be sent to the CoE.

R.20(6)

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

R.20(7)

R.21 **Attendance Requirements for a Course**

R.21

(1) All the undergraduate students are expected to be present in every lecture, tutorial, practical or drawing classes including Seminar / training / presentation scheduled for them.

R.21(1)

(2) An undergraduates student must have a Minimum attendance of seventy five percent (75%) of the total number of theory lectures (Plus tutorials) and Laboratories (Practical) Classes, held in a subject in order to be Eligible to appear at the End Term Examination for that courses.

R.21(2)

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

R.21(3)

(4) The name 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 section R.21(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 the grade N irrespective of their performance in

R.21(4)

Class Work (CW) / Mid Term Examination (MTE), etc.

(5)	**Mass Abstention from the Classes**	**R.21(5)**

For mass abstention from a class, the Dean shall impose a fine of 1 mark for UG students out of a discipline group plus Rs. 100/-, on Each of the student. The maximum fine for a Day would be limited to 2 marks.

(6) If the disciplinary marks were exhausted for student, additional fine of marks would be converted to monetary fine. For calculating equivalent monetary fine from marks or vice- versa, one mark shall be treated as Rs. 100/- or as approved by the President from time to time.   **R.21(6)**

R.22   **Second Examination on Medical / Extraordinary Grounds**   **R.22**

(1) 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 CoE 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 University during ten days 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.   **R.22(1)**

(2) 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.   **R.22(2)**

(3) 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.   **R.22(3)**

(4) A student, who fails to appear in the Mid- Term Examination due to sudden illness or Mishap/ accident and is supported by Medical Certificate may be allowed to take another Examination with the permission of the Dean.   **R.22(4)**

R.23   **Withdrawal from a Course**   **R.23**

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 Faculty Advisor/

Mentor. 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.24   **Withdrawal from a Semester**   **R.24**

(1) In case a student is unable to attend classes for more than four weeks in a semester, he/she may apply to Dean 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 Faculty Advisor/ Mentor, as early as possible and latest before the start of the End Term Examination. Partial withdrawal from the Semester shall not be allowed.   **R.24(1)**

(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 Faculty Advisor/ Mentor, 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.24(2)**

R.25   **Rustication/ Suspension, Withdrawal from a Semester/ Year**   **R.25**

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 ground, shall have to meet the requirement of 75 % attendance in each Courses in a Semester as specified in Regulations.

R.26   **Unfair Means & Plagiarism**   **R.26**

(a) In case a student is found adopting or suspected of adopting unfair means, before , during, and after the examination, or lifting of some other's work(s) and interesting it in her Class Work Submission, Project, Seminar Reports and Dissertation, etc., without proper acknowledgement, credit and reference or plagiarizing the project/Class work submission /Report, etc., such penal action shall be taken by the University as may be necessary to uphold the sanctity and integrity of the examination system and the credibility of the University.   **R.26(a)**

(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 case may also be reported by Invigilators, Examiners, Course Coordination Committee to the Dean and or the USC for its consideration. After giving an opportunity to the concerned student to explain the conduct / defend the charge, the Chairman, Academic Council on the recommendation of USC shall take action including imposition of appropriate penalty including award of F Grade in the concerned   **R.26(b)**

course(s) on the concerned student and report to the Academic Council.

(c) General instruction for penal action for use of unfair means and plagiarism shall be notified by the Dean to the students and the faculty of the University from time to time. **R.26(c)**

R.27   Summer Term   R.27

(1) The students of first and second year of three/four years programme who have registered but failed to clear the courses in the previous semester may be allowed to registrar themselves for such courses in the Summer Term during summer vacation following first year and second year of the programme on payment of necessary fees on a specified date. The Summer Term is a compressed Semester where all the regulations for the normal semester shall apply but the registration shall be limited to three courses having total credits not exceeding 12. **R.27(1)**

(2) The concerned department shall offer the required summer courses, as intimated by the Dean before the beginning of the Summer Term. A course will be offered in the Summer Term provided there are a minimum of five students registered for it. The department shall organize the courses in the Summer Term. **R.27(2)**

R.28   Academic Performance Monitoring   R.28

(1) A student shall be put on academic probation by the Dean, at the end of each semester for monitoring her academic progress under any one or more of the following conditions **R.28(1)**

(a) Her CGPA becomes 4.0 or less **R.28(1)a**

(b) Her SGPA is below that of last Semester by two points or more. **R.28(1)b**

(c) Her earned credits in a semester are Less than specified. **R.28(1)c**

(d) Her cumulative earned credits are less than 7 times the number of semester a student has registered except in the first semester. The credits for NSO, proficiency shall not be counted for the purpose of (c) and (d) Above. **R.28(1)d**

