AVANTIKA UNIVERSITY, UJJAIN

Ordinance No 26

Ordinance for Bachelor of Technology 4-year Degree course

(Under NEP 2020)

1.0 The first degree in Technology of a four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as **BACHELOR OF TECHNOLOGY**, in respective Branches of Engineering and Technology.

1.1 The studies and examinations of Bachelor of Technology Program (Approved by respective Regulatory Body as applicable) shall be based on Choice based Credit system, but semester wise and final evaluation shall be by credit-based grading system.

1.2 This Ordinance shall also be applicable to 4-Year Part—time B.Tech. Program, which are approved by respective Regulatory Body as applicable

2.0 ADMISSIONS

2.1 The minimum qualification for admission into Bachelor of Technology Program shall be as per the prevalent norms of the State Government of Madhya Pradesh / AICTE / UGC for the Program of Bachelor of Technology.

2.2 The minimum qualification for direct admission to second year Bachelor of Technology Program termed as Lateral Entry shall be as per the prevalent norms of the University / Government of Madhya Pradesh / AICTE / UGC.

2.3 Admission to Bachelor of Technology Program shall be governed by the rules and regulations of the university / and or as per the norms of regulatory authority of the university. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

2.4 The Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended as per the norms and guidelines of UGC, from time to time subject to the approval of the Academic Council.

2.5 The university may create up to 25% supernumerary seats for international students, over and above of their total sanctioned enrolment. The decision regarding 25% supernumerary seats has to be carried out as per specific guidelines / regulations issued by the regulatory bodies.

2.6 The 25% of the supernumerary seats for international students will not include the international students under exchange programs or / and through Memorandum of Understanding (MoU) between institutions or between Government of India and other countries.

3 STRUCTURE OF BACHELOR OF TECHNOLOGY (B.Tech.) PROGRAM

3.1 The total credits for the award of B.Tech. degree in any branch shall be a minimum of 160 and maximum credit limit 200 and / or as per the amendment recommended by the regulatory body.

3.2 The medium of instruction and examination shall normally be English throughout the course of studies. However any other language may be opted as per the requirement of the course, which would be recommended by Board of Studies, duly approved by Academic Council of the University.

3.3 Minimum credits required to earn B,Tech. Degree in particular branch shall be decided by the concerned Board of studies (BoS) duly approved by Academic Council of the University.

3.4 The subjects to be studied in different semesters of Bachelor of Technology Program shall be as per the Schemes and Syllabus, recommended by Board of Studies duly approved by Academic Council of the University.

3.5 A student shall be permitted to earn additional credits in self-learning mode through Massive Open Online Course (MOOCs). If a candidate earns 20 more credits than the minimum credits prescribed by the respective board of studies (of that program/course) for the award of Degree, then he/she shall be eligible of Degree with Honors or additional Minor Engineering, in the same program.

3.6 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective BoS and shall be notified by the University from time to time. The BoS may recommend MOOC courses per semester to the extent of UGC guidelines.

3.7 Credit transfer through student exchange program shall be permitted as per the recommendations of the Board of Studies, duly approved by the Academic Council of the University

3.8 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year First Semester B.Tech., Exam and Second Semester B.Tech., Exam

(b) During Second Year Third semester B.Tech. Exam and Fourth semester B.Tech. Exam

(c) During Third Year Fifth semester B.Tech. Exam and Sixth semester B.Tech. Exam

(d) During fourth Year Seventh semester B.Tech. Exam and Eighth semester B.Tech. Exam

3.8 The semester examination will generally be held as per the Academic Calander of the University.

3.9 Student appearing as regular students for any semester examination are required to attend minimum of 75 percent of the Academic Activities, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

3.10 The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a jury and / or written Examination to evaluate the candidate based on the work done in the semester

4 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Bachelor of Technology Course will be promoted to the higher year/semester in accordance with the following rules.

4.1 A candidate shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous

assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such a candidate shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5 AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A candidate shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and approved Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete
FR		0	Incomplete
W		0	Withdrawal

- * **FR** – The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.
- * N - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.

5.5 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.6 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.7 The grade sheet of the eighth semester shall only be issued after the candidate has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the Continuous Comprehensive Evaluation (CCE). Deficiency can be condoned in a maximum of two subjects with a maximum of three marks in any subject.

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on integrated performance of the candidate in all the four years as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Classs

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

Percentage marks scored = CGPA obtained X 9.5

7.3 A candidate who has successfully completed the course as per the provisions of this ordinance and has earned through MOOCs, 20 credits more than the minimum credits prescribed by the respective board of studies (of that program/course) for the award of Degree, as per the provision of clause 3.5 of this ordinance, shall be awarded B. Tech Degree with Honors or additional Minor Engineering, in the same program.

