# MANAV RACHNA UNIVERSITY FARIDABAD

# MRU (ACADEMIC PROGRAMS) REGULATION, 2020

## APPROVED BY THE BOARD OF

## MANAGEMENT 15.01.2020

## INDEX

## MANAV RACHNA UNIVERSITY (ACADEMIC PROGRAMS) REGULATION, 2020

In pursuance of the provisions under Section 34 of the Haryana Private Universities Act, 2006, the Board of Management of the Manav Rachna University hereby makes the following Regulations relating to award of Bachelor of Technology Degree in various disciplines.

**Short Title and Application**

(i) This Regulations may be called MRU (Academic Programs)
Regulation, 2020 (ii) This shall come in force from 15.01.2020.
(iii) This shall apply to all the Programs prescribed in this Regulation.

## CHAPTER 1: FOR BACHELOR OF TECHNOLOGY (B.TECH)

**PROGRAMS, 1. Eligibility:**

(i) Candidates should have passed 10+2 Examination from a recognized Board / University, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed with Physics, Mathematics and English; or other combination of subjects, as required for specific B Tech Program, to be specified by the Academic Council of the University.

(ii) A candidate may be directly admitted to the Second year (third semester) of the Program through **Lateral Entry** on the basis of merit/rank in the test conducted by the University for the Seats as notified, which will be over and above the sanctioned intake (Supernumerary) of the approved intake in addition to vacant seats of the first year provided

   (a) The candidate has passed the 3 year diploma course in the relevant discipline from a recognized Board with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. OR

   (b) The candidate has passed B.Sc. course with Physics and Mathematics as subjects, from a recognized university with minimum marks in aggregate as prescribed by the Academic Council from time to time.

**2. Merit Criterion for Admission:**

Admission to the B Tech program shall be made on the basis of merit in a national level entrance examination notified by the University or on the basis of an entrance examination conducted by the University. Such admissions shall be completed by a due date notified by the University.

**3. Admission:**

(i) All admissions to the B. Tech. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(ii) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

   (a) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

   (b) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(c) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(iii) No candidate shall be entitled to claim admission as a matter of right.

(iv) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(v) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(vi) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(vii) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**4. Migration from other Universities / Migration to other University:** Such cases shall be governed as per the provisions in the ordinance.

**5. ADMISSION OF THE CANDIDATES WHO HAVE GAP YEARS AFTER PASSING ELIGIBILITY QUALIFICATION:** Such cases shall be governed as per the provisions in the ordinance.

**6. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**7. Program Structure**

**(i) Program Duration:**

(a) The B. Tech. program is a Full-Time Under Graduate Program of four years' duration. The maximum time span in which a candidate must qualify the degree shall be seven academic years, failing which he/she shall not be allowed to continue his/her studies for the program.

(b) The program offered shall be normally semester based and comprise eight semesters. Each semester shall normally be of about **16-18 weeks** duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(c) For a program, the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of May, June & July).

(d) The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the University from time to time.

**(ii) Courses of Study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes.**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.

**Practical Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

**(a) Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted;

**(b) Elective Courses:** Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.

**(c) Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.;

**(d) Special / Value added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.

**(e) Training Modules**: Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry / research organization or other institutions.

**(f) Bridge Courses:** Courses introduced to enhance the basic knowledge and skills of the students prior to undertaking advance courses of the Program. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations;

**(g) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit course.

**(h) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

**(iii)Program Credit Requirement:**

The University shall follow the choice-based credit system. The total credit requirement for the award of the B. Tech. degree shall be around 160. A student will be eligible for degree with Honours or additional Minor Engineering, if he/she completes an additional

20 credits in that domain. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the students through online / contact mode from any national / international institutions with prior approval of the department shall be counted in his /her credits earned, as per guidelines framed by the University in this regard.

**(iv)Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he / she would not be able to take up the academic rigor may register for a minimum of 14 credits to maintain his / her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 29 Credit in a semester, if he / she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

### 8. Attendance:

A student shall be required to fulfill the attendance criteria as prescribed in the Ordinance. **9. Conduct of Examination & Evaluation:**
**(i) Conduct of Examination:**

(a) The University shall conduct examinations as per the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(b) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

### (ii) Evaluation:

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for

achieving learning objectives.

For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

### 10. Preparation and Declaration of Results:

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

### 11. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examination.

**12. Examination Grievance Committees**: **shall be constituted as per provisions in the  regulation for conduct of examination.**

### 13. Graduation Requirements:

### (i) Minimum Credits:

The total credit requirement for the award of the B.Tech degree shall be around 160. Candidate  shall have to earn the minimum credits as per the Program Structure, to be eligible for the  award of degree. These credits should be earned under different categories as follows:

A student shall register and earn credits for:

(a) All core courses as defined in curriculum scheme;
(b) All trainings;
(c) At least one elective course from other disciplines of Engineering / Sciences; (d) At least one elective course from the discipline of Management/Education/ Humanities / Law  etc.
(e) At least two courses through online platform.

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the Department from time to time.

### (ii) Credits Earned at Different Universities / Institutes:

Credits earned by a student through course work / project work / internship at other Institutions /  Industry / Organization in India or abroad shall be counted towards total credit earned by the  student for award of degree. This shall be facilitated with the approval of the Dean Academics  on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the  regulation and the amended regulation, if any, shall apply prospectively and from the  date as specified in the regulation**.

## CHAPTER: 2 MASTER OF TECHNOLOGY (M.TECH)

### PROGRAMS 1. Eligibility:

Candidates having passed B.Tech./ B.E./ MCA/ Post Graduate Degree from a recognized  University or equivalent, with minimum marks in aggregate as notified by the University shall be  eligible to apply for admission to the M. Tech. program. These regulations are in line with the  norms of statutory bodies.

There shall be two kinds of M. Tech. programs:

**(a) Multi-disciplinary Program:** This program shall have candidates admitted from diverse backgrounds (as specified by the eligibility of the program).

**(b) Specialized Degree Program:** The program is a specialized degree in the same field in which the graduation has been done by the candidate.

| Program | Degree | Eligibility |
|---|---|---|
| **Multi disciplinary Program:** | **M.Tech** | For M.Tech. in a multi disciplinary program, the candidates must possess sufficient background to be able to cope up with the course structure of such programs. *For example, M.Tech in Information Technology (IT), the candidates must have a Degree in any Branch of Engineering / MCA / PG Degree (as specified in the Program) or equivalent are eligible for admission.* |
| **Specialized Degree Program:** | **M.Tech in Computer Engineering** | Candidates with B.E. / B. Tech. in Computer Science & Engineering / Computer Engineering / Information Technology / MCA or equivalent are eligible for admission. |
| | **M.Tech in Electronics &Communication Engineering** | Candidates with B.E / B.Tech in Electronics & Instrumentation/ Electronics Engineering / Electronics Instrumentation & Control / Instrumentation & Control/ Electrical Instrumentation & Control/ Instrumentation Engineering/ Control Engineering/ Electronics Engineering or equivalent/ M.Sc. Physics/ M.Sc. Electronics are eligible for admission. |
| | **M.Tech in Mechanical Engineering** | Candidates with B.E / B.Tech in Mechanical Engineering/ Production Engineering/ Automobile Engineering/ Industrial Engineering/ Agriculture Engineering/ Aeronautical Engineering/ Marine Engineering/ Mining and Metallurgy or |

| | | equivalent are eligible for admission. |
|---|---|---|

**2. Merit Criterion:**

Admission to the M.Tech Program shall be made on the basis of merit in a national level Entrance Exam (GATE) or on the basis of Entrance Exam conducted by the University. Such admissions shall be made by a due date fixed by the University.

**3. Admission:**

(viii) All admissions to the M. Tech. Program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(ix) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(d) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

(e) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(f) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(x) No candidate shall be entitled to claim admission as a matter of right.

(xi) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xii) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xiii) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xiv) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**4. Admission of the Candidates who have Gap Years after passing eligibility qualification:** Such cases shall be governed as per the provisions in the ordinance.

**5. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**6. Program Structure**

**(i) Program Duration:**

(a) The University offer M.Tech program in Full Time and Part Time mode. The duration of Full Time program shall be two years and that of Part Time program shall be three years. The maximum time span in which a candidate must qualify for the degree shall be four academic years for Full Time program and five academic years for Part Time program failing which he/she shall not be allowed to continue his/her studies for the program. There is provision for lateral exit with a Post Graduate Diploma as given later in this regulation.

(b) Program offered shall be semester based and comprise four semesters for full time program and six semesters for part time program. Each semester shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(c) For a program, the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of May, June & July).

(d) The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the University from time to time.

**Courses of Study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.

**Practical Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

**(a) Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.

**(b) Elective courses:** Group of courses in a program where the student has the flexibility of choosing courses, of his choice and interest.

**(c) Non-Teaching Credit Courses:** These courses involve no teaching and include seminars, presentations, dissertations, projects, thesis etc.

**(d) Workshop Courses having only P component:** These are completely 'hands on' courses based on new or emerging technologies;

**(e) Special / Value added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.

**(f) Training Modules**: Objective of summer training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be concentrated during summer or extended over a period of time including regular semester period for the desired outcome to be achieved.

**(g) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses.

**(h) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

**(i) Dissertation:** The Objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.

**(ii) Program Credit Requirement:**

The total credit requirement for the award of the M. Tech. Degree shall be around 72 credits depending upon the specified curriculum & scheme of examination of the specific M. Tech. program. These credits shall be earned under different categories as specified by the curriculum scheme of the specific M. Tech. Branch.

**(iii)Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he / she would not be able to take up the academic rigor may register for a minimum of 12 credits in case of full time program and 8 credits in case of part time program to maintain his / her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1- 2, which can be core or elective with preference to core. Student has also choice to register for a maximum of 24 Credit in a semester in case of full time program and 16 Credits in part time program, if he / she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

**7. Attendance:**

A student shall be required to fulfill the attendance criteria as prescribed in the

Ordinance. **8. Conduct of Examination & Evaluation:**

**(i) Conduct of Examination**

(c) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for

various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(d) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

**(ii) Evaluation:**

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives. The Test conducted can be of different modes (normal written mode, open book, multiple choice, essay type, case study based, mid-term evaluation of a project in case of project based learning etc.) The mode of examination shall be announce well in advance and approved by the concerned BOS. Besides, evaluation may include quiz, assignments, problem solving, class participation, presentation, seminars, term papers submission, project submission etc. as decided by the Board of studies.

For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

In case a student is pursuing his /her dissertation work in industry or in a research organization he/she shall have to present the progress of the work after respective semester for its evaluation before a board constituted by the Department.

