



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.),
INDIA

Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ GRADE



[Ordinance for Bachelor of Technology (B.Tech.) 4 Years Under Graduate Degree Programme]
(For the candidates admitted in First Year on and after July, 2024)

The provisions in this Ordinance governs the policies and procedures on the admission of students, scheme & course instructions, conducting examinations, and evaluating & certifying performance of students. This Ordinance, on approval by the Executive Council (EC) shall govern the Academic Regulations for Bachelor of Technology (B.Tech.) 4 Years Under Graduate Degree Programme for the candidates admitted in First Year on and after July, 2024.

Disclaimer: Extreme care has been taken in the compilation of Ordinance and Course Structures of different B.Tech programmes. In case of any disputes regarding the credits of any courses, pre-requisites, rules/guidelines of the respective programmes, the information available with Dean of respective faculty, Head/Coordinator of department shall be final. This ordinance may be amended in the future with the approval of the Executive Council and amendments made will be binding to the existing candidates.

Therefore, MITS-DU is not responsible for any typographical errors in the publication. In case of any dispute, the place of Gwalior will be the jurisdiction.

Approved by the Executive Council in its meeting dated 24th July 2024.

[Handwritten signatures and initials in blue ink, including 'mbo', 'S', 'P.K.', 'W', 'U', 'V', 'G', 'S', 'J', 'K']

<p>1. Under Graduate B.Tech. Degree</p>	<p>1.1. The first degree in Technology of four years (eight semesters) programme, hereinafter, shall be designated as BACHELOR OF TECHNOLOGY (B.Tech.) in respective discipline.</p> <p>1.2. The studies and examination of B.Tech. programmes shall be on the basis of semester wise Marks-Cum-Credit system and final evaluation shall be by credit based grading system.</p>
<p>2. Duration of the Under Graduate B.Tech. Degree</p>	<p>2.1. Minimum and Maximum duration for academic requirement The minimum duration required for the B.Tech. degree is 4 (four) years and the maximum duration permissible with 2 years of extension is 6 years (excluding the clauses defined under Multiple Entry and Exit System provisions).</p> <p>2.2. Extension of Programme The permission for the further extension (after completion of maximum duration i.e. 6 years) of degree can be considered on the recommendation of Academic Council for subsequent approval from Executive Council in extra ordinary condition.</p>
<p>3. Academic Session</p>	<p>3.1. The academic year normally begins from July and ends in June. The academic year is divided into two parts: Odd Semester: July to December Even Semester: January to May During each semester there will be minor and major evaluations. Summer Semester: There is a provision of Summer Semester during May-July for completing projects, internships and backlog courses.</p> <p>3.2. Before the commencement of each semester, the registration is mandatory as per the dates mentioned in the academic calendar. Moreover, attending the induction/orientation program is prerequisite for the completion of semester registration process.</p>
<p>4. Admission</p>	<p>4.1 Admission Process and the Criteria</p> <p>4.1.1 The admission to B.Tech. programme shall be governed by the rules of the UGC/AICTE or any other competent authority of the Govt. of India or the Govt. of Madhya Pradesh.</p> <p>4.1.2 Minimum qualification for admission to the first year B.Tech. shall be the qualifying higher secondary school certificate examination (10+2) scheme conducted by CBSE, New Delhi/ICSE/IB Board/International diploma, Board of M.P., or an equivalent examination from a recognized Board.</p> <p>4.1.3 Non-resident Indian (NRI) candidates shall also be eligible for admission in B.Tech. in accordance with directives of the Government of India/Govt. of Madhya Pradesh, provided they satisfy the criterion of clause 4.1.2 as above.</p> <p>4.1.4 Candidate should have appeared in the Advanced/Main Joint Entrance Examination/admission test conducted by the Madhav Institute of Technology & Science-Deemed University (MITS-DU) and must have secured a suitable Score/Ranking for admission in the MITS-DU.</p>

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left and several smaller ones across the bottom.

- 4.1.5 A candidate who has qualified the polytechnic diploma course from any recognized university, technical board or equivalent shall also be eligible for admission to B.Tech.-II Year under multiple entry-exit scheme of NEP-2020.
- 4.1.6 As per the Multiple Entry and Exit System (MEES), proposed in National Education Policy-2020, a student is allowed to enter a programme at any stage with a relevant certificate, diploma, or Bachelor of Vocational degree, as per the entry regulations defined by the MITS-DU.
- 4.1.7 Further, the admission process can be carried out twice a year as per the guidelines of the UGC.
- 4.1.8 Reservation Policy will be followed as per GOI/Govt. of MP norms with regard to SC/ST /OBC student admissions or other reservations in the MITS-DU.
- 4.1.9 **The admission process may be directly implemented by the university authorities and/or through Joint Seat Allocation Authority (JOSAA)/Directorate of Technical Education, M.P. (DTE)/any other admission process approved by EC of MITS-DU.**
- 4.1.10 Admission of students to the MITS-DU shall be strictly based on merit in the entrance exam conducted by a Government Testing Agency like Joint Entrance Examination (Mains) or the MITS-DU.
- 4.1.11 Student admitted provisionally to any programme of the MITS-DU shall submit copies of the qualifying degree/provisional certificate and such other documents as prescribed by the MITS-DU.
- 4.1.12 The admission, provisional, of any student who either does not submit the required documents by the stipulated date or furnished the false document/information or fails to meet any other stipulated requirement for admission can be cancelled by MITS-DU.

5. Multiple Entry and Exit options as per NEP 2020

5.1 Multiple Exit options at the end of each year of B.Tech. Degree

- 5.1.1 Completion of 1 year and earning of 40-45 credits including successful completion of Skill Internship Program-I and Novel Engaging Courses (NEC): **Certificate in Engineering Sciences**
- 5.1.2 Completion of 2 years and earning of 80-90 credits including successful completion of Skill Internship Program-II and Novel Engaging Courses (NEC): **Diploma in respective discipline**
- 5.1.3 Completion of 3 years and earning of 125-135 credits: **Bachelor of Vocational (B.Voc.) in respective discipline**
- 5.1.4 Completion of 4 years and earning minimum 160 credits: **B.Tech. degree in respective discipline**

5.2 Multiple Entry options at the end of each year of B.Tech Degree

- 5.2.1 A student may re-enter the program, as regular candidate in the next year, at the beginning of any new academic session (i.e. Only during odd semesters), provided that he/she has successfully completed all the previous years.
- 5.2.2 The **gap** between each year wise exit and entry level is **maximum three years** i.e., total degree duration including the gap can be 7 years and the maximum duration permissible with 2 years of extension is 9 years.