8 MULTIPOINT ENTRY AND EXIT CLAUSE

8.1 The Bachelor of Technology degree shall be of four-year duration (Eight Semesters), with multiple entry and exit options within this period.

8.2 The candidate can exit after the successful completion of one academic year (Two semesters), followed by an exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the University. Such candidate will be awarded with the Certificate in a discipline, or a field as decided by the respective Board of Studies duly approved by Academic Council of the University, which will be equivalent to appropriate level of National Higher Education Qualification Framework (NHEQF) / National Skills Qualification Framework (NSQF) and unified credit level.

8.3 The candidate can exit after the successful completion of first two academic years (Four Semesters) followed by exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the University. Such a candidate will be awarded with Undergraduate Diploma (in the particular discipline), or field as decided by the respective Board of Studies duly approved by Academic Council of the University which will be equivalent to appropriate level of NHEQF/NSQF and unified credit level.

8.4 The candidate can exit after the successful completion of first three academic years (Six Semesters) followed by exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the University. Such candidate will be awarded with Bachelor of Vocational Education (B.Voc.) (in the particular discipline) or field as decided by the respective Board of Studies duly approved by Academic Council of the University which will be equivalent to appropriate level of NHEQF/NSQF and unified credit level.

8.5 A candidate shall be awarded with Bachelor of Technology Degree (in the particular discipline) after the successful completion of academic requirements of all the four years (Eight Semesters).

8.6 A candidate shall also be eligible for an award of Bachelor of Technology with Honors or Bachelor of Technology with additional minor engineering as per clause 3.5 of the ordinance.

8.7 A candidate may avail an exit option at the end of any particular academic year and can re-enter the program, as regular candidate within the next five years, at the beginning of any new academic session (i.e. only during odd semesters), provided that he/she has successfully completed all the previous year/s.

8.8 The re-entry of such candidates is subject to the condition that the total number of candidates studying in a particular year, including such re-entering candidates, shall not exceed 20% of the sanctioned intake of the program excluding the supernumerary seats.

8.9 Due to the above clause, if the number of candidates seeking re-entry is more than the seats available then admission for the re-entering candidates shall be based on their CGPA of the qualifying year.

8.10 If a candidate is not able to seek re-entry due to the above clause, then he/she can apply for re-entry during the subsequent academic sessions.

8.11 If a candidate is seeking re-entry in a particular year, after a gap of five years from its previous exit and is not able to get entry due to clause 8.8 of this ordinance, the condition of maximum gap of five years, as stipulated in clause 8.7 above shall not be applicable to such candidates.

9 DURATION OF THE PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

10 PROVISION OF INTERNSHIP DURING FOURTH YEAR.

10.1 A candidate who has been selected for internship and / or placed in a company which is offering an in job internship to the candidate during any or all the semesters of the fourth year, can be permitted to attend the internship, provided that the candidate shall earn credits equal to the credit of that semester through equivalent MOOCs courses on the SWAYAM portal or any other platform as approved by the competent body of the University and the weightage to the project work/ industrial internship carried out during fourth year shall be considered equivalent to the credits assigned for project, however, such candidates shall be required to submit the thesis / report in the University

10.2 The Major Project shall be pertaining to his/her internship; for such project work, student shall be required to take one Guide from the University and another from the organization where he/she is undergoing the internship.

10.3 The decision about the equivalent courses shall be taken by the respective Board of Studies.

10.4 The additional credits earned under the provision of clause 3.5 shall not be counted for this purpose.

11 MERIT LIST

Only after the declaration of the result of eighth (final) semester examination, Branch wise merit list of candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the candidates who have secured at least first division. However, while counting the candidates in order of their merit, if more than one candidate has scored the same CGPA then all such candidates shall be included in the merit list.

12 TRANSCRIPT

The transcript issued to a student after completion of the program shall contain the consolidated record of all the courses taken semester wise by the student, credits and grades obtained, SGPA of each semester and the final CGPA.

13 GENERAL

13.1 In matters not covered under this ordinance, general rules of the university shall be applicable, otherwise, the state government / UGC / Statutory body directions shall be applicable.

13.2 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the university so far as they are not inconsistent with the provisions of this ordinance.

13.3 If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.

13.4 If UGC or other regulatory body notifies any changes in future in its regulations in this regard, the same will be incorporated in the existing ordinance with the approval of Vice Chancellor on the recommendation of the Academic Council.

Ordinance No 27
Ordinance for Bachelor of Design 4-year Degree Program

(Under NEP 2020)

1.0 The first degree in Design of a four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as **BACHELOR OF DESIGN (B.Des)**, in respective branch / specialization.

