

**MANAV RACHNA UNIVERSITY
FARIDABAD**

MRU (FIRST) ORDINANCE, 2020

APPROVED BY THE BOARD OF MANAGEMENT

15.01.2020

Draft Submitted to DHE, Govt. of Haryana, for approval.

MRU (FIRST) ORDINANCE, 2020

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- (a) These ordinances are to aid the Act and Statutes and are in line with the spirit of these Act and Statutes.
- (b) This Ordinance shall be called the Manav Rachna University (First) Ordinance, 2020;
- (c) This Manav Rachna University (First) Ordinance, 2020; shall repeal the Manav Rachna University (First) Ordinance, 2015;
- (d) This ordinance shall apply to all the programs offered by the University.
- (e) This shall come in force with effect from the 15.01.2020

2. DEFINITIONS:

In this Ordinance, unless the context otherwise requires:

- (a) **“Academic Council”** shall mean Academic Council of the University;
- (b) **“Academic Program”** shall mean a program of courses or any other component leading to a degree or a diploma;
- (c) **“Academic Year”** means a period of nearly twelve months devoted to completion of requirements specified in the scheme of learning and the related examination;
- (d) **“Admission Committee”** means the committee constituted by the University which shall be responsible to plan, organize and control the admissions to various programs conducted by the University.
- (e) **“Applicant”** shall mean an individual who applies for admission to the Academic Program of the University on a prescribed application form;
- (f) **“Board of Faculty”** shall mean the Board of Faculties of the University;
- (g) **“Board of Studies”** shall mean Board of Studies for each Department of the University;
- (h) **“Candidate/Student”** shall mean a person registered for a UG/PG Degree / Diploma / Certificate;
- (i) **“Controller of Examinations”** shall mean Controller of Examinations of the University;
- (j) **“Course”** shall mean a component of the academic program, carrying a distinctive code number and specific credits assigned to it;
- (k) **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for delivery of various components of the course, examinations and the award of grades.
- (l) **“Dean”** shall mean the Dean as defined in the Statute of the University;

- (m) **“Degree”** shall mean the degree awarded to candidate at Bachelors’/ Masters’ or Doctoral level;
- (n) **“Department”** shall mean a University Teaching Department established by the University to carry out teaching and research;
- (o) **“Departmental Research Committee (DRC)”** shall mean a Departmental Research Committee for each Department of the University;
- (p) **“Examination Hall”**, means the examination place, room, location, where students have to appear for the respective examination;
- (q) **“External Examiner”**, means the examiner from other University / Institution / Organization;
- (r) **“Head of the Department”** shall mean Head of the Academic Department of the University;
- (s) **“Internal Examiner”**, means the examiner from a teaching department of the University;
- (t) **“Invigilator”**, means a person assigned with the duty in a particular examination hall;
- (u) **“Learning Outcomes”** describe what a learner is expected to know, understand and be able to do after successful completion of a module of a course;
- (v) **“Post Graduate Programs”**, mean the Master's Degree Programs in the respective branch / department;
- (w) **“Prescribed”** means prescribed by the Statutes / Ordinances / Regulations etc.;
- (x) **“Ph.D. Registration”** shall mean registration of a candidate for the Ph.D. Programme after due approval by the DRC;
- (y) **“Programs of Study”** means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates;
- (z) **“Regulation”** means the regulation made under the provisions of the Act/statute/ordinance;
- (aa) **“Regulatory Body”** means statutory bodies established by the Central / State Government from time to time;
- (bb) **“Registration”** means registration for a course or courses in a semester at the start of the semester of any programme as notified by the University;
- (cc) **“Research Scholar”** shall mean a person registered for the Ph.D. degree and his candidature has been approved by the Academic Council;
- (dd) **“Result Moderation Committee”** shall mean a committee constituted by the University for the purpose;
- (ee) **“Schedule of Examination”** means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the practical examinations;

- (ff) “**Semester System**” means a programme wherein each academic year is apportioned into two semesters;
- (gg) “**Supervisor**” means a member of academic staff of the University approved to guide / supervise the research work of a Scholar;
- (hh) “**Student Research Committee**” shall mean a Committee constituted by the DRC of the concerned department;
- (ii) “**Undergraduate Program**”, means the Bachelor's Degree program offered by a department;
- (jj) “**University Research Council (URC)**” shall mean the University Council that lays down policy guidelines for the conduct of Ph.D. and Post-Doctoral Degree Program and ensures high standards of the research work;
- (kk) “**University Examination Committee**” means the committee constituted by the University to oversee the Examinations;
- (ll) “**University**” shall mean the Manav Rachna University;
- (mm) “**Workload**” indicates the time students typically needed to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) to achieve the expected learning outcomes;

Words and Expressions used but not defined in this Ordinance and defined in the Act and Statutes, shall have the meanings respectively as assigned to them in the Act and Statutes.

