



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 MUP Degree Programme

The provisions in this Ordinance governs the policies and procedures on the admission of students, scheme & course instructions, conducting examinations, and evaluating and certifying student's performance. The ordinance, on approval by the Executive Council (EC) shall govern the Academic Regulations for Master of Urban Planning 2 Years Post 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 the ordinance and Course Structures of MUP programme. In case of any disputes regarding the credits of the course, pre-requisites, rules/guidelines of the programme, the information available with the 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 24<sup>th</sup> July 2024.

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<p><b>1. Post Graduate(PG) Degree</b></p>	<p>1.1. The <b>Degree in Urban Planning of two years</b> (four semesters) post graduate programme, hereinafter, shall be designated as <b>MASTER OF URBAN PLANNING (MUP)</b>.</p> <p>1.2. The studies and evaluations of MUP shall be on the basis of semester wise Marks-Cum-Credit system and final evaluation shall be by <b>credit based grading system</b>.</p>
<p><b>2. Duration of the Post Graduate Degree</b></p>	<p>2.1. Minimum and Maximum duration for academic requirement:  The <b>minimum duration</b> required for the <b>MUP degree is 2 (two) years</b> and the maximum duration permissible with 2 years of extension is upto 4 years.</p> <p>2.2. Extension of Programme:  The permission for the <b>further extension</b> (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><b>3. Academic Session</b></p>	<p>3.1. The academic year normally begins from July and ends in June. The academic year is divided into two parts:  <b>Odd Semester:</b> July to December <b>Even Semester:</b> January to May During each semester there will be minor and major evaluations.</p> <p>3.2. <b>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.</b></p>
<p><b>4. Admission</b></p>	<p>4.1. Students will be admitted to the PG programme based on merit in the national level competitive examinations like GATE with valid score etc., or in the entrance test conducted by the Madhav Institute of Technology &amp; 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 MUP degree programme unless he/she has successfully completed four years of Bachelor Degree in Planning/ / Civil/ 5 years of Architecture, or Master Degree of Geography/ Economics/ Social Sciences with at least 55% marks in aggregate, from an UGC/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> <p>4.4. If a qualifying degree result is awaited, the candidate should have a minimum of 55% marks (or CGPA 5.5/10) till the pre-final semester and NO</p>

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	<p>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><b>5. Multiple Entry and Exit</b></p>	<p>5.1. <b>Exit Option at the end of First year</b> of MUP 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 MUP degree and earning of <b>35-45 credits including the classified NEC</b>. The student may be awarded the <b>Post Graduate Diploma in URBAN PLANNING</b> in such a scenario.</p> <p>5.2. <b>Entry Option at the beginning of second year</b> of MUP Programme</p> <p>5.2.1. The students with Post Graduate Diploma in relevant discipline can directly be admitted to second year of the same discipline, with an allowed <b>academic gap of not more than 3 Years</b>.</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 Board of Studies (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><b>6. Credit requirement for Post Graduate MUP. Degree</b></p>	<p><b>Minimum 70 credits</b> are required for the award of MUP degree.</p>
<p><b>7. Promotion to Higher Semester /Year:</b></p>	<p>7.1. A candidate who has been admitted to MUP 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> <p>7.2. A candidate who <b>fails to score minimum grade of D in more than two courses</b> (including theory and practical) in <b>first year, shall not be promoted to second year</b>.</p> <p>7.3. No student shall be eligible for the award of the MUP degree unless he/she has successfully earned the required number of credits, as prescribed by the</p>

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	<p>MITS-DU, and acquired a <b>Cumulative Grade Point Average (CGPA) of not less than 5.0.</b></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 <b>minimum required grade is D (out of 100).</b> However, it is <b>mandatory to attempt the major evaluation</b> for the declaration of grades.</p>
<p><b>8. Registration</b></p>	<p>8.1. Filling of the <b>registration form</b> before the commencement of each semester is <b>mandatory</b> 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 <b>register</b> for all the <b>backlog courses</b> at the time of <b>semester registration</b>, 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), Specialization Courses (SPC) etc. shall be governed by the registration mechanism of the MITS-DU.</p> <p>8.5. In case a student <b>does not register</b> in any semester and does not report for the orientation session on the date mentioned in the Academic Calendar, the student will be considered <b>ineligible to appear in the semester.</b></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><b>9. The Category-wise Structure of MUP Programme</b></p>	<p>The MUP programmes shall comprise following type of courses:</p> <p>9.1. <i>Departmental Core Courses (DC):</i> 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 technology.</p> <p>9.2. <i>Departmental Elective Courses (DE):</i> 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 Research, Industrial demand and technological advancement. DE-2 will be offered through Swayam/NPTEL/MOOC based learning platform. The course can be related and relevant to other</p>

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domain as well.