1.1 The studies and examinations of Bachelor of Design Program (Approved by respective Regulatory Body as applicable) shall be based on Choice based Credit system, but semester wise and final evaluation shall be by credit-based grading system.

1.2 This Ordinance shall be applicable to the 4-Year B.Des Program.

2.0 ADMISSIONS

2.1 The minimum qualification for admission into Bachelor of Design Program shall be as per the prevalent norms of the State Government of Madhya Pradesh / AICTE / UGC.

2.2 The minimum qualification for direct admission to second year Bachelor of Design Program termed as Lateral Entry shall be as per the prevalent norms of the University / Government of Madhya Pradesh / AICTE / UGC.

2.3 Admission to Bachelor of Design Program shall be governed by the rules and regulations of the university / and or as per the norms of regulatory authority of the university. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

2.4 The Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended as per the norms and guidelines of UGC, from time to time subject to the approval of the Academic Council.

2.5 The university may create up to 25% supernumerary seats for international students, over and above of their total sanctioned enrolment. The decision regarding 25% supernumerary seats has to be carried out as per specific guidelines / regulations issued by the regulatory bodies.

2.6 The 25% of the supernumerary seats for international students will not include the international students under exchange programs or / and through Memorandum of Understanding (MoU) between institutions or between Government of India and other countries.

3 STRUCTURE OF BACHELOR OF DESING (B.Des.) PROGRAM

3.1 The total credits for the award of B.Des degree in any branch / specialization shall be a minimum of 160 and maximum credit limit 200 and / or as per the amendment recommended by the regulatory body.

3.2 The medium of instruction and examination shall normally be English throughout the course of studies. However, any other language may be opted for as per the requirement of the course, which would be recommended by Board of Studies, duly approved by Academic Council of the University.

3.3 The minimum credits required to earn B,Des Degree in particular branch / specialization shall be decided by the concerned Board of studies (BoS) duly approved by Academic Council of the University.

3.4 The subjects to be studied in different semesters of Bachelor of Design Program shall be as per the Schemes and Syllabus, recommended by Board of Studies duly approved by Academic Council of the University.

3.5 A student shall be permitted to earn additional credits in self-learning mode through Massive Open Online Course (MOOCs). If a candidate earns 20 more credits than the minimum credits prescribed by the respective board of studies (of that program/course) for the award of Degree, then he/she shall be eligible for a Degree with Honors or additional Minor specialization.

3.6 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective Board of Studies (BoS) and shall be notified by the University from time to time. The BoS may recommend MOOC courses per semester to the extent of UGC guidelines.

3.7 Credit transfer through student exchange program shall be permitted as per the recommendations of the Board of Studies, duly approved by the Academic Council of the University.

3.8 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year

First Semester B.Des, Exam and Second Semester B.Des., Exam

(b) During Second Year

Third semester B.Des. Exam and Fourth semester B.Des. Exam

(c) During Third Year

Fifth semester B.Des. Exam and Sixth semester B.Des. Exam

(d) During fourth Year

Seventh semester B.Des. Exam and Eighth semester B.Des. Exam

3.8 The semester examination will generally be held as per the Academic Calander of the University.

3.9 Student appearing as regular students for any semester examination are required to attend minimum of 75 percent of the Academic Activities, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

3.10 The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a jury and / or written Examination to evaluate the candidate based on the work done in the semester

4 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Bachelor of Design Program will be promoted to the higher year/semester in accordance with the following rules.

4.1 A candidate shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such a candidate shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5 AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A candidate shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and approved Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete

FR		0	Incomplete
W		0	Withdrawal

- * **FR** – The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.
- * N - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.

5.5 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.6 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.7 The grade sheet of the eighth semester shall only be issued after the candidate has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the Continuous Comprehensive Evaluation (CCE). Deficiency can be condoned in a maximum of two subjects with a maximum of three marks in any subject.

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on integrated performance of the candidate in all the four years as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Class

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

Percentage marks scored = CGPA obtained X 9.5

7.3 A candidate who has successfully completed the course as per the provisions of this ordinance and has earned through MOOCs, 20 credits more than the minimum credits prescribed by the respective board of studies (of that program/course) for the award of Degree, as per the provision of clause 3.5 of this ordinance, shall be awarded B. Des Degree with Honors or additional Minor specialization.

8 MULTIPOINT ENTRY AND EXIT CLAUSE

8.1 The Bachelor of Design degree shall be of four-year duration (Eight Semesters), with multiple entry and exit options within this period.

8.2 The candidate can exit after the successful completion of one academic year (Two semesters), followed by an exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the University. Such candidate will be awarded with the Certificate in a discipline, or a field as decided by the respective Board of Studies duly approved by Academic Council of the University, which will be equivalent to appropriate level of National Higher Education Qualification Framework (NHEQF) / National Skills Qualification Framework (NSQF) and unified credit level.