**(iii) Examination and Evaluation of Dissertation Preparatory Project Course and Dissertation:**

**(a) Dissertation Preparatory Project Course:**

The Dissertation Preparatory Project shall be oriented towards carrying out literature survey, familiarizing with tools and techniques and in general, building the background for the dissertation works. It shall culminate in the formulation of a Dissertation Plan and should be presented within 10-12 weeks from completion of Second Semester (course work).

For students working on their Dissertation work in the University, the assessment shall normally be carried out in three stages during the course of project work.

**Table 2.1**

| | |
|---|---|
| Stage 1: approx 5 weeks into the semester | 20% |
| Stage 2: approx 10 weeks into the semester | 20% |
| Stage 3: at the end of the semester | 60% |

It shall be the responsibility of the supervisor to ensure that candidate should finalize the dissertation plan in consultation with him/her.

**(b) Dissertation:**

The dissertation work will be carried out during Third & Fourth semester of full time program and Fifth & Sixth semester of part time program and will by and large adhere to the dissertation plan submitted before the start of dissertation work. The evaluation stages for dissertation shall be as given in the Table 2.2.

**Table 2.2**

| Evaluation Stage | Time Line | Weightage | Conditions |
|---|---|---|---|
| Stage 1: | Approx 5 weeks into the semester | 20% | Student failing to secure at least 20% marks allocated to dissertation work, shall not be allowed to proceed to the pre-dissertation seminar |
| Stage 2: | Approx 10 weeks into the semester | 20% | |
| ***Pre-Dissertation Seminar:*** | Approx 14 weeks into the semester | - | All candidates shall be required to clear a pre dissertation seminar to be eligible for the Stage 3 Evaluation. |
| Stage 3: | At the end of the semester | 60% | Evaluation shall have two equal components: ***External Evaluation*** by examiner from outside the University ***Viva Examination*** by a committee set up by the department |

**(c) Submission of Dissertation:**

The student shall submit an electronic copy of the Dissertation in the prescribed format to the Department, as per schedule. Upon receiving of satisfactory report from the external examiner the student shall submit three soft bound copies of the dissertation to the department.

**(d) Dissertation Evaluation:**

**(i) APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF THESIS EXAMINATION BOARD**

**(a) Appointment of Thesis Supervisor(s)**

(i) It shall be the responsibility of the Department to allocate Thesis Supervisor to all the registered students. A Student shall be allotted Thesis Supervisor preferably during the second semester.

(ii) A student shall not normally have more than two supervisors at any given time.

(iii) Thesis supervisor(s) of a student shall be appointed amongst the Faculty Members of the University in the manner prescribed by the department and approved by Dean, Academics. Normally, a Faculty Member shall not supervise more than five students of masters program. However the Department may evolve a transparent policy for the distribution of students amongst the Faculty Members in the Department.

(iv) A student on the recommendation of the HoD can have a co-supervisor from outside the University.

(v) In case, there has been a change / addition in the supervisor(s) such changes shall not be permitted within the last three month of program duration.

(vi) If a student's supervisor proceeds on long leave (more than 3 months) and if there is only one supervisor, then prior to proceeding on such a leave, HOD in consultation with Dean of Faculty and the student, shall appoint a thesis coordinator to ensure that the student's work does not suffer in his/her absence. Further, if all research work and related analysis is complete except writing of the thesis and the supervisor proposes to go on leave, the Thesis coordinator / HOD shall take care of the formalities.

(vii) In case a supervisor resigns / retires or otherwise ceases to be a Faculty Member of the University, the HOD shall appoint a new supervisor or co-supervisor in consultation with the student.

(viii) In case a Faculty Member is suspended / debarred by the University for indulging in lowering the prestige of the University in any manner, he/she shall cease to be a thesis supervisor.

**(b) Constitution of Thesis Examination Board**

The Examination Board for evaluation of the thesis shall consist of

(i) One Faculty from the University / Outside University form the same area (ii) One Faculty from the Department having expertise in the area of thesis. (iii) Thesis Supervisor(s):

Thesis supervisor shall recommend the names of the examination board to the Dean Academics for its approval. The Board shall give its recommendation for accepting or rejection of the thesis and the same shall be sent to the office of Controller of Examination.

**(ii) THESIS SUBMISSION AND EXAMINATION**

(a) After the Examination Board is constituted, unbound copies of the thesis report one for each examiner of the Examination Board shall be prepared according to the format prescribed.

(b) All the work carried out as part of the dissertation shall be screened using the software for plagiarism and in case the report shown is more than permissible limit, the dissertation report has to be resubmitted. A certificate that no part of the Thesis is plagiarized has to be

submitted by the student.

(c) Thesis shall be submitted at least a week before the probable date of Oral Examination. The HOD shall arrange to send the soft copies of the thesis to the examiners appointed by the Dean Academics. The examiner shall evaluate and grade the dissertation for presentation, organization and content and send the report to the office of Controller of Examinations. After the final Viva Voce, the modifications suggested if any by the Examination Board, may be incorporated in the thesis and three copies of the thesis be submitted to the Examination Section.

**9. Preparation and Declaration of Results**

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

**10. Use of Unfair Means**

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination.

**11. Examination Grievance Committees**:

Committee shall be constituted as per provisions in the regulation for conduct of

examination. **12. Graduation Requirements**

As specified in the curriculum scheme, completion of minimum number of credits, including all prescribed courses and successful completion of all stages of dissertation work shall be the condition for becoming eligible for the award of degree. In addition, a student shall have to fulfill all other conditions as prescribed by the Department / University from time to time.

## 13. Credits Earned at Different Universities / Institutes

Provision shall be made for acknowledgement of credits earned by a student through course work / project work / internship at other institutions in India or abroad. This shall be facilitated with the approval of Vice-Chancellor on the recommendation of the respective Dean.

## 14. Lateral Exit:

A candidate may be allowed to exit from the full time program, with a Post Graduate Diploma, provided that the candidate completes at least one academic year of program, completes all trainings, if any, and earns a minimum of 40 credits including all prescribed courses offered. A candidate opting to exit after one year shall be awarded Post Graduate Diploma. If a candidate is interested in completing the M. Tech. after completion of the maximum duration of the program, he/she shall have to register as a fresh candidate.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

# CHAPTER 3: BACHELOR OF SCIENCE (HONOURS)

## 1. Eligibility:

Candidates should have passed 10+2 Examination from a recognized Board / University, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed with Physics, Mathematics / Biology, Chemistry and English; additionally branch specific subjects, if any, as required for specific B.Sc. (Hons.) program, to be specified by the Academic Council of the University.

## 2. Merit Criterion for admission:

Admission to the B.Sc.(Hons.) Program shall be made on the basis of marks or grades obtained in qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks / grade obtained in the entrance test conducted by the University. Such admissions shall be made as per admission schedule notified by the university.

## 3. Admission:

(xv) All admissions to the B. Sc.(H) program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(xvi) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

    (g) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

    (h) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

    (i) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(xvii) No candidate shall be entitled to claim admission as a matter of right.

(xviii) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xix) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xx) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xxi) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall

not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**4. Migration from other Universities / Migration to other University:** Such cases shall be governed as per the provisions in the ordinance.

**5. Admission of the Candidates who have Gap Years after passing Eligibility Qualification:** Such cases shall be governed as per the provisions in the ordinance.

**6. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his / her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**7. Program Structure:**

**(i) Program Duration:**

(a) The B.Sc. (Hons.) program is a full time Undergraduate program of three years duration.  The maximum time span in which a candidate must qualify the degree shall be five  academic years, failing which he / she shall not be allowed to continue his/her studies for  the program.

(b) The program offered shall be semester based and comprise six semesters. Each semester  shall normally be of 16-18 weeks duration. The University may, in addition, introduce  mandatory Trainings / Workshops / Courses for the students. The academic departments  may assign additional value-added Course/work.

(c) For a program, the academic year shall normally comprise Odd Semester, Even Semester  and a Summer Training period (normally in the months of May, June & July).

(d) The starting and ending dates of the semesters and the training schedules shall be as per  the academic calendar of the program, as notified by the University from time to time.

**(ii) Courses of Study:** The program of study shall consist of the Core and Elective Courses  offered. These courses could be offered in combination of various **L-T-P modes**.

> **Lecture:** Presentation & discussion, used to convey development of theories and/or  systems; their applications; current status and future prospects to a large class.

> **Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or  designing by applying what have been discussed in a lecture.

> **Practical Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

**(a) Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.

**(b) Elective courses:** Group of courses in a program where the student has the flexibility of  choosing courses of his choice and interest.

**(c) Workshop courses:** These are hand on courses conducted in field/organization /classroom  aimed  at  developing  practical  skills  /  application  orientation  / implementation  capabilities / design skills of the student.

**(d) Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.;

**(e) Special / Value added Courses:** for development of skills and other consanguine abilities. These  courses  are  specially  designed  to  address  different  scholastic abilities of  students. These courses would focus on developing cognitive, affective and  psychomotor skills.

**(f)  Training Modules**: Objective  of  training  modules  shall  be  to  enhance  the employability  and entrepreneurial skills of the students. These modules shall be suitably  designed with  the  purpose of developing hard and soft skills of the students and shall stress upon  'learning by doing'. Modules can be organized during summer or extended over a period  of time including regular semester period

for the desired outcome to be achieved. This training could be organized in an industry / research organization or other institutions.

**(g) Bridge Courses:** Courses introduced to enhance the basic knowledge and skills of the students prior to undertaking advance courses of the Program. These courses will not carry any credit and will not be counted for SGPA or CGPA calculations;

**(h) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses.

**(i) Audit Course**: These Courses will not carry any credit and will not be counted for SGPA or CGPA calculation.

**(j) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

### (iii)Program Credit Requirement:

University shall follow the choice based credit system. The total credit requirement for the award of the B. Sc.(Hons) degree shall be around 120. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the students through online / contact mode from any national / international institutions with prior approval of the department shall be counted in his /her credits earned, as per guidelines framed by the University in this regard.

### (iv)Lower and Upper Limits for Credits Registered:

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he / she would not be able to take up the full academic rigor he/she may register for a minimum of 14 credits to maintain his / her continuity in the program. The minimum credit registered should include at

least two courses of L-T-P mode 3-1-2 / 3-1-0, which can be core or elective. Student has also choice to register for a maximum of 29 Credit in a semester, if he / she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

### 8. Attendance:

A student shall be required to fulfill the attendance criteria as prescribed in the Ordinance.

### 9. Conduct of Examination & Evaluation:

### (iii)Conduct of Examination:

(a) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(b) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

**(iv)Evaluation:**

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with minimum three lectures per week there shall be three written examinations T1, T2, T3 and for courses with one or two lectures per week there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

**(v) Examination and Evaluation of Project Work:**

**a) Project:**

The project work will be carried out during the fifth & sixth semester. The evaluation stages for project work shall be as given in the Table 3.1.