9.3. *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 can be offered through Face to Face mode/ MOOCs (Swayam/NPTEL platform etc.) and will have prerequisites. These courses must reflect various level within that specialization. Further, minimum 5 student's registration is must for a specialization track to run for PG scheme. Dissertation work of a student may be aligned as per the specialization track/area opted by the student.

9.4. *Classified Novel Engaging Course (NEC)*: 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. *Dissertation*: Student is required to undertake preliminary dissertation and dissertation in the third and fourth semester of the programme. During preliminary dissertation, the student has to conduct review of literature for the preparation of synopsis with research objectives and gaps available in the current knowledge. Based on the literature review, the student will prepare a **survey paper for possible presentation in the International Conference**. During dissertation, the student will continue with the research work to attain the identified research objectives. Further, as an outcome of dissertation in the IV semester student will **publish atleast one paper in the ITPI/ UGC Care/ scopus indexed journal or two papers in International conference indexed in scopus or equivalent (ITPI/IEEE/Springer/Elsevier)** for the consideration of dissertation. The student shall abide with the MITS-DU plagiarism policy for the preparation of the dissertation specified as: The overall similarity index up to 15-20% is acceptable (using MITS-DU approved software) provided that the highest similarity percentage from any one source is not greater than 4-6%. For self-plagiarism (from papers already published by the research scholar), the highest similarity percentage from any one source can be about 7-10%.

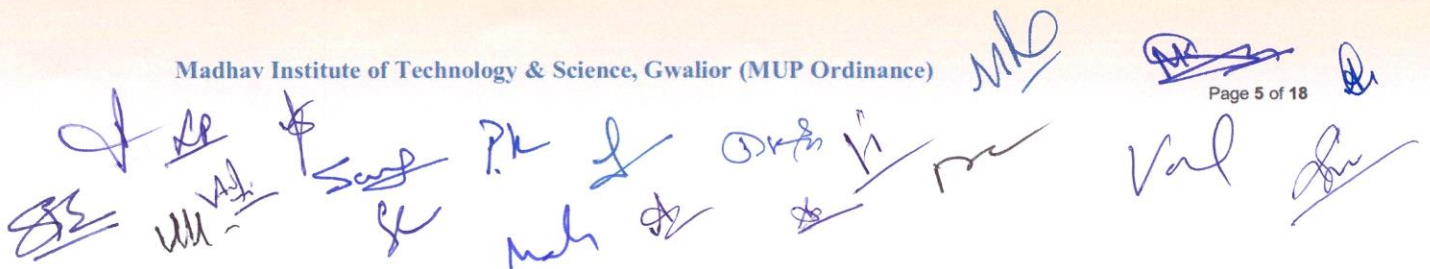
#### 10. Award of Credits and Grades

10.1. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Academic Council of the MITS-DU. Only approved courses can be offered during any semester.

10.2. One lecture/tutorial hour per week per semester is assigned one credit.

10.3. Two laboratory hours per week per semester is assigned one credit.

10.4. The medium of instruction and examination shall be English



throughout the course of study.

- 10.5. A student shall be continuously evaluated for his/her academic performance in a course through Lectures, Tutorial work, practicals, home assignments, minor evaluations, field work, seminars, quizzes, major evaluation and efforts made for the project development, MOOC based learning etc, as proposed by the respective Board of Studies and approved by the Academic Council of the MITS-DU.