(Handwritten signatures and initials)

	<p>5.2.3 A comprehensive test will be administered to the outside students (exit certificate/degree from other institution) upon re-entry into the MITS-DU falling against the vacant seats.</p> <p>5.2.4 The re-entry of 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 10% of the sanctioned intake of the program excluding the supernumerary seats.</p> <p>5.2.5 Due to 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 on the basis of their CGPA/entry test conducted of the qualifying year.</p> <p>5.2.6 If a candidate is not able to seek re-entry due to above clause, then he/she can apply for re-entry during the subsequent academic sessions. The condition of maximum gap, under such condition can be waived off by the MITS-DU.</p> <p>5.2.7 The MITS-DU will introduce re-entering students to its restructured fee, curriculum arrangements and other provisions applicable at the time of re-entry.</p> <p>5.2.8 Any deficiency in the credits at any time of entry is to be covered through Mandatory Courses (MC) passed by the respective BoS.</p> <p>5.2.9 The Head of the department will decide about the courses on individual basis and get it ratified in the next BoS.</p> <p>5.2.10 Students who transfer through a branch slide must meet the credit requirements for both their old and new branches (up to the first year). This can be done by completing the Mandatory Courses (MC) approved by the respective Board of Studies (BoS) in case of any deficiencies. Otherwise, they should drop any repetitive courses according to the new scheme.</p>
<p>6. Structure of Under Graduate B.Tech. Degree</p>	<p>6.1 Minimum 160 credits are required for the award of B.Tech. degree in the respective discipline.</p> <p>6.2 There is a provision to opt for Honours degree in the parent discipline of engineering upon earning additional 20 (twenty) credits i.e., 160 + 20 (MOOCs of higher learning within the domain area) = 180 credits. The minimum CGPA required for the award of B. Tech degree with Honours is 6.5 CGPA up to VIII semester.</p> <p>6.3 There is a provision to opt for Minor degree in the other discipline of engineering upon earning additional 20 (twenty) credits i.e., 160 + 20 ((MOOCs of other domains) = 180 credits.</p> <p>6.4 There is also a provision to opt for B.Tech with minor degree in Research in Science and Technology upon earning additional 20 (twenty) credits i.e., 160 + 20 = 180 credits as per the institute policy. A basket of courses will be defined for each area.</p> <p>6.5 The student can opt for either Honours or Minor degree from IV semester onwards. The courses pertaining to Honours/Minor degree shall be recommended by the respective BoS. For the award of B. Tech with Honours/Minor degree (other domain)/Minor degree with research in Science and Technology, students must complete their degree in the stipulated time period of four years only.</p> <p>6.6 The courses pertaining to Honours/ Minor degree requirement may be completed through MITS MOOCs (as approved by the Executive Council)/ Swayam/NPTEL platform etc. These courses are to be notified by the respective BoS before the beginning of the semester. Certification cost to be borne by Student themselves.</p>

Handwritten signatures and initials in blue ink are present at the bottom of the page, including names like 'Vankar' and 'Mishra'.

7. The Category-wise Structure of B.Tech. Programme

The B.Tech. programmes shall comprise following type of courses:

- 7.1 **Foundation and Departmental Core Courses (DC):** These are compulsory courses and mandatory to clear/pass for the award of degree.
- 7.2 **Departmental Elective Courses (DE):** These courses are offered to augment the studies in specific fields. These courses can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc). The fees of the MOOC courses or any type of certification/Exam will be borne by the students themselves. As far as possible the list of each DE must be oriented towards Research, Industrial demand and technological advancement. To conduct/run a DE course, preferably at least 40% of the class batch must be registered.
- 7.3 **Open Category Courses (OC):** These are open elective courses and are of cross-disciplinary orientation to augment the studies in different areas of engineering. These courses can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc). To run an OC course, preferably at least 3% of the institute batch must be registered, with a maximum capacity of about 5% of the institute batch size.
- 7.4 **Specialization Courses (SPC):** Specializations are offered as an option for students with an intent of encouraging them to emphasize on the differential learning (within the core programme) and certifying the knowledge obtained in the specialization. These courses must reflect various level within that specialization. SPCs can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc.) and will have prerequisites.
- 7.5 **Mandatory Audit Courses (MAC):** These courses can be offered through Face-to-Face mode/ MOOCs (Swayam/NPTEL platform etc). **It is Mandatory to acquire the pass grade in the courses under this category for the award of degree.** No credits are given for such courses towards degree requirements. However, students shall be awarded pass or fail grade.
- 7.6 **Mandatory Workshops (MWS):** Mandatory workshops are non-credit workshops offered from first semester to seventh semester with an objective to inculcate skills in the diverse fields such as Computer Vision, Intellectual Property Rights, Indian Knowledge System etc. The certificates for the same will be awarded on the basis of assessment/evaluation during the workshop. **It is Mandatory to acquire the pass grade in the courses under this category for the award of degree.**
- 7.7 **Courses of Special Nature:** Courses like Novel Engaging Courses (NEC), Skill Internship Program, Semester Proficiency, Professional Development Component (PDC), Industry Internship/ Research/ Innovation & Start-up etc. will be offered under the category.
- Novel Engaging Course (NEC):** The course is offered to ensure the holistic development in various fields, as per the choice and interest of students through mentoring system. Courses such as Science & Technology, Digital Technology, Societal context, Performing Arts, Physical Health, Health & Hygiene, Arts & Crafts, Language Skills, Home Science, Soft Skills, Application Software, etc. will be the part of NEC.
 - Skill Based Project:** The student is required to develop skill based project (Micro/Macro) for the courses pertaining to respective semester. With the help of these projects; he/she can demonstrate the skill and creativity aligned to practical

Handwritten signatures and initials: MB, P.K. I, M, D, V, S, etc.

case studies, the specific lab requirement using the tool, hardware, simulation etc. resulting in innovation.