8.3 The candidate can exit after the successful completion of first two academic years (Four Semesters) followed by exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the University. Such a candidate will be awarded with Undergraduate Diploma (in the particular specialization), or field as decided by the respective Board of Studies duly approved by Academic Council of the University which will be equivalent to appropriate level of NHEQF/NSQF and unified credit level.

8.4 The candidate can exit after the successful completion of first three academic years (Six Semesters) followed by exit bridge course (s) including job-specific internship/apprenticeship, as recommended by the respective Board of Studies duly approved by Academic Council of the

University. Such candidate will be awarded with Bachelor of Vocational Education (B.Voc.) (in the particular specialization) or field as decided by the respective Board of Studies duly approved by Academic Council of the University which will be equivalent to appropriate level of NHEQF/NSQF and unified credit level.

8.5 A candidate shall be awarded with Bachelor of Design Degree (in the particular specialization) after the successful completion of academic requirements of all the four years (Eight Semesters).

8.6 A candidate shall also be eligible for an award of Bachelor of Design with Honors or Bachelor of Design with additional minor specialization as per clause 3.5 of the ordinance.

8.7 A candidate may avail an exit option at the end of any particular academic year and can re-enter the program, as regular candidate within the next five years, at the beginning of any new academic session (i.e. only during odd semesters), provided that he/she has successfully completed all the previous year/s.

8.8 The re-entry of such candidates is subject to the condition that the total number of candidates studying in a particular year, including such re-entering candidates, shall not exceed 20% of the sanctioned intake of the program excluding the supernumerary seats.

8.9 Due to the above clause, if the number of candidates seeking re-entry is more than the seats available then admission for the re-entering candidates shall be based on their CGPA of the qualifying year.

8.10 If a candidate is not able to seek re-entry due to the above clause, then he/she can apply for re-entry during the subsequent academic sessions.

8.11 If a candidate is seeking re-entry in a particular year, after a gap of five years from its previous exit and is not able to get entry due to clause 8.8 of this ordinance, the condition of maximum gap of five years, as stipulated in clause 8.7 above shall not be applicable to such candidates.

9 DURATION OF THE PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

10 PROVISION OF INTERNSHIP DURING FOURTH YEAR.

10.1 A candidate who has been selected for internship and / or placed in a company which is offering an in job internship to the candidate during any or all the semesters of the fourth year, can be permitted to attend the internship, provided that the candidate shall earn credits equal to the credit of that semester through equivalent MOOCs courses on the SWAYAM portal or any other platform as approved by the competent body of the University and the weightage to the project work/ industrial internship carried out during fourth year shall be

considered equivalent to the credits assigned for project, however, such candidates shall be required to submit the thesis / report in the University

10.2 The Major Project shall be pertaining to his/her internship; for such project work, student shall be required to take one Guide from the University and another from the organization where he/she is undergoing the internship.

10.3 The decision about the equivalent courses shall be taken by the respective Board of Studies.

10.4 The additional credits earned under the provision of clause 3.5 shall not be counted for this purpose.

11 MERIT LIST

Only after the declaration of the result of eighth (final) semester examination, Branch / specialization wise merit list of candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the candidates who have secured at least first division. However, while counting the candidates in order of their merit, if more than one candidate has scored the same CGPA then all such candidates shall be included in the merit list.

12 TRANSCRIPT

The transcript issued to a student after completion of the program shall contain the consolidated record of all the courses taken semester wise by the student, credits and grades obtained, SGPA of each semester and the final CGPA.

13 GENERAL

13.1 In matters not covered under this ordinance, general rules of the university shall be applicable, otherwise, the state government / UGC / Statutory body directions shall be applicable.

13.2 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the university so far as they are not inconsistent with the provisions of this ordinance.

13.3 If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.

13.4 If UGC or other regulatory body notifies any changes in future in its regulations in this regard, the same will be incorporated in the existing ordinance with the approval of Vice Chancellor on the recommendation of the Academic Council.

Ordinance No 28
Ordinance for Master of Design (MDes)
2-year Post Graduate Degree course

(Under NEP 2020)

1.0 The post graduate degree in Design of a two-year (four semester) course, hereinafter called 2-YDC, shall be designated as **MASTER OF DESIGN** in various specializations.

1.1 The studies and examinations of MDes program shall be based on Choice based Credit system, but semester wise and final evaluation shall be by credit-based grading system.

2.0 ADMISSIONS

2.1 Minimum qualification for admission into MDes program shall be as per the prevalent norms of the University / State Government of Madhya Pradesh / AICTE / UGC.

2.2 The admission to MDes program shall be governed by the rules and regulations of the university and / or as per the norms of regulatory bodies.