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:

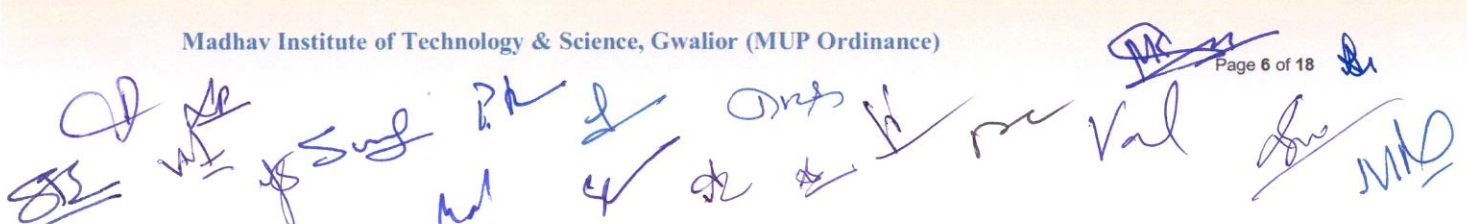
10.6.1.1. Minor I and II Evaluation - 40 Marks (20 Marks for each minor evaluation). First two units will be covered under Minor I evaluation and next two units i.e. unit 3 and unit 4 will be covered under Minor II evaluation.

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 and dissertation shall be treated as practical courses.

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

10.7.1. Absolute Grading is implemented for the award of grades to MUP students.

Table 1 Suggestive Ranges of Grades using Absolute Grading

Lower Range of Marks	Grade	Upper Range of Marks
90<	AAA	100
80<	AA	≤90
70<	A	≤80
60<	B+	≤70
50<	B	≤60
45<	C	≤50
40≤	D	≤45
	F	≤39

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.

10.7.2. 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.

10.7.3. Any course in which a student has obtained FL, IL or WL grade will not be counted towards his/her earned credits.

10.7.4. However, the guidelines for grading and evaluation of MOOC shall be in line with the Institute policy as enclosed in **ANNEXURE-I**

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### 10.7.5. Performance Indices

#### 10.7.5.1 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 2, where  $i = 1, 2, \dots, n$ , are the number of courses in that semester.

#### 10.7.5.2. 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.

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

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.

10.7.6. 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.

### 10.8. Division of Marks

10.8.1. Division shall be awarded only after completion of the programme, on the basis of integrated performance of the student in the two years as per following details:

Table 3 Division of Marks

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division with Distinction
$6.5 \leq CGPA \leq 7.5$	First Division
$5.0 \leq CGPA \leq 6.5$	Second Division

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

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

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<p><b>11. Attendance</b></p>	<p>11.1. A student must have a <b>minimum attendance of 75%</b> 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>11.2. 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>11.3. A <b>relaxation of up to 15%</b> may be given on the following <b>special /exceptional grounds:</b></p> <p>11.3.1. 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>11.3.2. The student being deputed to represent the MITS-DU with the prior approval of the VC/ Dean of Respective Faculty</p> <p>11.3.3. 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><b>12. Conduction of Major Evaluation</b></p>	<p><b>12.1. Role of Student</b></p> <p>12.1.1 Each student shall carry the admit card for the major evaluations. Failing the same may result in debarred from the evaluation process.</p> <p>12.1.2 Students are <b>not supposed to carry any means of UNFAIR MEANS (UFM)</b> 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>12.1.3 Student must sit as per seating plan displayed outside the halls or as notified.</p> <p>12.1.4 Student must ensure that you sign your attendance slip before leaving the Examination Hall.</p> <p>12.1.5 Student shall not be allowed to leave the examination hall before one hour of examination regardless of the mode of examination.</p> <p>12.1.6 The <b>fees of the MOOC courses or any type of certification/Exam will be borne by the students themselves.</b></p> <p><b>12.2 Instructions and Penalty for Use of Unfair Means</b></p> <p>Actions by the Invigilator's on Detecting Unfair Means Case:</p> <p>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</p>

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.
- vii. No extra time will be given for completing the Examination as a result of this procedure.
- viii. 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.
- ix. 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.

### 12.3 Penalty for Use of Unfair Means

- 12.3.1 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.
- 12.3.2 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.

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## 12.4 Norms and Procedure for Exam Result Declaration and Pre-Result Review Process

### 12.4.1 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.

### 12.4.2 Viewing Answer Books:

- i. Notification: Students are informed about the option to view their answer books of 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.

### 12.4.3 Identifying Discrepancies:

- i. Review: Students review their answer books for any discrepancies (e.g., totalling 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.

### 12.4.4 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.

### 12.4.5 Institute/Department Level Committee Review:

- i. Committee Formation: A committee comprising of 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

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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. This can involve reviewing the entire answer book or specific sections as necessary. The decision of the review committee will be final.

12.4.6 Appeal:

- i. Student failing and not satisfied with the decision of review committee may appeal to the Dean of Respective Faculty/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.