- iii. **Professional Development Component (PDC):** To ensure the involvement/complete development of students beyond academics by the inclusion of extracurricular activities and attainments in the curricula through credits. Evaluation will be based on participation/laurels brought by the students to the MITS-DU in national/state level technical and other events during the complete tenure of the UG programme (participation in professional chapter activities, club activities, cultural events, sports, personality development activities, collaborative events, MOOCs, technical events, institute/department committees, etc.)
- iv. **Skill Internship Programs:** These are offered at the end of first and third semester to enhance the soft skills, technical skills and engineering knowledge.
- v. **Semester Proficiency:** Includes the weightage towards ability/ skill/ competency /knowledge level /expertise attained in that particular semester courses.
 - Course end seminar
 - Assessment of Learning about the courses with conclusive aspect.
 - Outcome based on development of product/ research/ paper publication aligned with the semester courses
 - Development of an experiment
 - Development of Hardware / prototype / software product
 - Publication/presentation of a research paper in conference/Journal - Course specific application towards community and society
- vi. **Cornerstone/Capstone Project:** These projects in third year serve as an essential foundation for students, introducing them to key principles and practices in their field of study through hands-on, exploratory learning experiences. The students are required to integrate and apply multidisciplinary knowledge to develop a solution, product, or research that addresses a specific, real-world issue.
- vii. **Final Year Internship:** Provision of full semester (VIII semester) Internship in Industry/organization (under the collaborative mentorship of industry/ external person and faculty members of institute / department) is available.
Research Project: Provision to undertake Analytical/ Research/ Knowledge based major project in the last semester of study.
- viii. **Start-up:** To promote the culture of product development, innovations, entrepreneurship and business development, the student may opt for start-up as an alternate to internship/research project/cornerstone/capstone project.
- ix. **Mandatory Course (MC):** The course under the category are offered to overcome any deficiency in credits arising due to the MEES or branch sliding. The course under the category will be decided by the respective BoS.

Handwritten signatures and initials are present at the bottom of the page, including 'MKS', 'S.S. Ch', 'MKS', 'P.N', 'bi', 'M-', 'Vankar', and 'Sre'.

<p>8. Registration & Orientation</p>	<p>8.1 Before the commencement of each semester, filling of the registration form mentioning the courses (to be credited in the semester/summer semester from among the courses offered by the Institute in that semester) is mandatory for every student, unless otherwise exempted by the Executive Council. Each student shall register for the prescribed courses to be pursued during that semester on the registration date as specified in the Academic Calendar till the Degree requirements are completed in terms of credits completion.</p> <p>8.2 Payment of prescribed semester/summer semester fees and all other dues outstanding against the name of the student to the MITS-DU, the Hostels, or any other recognized unit of the MITS-DU shall ordinarily be a pre-condition for registration.</p> <p>8.3 Registration process for Departmental Elective (DE), Open Category (OC), Internships, Specialization Courses, Novel Engaging Course (NEC), Summer Semester etc. shall be governed by the registration mechanism of the MITS-DU.</p> <p>8.4 A student is not permitted to register for more than two backlog courses in a semester over and above the regular credits of a semester.</p> <p>8.5 The course can be registered only if that course is being offered in that semester.</p> <p>8.6 In case a student does not register in any semester and does not report for the orientation session on the date mentioned in the Academic Calendar, the student will be considered ineligible to appear in the semester.</p> <p>8.7 Such a student may be reconsidered for admission in the semester only after a written request is made to the Vice Chancellor (along with fee dues and late fee as applicable), subject to the approval of the Executive Council.</p>
<p>9. Teaching and Evaluation</p>	<p>9.1 Teaching</p> <p>9.1.1 The medium of instruction shall be English.</p> <p>9.1.2 All the teaching learning practices will be facilitated through MOODLE/ Learning Management System (LMS) platform.</p> <p>9.1.3 All the courses to be offered by a department, during any semester shall be finalized, before the beginning of the semester.</p> <p>9.1.4 Each faculty member will prepare the Multiple Mode Teaching Learning Pattern (MMTLP) based lecture plan mentioning the mode of teaching (Online Teaching Learning, Face to Face Teaching Learning, Group based Learning, Learning through demonstration, Learning through projects, Learning through experimentation, Activity based Learning Onsite/ field based learning/Industry based Learning).</p>

Handwritten signatures and initials are present at the bottom of the page, including a large signature 'M.D.' in the top left, and several other signatures and initials in blue ink across the bottom.

9.2 Evaluation

The evaluation system shall be oriented to encourage the academic qualities. For each course, along with its weightage credits, mode of exam (MCQ: Multiple Choice Question, AO: Assignment + Oral, PP: Pen Paper, SO: Submission + Oral, OB: Open Book) and mode of teaching shall be recommended by the respective BoS for subsequent approval from the Academic Council. Furthermore, for selective courses, the open book evaluation (for design/algorithmic related courses) can be conducted as per the recommendations of BoS. The question bank for MCQ based evaluation to be generated by the course faculty. Moreover, concerning department will maintain the record for AO & SO mode of evaluation. Likewise, PP mode and MCQ mode evaluation data is to be maintained at examination section.

The MITS-DU follows a continuous evaluation policy. This is to train the student to put in sustained and disciplined work over the entire period of study. The weightage for the continuous and end term evaluation is 70% and 30% respectively.