Note:

- *Mutatis mutandis* changes shall apply wherever needed;
- University shall formulate rules and regulations to facilitate implementation of Act, Statutes and Ordinances wherever required.

3. PROGRAMS OF STUDY

- (i) There shall be Programs of Study in the University for each Degrees, Diplomas and Certificates in different Departments / Centres. The University shall offer such programs and of such minimum duration as the Board of Management may approve on the recommendation of the Academic Council, either on its own or on the initiative of Department(s) keeping in view the statutory requirements;
- (ii) Minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or specified by the Academic Council and shall not be below the limits prescribed by the regulatory bodies in that discipline. The University may however prescribe higher entry qualification for any program.
- (iii) The procedure for the admission shall be such as may be specified by the Board of Management; and notified by the University in its admission brochure.
- (iv) A student may be granted such scholarship /assistantship /stipend / contingency grant, etc. as may be specified in accordance with the directions of the Board of Management from time to time or regulations laid down for the same.

- (v) All UG, PG, & Doctoral Programs offered by the University shall be governed as per the Regulations framed for the respective programs by the Academic Council and approved by the Board of Management.
- (vi) Notwithstanding, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Board of Management in regard to duration, assistantship rules, admission processes, intake of students etc.

4. ADDITION OR SUSPENSION TO PROGRAMS OF STUDY

- (i) The Board of Management may exercise powers to introduce, suspend, modify, phase out or discontinue a program on recommendations of the Academic Council.
- (ii) All regulations governing any program shall be approved by the Board of Management.

5. ADMISSION

- (i) Admission of students shall be made on All-India basis and open to all classes of persons as defined in the Act / Statute / Ordinance / Regulations of the University; and published in the admission brochure of that particular academic year.
- (ii) Admissions of students shall be made on the basis of merit, in a national level entrance examination like JEE, GATE, CAT, GMAT, NET, GRE, CSAT, UniGauge, CLAT etc. specified by the University or on the basis of an entrance examination conducted by the University, the details of which shall be announced in advance by the University.

Provided that nothing in this section shall be deemed to prevent the University from making special provision for the admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes and relaxation in eligibility criteria for the candidates belonging to SC/ST/Other Backward Class and such other categories as deemed fit by the University.

- (iii) Reservation of seats for Haryana Domicile Candidates shall be as prescribed.
- (iv) Admission to all Programs shall be made as per the norms prescribed in the Regulations for the respective programs.

5.1 CONDITION FOR ADMISSION

- (i) Student shall be eligible for admission to a program of study, a degree or diploma subject to such qualifications as may be prescribed by the University.
- (ii) Other conditions shall be as prescribed in the regulations of the respective program.

5.2 CIRCUMSCRIPTION ON ADMISSIONS

- (i) Student shall not be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate / diploma / advanced diploma courses or in a programs / courses under the 'distance learning mode' approved by the University;

- (ii) A student who has completed a Postgraduate / Undergraduate / Certificate program shall not be allowed to be admitted again in the same program.
- (iii) Anyone who is under sentence of expulsion or rustication from the University / another University shall be prohibited from admission to any program of study during the period for which the sentence is in operation.
- (iv) Admission to any program of the University can be cancelled, at any time, if any material information furnished by the student is found to be false / concealed.

5.3 ELIGIBILITY CRITERIA FOR ADMISSIONS

Eligibility criteria for admissions to all the UG, PG & Doctoral Programs shall be made as prescribed in the Regulations of the respective programs.

5.4 ADMISSION OF THE CANDIDATES WHO HAVE GAP YEARS AFTER PASSING ELIGIBILITY QUALIFICATION.

- (i) In case of a candidate seeking admission to a regular course other than research and part-time courses, who has given up his / her studies for two or more academic years after passing an eligibility degree/ diploma / certificate examinations may be considered for admission on the recommendation of a committee constituted by the University for this purpose.

The Committee shall consist of the following members: (1) Vice Chancellor or his nominee – Chairman, or his nominee (2) Pro-Vice Chancellor (3) Dean (Academics) (4) Dean of the Faculty concerned, (5) Head of the Department concerned, and (6) Registrar- Convener.

5.5 ENROLMENT/REGISTRATION OF STUDENTS

No person shall be admitted to any examination of the University, unless he / she has been duly enrolled / registered as a student of the University.

