

<p>1. Post Graduate(PG) Degree</p>	<p>1.1. The Degree in Business Administration of two years (four semesters) post graduate programme, hereinafter, shall be designated as MASTER OF BUSINESS ADMINISTRATION (M.B.A.).</p> <p>1.2. The studies and evaluations of M.B.A. 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 Post Graduate Degree</p>	<p>2.1. Minimum and Maximum duration for academic requirement:</p> <p>The minimum duration required for the M.B.A. degree is 2 (two) years and the maximum duration permissible with 2 years of extension is upto 4 years (excluding the clauses defined under Multiple Entry and Exit System provisions).</p> <p>2.2. Extension of Programme:</p> <p>The permission for the further extension (after completion of maximum duration i.e. 4 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:</p> <p>Odd Semester: July to December Even Semester: January to May</p> <p>During each semester there will be minor and major evaluations.</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. Students will be admitted to the PG programme based on merit in the national level competitive examinations like CAT, C-MAT with valid score etc., or in the entrance test conducted by the Madhav Institute of Technology & Science-Deemed University (MITS-DU).</p> <p>4.2. The admission process may be directly implemented by the university authorities and/or through Directorate of Technical Education, M.P. (DTE)/any other admission process approved by EC of MITS-DU.</p> <p>4.3. No student shall be eligible for admission to M.B.A. degree programme unless he/she has successfully completed graduation degree, with at least 50% marks in aggregate, from an AICTE approved university/autonomous institution. Relaxation in marks/ 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.</p>

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	<p>4.4. If a qualifying degree result is awaited, the candidate should have a minimum of 50% marks (or CGPA 5/10) till the pre-final semester and NO existing backlog papers.</p> <p>4.5. Each student must meet the eligibility criteria in terms of educational qualifications or any other conditions specified at the time of admission.</p> <p>4.6. Further, the admission process can be carried out twice a year as per the guidelines of the UGC.</p> <p>4.7. 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.</p> <p>4.8. 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 and no refund will be made.</p>
<p>5. Multiple Entry and Exit</p>	<p>5.1. Exit Option at the end of First year of M.B.A Programme</p> <p>5.1.1. As per the Multiple Entry and Exit System (MEES) introduced by the National Education Policy (NEP) 2020, the MITS-DU may allow students to exit the programme after completing first year of the M.B.A degree and earning of 45-55 credits including the classified NEC. The student may be awarded the Post Graduate Diploma in Management in such a scenario.</p> <p>5.2. Entry Option at the beginning of second year of M.B.A Programme</p> <p>5.2.1. The students with Post Graduate Diploma in Management can directly be admitted to second year of M.B.A., with an allowed academic gap of not more than 3 Years i.e., total degree duration including the gap can be 5 years and the maximum duration permissible with 2 years of extension is 7 years.</p> <p>5.2.2. 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>5.2.3 The Head of the department will decide about the courses on individual basis and get it ratified in the next BoS.</p>
<p>6. Credit requirement for Post Graduate M.B.A Degree</p>	<p>The minimum 102 credits are required for the award of M.B.A degree programme.</p>
<p>7. Promotion to Higher Semester /Year:</p>	<p>7.1. A candidate who has been admitted to M.B.A. degree programme and has appeared in the first semester major evaluation, will be automatically promoted to the second semester, irrespective of failing in any number of courses of the first semester.</p>