**Table 3.1**

| Evaluation Stage | Time Line | Weightage | Conditions |
|---|---|---|---|
| Stage 1: | Approx 5 weeks into the semester | 20% | Student failing to secure at least 20% marks allocated to dissertation/project work, shall not be allowed to proceed to the End semester evaluation |
| Stage 2: | Approx 10 weeks into the semester | 20% | |
| Stage 3: | At the end of the semester | 60% | Evaluation shall have two equal components: *1. Project presentation* *2. Viva Examination* (by Committee set up by the department having at least one examiner from outside the University) |

**b) Submission of Project Report and Evaluation:**

The student shall submit an electronic copy of the Project Report in the prescribed format to the  Department, as per schedule. The Department shall call upon the project evaluation committee  to conduct the project presentation and viva examination to evaluate and grade the same. Upon  receiving of satisfactory report from the external examiner, the student shall submit three hard  bound copies of the project report to the department as per schedule.

The results shall be collated by the department and submitted to the office of Controller of  Examinations.

## 10. Preparation and Declaration of Results

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

## 11. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination .

## 12. Examination Grievance Committees

Committee shall be constituted as per the provisions prescribed in the MRU (Conduct of  Examination) Regulation, 2020.

## 13. Graduation Requirements:

### (a) Minimum Credits:

Candidate shall have to earn the minimum credits as per the approved scheme of program to  become eligible for the award of degree. These credits should be earned under different  categories as follows:

A student shall register and earn credits for

**(i)** All core courses as defined in curriculum scheme;

**(ii)** Summer trainings as specified in program structure;

**(iii)** At least two electives offered by parent department;

**(iv)** At least one elective offered by other department;

**(v)** At least one course through online platform

**Note:**

Student shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the Department from time to time.

**(b) Credits earned at different universities/Institutes:**

Credits earned by a student through course work / project work / internship at other Institutions / Industry / Organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean of the Faculty concern on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

# CHAPTER: 4 MASTER OF SCIENCES (M.SC.)

### 14. Eligibility:

**(i)** Candidates having passed B.Sc. (Hons) / B.Sc. from a recognized University or equivalent, with minimum marks in aggregate as notified by the University keeping in view the norms of statutory bodies, in relevant disciplines as indicated below shall be eligible to apply for admission to the M.Sc. Program.

**M. Sc. in Chemistry:**
Candidates with B. Sc. (Hons) Chemistry/B.Sc. (General) are eligible for admission.

**M. Sc. in Physics:**
Candidates with B.Sc. (Hons) Physics /B.Sc. (General) are eligible for admission.

**M. Sc. in Mathematics:**
Candidates with B.Sc. (Hons) Mathematics / B.Sc. (General) are eligible for admission.

### 15. Merit Criterion for Admission:

Admission to the M.Sc. Program shall be made on the basis of marks or grades obtained in qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks / grade obtained in the entrance test conducted by the University. Such admissions shall be made as per admission schedule notified by the university.

### 16. Admission:

(xxii) All admissions to the M.Sc. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(xxiii) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(j) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

(k) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(l) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it.

(xxiv) No candidate shall be entitled to claim admission as a matter of right.

(xxv) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xxvi) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xxvii) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xxviii) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An  Affidavit relating to his/her present and proposed name, duly sworn in the presence of a  Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed  change of name has been advertised. However, the provision relating to publication shall  not be applicable in case where a woman student wants to change her name following  her marriage in which case marriage certificate indicating the new name shall be valid.

17. **ADMISSION OF THE CANDIDATES WHO HAVE GAP YEARS AFTER PASSING ELIGIBILITY QUALIFICATION:** Such cases shall be governed as per the provisions  in the ordinance.

## 18. Withdrawal of admission and fee refund

A student shall have to submit an application to the Registrar or authorized officer of the  University, in case he/she wants to withdraw his/her admission from the program of study in  which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University  announced in the admission brochure for that admission year.

### 19. Program Structure:

**(i) Program Duration:**

(a) The University shall offer M.Sc. program in full time mode only. The duration of full time program  shall be Two Years. The maximum time span in which a candidate must qualify  for the degree shall be Four academic years failing which he/she shall not be allowed to  continue his/her studies for the program.

(b) The program offered shall be semester based and comprise four semesters. Each semester  shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(c) For a program the academic year shall normally comprise odd semester, even semester  and a summer training period (normally in the months of May, June & July).

(d) The starting and ending dates of the semesters and the training schedules shall be as per  the academic calendar of the program, as notified by the University from time to time.

**(ii) Courses of Study:** The program of study shall consist of the Core and Elective Courses  offered. These courses could be offered in combination of various **L-T-P modes.**

The various courses shall comprise one or more of following components: ☐ Lecture (L)

☐ Tutorial (T)
☐ Practical (P)

**Lecture (L):** Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.

**Practical (P) Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or softwares.

The program of study shall consist of:

**(i) Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted;

**(j) Elective Courses:** Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.

**(k) Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.;

**(l) Special / Value added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.

**(m)Training Modules**: Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry / research organization or other institutions.

**(n) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses

**(o) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

**(p) Dissertation:** The Objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.

**(iii) Programme Credit requirement:**

University shall follow the choice based credit system. The total credit requirement for the award of the M. Sc Degree shall range between 75 and 85 credits depending upon the specified curriculum & scheme of examination of the specific M. Sc program.

**(iv) Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any  unavoidable circumstances, ill health or any other reason, if a student feels that he / she would  not be able to take up the academic rigor may register for a minimum of 12 credits to maintain  his / her continuity in the program. The minimum credit registered should include at least two  courses of L-T-P mode 4-0-0, which can be core or elective with preference to core. Student  has also choice to register for a maximum of 30 Credit in a semester, if he / she wishes to  complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to  register for previous semester courses due to detention.

**20. Attendance:**

A student shall be required to fulfill the attendance criteria as prescribed in the

Ordinance. **21. Conduct of Examination & Evaluation:**

**(vi)Conduct of Examination:**

(e)  The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for  various examinations. A student who has not paid the prescribed fees within the specified  time shall be dealt with as per rules of the University and shall not ordinarily be eligible to  appear in the examination.

(f) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

**(vii) Evaluation:**

The University shall follow a policy of continuous evaluation of student's learning with an  objective of training a student to put in sustained, steadfast and disciplined effort over the entire  period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for  a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory   subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend  evaluation through project evaluation, seminars, assignments etc. as it deems necessary for  achieving learning objectives.

For courses with L-T-P of 4-0-0, there shall be three written examinations T1, T2, T3 and for  courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of  evaluation shall be announced by the Department at the beginning of the training.

**(viii) Examination and Evaluation of Dissertation/ Project Work:**

**(a) Dissertation/Project:**

The dissertation/project work will be carried out during fourth semester. The evaluation stages for dissertation/project work shall be as given in the Table 4.1.

**Table 4.1**

| Evaluation Stage | Time Line | Weightage | Conditions |
|---|---|---|---|
| Stage 1: | Approx 5 weeks into the semester | 20% | Student failing to secure at least 20% marks allocated to dissertation/project work, shall not be allowed to proceed to the End semester evaluation |
| Stage 2: | Approx 10 weeks into the semester | 20% | |
| Stage 3: | At the end of the semester | 60% | Evaluation shall have two equal components: *1. Project presentation* *2. Viva Examination* (by Committee set up by the department having at least one examiner from outside the University) |

**(b) Submission of Dissertation:**

The student shall submit an electronic copy of the Dissertation in the prescribed format to the Department, as per schedule. Upon receiving of satisfactory report from the external examiner the student shall submit three soft bound copies of the dissertation to the department.

**(c) Dissertation Evaluation:**

### (iii) APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF THESIS EXAMINATION BOARD

#### (c) Appointment of Thesis Supervisor(s)

(ix) It shall be the responsibility of the Department to allocate Thesis Supervisor to all the registered students. A Student shall be allotted Thesis Supervisor preferably during the third semester.

(x) A student shall not normally have more than two supervisors at any given time.

(xi) Thesis supervisor(s) of a student shall be appointed amongst the Faculty Members of the University in the manner prescribed by the department and approved by Dean, Academics. Normally, a Faculty Member shall not supervise more than five students of masters program. However the Department may evolve a transparent policy for the distribution of students amongst the Faculty Members in the Department.

(xii) A student on the recommendation of the HoD can have a co-supervisor from outside the

University.

(xiii) In case, there has been a change / addition in the supervisor(s) such changes shall not be permitted within the last three month of program duration.

(xiv) If a student's supervisor proceeds on long leave (more than 3 months) and if there is only one supervisor, then prior to proceeding on such a leave, HOD in consultation with Dean of Faculty and the student, shall appoint a thesis coordinator to ensure that the student's work does not suffer in his/her absence. Further, if all research work and related analysis is complete except writing of the thesis and the supervisor proposes to go on leave, the Thesis coordinator / HOD shall take care of the formalities.

(xv) In case a supervisor resigns / retires or otherwise ceases to be a Faculty Member of the University, the HOD shall appoint a new supervisor or co-supervisor in consultation with the student.

(xvi) In case a Faculty Member is suspended / debarred by the University for indulging in lowering the prestige of the University in any manner, he/she shall cease to be a thesis supervisor.

#### (d) Constitution of Thesis Examination Board

The Examination Board for evaluation of the thesis shall consist of

(iv) One Faculty from the University / Outside University form the same area (v) One Faculty from the Department having expertise in the area of thesis. (vi) Thesis Supervisor(s):

Thesis supervisor shall recommend the names of the examination board to the Dean Academics for its approval. The Board shall give its recommendation for accepting or rejection of the thesis and the same shall be sent to the office of Controller of Examination.

#### (iv) THESIS SUBMISSION AND EXAMINATION

(d) After the Examination Board is constituted, unbound copies of the thesis report one for each examiner of the Examination Board shall be prepared according to the format prescribed.

(e) All the work carried out as part of the dissertation shall be screened using the software for  plagiarism and in case the report shown is more than permissible limit, the dissertation  report has to be resubmitted. A certificate that no part of the Thesis is plagiarized has to be  submitted by the student.

Thesis shall be submitted at least a week before the probable date of Oral Examination. The  HOD shall arrange to send the soft copies of the thesis to the examiners appointed by the Dean  Academics. The examiner shall evaluate and grade the dissertation for presentation,  organization and content and send the report to the office of Controller of Examinations. After  the final Viva Voce, the modifications suggested if any by the Examination Board, may be  incorporated in the thesis and three copies of the thesis be submitted to the Examination  Section.

**22. Preparation and Declaration of Results:**

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

**23. Use of Unfair Means:**

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination.
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**24. Examination Grievance Committees**

Committee shall be constituted as per provisions in the regulation for conduct of

examination. **25. Graduation Requirements:**

**(iii) Minimum Credits:**

As specified in the curriculum scheme, completion of minimum number of credits, including all  core courses, successful completion of summer training; and successful completion of all stages  of dissertation/project work shall be the condition for becoming eligible for the award of degree.  In addition, a student shall have to fulfill all other conditions as prescribed by the University from  time to time.