(2) The academic progress of, all such students, who are put on academic probation, shall be monitored by a committee appointed for this purpose by the Dean. **R.28(2)**

R.29   Audit Courses   R.29

(a) A student may register for an audit a course on the advice of the Faculty Adviser/ Mentor having a maximum of 4 credits during her Undergraduate programme. However, it will not be counted towards minimum earned Credits for a given programme **R.29(a)**

(b) A student registered for an audit course would be awarded an (Audit-Pass) grade if her performance is satisfactory (i.e. Equivalent or higher than D grade or an AF (Audit-Fail) grade) if her performance is unsatisfactory. **R.29(b)**

(c) A student registered in a course may request for conversion of it to audit registration in that course within one week from the end of the first Mid-Term Examination and this change will be recorded in the registration record and the Grade Sheet. **R.29(c)**

R.30 Minimum course Number of Students for an Elective Course **R.30**

An elective course in a department shall run only if a minimum number, as specified by Academic Council, of students register for it in a regular semester. However, under special circumstances, a course may run with fewer students with prior permission of the Chairperson – Academic Council.

R.31 Earned Credit **R.31**

(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 her. **R.31 (1)**

(2) Any course in which a student has obtained F, I, W, and Z grades shall not be counted towards her earned credits **R.31 (2)**

R.32 Eligibility for Award of Degree **R.32**

(a) A Student would become eligible for the award of the Degree, if she fulfills following conditions. **R.32 (a)**

(i) She must have cleared the entire prescribed course requirement with valid passing grades and within the prescribed duration after earning a total of credits as per curriculum. **R.32(a) (i)**

(ii) She does not have any I, W, and X grades (reports) against any course pending for repetition. **R.32(a) (ii)**

(iii) She does must have full filled the requirements of the prescribed minimum course credits. **R.32(a)(iii)**

(iv) She must have undergone the Prescribed Dissertation / Internship Dissertation/ Industrial Training and has obtained a valid grade. **R.32(a)(iv)**

(v) She has a minimum CGPA of 4.50 **R.32(a)(v)**

(vi) She has no case of indiscipline pending against her. **R.32(a)(vi)**

(vii) She has no case of unfair means pending against him/her. If a student fulfills all requirements as above except the minimum CGPA as per item (v) above then she shall be allowed to repeat the course till the minimum *CGPA is attained*. **R.32(a)(vii)**

(viii) She has a minimum CGPA of 5.00 for Bachelor of Physiotherapy. **R.32(a)(viii)**

(b) The Transcript, provisional Certificate and the Degree will be issued to a graduating student only when he/ she 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 **R.32 (b)**

transcripts on completion of Pre-Final year on request also.

| R.33 | **Award of Division** | **R.33** |

No Division is awarded in undergraduate programs of the School.

| R.34 | **Coursework at an Outside Organization** | **R.34** |

(a) A regular student of the University may be required to do a course either totally or partially at an Outside Organization /Institute/University, earmarked or approved by MUST for this purpose. — **R.34 (a)**

(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 / University for this purpose. — **R.34 (b)**

| R.35 | **Credit Transfer** | **R.35** |

(a) If a student has attended course partially at an outside organization, then he/she shall be evaluated at the University along with other part of that course. — **R.35 (a)**

(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 own evaluation components in the next coming semester or by the officers / teachers / personnel at the organization by their methods of evaluation. In case, the evaluation of course is done at an 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 at the University. — **R.35 (b)**

(i) If the evaluation of the student at the Outside organization is available in terms of marks, then she would be awarded a grade by the grading system based on Absolute Marks. — **R.35(b)(i)**

(ii) If the evaluation of the student at the outside Organization is available in terms of a Grade, then she would be awarded an equivalent grade based on Grade Point of the grade at that organization. — **R.35(b)(ii)**

| R.36 | **Scholarship** | **R.36** |

(a) The scholarships may be instituted by grant from individuals, trusts, organizations and the Government with a view to provide financial assistance to needy students under the terms and conditions specified by the University. Announcements on these scholarships stating eligibility terms and conditions and the value of scholarships, etc. shall be made while inviting applications from time to time. — **R.36 (a)**

(b) A student may draw scholarships from outside sources with the permission from the University. — **R.36(b)**

(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. **R.36(c)**

(d) Awards / Prizes as approved by the Academic Council shall also be given to students. **R.36(d)**

R.37 Students' Feedback R.37

A student would be required to give 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 two weeks prior to end of the Semester.