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	<p>7.2. A candidate who fails to score minimum grade of D in more than two courses (including theory and practical course) in first year, shall not be promoted to second year.</p> <p>7.3. No student shall be eligible for the award of the M.B.A. degree unless he/she has successfully earned the required number of credits, as prescribed by the MITS-DU, and acquired a Cumulative Grade Point Average (CGPA) of not less than 5.0.</p> <p>7.4. The result of the fourth and final semester shall be declared only if candidate has fully cleared the evaluations of all the previous semesters.</p> <p>7.5. 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>8. Registration</p>	<p>8.1. Filling of the registration form before the commencement of each 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/Notification till the Degree requirements are completed in terms of credits completion.</p> <p>8.2. It is mandatory for a student to register all the backlog courses at the time of semester registration, which will run concurrently in the newly registered semester.</p> <p>8.3. Payment of prescribed semester fees and all other dues outstanding against the name of the student to the MITS-DU, or any other recognized unit of the MITS-DU shall ordinarily be a pre-condition for registration.</p> <p>8.4. Registration process for Departmental Elective (DE), etc. shall be governed by the registration mechanism of the MITS-DU.</p> <p>8.5. 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>8.6. 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. The Category-wise Structure of M.B.A. Programme</p>	<p>The M.B.A. programmes shall comprise following type of courses:</p> <p>9.1. Departmental Core Courses: These are compulsory courses and mandatory to clear/pass for the award of degree. The course content of one unit must be designed/restructured by the faculty member as per the recent advancement in the management/ technology.</p> <p>9.2. Departmental Elective Courses (DE): These courses are offered to augment the studies in specific fields. They may be interchanged. These courses can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc). As far as possible the list of each DE must be oriented towards</p>

Research, Industrial demand and technological advancement. DE which will be offered through Swayam/NPTEL/MOOC based learning platform can be related and relevant to other domain as well. The fees of the MOOC courses/ any other certification will be borne by the students themselves.

9.3. Classified Open Course (COC): This course is offered as an option for students with an intent of encouraging them to emphasize on the differential learning (within the core programme) and gaining the knowledge in different disciplines. This course can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc.) and will have prerequisites. Further, minimum 5 student's registration is must for a COC track to run for PG scheme.

9.4. Classified Novel Engaging Course: This is an activity based course with an objective of bridging the identified gaps between the courses of the PG programme.

9.5. *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.

9.6. Compulsory Internship/ field work: In order to encourage practical thinking and application of management knowledge 06 credits internship /field work is mandatory to award the degree. At the end of the first year, during the summer, a student is required to undergo "Internship/ field work" in the field for 04 to 06 weeks. For this purpose, the student must work on a specific project given to him/her by the sponsoring organization. This unique exposure to the real world of business and industry allows him/her an opportunity to relate the classroom learning to live problems.

General Instructions on the Internship.

1. The students must inform in writing about their area of interest for internships to the Faculty supervisor/ Placement Coordinator latest by end of January.

2. The Placement Coordinator will try to assign students to the companies who have shown inclination for engaging interns from the institute.

3. In case the students have planned for their internship in any specific organization through their personal contacts, they must inform the Placement Coordinator well in advance in writing and present a letter of consent from the concerned organization.

4. After a company issues letters of consent approving students to join as interns, he/she cannot opt out of the project without approval from the Placement Coordinator.

5. In case the scope of the project is large, students may undertake a project jointly. Similarly, if the scope of the project is limited, students can

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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.

10.6. The distribution of weightage/marks:

10.6.1. For each theory course, the distribution of weightage/marks is as follows:

10.6.1.1. Minor I and II Evaluation - 40 Marks (20 Marks for each Minor). 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.

10.6.1.2. Quiz/Assignments Evaluation - 30 Marks (10 marks for each monthly/four weekly evaluation)

10.6.1.3. Major Evaluation - 30 Marks. Major evaluation of a course will cover the entire syllabus.

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 University 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.

10.6.2. For each Practical course, the distribution of weightage/marks is as follows:

10.6.2.1. Continuous Evaluation - 70 Marks

10.6.2.2. Major Evaluation - 30 Marks.

10.6.3. Practical training, project work, Internship/Field work and dissertation/ internship project/ major project shall be treated as practical courses.

10.7. General practice for awarding the grades for credit courses:

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

Table 1 Suggestive Ranges of Grades using Statistical Method (Relative Grading)

Lower Range of Marks	Grade	Upper Range of Marks
$\bar{x} + 1.5\sigma <$	AAA	100
$\bar{x} + 1.0\sigma <$	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 2 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.