**(iv) Credits Earned at Different Universities / Institutes:**

Provision shall be made for acknowledgement of credits earned by a student through course  work/project work/internship at other institutions in India or abroad. This shall be facilitated with  the approval of Vice-Chancellor on the recommendation of the respective Dean.

**Nothing in this regulation shall be deemed to preclude the University from amending the  regulation and the amended regulation, if any, shall apply prospectively and from the  date as specified in the regulation**.

## CHAPTER: 5 - B.A. / B.Sc. B.Ed. (Integrated)

**1. Eligibility:**

Candidates should have passed 10+2 Examination from a recognized Board / University, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies.

**2. Merit Criterion for Admission:**

Admission to the B.A / B.Sc. B.Ed. (Integrated) program shall be made on the basis of marks or grades obtained in the qualifying examination and achievements in co-curricular and extra curricular activities or on the basis of marks / grade obtained in the entrance test conducted by the University. Such admissions shall be completed by a due date notified by the University.

**3. Admission:**

(xxix) All admissions to the B.A / B.Sc. B.Ed. (Integrated) program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(xxx) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(m) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

(n) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(o) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(xxxi) No candidate shall be entitled to claim admission as a matter of right.

(xxxii) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xxxiii) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xxxiv) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xxxv) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**4. Migration from other Universities / Migration to other University:** Such cases shall be governed as per the provisions in the ordinance.

**5. Admission of the Candidates who have Gap Years after passing Eligibility Qualification:** Such cases shall be governed as per the provisions in the ordinance.

**6. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**7. Program Structure:**

**(v) Program Duration:**

(a) The B.A./ B.Sc. B.Ed. (Integrated) program is a Full-Time undergraduate program of four years' duration. The maximum time span in which a candidate must qualify the degree shall be six academic years, failing which he/she shall not be allowed to continue his/her studies for the program.

(b) The program offered shall be semester based and comprise eight semesters. Each semester shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(c) During the program, the duration of internship will be 20 weeks, involving 4 weeks in third year and 16 weeks in the fourth year.

(d) The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the University from time to time.

**(vi)Course of study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.

**Practical Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

**(k) Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.

**(l) Elective courses:** Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.

**(m)Workshop courses:** These are hand on courses conducted in field/organization /classroom aimed at developing practical skills / application orientation / implementation capabilities / design skills of the student.

**(n) Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.;

**(o) Special / Value added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of  students. These courses would focus on developing cognitive, affective and  psychomotor skills.

**(p) Training Modules**: Objective of training modules shall be to enhance the employability  and entrepreneurial skills of the students. These modules shall be suitably designed with  the purpose of developing hard and soft skills of the students and shall stress upon

'learning by doing'. Modules can be organized during summer or extended over a period  of time including regular semester period for the desired outcome to be achieved. This  training could be organized in an industry / research organization or other institutions.

**(q) Bridge Courses:** Courses introduced to enhance the basic knowledge and skills of the  students prior to undertaking advance courses of the Program. These courses will not  carry any credit and will not be counted for SGPA or CGPA calculations;

**(r) Mandatory Course:** Any additional Compulsory courses prescribed by the University  which may or may not be audit courses.

**(s) Audit Course**: These Courses will not carry any credit and will not be counted for SGPA  or CGPA calculation.

**(t) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student  shall have to take that course which may or may not earn any credits.

**(vii) Program Credit Requirement:**

University shall follow the choice based credit system. The total credit requirement for the award  of the B.A. / B.Sc. B.Ed. (Integrated) degree shall range around **210** depending upon the  specified curriculum and scheme of examination of a B.A. /B.Sc B.Ed (Integrated) program. A  student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by  the students through online / contact mode from any national / international institutions with prior  approval of the department shall be counted in his /her credits earned, as per guidelines framed  by the University in this regard.

**(viii) Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any  unavoidable circumstances, ill health or any other reason, if a student feels that he / she would  not be able to take up the full academic rigor he/she may register for a minimum of 16 credits to  maintain his / her continuity in the program. The minimum credit registered should include at  least two courses of L-T-P mode 3-1-2, which can be core or elective. Student has also choice  to register for a maximum of 32 Credit in a semester, if he / she wishes to complete the program  either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous  semester courses due to detention.

**8. Attendance:**

A student of Education Program (UG/PG) shall be required to have a minimum attendance of 80% for all course work and practicum to be eligible for appearing in end semester examination. Also, he/she should have 90% minimum attendance for school internship as per guidelines prescribed by the Regulatory Bodies from time to time.

## 9. Conduct of Examination & Evaluation:

### (i) Conduct of Examination:

(c) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(d) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

### (ii) Evaluation:

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

School Internship Program shall be evaluated with help of reflective journal by student teachers, observation by mentors, practical exams and files preparation etc. The mode of evaluation shall be announced at the beginning of the School Internship Program.

## 10. Preparation and Declaration of Results

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

## 11. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination .

## 12. Examination Grievance Committees

Committee shall be constituted as per the provisions prescribed in the MRU (Conduct of Examination) Regulation, 2020.

## 13. Graduation Requirements:

### (a) Minimum Credits:

The total credit requirement for the award of Integrated B.Ed. degree shall be around **210**. These credits should be earned under different categories as follows:

A student shall register and earn credits for:

**(i)** All core courses as defined in curriculum scheme
**(ii)** School internship
**(iii)** Summer trainings as specified in the Program Structure.
**(iv)** At least two elective courses offered by parent department;
**(v)** At least one elective course offered by allied departments.
**(vi)** At least one course through online platform

Student shall also pass all University mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the University from time to time.

### (c) Credits Earned at Different Universities / Institutes:

Credits earned by a student through course work / project work / internship at other Institutions / Industry / Organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean of the Faculty concern on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

# CHAPTER- 6 - BACHELOR OF EDUCATION (B.Ed.)

### 14. Eligibility:

Candidates should have passed Bachelors Degree and / or Master's Degree and / or equivalent in any discipline from a recognized University with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies.

### 15. Merit Criterion for Admission:

Admission to B.Ed. Program shall be made on the basis of merit / rank obtained in the entrance examination conducted by the University or on the basis of marks obtained in qualifying examination. Such admissions shall be completed by a due date notified by the University.

### 16. Admission:

(xxxvi) All admissions to the B.Ed. Program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(xxxvii) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

  (p) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

  (q) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

  (r) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(xxxviii) No candidate shall be entitled to claim admission as a matter of right.

(xxxix) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xl) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xli) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xlii) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall

not be applicable in case where a woman student wants to change her name following  her marriage in which case marriage certificate indicating the new name shall be valid.

**17. Admission of the Candidates who have Gap Years after passing Eligibility Qualification:** Such cases shall be governed as per the provisions in the ordinance.

**18. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the  University, in case he/she wants to withdraw his/her admission from the program of study in  which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University  announced in the admission brochure for that admission year.

**19. Program Structure:**

**(ix)Program Duration:**

(a) B.Ed. programme is a professional course of two years duration. The maximum time span in  which a candidate must qualify the degree shall be three academic years, failing which he/  she shall not be allowed to continue his/ her studies for the programme.

(b) The programme offered shall be semester based and comprise four semesters. Each semester shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(c) During the program, the duration of internship will be 20 weeks, involving 4 weeks in first  year and 16 weeks in the second year.

(d) The starting and ending dates of the semesters and the training schedules shall be as per  the academic calendar of the program, as notified by the University from time to time.

**(x) Course of study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems;  their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing  by applying what have been discussed in a lecture.

**Practical Lab:** Module of the course aimed at doing practical work using different instruments,  apparatus, systems or software's.

The program of study shall consist of:

**(u) Core Courses:** Group of courses specifically required for a given program of study. These  are compulsory for a student and no exemption is granted.

**(v) Elective courses:** Group of courses in a program where the student has the flexibility of  choosing courses of his choice and interest.

**(w) Workshop courses:** These are hand on courses conducted in field/organization /classroom

aimed at developing practical skills / application orientation / implementation capabilities /  design skills of the student.

**(x) Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars,  presentations, dissertations, projects, thesis etc.;

**(y)  Special / Value added Courses:** for development of skills and other consanguine abilities.  These courses are specially designed to address different scholastic abilities of students.  These courses would focus on developing cognitive, affective and psychomotor skills.

**(z) Training Modules**: Objective of training modules shall be to enhance the employability and  entrepreneurial skills of the students. These modules shall be suitably designed with the  purpose of developing hard and soft skills of the students and shall stress upon 'learning by  doing'. Modules can be organized during summer or extended over a period of time  including regular semester period for the desired outcome to be achieved. This training  could be organized in an industry / research organization or other institutions.

**(aa) Bridge Courses:** Courses introduced to enhance the basic knowledge and skills of the  students prior to undertaking advance courses of the Program. These courses will not carry  any credit and will not be counted for SGPA or CGPA calculations;

**(bb) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses.

**(cc) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall  have to take that course which may or may not earn any credits.

**(xi) Program Credit requirement**

University shall follow the choice based credit system. The total credit requirement for the award  of the B.Ed. degree shall be as prescribed in the approved scheme of the B.Ed. Program. A  student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by  the students through online / contact mode from any national / international institutions with prior  approval of the department shall be counted in his /her credits earned, as per guidelines framed  by the University in this regard.

**(xii) Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any  unavoidable circumstances, ill health or any other reason, if a student feels that he / she would  not be able to take up the full academic rigor he/she may register for a minimum of 16 credits to  maintain his / her continuity in the program. The minimum credit registered should include at  least two courses of L-T-P mode 3-1-2, which can be core or elective. Student has also choice  to register for a maximum of 32 Credit in a semester, if he / she wishes to complete the program  either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous  semester courses due to detention.

**20. Attendance:**

A student of Education Program (UG/PG) shall be required to have a minimum attendance of 80% for all course work and practicum to be eligible for appearing in end semester examination. Also, he/she should have 90% minimum attendance for school internship as per guidelines prescribed by the Regulatory Bodies from time to time.

**21. Conduct of Examination & Evaluation:**

**(iii) Conduct of Examination:**

(e) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(f) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

**(iv) Evaluation:**

The University shall follow a policy of continuous evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

School Internship Program shall be evaluated with help of reflective journal by student teachers, observation by mentors, practical exams and files preparation etc. The mode of evaluation shall be announced at the beginning of the School Internship Program.

**22. Preparation and Declaration of Results**

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

**23. Use of Unfair Means:**

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination .

**24. Examination Grievance Committees**

Committee shall be constituted as per the provisions prescribed in the MRU (Conduct of  Examination) Regulation, 2020.