9.2.1 Continuous Evaluation

Table 1 Continuous Evaluation Distribution

Continuous Evaluation (70%)		
Theory Block	Minor Evaluation I & II	40 (20 marks each)
	Quiz/Assignment	30 marks (10+10+10)
Practical Block	Lab Work & Sessional	70 marks

- i. *Minor Evaluation I & II:* In each semester, there shall normally be two Minor evaluations for each course. **First two units** will be covered under **Minor I evaluation** and next two units i.e. **unit 3 and unit 4** will be covered under **Minor II evaluation**.
- ii. *Make-up Evaluation:* Students **who fail to appear in any evaluation** (Minor I and Minor II), due to **bonafide reasons**, may be permitted to appear in the Make-up Evaluation as per the **procedures** laid down by the **institution** from time to time. **Full syllabus** will be covered under **Make-up evaluation**. Only students seeking **prior permission** will be **permitted** for the Make-up evaluation within the duration specified in the academic calendar.
- iii. *Quiz/Assignment:* Weekly quizzes/ assignments submission to be conducted for **monthly evaluation of 10 marks each**.
- iv. *Lab Work & Sessional:* Under this laboratory component, weekly lab assignments/exercises/experimentations/implementations to be evaluated.

9.2.2 Major Evaluation

Major evaluation of a course will cover the entire syllabus.

Table 2 End Semester Evaluation Distribution

Major Evaluation (30%)	
Theory Block	30 marks
Practical Block	30 marks

9.3 Credit Assignment

9.3.1 Lectures/Tutorials: One lecture/tutorial hour per week during the semester is assigned one credit.

9.3.2 Practical's: One laboratory hour per week per semester is assigned half credit.

9.3.3 Thus a 2-1-2 course shall have 4 credits.

9.3.4 Few courses are without credit and are referred to as Mandatory Audit Courses (MAC).

9.4 Award of Grades

9.4.1 The grade awarded to a student for all registered courses (theory as well as laboratory) will be based on his/her performance in quizzes, assignments, semester proficiency, laboratory work, skill-based projects and attendance as applicable; in addition to two minors and one major evaluation i.e. out of 100.

9.4.2 General practice for awarding the grades for credit courses:

- i. *Statistical system of grading (relative grading) is to be implemented for the award of grades. The ranges suggested in Tables with statistical system can be adjusted depending on the natural gaps.*

Table 3 Suggestive Ranges of Grades using Statistical Method (Relative Grading)

Lower Range of Marks	Grade	Upper Range of Marks
$\bar{x} + 1.5\sigma <$	AAA	
$\bar{x} + 1.0\sigma <$	AA	$\leq \bar{x} + 1.5\sigma$
$\bar{x} + 0.5\sigma <$	A	$\leq \bar{x} + 1.0\sigma$
$\bar{x} <$	B+	$\leq \bar{x} + 0.5\sigma$
$\bar{x} - 0.5\sigma <$	B	$\leq \bar{x}$
$\bar{x} - 1.0\sigma <$	C	$\leq \bar{x} - 0.5\sigma$
$\bar{x} - 1.5\sigma <$	D	$\leq \bar{x} - 1.0\sigma$
	FL	$\leq \bar{x} - 1.5\sigma$

Note:

- \bar{x} and σ are the mean and standard deviation calculations for all the student's marks who have been present in all the evaluations (continuous and major).

Table 4 Ranges of Grades for Mandatory Audit Courses (MAC)

Marks	Grade
35-100	Pass (PS)
Below 35	Fail (FL)

Handwritten signatures and initials in blue ink at the bottom of the page.

Table 5 Particulars of Grading System

Grade	Grade Point (p_i)	Description of Performance
AAA	10	Outstanding
AA	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above Average
C	5	Average
D	4	Below Average
FL	0	Very Poor/Fail
IL	0	Incomplete
WL	0	Withdrawal

Note:

IL grade is normally awarded to a student who does not either possess the minimum attendance requirement for a course or doesn't appear for minor/major evaluation.

- ii. To pass a particular course the **minimum required grade is D (out of 100)**. However, it is mandatory to attempt the major evaluation for the declaration of grades.
- iii. Any course in which a student has obtained FL, IL or WL grade will not be counted towards his/her earned credits.
- iv. The **grade moderation** will be **optional** and can be exercised at the department level by the committee constituted for the purpose.
- v. **However, the guidelines for grading and evaluation of MOOC shall be in line with the Institute policy as enclosed in ANNEXURE-I**
- vi. Mandatory Audit course shall have one of the grade nomenclatures as mentioned in Table 4 as per the student performance in that MAC. The grade obtained in MAC will be mentioned in the grade sheet. However, the grade obtained in a MAC shall not be considered for calculating the CGPA.

9.5 Performance Indices

9.5.1 Semester Grade Point Average (SGPA)

SGPA of a student is an indicator of her/his overall academic performance in all the courses she/he registers for during the semester. SGPA is computed as:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

where c_i is the number of credits assigned for the i th course of a semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i th course as per Table 5, where $i = 1, 2, \dots, n$, are the number of courses in that semester.

9.5.2 Cumulative Grade Point Average (CGPA)

CGPA indicates the cumulative academic performance of a student in all the courses, including those taken in the previous semesters.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

(Handwritten signatures and initials are present at the bottom of the page, including 'MIO', 'Sang', 'P.K.', 'Vandana', and others.)

Where NC_j is the total credits assigned for the j th semester, SG_j is the number of credits earned in the j th semester, where $j= 1,2,\dots,m$, are the number of semesters till which CGPA is being calculated.

- i. The grade sheet at end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidates has 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.
- ii. The grade sheet of the eighth semester shall only be issued after the candidate has passed all the semesters of the course.

9.6 Division of Marks

9.6.1 Division shall be awarded only after completion of the course, on the basis of integrated performance of the candidate in all the four years as per following details:

Table 6 Division of Marks

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division

9.6.2 The conversion from grade to an equivalent percentage shall be according to the following formula applicable:

$$\text{Percentage of Marks scored} = \text{CGPA obtained} * 10$$

9.6.3 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 programme) for the award of Degree, shall be awarded B.Tech Degree with Honours in the same programme or additional Minor Degree, in the other programme.

9.7 Condonation of Deficiency

9.7.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in maximum of two courses.

9.7.2 A deficiency of 0.001 in CGPA can be condoned for a candidate who have secured minimum passing grades in all the theory and laboratory courses but have failed to score minimum requirement of 5.0 CGPA as per clause of promotion to higher semester and year.