2.3 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

2.5 The Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended as per the norms and guidelines of UGC, from time to time subject to the approval of the Academic Council.

3.0 EXAMINATIONS

3.1 The MDes Program shall be divided into four semesters. Each Semester would be approximately of six months duration, including vacation/ preparatory leave/ examination/ industrial training etc.

3.2 The subjects to be studied in different semesters of MDes program shall be as per the schemes and syllabi, recommended by the respective Board of Studies and duly approved by the Academic council of the University.

3.3 A student shall be permitted to earn credits in self-learning mode through Massive Open Online Courses (MOOCs) as per the guidelines of university in accordance with the UGC.

3.4 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective Board of studies and notified by the University.

3.5 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year

First Semester MDes Exam and Second Semester MDes Exam

(b) During Second Year

Third Semester MDes Exam and Fourth Semester MDes Exam

3.6 The semester examination will generally be held as per the Academic Calander of the University.

3.7 The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a jury and / or written Examination to evaluate the candidate based on the work done in the semester

4. PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the MDes Program will be promoted to the higher year/semester in accordance with the following rules.

4.1 A student shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A student may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a student has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such a student shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5. AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A student shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and duly approved by Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and duly approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete
FR		0	Incomplete
W		0	Withdrawal

- * **FR** – The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.

- * **N** - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.

The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.4 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which students have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.5 The grade sheet of the fourth semester shall only be issued after the student has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the Continuous Comprehensive Evaluation (CCE). Deficiency can be condoned in a maximum of two subjects with a maximum of three marks in any subject.

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on integrated performance of the student in all the four semesters as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Class

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

$$\textit{Percentage marks scored} = \textit{CGPA obtained} \times 9.5$$

8.0 READMISSION

8.1 A student who has discontinued the course during any semester may, on the recommendation of the Dean / Head of the department, be permitted to take admission to the program at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted student shall be counted from the date of his/her first admission.

9.0 DURATION OF PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A student may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the student cannot claim any right based on his/her provisional admission.

10.0 MERIT LIST

Only after the declaration of the result of fourth (final) semester examination, specialization wise merit list of students in order of merit, in all the four semesters shall be declared by the University. The merit list shall include the students who have secured at least first division. However, while counting the students in order of their merit, if more than one student has scored the same CGPA then all such students shall be included in the merit list.

11.0 ATTENDENCE

Students appearing as regular students for any semester examination are required to attend 75 % of the classes delivered in each subject of the program of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned based on the recommendation of the Dean / Head of department and approved by the Vice-Chancellor of the University for satisfactory reasons.

12.0 MEDIUM OF INSTRUCTION

The medium of instruction and examination shall normally be English throughout the course of studies. However any other language may be opted as per the requirement of the course, which would be recommended by Board of Studies, duly approved by Academic Council of the University.

13.0 TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, credits and grades obtained, SGPA of each semester and the final CGPA.

14.0 GENERAL

14.1 In matters not covered under this ordinance, general rules of the university shall be applicable, otherwise, the state government / UGC / Statutory body directions shall be applicable.

14.2 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the university so far as they are not inconsistent with the provisions of this ordinance.

14.3 If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.

14.4 If UGC or other regulatory body notifies any changes in future in its regulations in this regard, the same will be incorporated in the existing ordinance with the approval of Vice Chancellor on the recommendation of the Academic Council.

Ordinance No 29
Ordinance for Master of Technology (MTech)
2-year Post Graduate Degree course

(Under NEP 2020)

1.0 The post graduate degree in Technology of a two-year (four semester) course, hereinafter called 2-YDC, shall be designated as **MASTER OF TECHNOLOGY** in various branches of Engineering and Technology and specializations.

1.1 The studies and examinations of MTech program shall be based on Choice based Credit system, but semester wise and final evaluation shall be by credit-based grading system.

2.0 ADMISSIONS

2.1 Minimum qualification for admission into MTech program shall be as per the prevalent norms of the University / State Government of Madhya Pradesh / AICTE / UGC.

2.2 The admission to MTech program shall be governed by the rules and regulations of the university / and or as per the norms of regulatory bodies.

2.3 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

2.4 The Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended as per the norms and guidelines of UGC, from time to time subject to the approval of the Academic Council.

3.0 EXAMINATIONS

3.1 The MTech Program shall be divided into four semesters. Each Semester would be approximately six months duration, including vacation/ preparatory leave/ examination/ industrial training etc.

3.2 The subjects to be studied in different semesters of MTech program shall be as per the schemes and syllabi, recommended by the respective Board of Studies and duly approved by the Academic council of the University.