## 25. Graduation Requirements:

### (b) Minimum Credits:

The total credit requirement for the award of B.Ed. degree shall be around **85**. These credits  should be earned under different categories as follows:

A student shall register and earn credits for:

**(vii)** All core courses as defined in curriculum scheme
**(viii)** School internship
**(ix)** Summer trainings as specified in the Program Structure.
**(x)** At least two elective courses offered by parent department;
**(xi)** At least one elective course offered by allied departments.
**(xii)** At least one course through online platform

Student shall also pass all University mandatory courses, audit courses and shall fulfill any other  requirement as prescribed by the University from time to time.

### (c) Credits Earned at Different Universities / Institutes:

Credits  earned  by  a  student  through  course  work  /  project  work  /  internship  at  other Institutions /  Industry / Organization in India or abroad shall be counted towards total credit  earned  by  the   student  for  award  of  degree.  This  shall  be  facilitated  with  the approval of the Dean of the Faculty  concern on the recommendations of the respective department.

**Nothing  in  this  regulation  shall  be  deemed  to  preclude  the  University  from amending  the   regulation  and  the  amended  regulation,  if  any,  shall  apply prospectively and from the  date as specified in the regulation**.

# CHAPTER: 7 -M.A EDUCATION

### 1. Eligibility:

Candidate should have successfully completed three years of an undergraduate degree or  earned  prescribed  number  of  credits  for  an  undergraduate  degree  through  the examinations  conducted  by  a  university  /autonomous  institution  or  possesses  such qualifications  as   recognized  by  the  concerned  university  as  equivalent  to  an undergraduate  degree  with   minimum  marks  in  aggregate  as  prescribed  by  the Academic Council from time to time, keeping  in view the norms of regulatory bodies.

### 2. Merit Criterion for Admission:

Admission to M.A. Education Program shall be made on the basis of marks / grades obtained  in   qualifying  examination  and  achievements  in  co-curricular  and extra-curricular  activities or on the  basis of marks or grade obtained in the entrance

test conducted by the University. Such admissions shall be made as per admission schedule notified by the University.

### 3. Admission:

(xliii) All admissions to the M.Sc. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(xliv) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(s) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

(t) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(u) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age restrictions or any other conditions as may be prescribed for it.

(xlv) No candidate shall be entitled to claim admission as a matter of right.

(xlvi) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(xlvii) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(xlviii) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(xlix) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

4. **ADMISSION OF THE CANDIDATES WHO HAVE GAP YEARS AFTER PASSING ELIGIBILITY QUALIFICATION:** Such cases shall be governed as per the provisions in the ordinance.

### 5. Withdrawal of admission and fee refund

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**6. Program Structure:**

**(v) Program Duration:**

(a) The Master of Arts (M.A) in Education is a Full-Time postgraduate program of two years duration. The maximum time span in which a candidate must qualify the degree shall be three academic years, failing which he/she shall not be allowed to continue his/her studies for the program.

(a) The program offered shall be semester based and comprise four semesters. Each semester shall normally be of 16-18 weeks duration. The University may, in addition, introduce mandatory Trainings / Workshops / Courses for the students. The academic departments may assign additional value-added Course/work.

(b) For a program the academic year shall normally comprise odd semester, even semester and a summer training period (normally in the months of May, June & July).

(c) The starting and ending dates of the semesters and the training schedules shall be as per the academic calendar of the program, as notified by the University from time to time.

**(vi) Courses of Study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems; their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying what have been discussed in a lecture.

**Practical Lab:** Module of the course aimed at doing practical work using different instruments, apparatus, systems or software's.

The program of study shall consist of:

(q) **Core Courses:** Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted;

(r) **Elective Courses:** Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest.

(s) **Non-Teaching Credit Courses:** These courses involve no teaching and includes seminars, presentations, dissertations, projects, thesis etc.;

(t) **Special / Value added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.

(u) **Training Modules**: Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry / research organization or other institutions.

**(v) Mandatory Course:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses

**(w) Any other course:** The department may prescribe any other course which in their opinion will add value to the student in terms of knowledge and skills and the student shall have to take that course which may or may not earn any credits.

**(x) Dissertation:** The Objective of dissertation is to allow Post Graduate students to experience and learn the methodologies of carrying out research work in a domain which may be interdisciplinary in nature.

### (vii) Program Credit requirement:

University shall follow the choice based credit system. The total credit requirement for the award of the M.A. Education degree shall range between **70-90** depending upon the specified curriculum and scheme of examination of a M.A. Education program. A student can earn a maximum of 20% of the total credits through MOOCs. The credit earned by the students through online / contact mode from any national / international institutions with prior approval of the department shall be counted in his /her credits earned, as per guidelines framed by the University in this regard.

### (viii) Lower and Upper Limits for Credits Registered:

A student has flexibility in terms of registering the credits during the semester. Due to any unavoidable circumstances, ill health or any other reason, if a student feels that he / she would not be able to take up the full academic rigor he/she may register for a minimum of 14 credits to maintain his / her continuity in the program. The minimum credit registered should include at least two courses of L-T-P mode 3-1-2, which can be core or elective. Student has also choice to register for a maximum of 32 Credit in a semester, if he / she wishes to complete the program either at faster pace, provided has a CGPA of more than 8.0 or needs to register for previous semester courses due to detention.

### 7. Attendance:

A student shall be required to fulfill the attendance criteria as prescribed in the Ordinance. **8. Conduct of Examination & Evaluation:**
**(ix)Conduct of Examination:**

(g) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for various examinations. A student who has not paid the prescribed fees within the specified time shall be dealt with as per rules of the University and shall not ordinarily be eligible to appear in the examination.

(h) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

### (x) Evaluation:

The University shall follow a policy of continues evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

**(xi)Examination and Evaluation of Dissertation/ Project Work:**

**(d) Dissertation/Project:**

The dissertation/project work will be carried out during fourth semester. The evaluation stages for dissertation/project work shall be as given in the Table 7.1.

**Table 7.1**

| Evaluation Stage | Time Line | Weightage | Conditions |
|---|---|---|---|
| Stage 1: | Approx 5 weeks into the semester | 20% | Student failing to secure at least 20% marks allocated to dissertation/project work, shall not be allowed to proceed to the End semester evaluation |
| Stage 2: | Approx 10 weeks into the semester | 20% | |
| Stage 3: | At the end of the semester | 60% | Evaluation shall have two equal components: *1. Project presentation* *2. Viva Examination* (by Committee set up by the department having at least one examiner from outside the University) |

**(e) Submission of Dissertation/ Project Report and Evaluation:**

The student shall submit an electronic copy of the Dissertation/Project Report in the prescribed  format to the Department, as per schedule. The Department shall call upon the project  evaluation committee to conduct the project presentation and viva examination to evaluate and  grade the same. The student shall submit three hard bound copies of the dissertation/project  report to the department as per schedule.

The results shall be collated by the department and submitted to the office of Controller of

Examinations.

## 9. Preparation and Declaration of Results:

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

## 10. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination.

## 11. Examination Grievance Committees

Committee shall be constituted as per provisions in the regulation for conduct of examination.

## 12. Graduation Requirements:

### (a) Minimum Credits:

Candidate shall have to earn the minimum credits as specified in the curriculum scheme of the  Programme, to be eligible for the award of degree. These credits should be earned under  different categories as follows:

 A student shall register and earn credits for:
**(v)** All core courses as defined in curriculum scheme;
**(vi)** Field internship Programs
**(vii)** Summer trainings as specified in program structure.
**(viii)** At least one elective courses offered by parent department;
**(ix)** At least one elective course offered by other allied departments.
**(x)** At least one courses through online platform

 **Note:**

Student shall also pass all University mandatory courses, audit courses and shall fulfill any other  requirement as prescribed by the University from time to time.

### (b) Credits Earned at Different Universities / Institutes:

Credits earned by a student through course work / project work / internship at other Institutions /  Industry / Organization in India or abroad shall be counted towards total credit earned by the  student for award of degree. This shall be facilitated with the approval of the Dean of the Faculty  concern on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

## CHAPTER: 8 B.A. LL.B. (H.), B.B.A. LL.B. (H.) AND B.COM. LL.B. (H.) PROGRAMS

### 14. Eligibility:

Candidates should have passed 10+2 Examination from a recognized Board / University, with minimum marks in aggregate as prescribed by the Academic Council from time to time, keeping in view the norms of regulatory bodies. The candidate should have passed from any stream including humanities, commerce, sciences or any combination of subjects, is eligible for admission in Law Programs.

### 15. Merit Criterion for admission:

Admission to Integrated Law Honours Programs shall be made on the basis of marks or grades obtained in qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks / grade obtained in the entrance test conducted by the University or any other national level entrance test prescribed. Such admissions shall be made as per admission schedule notified by the University.

### 16. Admission:

(I) All admissions to the Integrated Law Honours program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through the Admission Committee.

(Ii) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(v) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local newspapers and / or other media and also uploaded on the University website.

(w) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(x) The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(Iii) No candidate shall be entitled to claim admission as a matter of right.

(liii) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(liv) Every student shall be required to sign a declaration to the effect that he / she submits himself to the disciplinary jurisdiction and rules of the University.

(lv) After the student is admitted to a particular program, he / she shall be given a unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(lvi) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a

Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

17. **Migration from other Universities / Migration to other University:** Such cases shall be governed as per the provisions in the ordinance.

18. **Admission of the Candidates who have Gap Years after passing Eligibility Qualification:** Such cases shall be governed as per the provisions in the ordinance.

19. **Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

20. **Program Structure:**

**(i) Program Duration:**

(a) The Integrated Law Honours programs are Full-Time undergraduate programs of five years' duration. The maximum time span in which a candidate must qualify the degree shall be Eight Academic Years, failing which he/she shall not be allowed to continue his/her studies for the program.

(b) The Law programs offered shall be semester based and comprise ten Semesters. Each semester shall normally be of 18-20 weeks duration, which is in compliance with the applicable rules and regulations of the Bar Council of India (BCI). Each registered student in the Five Year Integrated Program shall complete minimum of 20 weeks internship during the entire period of legal studies under NGO, Trial and Appellate Advocates, Judiciary, Legal Regulatory Authorities, Legislatures and Parliament, Other Legal Functionaries, Market Institutions, Law Firms, Companies, Local Self Government and other such bodies as the University may stipulate, where law is practiced either in action or in dispute resolution or in management.

Provided that internship in any year cannot be for a continuous period of more than four weeks and all students shall at least go through once in the entire academic period with Trial and Appellate Advocates.

(c) For a program, the academic year shall normally comprise Odd Semester, Even Semester  and internship (normally in the months of May, June & July).

(d) The starting and ending dates of the semesters and the internship schedules shall be as per  the academic calendar of the program, as notified by the University from time to time.