R.38 Interpretation of Regulations R.38

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 chairman, Academic Council shall be final and binding.

R.39 Emergent cases R.39

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

Table -1
CURRENTLY RUN UNDERGRADUATE PROGRAMMES

SN	Programme	Minimum Entry Qualifications	Duration	
			Normal	Maximum
SCHOOL OF ENGINEERING AND TECHNOLOGY				
1	B.Tech. – Computer Science and Engineering	Passed 10+2 from CBSE or equivalent examination with physics and mathematics as compulsory subjects along with one of the subject – chemistry/ Computer Science/ Bio Technology/ Biology/ and adequate proficiency in English. Admissions are based on the candidate's rank in Mody University's Engineering Entrance Test/JEE (Mains)/ any state level Engineering Entrance Test	4 Years (8 Sem)	7 Years (14 Sem)
2	B.Tech- CSE – Specialization – BDA - IBM			
3	B.Tech- CSE – Specialization – Cloud Computing - IBM			
4	B.Tech- CSE – Specialization – Artificial Intelligence and Deep Learning - IBM			
5	B.Tech- CSE			
6	B.Tech- CSE – Information Security - IBM			
7	B.Tech- CSE – Internet of Things-IBM			
8	B.Tech. – Electronics and Communication Engineering			
9	B.Tech. – Electronics and Computer Engineering			
10	B.Tech. – Electrical Engineering			
11	B.Tech. – Mechanical Engineering			
12	B.Tech. – Biomedical Engineering			
13	B.Tech. – Bioengineering?			
14	B.Tech. – Nuclear Science and Technology			
15	B.Tech. – Lateral Entry			
16	BCA – Bachelor of Computer Application	10+2 from CBSE or equivalent from any recognized board, in any stream with adequate proficiency in English.	3 Years (6 Sem)	5 Years (10 Sem)
SCHOOL OF LAW				
1	B.A.LL.B. (H), B.B.A.LL.B.(H), B.Com.LL.B.(H)	50% marks in 10+2. Students appeared in CLAT/AILET/RULET etc. will be preferred.	5 Yrs (10 Sem)	8 Yrs (16 Sem
2	B.A.LL.B. , B.B.A.LL.B., B.Com.LL.B.			
3	LL.B.	50% marks in graduation	3 Yrs (6 Sem)	5 Yrs (10 Sem)
SCHOOL OF DESIGN				
1	B.Des. (Fashion and Merchandising(BFM)	45% marks in 10+2	4 Yrs (8 Sem)	7 Yrs (14 Sem
2	B.Des. (Lifestyle & Accessories)			
3	B. Des. (Fashion Design)			
4	Bachelor of Interior Design	50% marks in 10+2	4 Yrs (8 Sem)	7 Yrs (14 Sem
SCHOOL OF BUSINESS				
1	B.A. (H) in Economics	50% marks in 10+2	3 Yrs (6 Sem)	5 Yrs (10 Sem)
2	BBA	45% marks in 10+2	3 Yrs (6 Sem)	5 Yrs (10 Sem)
3	BBA (Travel & Tourism)			