3.3 A student shall be permitted to earn credits in self-learning mode through Massive Open Online Courses (MOOCs) as per the guidelines of university in accordance with the UGC.

3.4 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective Board of studies and notified by the University.

3.5 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year

First Semester MTech Exam and Second Semester MTech Exam

(b) During Second Year

Third Semester MTech Exam and Fourth Semester MTech Exam

3.6 The semester examination will generally be held as per the Academic Calander of the University.

3.7 The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a jury and / or written Examination to evaluate the candidate based on the work done in the semester

4. PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the MTech Program will be promoted to the higher year/semester in accordance with the following rules.

4.1 A candidate shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such a candidate shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5. AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A student shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and duly approved by Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and duly approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete
FR		0	Incomplete
W		0	Withdrawal

- * **FR** – The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.
- * N - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.

The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum \text{(Course Credits) x (Grade Point)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum \text{(Course Credits)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum \text{(Course Credits) x (Grade Point)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum \text{(Course Credits)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.4 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.5 The grade sheet of the fourth semester shall only be issued after the candidate has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the Continuous Comprehensive Evaluation (CCE). Deficiency can be condoned in a maximum of two subjects with a maximum of three marks in any subject.

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on integrated performance of the candidate in all the four semesters as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Class

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

Percentage marks scored = CGPA obtained X 9.5

8.0 READMISSION

8.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Dean / Head of the department, be permitted to take admission to the program at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

9.0 DURATION OF PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

10.0 MERIT LIST

10.1 Only after the declaration of the result of fourth (final) semester examination, specialization wise merit list of candidates in order of merit, in all the four semesters shall be declared by the University. The merit list shall include the candidates who have secured at least first division. However, while counting the candidates in order of their merit, if more than one candidate has scored same CGPA then all such candidates shall be included in the merit list.

11.0 ATTENDENCE

Candidates appearing as regular students for any semester examination are required to attend 75 % of the classes delivered in each subject of the program of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned based on the recommendation of the Dean / Head of department and approved by the Vice-Chancellor of the University for satisfactory reasons.

12.0 MEDIUM OF INSTRUCTION

The medium of instruction and examination shall normally be English throughout the course of studies. However any other language may be opted as per the requirement of the course, which would be recommended by Board of Studies, duly approved by Academic Council of the University.

13.0 TRANSCRIPT

The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, credits and grades obtained, SGPA of each semester and the final CGPA.

14.0 GENERAL

14.1 In matters not covered under this ordinance, general rules of the university shall be applicable, otherwise, the state government / UGC / Statutory body directions shall be applicable.

14.2 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the university so far as they are not inconsistent with the provisions of this ordinance.

14.3 If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.

14.4 If UGC or other regulatory body notifies any changes in future in its regulations in this regard, the same will be incorporated in the existing ordinance with the approval of Vice Chancellor on the recommendation of the Academic Council.

Ordinance No 30

Ordinance for Master of Business Administration (MBA) 2-year Post Graduate Degree Course

1.0 The post graduate degree in Business Administration of a two-year (four semester) course, hereinafter called MBA, shall be designated as **MASTER OF BUSINESS ADMINISTRATION,** in respective specializations.

1.1 The studies and examinations of MBA program shall be based on Choice based Credit system in semester wise and final evaluation shall be by credit-based grading system.

1.3 Number of seats in MBA program will be as per AICTE/ regulatory authorities. Specializations will be offered in the Second year (3rd and 4th Semester) of MBA as per norms.

2.0 ADMISSIONS

2.1 Minimum qualification for admission into MBA program shall be 3 year Graduation or equivalent degree with 50 % in any discipline from recognized University or equivalent institution. The eligibility may change as per the prevalent norms of the State Government of Madhya Pradesh / AICTE / UGC or any regulatory body.

2.2 The admission to MBA program shall be governed by the rules and regulations of the university / and or as per the norms of regulatory bodies.

2.3 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

3.0 EXAMINATIONS

3.1 The MBA Program shall be divided into four semesters. Each Semester would be approximately of six months duration, including vacation/ preparatory leave/ examination/ industrial training etc.

3.2 The subjects to be studied in different semesters of MBA program shall be as per the schemes and syllabi, recommended by the respective Board of Studies and duly approved by the Academic council of the University.

3.3 A student shall be permitted to earn credits in self-learning mode through Massive Open Online Courses (MOOCs) as per the guidelines of the University in accordance with the UGC.

3.4 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective Board of studies and notified by the University.

3.5 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year

First Semester MBA Exam and Second Semester MBA Exam

(b) During Second Year

Third Semester MBA Exam and Fourth Semester MBA Exam

3.6 The semester examination will generally be held as per the Academic Calander of the University.

3.7 Semester Examination includes two components a. Continuous Comprehensive Evaluation (CCE) Components (Internal) and b. Course End Assessment (CEA) Component (External) and Weightage of Internal and External component will given in the syllabi. The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a written Examination and/ or jury to evaluate the candidate based on the work done in the semester.

4. PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the MBA Program will be promoted to the higher year/semester in accordance with the following rules.

4.1 A candidate shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a candidate has passed all the subjects of an applicable semester but has failed to score a minimum CGPA of 5.0, such a candidate shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5. AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A student shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and duly approved by Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and duly approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete
FR		0	Incomplete
W		0	Withdrawal

** **FR** – The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.*

** **N** - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate*

family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.

5.5 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum (\text{Course Credits}) \times (\text{Grade Point})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum (\text{Course Credits})] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.6 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.7 The grade sheet of the fourth semester shall only be issued after the candidate has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

If a student fails in Internal or external examination, grace marks shall be awarded to student to pass said examination. Total grace will be as per university norms but it should be aligned with government/ regulatory body

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on cumulative performance of the candidate in all the four semesters as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Class

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

Percentage marks scored = CGPA obtained X 9.5

8 READMISSION

8.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Dean / Head of the department, be permitted to take admission to the program at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

9 DURATION OF PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

10 MERIT LIST

10.1 Only after the declaration of the result of fourth (final) semester examination, specialization wise merit list of candidates in order of merit, in all the four semesters shall be declared by the University. The merit list shall include the candidates who have secured at least first division. However, while counting the candidates in order of their merit, if more than one candidate has scored same CGPA then all such candidates shall be included in the merit list.

11 ATTENDENCE

11.1 Candidates appearing as regular students for any semester examination are required to attend 75 % of the classes delivered in each subject of the program of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned based on the recommendation of the Dean / Head of department and approved by the Vice-Chancellor of the University for satisfactory reasons.

12 MEDIUM OF INSTRUCTION

12.1 The medium of instruction and examination shall normally be English throughout the course of studies. However any other language may be opted as per the requirement of the course, which would be recommended by Board of Studies, duly approved by Academic Council of the University.

13 TRANSCRIPT

13.1 The transcript issued to a student after completion of the course shall contain the consolidated record of all the courses taken semester wise by the student, credits and grades obtained, SGPA of each semester and the final CGPA.

14 GENERAL

14.1 In matters not covered under this ordinance, general rules of the university shall be applicable, otherwise, the state government / UGC / Statutory body directions shall be applicable.

14.2 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the university so far as they are not inconsistent with the provisions of this ordinance. The provisions of UGC/ AICTE/ Government/ other regulatory body shall applicable.

14.3 If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor may by order make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty.

14.4 If UGC/ AICTE/ State Government or other regulatory body notifies any changes in future in its regulations in this regard, the same will be incorporated in the existing ordinance with the approval of Vice Chancellor on the recommendation of the Academic Council and MPPURC.

Ordinance No 31
Ordinance for Master of Computer Applications (MCA)
2-year Post Graduate Degree course
(Under NEP 2020)

1.0 The post graduate degree in Computer Applications of a two-year (four semester) course, hereinafter called 2-YDC, shall be designated as **MASTER OF COMPUTER APPLICATIONS** in various specializations.

1.1 The studies and examinations of MCA program shall be based on Choice based Credit system, but semester wise and final evaluation shall be by credit-based grading system.

2.0 ADMISSIONS

2.1 Minimum qualification for admission into MCA program shall be as per the prevalent norms of the University / State Government of Madhya Pradesh / AICTE / UGC.

2.2 The admission to MCA program shall be governed by the rules and regulations of the university / and or as per the norms of regulatory bodies.

2.3 The admission to second year of MCA program shall be permitted to the candidates who have completed 4 year degree program.

2.4 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body, AICTE, UGC or any other competent Authority / State Government as amended from time to time.

2.5 The Admission Policy, eligibility & Selection Procedure, as above, may be reviewed and amended as per the norms and guidelines of UGC, from time to time subject to the approval of the Academic Council.

3.0 EXAMINATIONS

3.1 The MCA Program shall be divided into four semesters. Each Semester would be approximately of six months duration, including vacation/ preparatory leave/ examination/ industrial training etc.

3.2 The subjects to be studied in different semesters of MCA program shall be as per the schemes and syllabi, recommended by the respective Board of Studies and duly approved by the Academic council of the University.

3.3 A student shall be permitted to earn credits in self-learning mode through Massive Open Online Courses (MOOCs) as per the guidelines of university in accordance with the UGC.

3.4 A list containing permitted courses for MOOCs along with their credits shall be prescribed by the respective Board of studies and notified by the University.