9.7.3 On behalf of Vice-Chancellor a grace of 0.01 in CGPA will be granted to a candidate, who at the end of the course, is missing distinction/first division by 0.01 CGPA. However, this benefit shall not be granted to a candidate who have already availed the advantage/s under (9.7.1) & (9.7.2) above or have backlog(s) in any course(s) during the entire graduation degree.

10. Summer Semester

Summer Semester is an **optional semester**, to be conducted at the end of each year between **May to July** for B.Tech. programme with the mentioned objectives and scope:

10.1 Objectives of the Practice

- 10.1.1 To complete the **backlog courses** of **preceding semesters** evaluations. This will support the students in completing the backlog courses.
- 10.1.2 To makeup/improve the CGPA by opting the course with lower grade only if candidate has failed to score minimum CGPA of 5.0.

10.2 Duration

The duration of summer semester will be of **06-08 weeks** without any recess.

10.3 Scope

Summer semester is optional for the:

- 10.3.1 Students having **backlog** due to any of the reason (illness, not qualified etc.) in their preceding semesters courses.
- 10.3.2 Students who missed out or have not qualified any of the **mandatory Skill Internship Programs, NEC and mandatory audit courses**.

10.4 Fee for the Summer Semester

Fee structure shall be notified from time to time.

10.5 The Practice

- 10.5.1 Students have to register for the courses under summer semester and only the registered students will be allowed to appear for Summer Semester. Failure in registration may end the chances for opting in summer semester.
- 10.5.2 There will not be any late registration in the summer semester and a student shall not be allowed to add a course after registration.
- 10.5.3 Students have to meet the minimum attendance criteria (based on the nature of the course; face-to face / virtual mode) in the registered courses along with satisfactory performance within continuous internal assessment components.
- 10.5.4 Students will be allowed to **complete four (04) courses** of not more than 10-12 Credits in each summer semester (theory as well as laboratory). The course credit assignment will remain same as in a regular semester. In addition, **Final Year B.Tech. Project** can also be offered during summer semester.
- 10.5.5 Students will also be allowed to complete the requirement of mandatory Skill Internship Programs.
- 10.5.6 Mentoring support will be extended for the MOOCs courses (under Departmental Electives / Open Courses). The assignments/quizzes, end term evaluation will be conducted by the department. The marks / grades acquired will be considered without credit transfer.
- 10.5.7 **Mentoring support** will also be extended for other courses opted by students.
- 10.5.8 The summer semester is about half the duration of the regular semesters, and the courses taught run at a faster pace during the summer semester.
- 10.5.9 The end semester evaluation of the courses registered for summer semester will be conducted by the department during the last week of the summer semester.
- 10.5.10 Improved grades (marks / CGPA) will replace the earlier grade or else earlier grade will be retained as per the normalization policy of the institute.
- 10.5.11 Student still failing after completion of summer semester will have to re-register in the next academic session and will be offered the courses in the scheme in force at the time of re-registration.

[Handwritten signatures and initials in blue ink are present at the bottom of the page, including 'MB', 'S.S.', 'M.K.', 'Sang', 'P.K.', 'H', 'D.K.', 'V', and 'J']

	<p>10.5.12 To retain the uniformity in the practice, the activities (Registration/Teaching/Learning and Assessment etc.) under summer semester will be governed through the instructions/ summer semester calendar from the office of the Dean of respective faculty.</p>
<p>11. Promotion to Higher Semester and Year</p>	<p>For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0. A candidate will be promoted to the higher year/semester in accordance with the following rules:</p> <p>11.1. A candidate appeared for the examination of odd semester in particular year, shall automatically be promoted to even semester of that respective year regardless of failing in any number of courses of odd semester.</p> <p>11.2. A candidate who fails in more than five courses (including theory and practical courses) in a particular year, shall not be admitted to the next higher year. However, NEC/MAC/SIP/Non credits courses shall not be included in this.</p> <p>11.3. Further, a candidate shall not be promoted to the fifth or higher semesters unless he/she has fully passed the first year examination with minimum CGPA of 5.0. Similarly, a candidate shall not be promoted to the seventh or higher semesters unless he/she has fully passed the second year examination with minimum CGPA of 5.0. However, NEC/MAC/SIP/Non credits courses shall not be considered for promotion to higher semesters. Such students will be required to re-register with regular students and repeat and pass the previous year for promotion to next class.</p> <p>11.4. If a candidate has passed all the courses of an applicable year but has failed to score a minimum CGPA of 5.0 as specified above, such a candidate is allowed to make up/ improve their CGPA through the summer semester. Further, if a candidate fails to makeup/improve the CGPA through the summer semester, then he/she has to reappear for the continuous/ end semester evaluation of the selective courses (Maximum of 4 courses including theory/practical).</p> <p>11.5. To pass a particular course the minimum required grade is D (out of 100). However, it is mandatory to attempt the major evaluation for the declaration of grades.</p> <p>11.6. Obtaining a FL grade in any course requires reappearing in summer semester and backlog evaluation (as per the provisions defined under section 10 and 13 respectively).</p>
<p>12. Attendance Requirement</p>	<p>12.1. All undergraduate program students are expected to be present in every course (theory and practical), NEC, Co-curricular, extra-curricular activities, practical or project interaction sessions scheduled for them which enriches their learning.</p> <p>12.2. A student must have a minimum attendance of 75% in a course during a semester, in lectures (theory and practical), tutorials or practical's taken together (as applicable). A student with less than 75 % attendance in a course will not be allowed to appear in the Minor-I. Subsequently, if the student still not achieved the desired attendance threshold then he/she will not be allowed to appear in the Minor-II and then further for the major evaluation.</p> <p>12.3. Attendance calculations will be measured on the basis of face to face learning, blended learning, experiential/ experimental learning and efforts made for the project development, MOOC based learning etc.</p>