12.4.7 Communication of Revaluation Results:

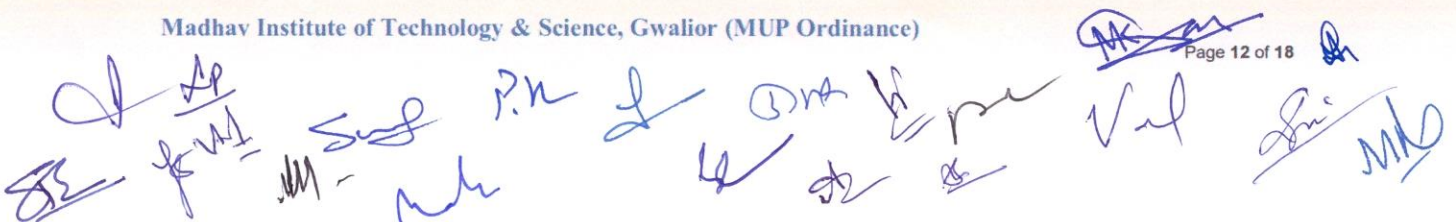
- i. Update Portal: The result portal is updated with the updated results.
- ii. Notification: Students are notified about the outcome of their request via email and the result portal.
- iii. Final Marks: If any changes are made to the marks, the final updated marks are reflected in the student's result.

12.4.8 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.
- ii. Feedback: Students can provide feedback on the result declaration and pre-result review process to help improve the system.

**12.5 Role of Department**

- 12.5.1 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.
- 12.5.2 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.
- 12.5.3 Department shall be responsible for the preparation of question paper in the appropriate format as per the mode of evaluation.
- 12.5.4 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.

12.5.5 As far as possible, the valuation is to be done by the respective course faculty only. Further, the sharing of valuation is not recommended.

12.5.6 After the valuation, the grade moderation shall be exercised at the department level by the committee constituted for the purpose.

12.5.7 Department has to submit a certificate for the moderation, evaluation etc. to the examination section.

### 12.6 Role of Examination Section

12.6.1 The major evaluation will be conducted in centralized/decentralized manner in coordination with the examination section.

12.6.2 The examination section shall recommend the panel of observers to the VC/Dean of respective faculty to monitor the major evaluation conduction process.

12.6.3 Examination section will be responsible for arrangement of necessary infrastructure and providing the time slots for the conduction of examination.

12.6.4 The examination section shall be responsible for maintaining all types of records pertaining to students such as Tabulation Register (TR), student nominal etc.

12.6.5 TR shall be signed by the Controller examination, Dy.Controller examination, Head/ coordinator of the department and Registrar of the MITS-DU.

12.6.6 The result analysis prior to declaration of result is to be done by the Dean of Respective Faculty.

12.6.7 The examination section shall be responsible for the declaration of results, preparation and issuance of marksheets, award of degrees, issuance of transcripts etc.

12.6.8 Marksheets will be signed by the controller examination.

12.6.9 EC on behalf of the Chancellor will award the degree signed by the VC.

12.6.10 The valuation related work will be coordinated by the examination section.

12.6.11 Any grievances regarding the major evaluation shall be addressed to the Dean of respective faculty.

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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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**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.

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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.

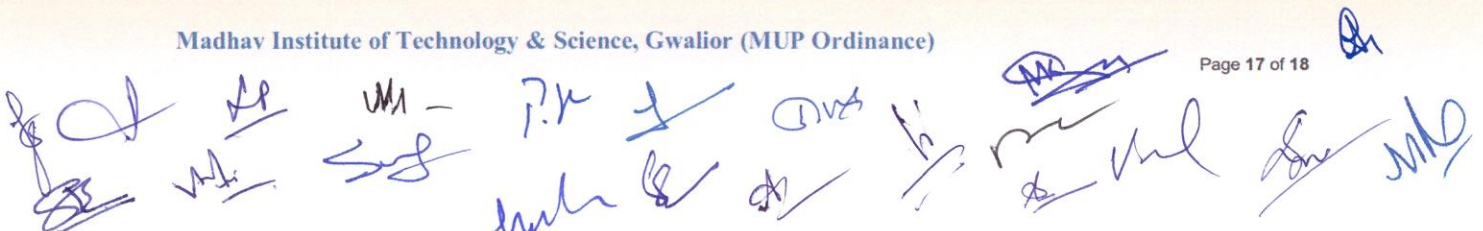
**Category F**

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.**



### 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

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