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11. Summer Semester

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

11.1 Objectives of the Practice

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

11.2 Duration

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

11.3 Scope

Summer semester is optional for the:

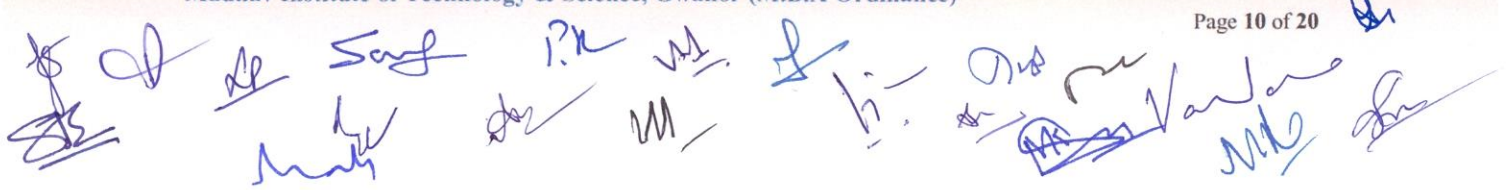
- 11.3.1 Students having backlog due to any of the reason (illness, not qualified etc.) in their preceding semesters courses.
- 11.3.2 Students who missed out or have not qualified any of the mandatory Internship Evaluation, NEC and mandatory audit courses.

11.4 Fee for the Summer Semester

Fee structure shall be notified from time to time.

11.5 The Practice

- 11.5.1 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.
- 11.5.2 There will not be any late registration in the summer semester and a student shall not be allowed to add a course after registration.
- 11.5.3 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.
- 11.5.4 Students will be allowed to complete five (05) courses of not more than 15-18 Credits in the summer semester (theory as well as laboratory). The course credit assignment will remain same as in a regular semester. In addition, Final Year M.B.A. Dissertation can also be offered during summer semester.
- 11.5.5 Mentoring support will be extended for the MOOCs courses/other 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.
- 11.5.6 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.
- 11.5.7 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.
- 11.5.8 Improved grades (marks / CGPA) will replace the earlier grade or else earlier grade will be retained as per the normalization policy of the institute.



13.2 Instructions and Penalty for Use of Unfair Means

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

- 12.1.1 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.
- 12.1.2 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

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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 is required for the process as decided by the MITS-DU. 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.
- iii. Re-viewing Session: The review process will be carried out on a specified date communicated through official communication

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- 13.5.4 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.
- 13.5.5 As far as possible, the valuation is to be done by the respective course faculty only. Further, the sharing of valuation is not recommended.
- 13.5.6 After the valuation, the grade moderation shall be exercised at the department level by the committee constituted for the purpose.
- 13.5.7 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.

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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 [#]	

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- ❖ 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

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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.

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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.

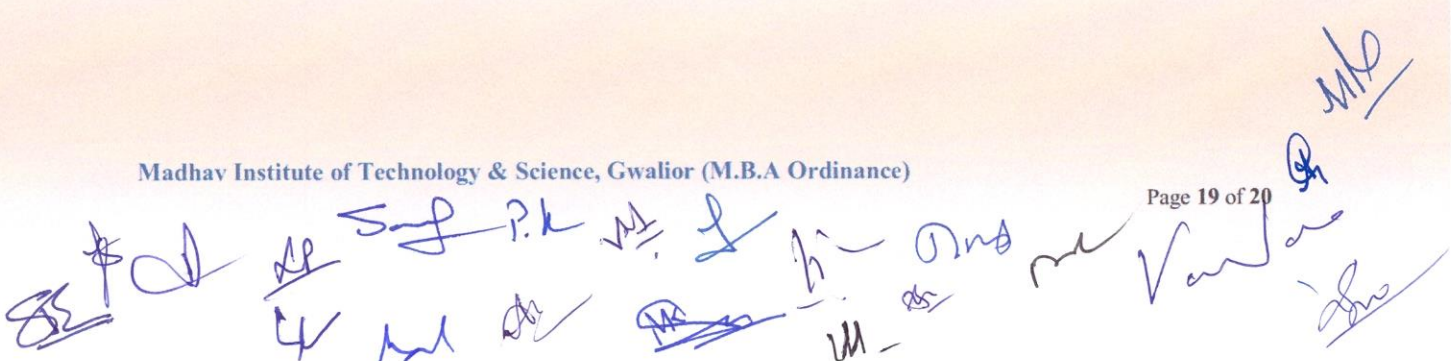
Category F

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.

A collection of handwritten signatures and initials in blue ink, scattered across the bottom of the page. Some are clearly legible, while others are more stylized or scribbled. The signatures appear to be from various officials or staff members.

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