	<p>12.4. A relaxation of up to 15% may be given on the following special /exceptional grounds:</p> <p>12.4.1 Any continuous illness of two weeks --like contagious diseases-- supported by a proper medical certificate. Smaller absence for shorter duration e.g. few days at a time due to medical reasons shall not count towards this relaxation. A student must meet the class coordinator and submit the medical documents to prove genuineness of the request</p> <p>12.4.2 The student being deputed to represent the MITS-DU with the prior approval of the VC/Dean of respective faculty.</p> <p>12.4.3 Under special reason of natural calamity or any special personal reason, on the recommendation of the Dean of respective faculty and approval of the Vice Chancellor.</p>
<p>13. Conduction of Major Evaluation</p>	<p>13.1 Role of Student</p> <p>13.1.1 Each student shall carry the admit card for the major evaluations. Failing the same may result in debarred from the evaluation process.</p> <p>13.1.2 Students are not supposed to carry any means of UNFAIR MEANS (UFM) like slips of papers/mobile/digital gazettes/ revision notes/ study materials etc. Forgetting to take out in a hurry or worry is no excuse. However, Students are allowed to carry codes and notes/books/ other materials (as recommended by the department/examination section) for reference purpose in case of open book evaluation.</p> <p>13.1.3 Student must sit as per seating plan displayed outside the halls or as notified.</p> <p>13.1.4 Student must ensure that they sign your attendance slip before leaving the Examination Hall.</p> <p>13.1.5 Student shall not be allowed to leave the examination hall before one hour of examination regardless of the mode of examination.</p> <p>13.1.6 The fees of the MOOC courses or any type of certification/Exam will be borne by the students themselves.</p> <p>13.1.7 In case of Backlog evaluations:</p> <ol style="list-style-type: none"> i. A student is not permitted to register for the examination for more than two backlog courses in a semester over and above the regular credits of a semester. ii. The Backlog course (institutional or through SWAYAM/NPTEL platform) can be registered only if that course is being offered in that semester. iii. Student needs to reappear for the continuous and end term evaluation for the backlog courses (courses with FL grade). iv. Re-examination of any backlog in the SWAYAM/NPTEL courses under DE/OC level can be considered through Summer Semester. Students can also register during odd/even semesters, on the SWAYAM/NPTEL platform for completing the credits in on-line mode, if (and when) the course is offered by the department/BoS for credit transfer. v. Student is required to register for the summer semester in a timely manner as per the rules/guidelines of the Summer Semester (maximum four courses).

Handwritten signatures and initials in blue ink at the bottom of the page.

13.2 Instructions and Penalty for Use of Unfair Means

13.2.1 Actions by the Invigilator's on Detecting Unfair Means Case:

- i. As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available etc, if possible. In case student indulges in UFM other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow student outside the hall etc, the nature of offence must be duly recorded by the invigilator.
- ii. The Invigilator in charge shall get the prescribed form for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- iii. After completing all the above formalities, a fresh answer-book shall be given to the student for completing the Examination.
- iv. No extra time will be given for completing the Examination as a result of this procedure.
- v. If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, other-Invigilator may sign as a witness to the event.
- vi. After Examination is over, these answer books duly marked as I (confiscated copy) and II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator in charge shall be delivered separately to the controller of Examination.

13.3 Penalty for Use of Unfair Means

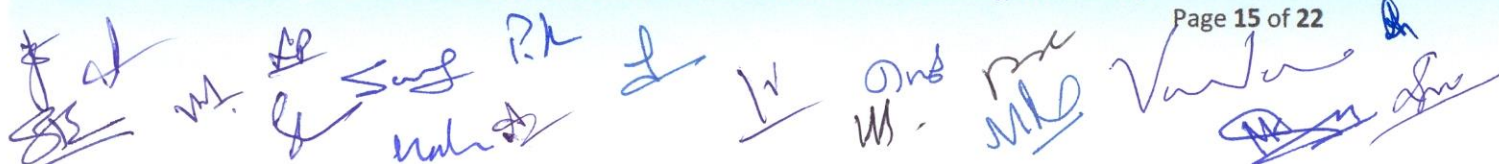
13.3.1 The cases of the use of unfair means at the examination as reported by the controller of examination along with the report of the invigilator shall be examined by a Committee to be appointed by the Vice-Chancellor.

13.3.2 The Committee shall after examining the cases, decide the action to be taken in each case as per the UFM rules enclosed as *Annexure-II* and report to the Vice-Chancellor with all cases of the use of unfair means together with the decision of the Committee.

13.4 Norms and Procedure for Exam Result Declaration and Pre-Result Review Process

13.4.1 Result Declaration:

- i. Announcement: The institute announces the exam results on a specified date through official communication channels (website, notice boards, email, etc.).
- ii. Result Portal Access: Students can access their results on the institute's official result portal using their unique login credentials.



13.4.2 Viewing Answer Books:

- i. Notification: Students are informed about the option to view their answer books of in Pen-Paper mode and Open Book mode of evaluation within a stipulated time of maximum one to two days.
- ii. Viewing Session: Students visit the designated portal to view their answer books.

13.4.3 Identifying Discrepancies:

- i. Review: Students review their answer books for any discrepancies (e.g., totaling errors, unchecked answers).
- ii. Reporting: If discrepancies are found, students can report them through an online form on the result portal by applying for the pre-result review.

13.4.4 Pre-Result Review of Answer Books:

- i. Request for Pre-Result Review: Students who wish to apply for pre-result review of their answer books submit a request through the result portal.
- ii. Payment: A **nominal fee per course** is required for the process. Payment can be made online through the portal.
- iii. Download: After payment confirmation, students can download their answer books in PDF format.

13.4.5 Institute/Department Level Committee Review:

- i. Committee Formation: A committee comprising course experts and faculty members is formed to review the requests.
- ii. Review Process: The committee reviews the submitted answer books and discrepancies reported by students. The review process will be in the presence of student. The same can be carried out in secure online mode also.
- iii. Re-viewing Session: The review process will be carried out on a specified date communicated through official communication channels (website, notice boards, email, etc.). No request for change of date in any case will be entertained.
- iv. Decision: The committee makes a decision on whether marks need to be corrected. The decision of the review committee will be final.