**(ii) Course of Study:** The program of study shall consist of the Core and Elective Courses offered as prescribed by the BCI Rules of Legal Education in force. These courses could be  offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey development of theories and/or systems;  their applications; current status and future prospects to a large class.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing  by applying what have been discussed in a lecture.

**Moot Court/ Seminar/ Project Assignments:** Module of the course aimed at enhancing  advocacy skills as mandated by the BCI Rules of Legal Education in force.

The program of study shall consist of:

**(a) Core Courses:** comprises of group of courses specifically required for a given program of  study. These are compulsory for a student and no exemption is granted.

**(b) Elective Courses:** comprises of group of courses in a program where the student has the  flexibility of choosing courses of his choice and interest.

**(c) Non-Teaching Credit Courses**: These courses involve no teaching. These shall include  seminars, presentations, dissertations, projects, thesis etc.;

**(y) Special / Value Added Courses** for development of skills and other consanguine abilities.  These courses are specially designed to address different scholastic abilities of students.  These courses would focus on developing cognitive, affective and psychomotor skills.

**(d) Internship/ Summer Training**: Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably  designed with the purpose of developing hard and soft skills of the students and shall stress  upon 'learning by doing'. Modules can be organized during summer or extended over a  period of time including regular semester period for the desired outcome to be achieved.  This Internship could be organized in an industry / research organization or other institutions  specified above.

**(e) Bridge Courses:** Courses introduced to enhance the basic knowledge and skills of the students prior to undertaking advance courses of the Program. These courses will not carry  any credit and will not be counted for SGPA or CGPA calculations;

**(f) Mandatory Course:** Any additional Compulsory courses prescribed by the University which  may or may not be an audit course.

**(g) Any other course:** The department may prescribe any other course which in their opinion  will add value to the student in terms of knowledge and skills and the student shall have to  take that course which may or may not earn any credits.

### (iii)Program Credit Requirement:

University shall follow the choice based credit system. The total credit requirement for the award  of the B.A.LL.B (H.), B.B.A. LL.B. (H.) and B.Com.LL.B. (H.) degree shall be around 235. The  number of courses and the credits assigned to them shall be as per the BCI Rules of Legal  Education.

### (b) Lower and Upper Limits for Credits Registered:

A student has flexibility in terms of registering the credits during the semester. Due to any

unavoidable circumstances, ill health or any other reason, if a student feels that he / she would  not be able to take up the academic rigor, he / she may register for a minimum of 16 credits to  maintain his / her continuity in the program. The minimum credit registered should include at  least two courses of L-T-P mode 3-1-2, which can be core or elective with preference to core.  Student has also choice to register for a maximum of 32 credits in a semester, if he / she wish to  complete the program either at a faster pace or needs to register for previous semester courses  due to detention.

### 21. Attendance:

(i) No student of Law Program (UG / PG) shall be allowed to take the End Semester Test / Examination in a subject, if the student concerned has not attended minimum of 70% of the  classes, held in the subject concerned as also the Moot Court room exercises, tutorials and  practical trainings conducted in the subject together.

> Provided that, if a student for any exceptional reason fails to attend 70% of the classes held  in any subject, the Dean of the University / Vice Chancellor may allow the student to take  the test, if the student concerned attended at least 65% of the classes held in the subject  concerned and attended 70% of classes in all the subject taken together

> Provided further that, a list of such students allowed to take the test with reason recorded be  forwarded to the Bar Council of India.

> Dean of concerned faculty shall announce the names of all such students who are not  eligible to appear in a particular course/courses, normally within a week of end of  classes and intimate the same to the Controller of Examinations for further necessary action.

### 22. Conduct of Examination & Evaluation:

### (xii) Conduct of Examination:

(i) The University shall conduct examinations as per the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for  various examinations. A student who has not paid the prescribed fees within the specified  time shall be dealt with as per rules of the University and shall not ordinarily be eligible to  appear in the examination.

(j) A student may not be permitted to appear in the end-semester examination, if he fails to satisfy the criteria for attendance and deposit the fee as prescribed.

### (xiii) Evaluation:

The University shall follow a policy of continues evaluation of student's learning with an objective of training a student to put in sustained, steadfast and disciplined effort over the entire  period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for clinical courses, respectively. Besides, BOS may

recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 4-1-0, there shall normally be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall normally be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

### 23. Preparation and Declaration of Results:

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

### 24. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the regulation on prevention of unfair means in the examination.

### 25. Examination Grievance Committees: shall be constituted as per provisions in the regulation for conduct of examination.

### 26. Graduation Requirements:

### (a) Minimum Credits:

Candidate shall have to earn the minimum credits as per the approved scheme of program to become eligible for the award of degree. These credits should be earned under different categories as follows:

A student shall register and earn credits for

**(i)** All core courses as specified in the program structure in force;
**(ii)** Number of elective courses as specified in the program structure
in force; **(iii)**All Internships / trainings as specified in the program
structure in force;;

**Note:**

Students shall also pass all mandatory courses, audit courses and shall fulfill any other requirement as prescribed by the Department from time to time.

### (b) Credits earned at different universities/Institutes:

Credits earned by a student through course work / project work / internship at other recognized Institutions / Industry / Organization in India or abroad shall be counted towards total credit earned by the student for award of degree. This shall be facilitated with the approval of the Dean of the Faculty concerned on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

## CHAPTER: 9 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

### 1. Eligibility:

Candidates having passed 10+2 examination in Commerce/ Arts / Sciences from a recognized Board / University, or equivalent examination with minimum marks in aggregate of all subjects including English Language as prescribed by Academic Council, shall be eligible to apply for admission to a BBA program.

### 2. Merit Criterion for admission:

Admission to the BBA Program shall be made on the basis of grades /marks obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks / grade obtained in the entrance test conducted by the University. Such admissions shall be made as per admission schedule notified by the university.

### 3. Admission:

(lvii) All admissions to the BBA. program shall be made as per the procedure prescribed by the Academic Council and approved by the Board of Management and notified in the admission brochure from time to time, through Admission Committee.

(lviii) Admission and enrolment of students in the Manav Rachna University shall be regulated in the manner as below:

(y) An admission notification clearly specifying the admission / enrolment criteria for each program as prescribed by the University shall be published in national / local' newspapers and / or other media and also uploaded on the University website.

(z) All the admissions shall be made by the Admission Committee as per the eligibility conditions prescribed for the programs offered by the University.

(aa)The candidates seeking admission to a program of study in the University must fulfill the eligibility criteria in terms of educational qualification, age or any other conditions as may be prescribed for it.

(lix) No candidate shall be entitled to claim admission as a matter of right.

(lx) The maximum number of seats in each program shall be determined by the Board of Management from time to time.

(lxi) Every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(lxii) After the student is admitted to a particular program, he /she shall be given unique and permanent enrolment / registration number. He / She shall be issued an identity card, bearing the same which must be quoted by him/her in all communications with the University and in subsequent applications for an examination of the University.

(lxiii) A student applying for change of his/her name in the record of the University should submit his/her application to the Registrar accompanied by (i) The prescribed fee; (ii) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (iii) A publication from a newspaper in which the proposed

change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change her name following her marriage in which case marriage certificate indicating the new name shall be valid.

**4. Migration from other Universities / Migration to other University:** Such cases shall be governed as per the provisions in the ordinance.

**5. Admission of the Candidates who have Gap Years after passing Eligibility Qualification:** Such cases shall be governed as per the provisions in the ordinance.

**6. Withdrawal of admission and fee refund**

A student shall have to submit an application to the Registrar or authorized officer of the University, in case he/she wants to withdraw his/her admission from the program of study in which admitted. He/she will be refunded the fee as per the Fee Refund Policy of the University announced in the admission brochure for that admission year.

**7. Program Structure:**

**(i) Program Duration:**

(a) The University shall offer BBA programs in various functional and sectoral specializations and areas. It is a full time degree awarding undergraduate program of three years duration. The maximum period in which a candidate must qualify for the degree shall be five academic years failing which candidate shall not be allowed to continue studies for the program.

(b) The program offered shall be semester based and comprise six semesters. Each semester shall normally be of about eighteen (18) weeks duration. The University may, in addition, offer mandatory Trainings/ Internship / Workshops / Courses etc. for the students. Special classes may be conducted during semester.

(c) For a program the academic year shall normally comprise of Odd semesters, even semesters and a Training / internship period. Any of the semesters may be for On Job Training /Internship or Project work.

(d) The starting and ending dates of the semesters and the Training / Internships schedules shall be announced in the academic calendar of the program in advance.

(e) The minimum working days and teaching hours per week will be defined and followed as per respective regulatory authorities and University requirements. Inter-semester break may be utilized for curriculum requirements.

**(ii) Courses of Study:** The program of study shall consist of the Core and Elective Courses offered. These courses could be offered in combination of various **L-T-P modes**.

**Lecture:** Presentation & discussion, used to convey theoretical concepts and phenomenon governing business world; development of theories explaining these phenomenon and their applications.

**Tutorial:** A smaller class or group session aimed at problem solving; analysis and/or designing by applying that have been discussed in a lecture.

**Practical Lab**: Module of the course aimed at doing practical work using different systems or softwares.

The program of study shall consist of:

**(a) Core Courses**: Group of courses specifically required for a given program of study. These are compulsory for a student and no exemption is granted.

**(b) Elective courses**: Group of courses in a program where the student has the flexibility of choosing courses of his choice and interest including online courses.

**(c) Workshop courses:** These are hand on courses conducted in field/organization /classroom aimed at developing practical skills / application orientation / implementation capabilities / design skills of the student.

**(d) Non-Teaching Credit courses:** These courses involve no teaching. They can include seminars, presentations, dissertations, projects, thesis, reflective journal etc.

**(e) Special / Value Added Courses:** for development of skills and other consanguine abilities. These courses are specially designed to address different scholastic abilities of students. These courses would focus on developing cognitive, affective and psychomotor skills.

**(f) Training Modules:** Objective of training modules shall be to enhance the employability and entrepreneurial skills of the students. These modules shall be suitably designed with the purpose of developing hard and soft skills of the students and shall stress upon 'learning by doing'. Modules can be organized during summer or extended over a period of time including regular semester period for the desired outcome to be achieved. This training could be organized in an industry / research organization or other institutions.

**(g) Bridge courses:** Are courses which aim to impart basic knowledge and skills required to undertake the core and elective courses. They will not carry any credits.

**(h) Mandatory Courses:** Any additional Compulsory courses prescribed by the University which may or may not be audit courses

**(i) Any other course:** The department may prescribe any other course which in their  opinion will add value to the student in terms of knowledge and skills and the student  shall have to take that course which may or may not earn any credits.