4	Dual Degree (BBA)-(MBA)	50% marks in 10+2	5 Yrs (10 Sem)	8 Yrs (16 Sem
5	B.Com. (Hons.)		3 Yrs (6 Sem)	5 Yrs (10 Sem)

SCHOOL OF LIBERAL ARTS AND SCIENCES

1	B.A.	A student pass in 10+2 examination of CBSE, or its equivalent from any recognized Board, in any stream and adequate proficiency in English	3 Yrs (6 Sem)	5 Yrs (10 Sem)
2	BA(JMC)			
3	B.A. (Hons.) English			
4	B.A. (Hons.) Psychology			
5	B.A. (Hons.) French			
6	B.A. (Hons.) Geography			
7	B.A. (Hons.) History			
8	B.A. (Hons.) Political Science			
9	B.A. (Hons.) Sanskrit			
10	B.A. (Hons.) Sociology			
1	B.Sc. (Chemistry, Botany, Zoology)	A student pass in 10+2 examination of CBSE, or its equivalent from any recognized Board, in Science stream with Biology as one of the subjects and adequate proficiency in English	3 Yrs (6 Sem)	5 Yrs (10 Sem)
2	B.Sc. (Hons.) Biotechnology			
3	B.Sc. (Hons.) Food & Nutrition			
4	B.Sc. (Hons.) Psychology			
5	Bachelor of Physiotherapy	A student pass in 10+2 examination of CBSE, or its equivalent from any recognized Board, in Science stream with Biology as one of the subjects with 50% Marks and adequate proficiency in English	4.5 Year (9 Semester)	7 Yrs (14 Sem)
6	B.Sc. (Physics, Chemistry, Mathematics)	A student pass in 10+2 examination of CBSE, or its equivalent from any recognized Board, in Science stream with Physics and Mathematics as subjects and adequate proficiency in English	3 Yrs (6 Sem)	5 Yrs (10 Sem)
7	B.Sc. (Hons.) Physics			
8	B.Sc. (Hons.) Mathematics			
9	B.Sc. Data Science			
10	B.Sc. Optometry			
11	B.Sc. (Hons.) Chemistry	A student pass in 10+2 examination of CBSE, or its equivalent from any recognized Board, in Science stream with adequate proficiency in English and adequate proficiency in English	3 Yrs (6 Sem)	5 Yrs (10 Sem)
12	B.Sc. (Hons.) Forensic Science			

SCHOOL OF ARCHITECTURE

1	Bachelor of Architecture (B.Arch)	50% marks in 10+2 with Physics, Chemistry, Maths OR 10+3 Diploma with qualifying score in NATA OR JEE (Main) paper -2	5 Yrs (10 Sem)	8 Yrs (16 Sem

** Student should have earned minimum 50% of the total credits till that year to be eligible for promotion/ registration to next year.

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.	Fail	F	0
9.	Debarred/ Detained	N	0
10.	Absent	AB	0
11.	Audit Pass	AP	-
12.	Audit Fail	AF	-
13.	Incomplete	I	-
14.	Withdrawal	W	-
15.	Continued Project/Dissertation	X	-
16.	Non Completion Of Course Requirement	Z	-

Items described above at serial Nos.1 through 10 are grades while items 10 to 16 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.

F, N and AB Grades

(b)   F grade is fail grade.

F grade denote very poor performances, i.e failing a course. A student has to repeat all compulsory (core) courses in which she/he obtains F grades until a passing grade is obtained. However, if F grade is awarded to a student in project he/she will be required to repeat it in seventh and eight semesters, i.e. Autumn and spring semesters of the fourth year.

If a student has obtained F grade in other (elective) course he/she may repeat the same course or take any other course from the same category. Further, F grades in any course stay permanently on 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 N grade and Student absent in End Term Examination shall be awarded AB (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.29 (b), he/she will be awarded an AP (Audit-pass) grade if performance is satisfactory i.e. equivalent or higher then 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.

I Grade

(e)   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 Faculty Advisor/ Mentor, provided that he/she has attended 75% of the classes held (see clause R.22)

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

(f)   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 CoE.

(g)   The I grade shall be converted into a proper letter grade not exceeding B+ and shall be sent to the CoE within 15 days from the date on which End-Term examination is over and the requirements of the course are completed by the student.

(h)   In extra-ordinary circumstances, the period of conversion of I grade may be extended to the next semester, by Dean on his/ her own or on the recommendation of the course coordinator and the head of the department to which the student belongs.

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

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

(j)   If a student request for the withdrawal from a course as per clause R.23 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.

(k)   If a student request for the withdrawal from a semester , as per clause R.24 the regulations, is granted, it will be recorded informed to the concerned and reported as withdrawal by awarding W grade in all the courses registered during that semester.

(l)   The courses with W grade are required to be repeated at the earliest possible offerings.

The courses with W grade are not included in the calculation of CGPA/SGPA.

X Grade

(m)   If a student is unable to complete her project then he/her may be awarded an X grade on the recommendation of an evaluation committee consisting of (i) head of the Department other nominee, (ii) Chairman BOS or her nominee and (iii) Coordinator and on supervisor of the project. The student concerned shall have to present her work to the evaluation committee for the project, 4 to 6 weeks before the date of registration to the next semester.

(n)   A student shall be awarded an X grade under the exceptional circumstances beyond the student / supervision control. Normally, the following grounds may be considered for the award of X grade.

(a)   Medical grounds

(b)   Technical reasons/grounds such as the equipment not be available.

(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.

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

The courses with 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 in given in Appendix A1.

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

(v)   A+ (A plus) grade shall not be awarded for percentage of marks less than 80 under any circumstances. There will not be more than 10% (round of to integer value) A+ grade in any course.

(vi)   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 F.