13.4.6 Appeal:

- i. Student failing and not satisfied with the decision of review committee may appeal to the Dean of Respective Faculty and VC through proper channel by paying a fee as decided by the university.
- ii. The VC/Dean of Respective Faculty may review the same by constituting a new committee comprising of internal/external members of the domain.

13.4.7 Communication of Revaluation Results:

- i. Update Portal: The result portal is updated with the updated results.
- ii. Final Marks: If any changes are made to the marks, the final updated marks are reflected in the student's result.

13.4.8 Record Keeping:

- i. Documentation: All records of the viewing sessions, discrepancies reported, downloaded answer books, and pre-result review decisions are maintained for future reference.

[Handwritten signatures and initials in blue ink at the bottom of the page.]

- ii. Feedback: Students can provide feedback on the result declaration and pre-result review process to help improve the system.

13.5 Role of Department

- 13.5.1** Department will prepare a panel of two examiners and get it approved by the Dean of respective Faculty at least 45 days before commencement of examination.
- 13.5.2** Department shall be responsible for the preparation of question paper in the appropriate format as per the mode of evaluation and submit the required number of copies of question paper in the sealed envelope to the examination section.
- 13.5.3** Department shall conduct the evaluation in coordination with the examination section. The department shall appoint either a regular faculty or contract faculty with at least three years of experience at MITS-DU as a valuer.
- 13.5.4** As far as possible, the valuation is to be done by the respective course faculty only. Further, the sharing of valuation is not recommended.
- 13.5.5** After the valuation, the grade moderation shall be exercised at the department level by the committee constituted for the purpose.
- 13.5.6** Department has to submit a certificate for the moderation, evaluation etc. to the examination section.

13.6 Role of Examination Section

- 13.6.1** The major evaluation will be conducted in centralized/decentralized manner in coordination with the examination section.
- 13.6.2** The examination section shall recommend the panel of observers to the VC/Dean of respective faculty to monitor the major evaluation conduction process.
- 13.6.3** The valuation related work will be coordinated by the examination section.
- 13.6.4** Examination section will be responsible for arrangement of necessary infrastructure and providing the time slots for the conduction of examination.
- 13.6.5** The examination section shall be responsible for maintaining all types of records pertaining to students such as Tabulation Register (TR), student nominal etc.
- 13.6.6** TR shall be signed by the Controller examination, Dy.Controller examination, Head/ coordinator of the department and Registrar of the MITS-DU.
- 13.6.7** The result analysis prior to declaration of result is to be done by the Dean of Respective Faculty.
- 13.6.8** The examination section shall be responsible for the declaration of results, preparation and issuance of marksheets, award of degrees, issuance of transcripts etc.
- 13.6.9** Marksheets will be signed by the controller examination.
- 13.6.10** EC on behalf of the Chancellor will award the degree signed by the VC.
- 13.6.11** Any grievances regarding the major evaluation shall be addressed to the Dean of respective faculty.

[Handwritten signatures and initials in blue ink at the bottom of the page, including names like 'P.N.', 'Maha', 'Vardan', and others.]



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.),
INDIA

Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ GRADE



Annexure-I

Guidelines for the conduction of MOOCs (Massive Open Online Courses)

University Grants Commission Gazette Notification, (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 dated 17th August 2016 revised on 25th March 2021 and any further revisions and modifications issued from time to time will be applicable.

- ❖ The list of SWAYAM based online credit courses for the ensuing semester are normally notified on the SWAYAM platform before 1st November for the January semester and before the 1st June for the July semester, every year.
- ❖ The Board of Studies (BoS) will identify the online learning courses being offered for credit transfer through the SWAYAM platform and keeping in view the academic requirements, decide upon the courses which it shall permit for credit transfer.
- ❖ The list of courses which the students can opt from the MOOCs platform (against DE/OC/SPC/Minor Specialization/Honours Degree) will be displayed on the website of the MITS-DU well in advance, so that the students can select the courses of their choice.
- ❖ The BoS of MITS-DU shall allow those online courses of SWAYAM, where:
 - (i) *There is non-availability of suitable teaching staff for running a course in the Institution or*
 - (ii) *The facilities for offering the elective papers (courses), sought for by the students are not on offer in the Institution, but are available on the SWAYAM platform or if*
 - (iii) *The courses offered on SWAYAM would supplement the teaching-learning process in the Institution.*
- ❖ The department must designate a course coordinator/facilitator to guide the students throughout the course. Provision of class room interaction (mentoring sessions) will also be made for DE and OC Courses which will be offered under MOOC (SWAYAM/NPTEL) based learning.
- ❖ In connection with the credit transfer for the courses from SWAYAM /NPTEL/ Institutional MOOCs/ other standard & approved MOOC platforms, the following policy for credit transfer shall be followed.

<u>Duration of Course</u>	<u>Credits</u>	<u>Nature of permissible course</u>
04-week course	01*	<i>Seminar/self-study/professional development purposes only</i>
06-week course	02 [#]	<i>DEs/ OCs and additional courses (for Honours / Minor Specialization).</i>
08-week course	03 [#]	
12-week course	04 [#]	

[Handwritten signatures and initials in blue ink]

- ❖ To obtain “**Honours or Minor Specialization**”, 20 additional credits are required over and above the basic credit requirement for B.Tech. in engineering & technology. These additional credits can be completed through SWAYAM /NPTEL / MOOC platform-based learning.
- ❖ Weightage of awarded marks is considered on the basis of percentage marks obtained/mentioned on the qualifying certificate issues by the agency.
- ❖ In case, a student fails to earn credits for DE or OC courses (opted from online platforms) in his/her first attempt, he /she is required to register in the summer semester to complete the course. Such students can also register during odd/even semesters, on the SWAYAM/NPTEL platform for completing the credits in on-line mode, if (and when) the course is offered by the department/BoS for credit transfer.
- ❖ The distribution of marks and passing provisions in the MOOCs block is as follows:
 - (i) End Sem. Exam with the provision of 75 marks (min. Pass marks 30) and
 - (ii) Assignment /Quiz part with 25 marks (min. Pass marks 10)
 - (iii) The total of 100 marks (min. Pass marks 40)