**Note:**

**Courses offered on fast track mode:** The classes of the core subject are conducted on fast  track mode preferably in 8 week time for specific programs as decided by the Department, in  order to facilitate the students for on the Job Training in Hospitals, Industry, Start up and Family  Business.

**(iii)Program Credit requirement:**

University shall follow the choice based credit system as defined under the ordinance entitled  'Credit System'. The minimum credit requirement for award of the BBA degree shall be around  150. A student is allowed to register for lesser or higher credits in a semester with the prior  permission of Dean of Faculty.

**(iv)Lower and Upper Limits for Credits Registered:**

A student has flexibility in terms of registering the credits during the semester. Due to any  unavoidable circumstances, ill health or any other reason, if a student feels that he / she would  not be able to take up the full academic rigor he/she may register for a minimum of 14 credits to  maintain his / her continuity in the program. The minimum credit registered should include at  least two courses of L-T-P mode 3-1-2 / 3-0-0, which can be core or elective. Student has also  choice to register for a maximum of 32 Credit in a semester, if he / she wishes to complete the  program either as faster pace or needs to register for previous semester courses due to  detention provided has a CGPA of more than 8.0.

**8. Attendance:**

A student shall be required to fulfill the attendance criteria as prescribed in the Ordinance.

**9. Conduct of Examination & Evaluation:**

**(xiv) Conduct of Examination:**

(g) The University shall conduct examinations as the guidelines prescribed in the MRU (Conduct of Examination) Regulation and shall notify the fees payable by the students for  various examinations. A student who has not paid the prescribed fees within the specified  time shall be dealt with as per rules of the University and shall not ordinarily be eligible to  appear in the examination.

(h) A student may not be permitted to appear in the end-semester examination, if he fails to  satisfy the criteria for attendance and deposit the fee as prescribed.

**(xv) Evaluation:**

The University shall follow a policy of continuous evaluation of student's learning with an  objective of training a student to put in sustained, steadfast and disciplined effort over the entire  period of study.

It shall be the responsibility of concerned Board of Study to finalize the scheme of evaluation for a particular course and same shall be recommended to the Academic Council for its approval.

Normally, the evaluation shall be done through three examinations (T1, T2 & T3) for theory subjects and PT-1, PT-2 and PT-3 for lab courses respectively. Besides, BOS may recommend evaluation through project evaluation, seminars, assignments etc. as it deems necessary for achieving learning objectives.

For courses with L-T-P of 3-1-2 / 3-0-0, there shall be three written examinations T1, T2, T3 and for courses with L-T-P of 1-0-2 there shall be at least one end term examination.

Summer training shall culminate in submission of project report and its evaluation. The mode of evaluation shall be announced by the Department at the beginning of the training.

### 10. Preparation and Declaration of Results:

All norms for preparation and declaration of results prescribed in the MRU (Conduct of Examination) Regulation, 2020 shall be followed.

### 11. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be dealt as per the provisions under the ordinance / regulation on prevention of unfair means in the examination .

### 12. Examination Grievance Committees: shall be constituted as per provisions in the First Ordinance for the purpose illustrated in the ordinance.

### 13. Graduation Requirements

### (a) Minimum Credits

(i) The total credit requirement for the award of the BBA degree shall be around 150. These credits should be earned under the different categories i.e. core courses, elective courses, Industry Project / Internship / Family Business /Start Up, Audit Courses, Non Teaching Credit Courses, University mandatory courses / Online courses as prescribed by the Department and University from time to time.

(ii) Credits earned at different universities/Institutes: Provision shall be made for acknowledgement of credits earned by a student through course work/project work/internship at other Institutions/Industry / Organization in India or abroad. This shall be facilitated with the approval of the Dean of the Faculty concern on the recommendations of the respective department.

**Nothing in this regulation shall be deemed to preclude the University from amending the regulation and the amended regulation, if any, shall apply prospectively and from the date as specified in the regulation**.

**CHAPTER: 10**

**DOCTOR OF PHILOSOPHY, Ph. D.**

Academic Program leading to the award of Ph. D. degree shall be managed by the Academic Departments through URC, DRC, SRC and any other Committee(s) constituted by the authority empowered under the Statutes, Ordinance and Regulations. The constitution, composition, functions and powers of these bodies will be as specified in the Act, the Statutes, the Ordinances and the Regulations.

**1. Eligibility for admission in Ph.D. Programs :**

(i) A candidate for admission to the program of Doctor of Philosophy must have obtained Master Degree with not less than 55% of marks in aggregate or its equivalent grade B in the UGC 7 point scale or equivalent grade in a point scale wherever grading system is followed in all academic disciplines from a recognized University or a degree considered equivalent by the Association of Indian Universities. Relaxation of marks in eligibility shall be given to the candidate as per UGC regulation, 2016.

(ii) Applicants with B.Tech. / B.Arch. degree or any other professional degree of four years duration after ten plus two or higher duration in respective discipline or equivalent, with minimum CGPA equivalent to 75% or more marks may be considered eligible for admission in Ph.D. program in Engineering and Technology only;

(iii) If considered necessary, DRC in consultation with the concerned Department may propose higher qualification / requirement in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to URC for its recommendation to the Academic Council for approval.

**2. Admissions Process:**

(i) Applications for admission to Ph.D. program shall be invited through an open advertisement, normally twice a year, for pre-determined intake for each program;

(ii) Applications shall be screened by a committee constituted for purpose. All the eligible candidates shall have to appear in a written test to be organized by the University as per guidelines of UGC, followed by an interview to be conducted by DRC. Candidates who qualify UGC / CSIR (JRF) Examination / SLET / GATE / Teacher fellowship holder or have passed M. Phill. program shall be exempted from written test;

(iii) Those applicants who are shortlisted shall appear for an interview before the DRC of the respective department;

(iv) Selected applicants shall be allocated Supervisor(s) depending on the specific areas of research interest.

(v) DRC shall, for each applicant, constitute a Student Research Committee (SRC). DRC shall recommend to the University provisional registration (admission) of the candidate to the Ph.D. program; The Registration of a candidate shall be subjected to successful completion of the course work and short synopsis.

(vi) Non Resident Indians (NRIs), Persons of Indian Origin (PIOs) and Foreign Nationals may be admitted to the program. The minimum educational qualification for admission of Foreign / NRI in various programs is same as for Indians.

(vii) All Foreign / NRI students willing to undertake any research work or join a Ph.D. program  will have to obtain prior security clearance from the Ministry of Home Affairs and the  approval of Department of Secondary & Higher Education, Ministry of Human Resource  Development, Government of India and must be on the research visa endorsed to this  Institution.

### 3. Fee Structure:

The Fee for Ph.D. Program shall be as notified by the University from

time to time.  **4. Fellowships/ Assistantships/ Contingency Grants:**

(i) Research Scholars, other than sponsored / self-financed and those in receipt of Scholarship  from other sources (CSIR/ UGC/ Sponsored Projects etc.), shall be eligible for award of  fellowship called Junior Research Assistantship (JRA) for first 24 months period and  thereafter Senior Research Assistantship (SRA) for the next 12 months as decided by the  Finance Committee / Board of Management. The grant of scholarship will be based purely  on merit.

In case his/her attendance falls below 75% during a month, he/she will not be paid Fellowship/ Assistantship for that month;

(ii) Contingency Grant:

The Research Scholar, who will be receiving the JRA / SRA from the University, shall also be  eligible to receive Contingency Grant per annum (as decided by the Finance Committee /  Board of Management) which shall be utilized for the purchase of books, consumables, TA/DA  to attend conferences (National / International) and other miscellaneous expenses. On  completion of the program, the books will be required to be deposited in Manav Rachna  University Library.

### 5. Ph.D. Registration:

After submission of admission fee a candidate is considered to be provisionally registered for  the program till the time he / she successfully completes all requirements of course work and  approval of short synopsis. Date of registration of the research scholar shall be the date of  approval of candidates' provisional registration with the proviso that all the requirements of  course work and short synopsis have been complied with. After approval by the DRC, the  University will convey the approval for registration to the candidate with copies to the Dean of  Faculty and Head of Department concerned.

### 6. Semester Registration:

Candidates will be required to register every semester by the specified date(s) for respective  semester(s) as per the academic calendar. The semester registration shall be subject to  completion of specified number of credits / course work and / or satisfactory progress in his / her  research work as recommended by the DRC.

### 7. Migration of Candidates:

(i) The University shall permit migration of Ph.D. students from other Universities/ Institutions. The candidate shall have to submit No Objection Certificate / Migration Certificate from parent University;

(ii) Registration period for a migrated candidate shall not be less than

one year. **8. Course Credit Requirements and Registration for**

**Courses:**

All candidates admitted to the program shall have to undertake course work and fulfill the credit requirements as prescribed by the University.

**9. Comprehensive Review:**

Each candidate, normally after one semester, shall be required to appear for comprehensive review in front of DRC and present his short synopsis / research progress.

On the recommendations of DRC, the short synopsis of the candidate shall be uploaded on Shodh Gangotri (INFLIBNET), within a period of 30 days.

**10. Time Period Requirement for Submission of the Ph.D Thesis:**

The minimum period for submission of thesis by a Ph.D. candidate shall be three years from the date of admission. The candidate admitted for Ph.D. program shall be allowed to submit their thesis within six years from the date of their admission. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, an extension is granted by the Vice Chancellor. The maximum of two extensions of one year each shall be considered on case to case basis.

**11. Residency Period:**

The minimum Residency Period for Ph.D. candidates in the Department / Constituent Unit shall be one semester. On the recommendation of DRC, University may allow a candidate to carryout research work at other Institute / University / Industry / Organization provided the sufficient facilities to carryout research work exist there.

**12. Cancellation of Registration:**

Registration of a candidate shall be cancelled in any one of the following eventualities:

(i) If he/she fails to clear mandatory course work and comprehensive review; (ii) If he fails to renew his registration in any semester subject to the provisions contained in the Ordinances/Regulation;
(iii) If his academic progress is found unsatisfactory in three consecutive monitoring reports; (iv) If he is absent for a continuous period of six weeks without sanction of leave by the concerned head of department;
(v) If he withdraws from the Ph.D. program;

**13. Disciplinary Regulations:**

If a Ph. D. candidate is found to be involved in an act of moral turpitude, misconduct, misbehavior and / or indiscipline or plagiarism of any kind, disciplinary action will be initiated by the University as per the guidelines.

### 14. Thesis Supervisor / Co- Supervisor:

(i) Any regular faculty member of the University with at least 2 research publications in refereed Journals may be recognized as Research Supervisor.

(ii) The DRC may appoint more than one Supervisor not exceeding a total of three for guiding one candidate. A faculty member from the University or a person from external organization with a Ph. D degree in the subject area may be appointed as Co-Supervisor.

(iii) The maximum number of Ph.D. students to be supervised by a faculty member at any time in the University will be as per UGC norms.