3.5 There shall be a University Examination for each course. These examinations will be designated as follows:

(a) During First Year

First Semester MCA Exam and Second Semester MCA Exam

(b) During Second Year Third Semester MCA Exam and Fourth Semester MCA Exam

3.6 The semester examination will generally be held as per the Academic Calander of the University.

3.7 The performance of a student in a course shall be assessed through a series of Continuous Comprehensive Evaluation (CCE) Components and Course End Assessment (CEA) as per the requirements and nature of the individual courses. The CCE may consist of closed book or open book examination, quizzes, portfolio generation, assignments, problem solving, programming, prototyping, field work, projects, and any other innovative assessment practices followed by faculty. The CEA will be in the form of a jury and / or written Examination to evaluate the candidate based on the work done in the semester

4. PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the MCA Program will be promoted to the higher year/semester in accordance with the following rules.

4.1 A candidate shall be declared to have passed in each course / Paper / Practical / Mini Project / Project /Capstone/ Jury and Viva-voce, if he / she secures minimum passing marks in the continuous assessment and Jury Examination and the minimum passing marks in composite score comprising of CEA and CCE put together.

4.2 The minimum passing marks in CCE and CEA shall be decided by BoS and approved by the Academic Council of the University.

4.3 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared. However, his / her eligibility shall be evaluated only after the results of semesters are declared.

4.4 To pass a particular subject of the course the minimum required grade is D.

4.5 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such a candidate shall be permitted to improve requisite grade point by reappearing in the respective subjects, in the ensuing examination as per the guidelines of the university.

5. AWARD OF CREDITS AND GRADES

5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

5.2 A student shall be evaluated for his / her academic performance in a subject through continuous comprehensive evaluation (CCE) and course end assessment (CEA) as proposed by the respective Board of Studies and duly approved by Academic Council of the University.

5.3 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and duly approved by Academic Council of the University.

5.4 Each student registered for a course shall be awarded a grade based on his/her performance. The grades to be used and their numerical equivalents are as under:

Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C	51-60	6	Average
D	40-50	5	Satisfactory
F	Below 40	0	Fail
N		0	Incomplete
FR		0	Incomplete
W		0	Withdrawal

** **FR** - The 'FR' grade denotes failure in a course due to shortage of attendance, or the student is penalized in examinations. A student who obtains 'FR' grade in any course should necessarily re-register for the course in a subsequent semester and complete the same with a performance grade.*

** **N** - The letter grade 'N' is a placeholder which denotes Not-Complete performance in any course due to absence during CEA, due to some unavoidable circumstances like bereavement in immediate family or major illness. The 'N' gets converted to an appropriate regular letter grade after the student appears for CEA in Supplementary Assessment. In case the student does not avail the Supplementary Assessment, this will be converted to a 'F' grade.*

5.4 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{[\sum \text{(Course Credits) x (Grade Point)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}{[\sum \text{(Course Credits)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (in that semester)}}$$

$$CGPA = \frac{[\sum \text{(Course Credits) x (Grade Point)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}{[\sum \text{(Course Credits)}] \text{ for all courses with letter grades (with grade points) including all 'F' and 'FR' grades (till that semester)}}$$

5.4 The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates have appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.

5.5 The grade sheet of the fourth semester shall only be issued after the candidate has passed in all the semesters of the course.

6 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the Continuous Comprehensive Evaluation (CCE). Deficiency can be condoned in a maximum of two subjects with a maximum of three marks in any subject.

7 AWARD OF DIVISION

7.1 Division shall be awarded only after completion of the course, based on integrated performance of the candidate in all the four semesters as per the following details.

CGPA Score	Divisions
CGPA ≥ 8.5	First Class with Distinction
8.5 > CGPA ≥7.0	First Class
7.0 > CGPA ≥ 6.0	Second Class
6.0 > CGPA ≥ 5.0	Pass Class

7.2 The conversion from grade to an equivalent percentage shall be according to the following formula.

Percentage marks scored = CGPA obtained X 9.5

8 READMISSION

8.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Dean / Head of the department, be permitted to take admission to the program at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

9 DURATION OF PROGRAM

9.1 There shall be a minimum number of weeks of teaching in every semester as per the guidelines issued by UGC / Regulatory Body as applicable.

9.2 Credit mapping in terms of academic engagement shall be applicable as per the academic regulations of the university.

9.3 A candidate may provisionally continue to attend the next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right based on his/her provisional admission.

10 MERIT LIST

10.1 Only after the declaration of the result of fourth (final) semester examination, specialization wise merit list of candidates in order of merit, in all the four semesters shall be declared by the University. The merit list shall include the candidates who have secured at least first division. However, while counting the candidates in order of their merit, if more than one candidate has scored same CGPA then all such candidates shall be included in the merit list.

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