The above provisions for MOOCs is exactly as per the evaluation mechanism of the online course offering agency SWAYAM/NPTEL. Moreover, the proposed Grade and its numeric equivalent Grade Points will be as follows:

GRADE	AAA	AA	A	B+	B	C	D	F
GRADE POINTS	10	09	08	07	06	05	04	00
% Marks Range	>90 to 100	>80 to 90	>70 to 80	>60 to 70	>50 to 60	>40 to 50	40 Only	Below 40

[Handwritten signatures and initials in blue ink, including names like 'Madhav', 'Vardaan', and 'Sudhakar']



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर (म.प्र.), भारत
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR (M.P.),
INDIA

Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ GRADE



Annexure-II

UFM RULES

Use or Attempt to use Unfair Means and disorderly conduct at an examination by a candidate

Any candidate uses unfair means as given here in or types to use such methods as given here to acts in a manner to gain any advantage in the major evaluation (exam) will be punished as stated in these rules. After considering the requests of centre superintendent, invigilators, examiners, statement of accused candidate and relevant papers the committee constituted for the purpose will categorize the act and recommend the punishment.

Definitions

1. MITS-DU: Madhav Institute of Technology & Science-Deemed University
2. Exam/ Examination: Major Evaluation of only theory courses.
3. Candidate: A person authorized to appear in an examination and have been issued an admit card.
4. Person appointed for exam work: A person appointed by the MITS-DU or superintendents of exam to work/help in conduction of examination. Such as invigilator, superintendent, assisting staff in the examination water man, peons etc.
5. Debarred: A candidate not allowed to appear in examination, since candidate will not be permitted in examination, he/she can not be admitted in the institution till candidate becomes eligible to appear in the examination.
6. Present Examination: Present examination is that (semester/annual) examination in which candidate have been caught using UFM. It means only theory examination.
7. Next exam: Examinations to be held in future including theory, Practicals, Sessionals, Minors, Quiz/Assignments. The punishment will be decided on the basis of seriousness of the conduct thereafter nature of classification will be made.

Category - A

Seeking assistance from another candidate or any other person in an unauthorized manner while answering the question paper during the examination, or helping another candidate in writing the examination, writing anything on the question paper other than the candidate's enrollment number or roll number, deliberately disclosing one's identity, or making any distinguishing marks in the answer book, will be grouped under this category.

Punishment

Examination of that theory papers will be cancelled in which candidate has been found doing so.

Category - B

During the examination, until the student has finally submitted their answer book to the invigilator, if any book or written paper related or unrelated to the question paper and of the same course as the ongoing examination is found in the possession of the candidate, whether or not they were copying, they will be classified under 'B' category.

[Handwritten signatures and initials in blue ink at the bottom of the page.]

Punishment

Present full examination (theory) will be cancelled

Category - C

If a candidate leaves the examination hall without handing over their answer book to the invigilator, smuggles in an answer book or supplementary sheet, takes out or arranges to send out an answer book, its pages, or a supplementary sheet, or replaces or gets replaced any part of the answer book or supplementary sheet during or after the examination, they will be placed in this category.

Punishment

Present examination will be cancelled in full and student will be debarred from appearing in next examination and therefore candidate can not be admitted in next coming semester/year

Category- D

If a candidate is impersonated by another person during the examination, refuses to hand over materials or papers that could be used for copying, destroys or attempts to dispose of such materials or papers, or refuses to sign the UFM proforma, they will be classified in this category.

Punishment

Present examination will be cancelled in full and the candidate will be debarred for next two examinations.

Category -E

If a candidate tries to disrupt or actually disrupts the examination or forces others to leave examination hall or tries to forcefully obstructs the others not to appear in the examination will be ground in this category.

Punishment

Cancellation of present full examination and debarred for next three examinations and further the case will be reported to the police for criminal proceeding against the candidate.

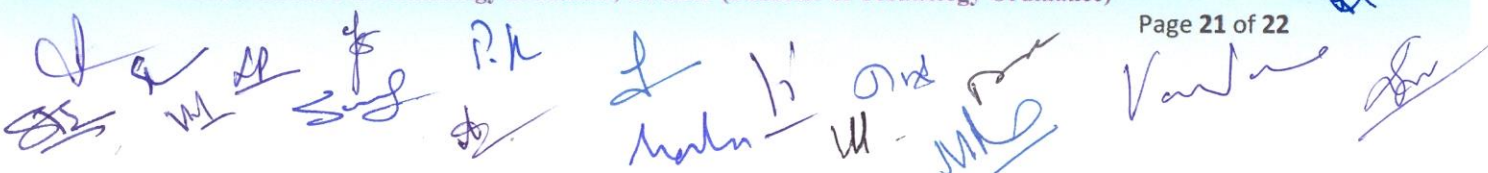
Category F

A candidate misbehaves or uses abusive language or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator examination superintendent or a person appointed for examination work at the centre or carries any weapon in examination centre or takes any dog or other animal or birds in the exam hall will be grouped under this category.

Punishment

Cancellation of present full examination and debarred for appearing in next four examination and FIR will be sent to police for criminal proceeding on the candidate.

The Executive Council of MITS-DU can rusticate a candidate for a period of time or declare the candidate unfit for a degree, thereby removing their name from the university's roll. These unfit candidates will not be conferred any degree from this university in the future.



Definitions

MITS-DU	Madhav Institute of Technology & Science, Gwalior
VC	Vice-Chancellor of MITS-DU
EC	Executive Council of MITS-DU
AC	Academic Council constituted of MITS-DU
BoS	Board of Studies of departments
NEP-2020	National Education Policy-2020
MEES	Multiple Entry and Exit System of MITS-DU
NEC	Novel Engaging Courses
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
MOOCs	Massive Open Online Courses
LMS	Learning Management System
MMTLP	Multiple Mode Teaching Learning Pattern
MAC	Mandatory Audit Courses (Non-credit courses)
UFM	Unfair Means
SPC	Specialization Course
MC	Mandatory Course for meeting the MEES requisites