(iv) Normally change of supervisor or appointment of any other Supervisor shall not be made after the lapse of 18 calendar months from the date of registration of the candidate. All such cases shall be handled by DRC.

(v) A faculty member appointed as a Ph.D. Supervisor is normally expected to be available to a research candidate in the University Department / Constituent Unit. However, under unavoidable circumstances, such as long leave of 12 months; retirement; resignation or death; the DRC may appoint Supervisor(s).

(vi) A Supervisor proceeding on leave of more than 12 months:

(a) Where Co-Supervisor, from the University, exists, he/she shall be appointed as Supervisor;

(b) Where Co-Supervisor does not exist or is from external organization; a new Supervisor from within the University shall be appointed;

(c) Provided, the long synopsis (pre submission) of the thesis or thesis has been submitted before the Supervisor proceeds on leave, he/ she shall continue to be the Supervisor and DRC Chairperson shall take over the administrative responsibilities of the Supervisor.

(d) In case a new supervisor is appointed the thesis cannot be submitted before 12 months.

(vii)A Supervisor retires/ is due to retire:

A faculty member who is due to retire within the next one year can be appointed only as a co Supervisor and can continue to be the Co-Supervisor even after his retirement, provided the DRC is convinced of his availability / continued guidance to the student. In other cases, a faculty member on retirement shall continue as:

(a) Supervisor, if his term is extended or he is reemployed or appointed or he is appointed as Emeritus Teacher or Adjunct Professor;

(b) Supervisor, if the long synopsis (pre submission) of the thesis or thesis has been submitted/ is due for submission within 6 months of retirement, appointment of coordinating Supervisor, if necessary, will be as per provisions made in these regulations.

(viii) A Supervisor resigns:

A faculty member who resigns from the services of the University may continue as a Supervisor, if the long synopsis (pre submission) of the thesis or thesis has been submitted / is due for submission within 6 months of resignation, a coordinating supervisor shall be allocated.

(ix) A Supervisor expires:

In case, the Co-Supervisor already allocated from within the University, shall be appointed as Supervisor otherwise, a new Supervisor will be appointed on the recommendation of DRC.

**15. Performance Monitoring:**

The research progress of each candidate shall be monitored by SRC. For this purpose each candidate shall submit a progress report at the end of each semester and make a presentation to SRC. SRC shall evaluate and award S (Satisfactory) or U (Unsatisfactory) remark and submit to DRC.

**16. Pre-Submission Seminar:**

A candidate, through his/her Supervisor, can request SRC for pre-submission seminar, if the candidate has published / acceptance of minimum of two research papers in refereed/ indexed journals out of which at least one shall preferably be in an international journal. The publications shall be counted if they show the candidate as first author/ corresponding author and has affiliation of MRU. Scholar should also make two paper presentations in conferences / seminar before the submission of thesis and produce evidence for the same in the form of presentation certificate and /or reprints.

In case of migrated candidates at least one publication shall show

affiliation of MRU. **17. Long Synopsis and thesis Evaluation:**

(i) The long synopsis will be submitted by the candidate normally within three months after the pre-submission seminar;

(ii) The candidate shall submit to DRC, through SRC, a soft and a hard copy of the long synopsis of the thesis;

(iii) SRC shall, in a meeting in which the candidate shall be required to be present, evaluate the long synopsis for approval and will forward the same with its recommendation to the DRC.

(iv) SRC shall recommend panel of examiners to DRC for evaluation of thesis.

(v) DRC shall prepare a panel of at least five examiners for approval of the Vice-Chancellor. A Ph.D thesis shall be evaluated by two external examiners and supervisor(s).

### 18. Thesis Preparation and Submission:

(i) A candidate shall submit thesis within three months of the approval of long synopsis. However, in case a candidate fails to submit thesis within the stipulated time and has proper justification for the delay, the DRC, on individual merits of each case, may grant an extension;

(ii) The Supervisor (s) while submitting short synopsis, long synopsis and thesis for evaluation shall have an undertaking from the Research Scholar attesting to the originality of the work vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree / diploma of the same institution where the work was carried out or to any other institution. The plagiarism report should be duly signed by the concerned authority of the university with stamp.

(iii) Normally the thesis shall be written in English in the format and style as per the guidelines for Research Degree Program, unless the discipline of the Ph D thesis like linguistics compels otherwise;

(iv) Candidate shall submit five copies of thesis to the Controller of Examinations.

### 19. Thesis Evaluation:

Procedure for evaluation of thesis shall be as prescribed below:

(i) Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed pro-forma within six weeks of the date of receiving the thesis;

(ii) If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner may be appointed from the approved panel;

(iii) If reports from two external examiners recommends acceptance of the thesis along with specific recommendation for conducting the viva voce examination, the candidate shall be eligible for oral defense;

(iv) Before the conduct of viva voce, Controller of Examinations shall share with the supervisor the comments and queries, without disclosing the identities of the examiners. The examiners report if found satisfactory, the Controller of Examinations shall inform the supervisor through head of department to conduct final Viva Voce of the candidate.

(v) Revision cases:

In case one or both of the reports recommend revision of the thesis, the candidate shall have to revise the thesis within one year. The revised version of the thesis would be sent to the concerned examiner for his recommendations.

(vi) Rejection cases:

(a) If two of the reports recommend rejection, the thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected;

(b) The candidate may, however, be allowed to re-submit the thesis normally within one year, provided the research area of the thesis remains unchanged. The University shall then follow the normal procedure de novo for the evaluation of the resubmitted thesis.

Note:

In case of resubmission of a thesis after revision, an additional fee for the re-evaluation of the thesis shall be paid by the candidate

### 20. Oral Defense Examination (Viva-Voce):

(i) If the thesis is recommended for viva voce examination, the candidate shall be required to defend his thesis before a duly constituted Examination Board. This shall comprise at least one External Examiner and the Supervisor as Internal Examiner.

(ii) Controller of Examinations, in consultation with the External Examiner, shall announce the date and time of Viva-Voce Examination. The date and time of the viva-voce shall be duly notified to enable the faculty members, staff members and students to attend it;

(iii) The External Examiner shall give his recommendation in the prescribed pro-forma;

(iv) Supervisor shall forward the report to Controller of Examinations who in turn shall submit it to the Vice-Chancellor for approval.

(v) After successful completion of Viva-Voce Examination, Five copies of the thesis in hard cover binding and a soft copy of the final version of his thesis must be submitted. The candidate may be issued Provisional Degree Certificate on production of No Dues Certificate.

(vi) An electronic copy of the Ph.D. thesis shall be submitted to the INFLIBNET by the institution, for hosting the same so as to make it accessible to all Institutions. A copy of the notification of award of Ph D shall also be endorsed to the UGC for their information and adoption in records

### 21. Award of Ph.D. Degree:

A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice Chancellor has approved that the degree be awarded and the approval has been subsequently ratified by the Academic Council.

### 22. University Research Council (URC):

(i) Role :The role of URC is to formulate and lay down policy guidelines for the conduct of Ph.D. and Post Doctoral degree program, and to ensure high standards of research work in such program;

(ii) Composition: The composition of the University Research Council shall be as follows: (a) The Vice Chancellor - Chairperson

    (b) Four external experts nominated by Vice Chancellor - Members

    (c) Dean, Research

    (d) Deans of Faculty

    (e) One faculty member from each faculty to be nominated by the Vice Chancellor (f) Registrar-Member Secretary

(iii) The term of office of the members (other than ex-officio members) will be two years from the date of nomination;

(iv) The University Research Council shall meet at least twice in a year;

(v) Fifty percent of the total membership shall form the quorum for any

meeting; (vi) Functions:

Subject to the provisions of the Act and Statutes, the University Research Council shall perform the following functions:
(i) Policies relating to and oversee research for Ph.D and post-doctoral degree programmes. (ii) Guidelines for registration of students, thesis supervision, programme design and thesis evaluation;
(iii) Research indicators for such evaluation;
(iv) Review and recommend thrust areas for research;
(v) Delegation of any of its functions to the concerned DRC;
(vi) Preparation of the consolidated reports on research efforts of the University (vii)Any other work related to research development and coordination.

## 23. Departmental Research Committee (DRC) and its Function:

(i) The composition of the Departmental Research Committee will be as under:

    (a) The Head/ Senior Professor of the Department/ Constituent Unit – Chairperson;
    (b) Maximum three Professors/ Associate Professors of the Department; (c) Maximum three external experts who may also include those from other Departments/ Constituent Units.

(ii) The Departmental Research Committee shall meet as and when necessary; (iii) Fifty percent of the membership shall form the quorum for the meeting; (iv) The tenure of members of the DRC shall be three years. A member can be re nominated for another term.
Provided, however, the total number of internal and external members shall not exceed six.

(v) The functions of Departmental Research Committee shall be as under: (a) Scrutinize applications and make admissions in Ph.D. program including migration cases;
    (b) Appoint Supervisor and constitute Student Research Committee for each student; (c) Perform such functions as are required for operationalization of the

doctoral program; (d) Consider the recommendation of SRC for action as required;

(e) In exceptional cases, recommend exemption from course work within the framework of  UGC regulation.

## 24. Constitution & Functions of Student Research

**Committee (SRC):**  (i) The composition of SRC shall be as

follows:

(a) Ph.D. Guide (Chairperson); or any other Faculty nominated as Chairperson

(b) One University faculty expert preferably in the concerned area from within the Department, recommended by DRC;
(c) One University faculty expert from outside the Department recommended by the DRC;

**Note:**
**In case any other faculty is nominated as Chairperson of SRC, Supervisor shall act as a  Member of the SRC.**

(ii) SRC shall perform the following functions:
(a) Scrutinize the research proposal/synopsis and finalise the thesis topic;  (b) Ascertain the availability of facilities required for the proposed research;  (c) May prescribe the area specific Course Unit(s) to be taken by the candidate; (d) Periodically monitor the progress of the candidate's work and advice the candidate, where necessary;
(e) Approve the long synopsis of the thesis;
(f) Recommend to DRC the panel of examiners.

## 25. Residual Provision:

Notwithstanding anything stated in the Regulation, for any unforeseen issues arising and not  covered by Act and Statutes or in the event of differences of interpretation, the Vice-Chancellor  shall take a decision. The decision of the Vice-Chancellor shall be final.

**Note:**
**Anything in this Regulation and corollaries thereof, if any, shall conform to the UGC (Minimum Standards and Procedure for award of M.Phil / Ph.D Degree) Regulation, 2016  dated 05.05.2016 and subsequent amendments dated 27.08.2018, 16.10.2018 or and  subsequent changes/ guidelines as issued by UGC from time to time. .**

If any other matter not explicitly provided herein or of an exceptional nature arises, it may be  referred to the Vice-Chancellor for his decision.