(vii)   The provisional grades shall be awarded and displayed by the course coordinator. The grades, after showing copies to the students should be finalized within 7 days of semester examination. The course coordinator shall have the full responsibility for the same.

(viii) 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.

(ix) 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.

Award of grades based on absolute marks

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 exam, End-term exam. Course work sessional practical sessional 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	Equals or more than	Grade	Equal or less than	Marks
91	≤	A+	≤	100
82	≤	A	≤	90
73	≤	B+	≤	81
64	≤	B	≤	72
55	≤	C+	≤	63
46	≤	C	≤	54
40	≤	D	≤	45
0	≤	F	≤	39

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 grades based on absolute marks

For B.Arch Course

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 exam, End-term exam. Course work sessional practical sessional 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 %
90	≤	A+	≤	100
81	≤	A	≤	89
72	≤	B+	≤	80
63	≤	B	≤	71
54	≤	C+	≤	62
48	≤	C	≤	53
45	≤	D	≤	47
0	≤	F	≤	44

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.

Calculation of Semester Grade Point Average (SGPA) and Cumulative

Grade point Average (CGPA)

(i) **Semester grade point average (SGPA)**

$$\text{SGPA} = \frac{\sum_{j=1}^{n} C_j P_j}{\sum_{j=1}^{n} C_j}$$

Where

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

P_j=grade point earned in jth course and

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

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

$$\text{CGPA} = \frac{\sum_{j=1}^{n} C_j P_j}{\sum_{j=1}^{n} C_j}$$

Where

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

P_j=grade point earned in jth course. A grade lower then D in a course shall not be taken into account.

J = 1 ,2 , 3, , , ,n represent the number of courses in which a student is registered up to the semester for which CGPA is to be calculated.

ADIMISSION PROCEDURE FOR UNDERGRADUATE PROGRAMMES

The University is offering undergraduate programmes as per Table-1, which also gives minimum entry qualification for admission to the said programme. These are also referred to as essential eligibility requirements and would be applicable to all categories of candidates witch are given below.

Minimum entry Qualification: As mentioned in Table 1.

Admission procedure

1. **Regular candidates**
   The admission to professional degree programmes offered by the University in addition to the minimum entry qualification is subjected to certain other conditions as per the directives of the Government and the honorable Supreme Court. Presently this condition is that a student should have appeared and obtained a valid score in the admission test conducted by the approved testing agencies.

2. **Admission of foreign Nationals/non-Resident Indians (NRI)**
   Foreign nationals (girls only) either residing in India or abroad or Indian nationals residing abroad may be submitted to UG programme in accordance with the policy / guidelines laid down by the Government of India and the Academic Council.

   (a) Foreign candidates seeking admission to MUST 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.

   (b) Foreign candidates should fulfill following requirements;

   (i)   Qualification equivalent to education qualification as required for admission to programme of the University.

   (ii)   Proof of proficiency in English.

   (iii)   Any condition imposed by the government.

   (iii)   Certificate of good conduct and character from the head of the institution last attended.

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

   (d) Foreign candidate 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 candidate would be confirmed only after medical examination and the test report regarding HIV.

3. Admission under advanced standing:

This facility of admission under advanced standing is not normal regular process of admission .It is specially meant to those candidate who have qualification higher than the minimum entry qualification who wish upgrade their qualification, like diploma holders beyond 10+2 or to a students of other university who are pursuing a similar programme In other university and wish to pursue the same programme in MUST as a transferred case.

(a) Admission 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.

(b) Admission under this category would be handled on case by case basis

(c) A candidate should fulfill following requirements:

Student of other University

(i)   Candidate must have, the Minimum Entry Qualifications as prescribed by the Academic Council (Table 1)

(ii) Continuing student of other universities should have been admitted there either through JEE Main or any State Level Entrance Examination.

(iii) Candidate must have completed at least one year (2 Semesters) of the programme with passing marks (at least 50%) or a passing grade (at least C) in each course from a recognized University.

(iv) Candidate should submit a No Objection Certificate from the University.

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

Diploma Holders

(i)   Candidate must have the Minimum Entry Qualifications as prescribed by the Academic Council (Table 1)

(ii) Candidate must have completed the Diploma Programme from a recognized Board/University with at least 50% marks or equivalent CGPA.

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

(d) The semester wise programmes of these students would be chalked out by BOS as per the Clause R.10 of the Regulations.

4. Admission of Casual Students

A student registered for a UG programme in a recognized Institute/ University in India or abroad may be admitted as a Casual Student for a period not exceeding one semester as per Clause R. 10 of the Regulations.

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