5.6 MIGRATION

(i) Admission through migration from other Universities:

A candidate may be allowed to migrate to the University from other Universities, preferably at the beginning of the semester on the recommendation of the committee constituted by the University subject to his/her fulfilling the following criteria:

- (a) No objection certificate from the parent Institution / University;
- (b) Compatibility of courses (minimum to the extent of 70%);
- (c) Fulfill all admission related requirements.

The Committee shall consist of the following members: (1) Dean (Academics) (2) Dean of the Faculty concerned, (3) Head of the Department concerned and (4) DR (Academics) – Convener.

(ii) Migration to other Universities

A student seeking migration to other University shall be issued NOC on the recommendation of a committee constituted by the University as above for the purpose.

Note: If a student joins another University for completion of a regular degree, permitted by the University such candidates shall not require any migration certificate.

5.7 FEE

- (i) The Students' admitted to various Programs in the Departments / Centres shall have to pay the fee as prescribed and approved by the Governing Body on the recommendations of the Finance Committee and Board of Management. The same shall be notified in the admission brochure.
- (ii) The fee structure may be modified by the Governing Body from time to time.
- (iii) The University may however give full or partial fee exemption as per the policy of the University from time to time.

6. ATTENDANCE:

- (i) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program.
- (ii) A student of **UG / PG Programs other than Law & Education Programs** shall be required to have a minimum attendance of 75% in a course to be eligible for appearing in end semester examination of that particular course.

Provided that the Vice Chancellor may relax the minimum attendance by 15% for the reason to be recorded in writing on case to case basis.

- (iii) A student detained, due to shortage of attendance, in a course shall be required to re-register for that course and all previous internal assessments / test scores of that course shall become null and void.

7. MEDIUM OF INSTRUCTION AND EXAMINATION.

The medium of instruction and examination at all stages of education in all courses in the University shall be English unless stated otherwise explicitly.

8. CREDIT SYSTEM

A course shall be assigned credits as under:

- (i) One credit for One Lecture hour per week
- (ii) One credit for One Tutorial hour per week ;
- (iii) **0.5 Credit** for each Workshop /Laboratory / Practical / Project Session of **1 hour** per week for all Courses.

Apart from the specified contact periods, a student is expected to devote at least equal number of hours in self-study as defined under credits.

9. GRADING SYSTEM:

The University shall offer Programs in each semester on Choice Based Credit System. Based on the performance of the student in a semester, the grade point average of a semester is calculated as per the scheme given below in **Table – 9.2 & 9.3**. The letter grade and its corresponding 'Grade Point' indicates the results of both qualitative and quantitative assessment of a student's performance in a course.

(i) Description of a Course:

A course is a mix of Lecture, Tutorial and Practical i.e. L-T-P. For the purpose of assessment only, the L-T-P shall be broken down into L-T and P components as given in **table 9.1**. For

all other matters, such as attendance calculations or for prerequisite conditions, all calculations/conditions shall be applied to complete course i.e. L-T-P.

(ii) Description of Grades:

At the end of each semester, the student shall be awarded a letter grade in each course for which he/she had registered. The student earns credits only for the courses in which he/she is awarded grades O-P. Absolute grading system or relative grading system or a combination of both shall be adopted for converting marks to grades (as approved by BOS). The result moderation committee shall decide the mode to be applied.

The letter grades are given in the table below:

Table 9.1: Grades and Numerical Points:

LETTER GRADE	GRADE / NUMERICAL POINTS (GP)	MARKS	DESCRIPTION	EXPECTED POPULATION %
O	10	85% and above	Outstanding	10%
A(+)	9	>=75% and <85 %	Excellent	20%
A	8	>=60% and <75%	Very Good	40%
B(+)	7	>=55% and <60%	Good	15%
B	6	>=50% and <55%	Above Average	5%
LETTER GRADE	GRADE / NUMERICAL POINTS (GP)	MARKS	DESCRIPTION	EXPECTED POPULATION %
C	5	>=45% and <50%	Average	5%
P	4	>=40% and <45%	Pass	3%
F	0	<40%	Fail	2%
W	0	--	Withdrawal from a course.	--
X	0	--	Incomplete work in a project-type course. Includes delay in thesis or project submission. Does not remain permanently on Grade card. Subsequently to be changed into regular Grade (O-P or F).	--

R	0	--	Detention on account of low attendance.	--
ACP	--	--	Audit Course Pass. Grades obtained are not considered in the calculation of CGPA or SGPA.	--
ACF	--	--	Audit Course Fail. Grades obtained are not considered in the calculation of CGPA or SGPA.	--

(a) O-P Grade: The Grades denote performance ranging from outstanding to pass. The minimum marks for award of a grade (O-P) are indicated in the table above.

(b) F Grade: The letter Grade F denotes failing a course.

(c) W Grade: "W" denotes withdrawal from a course. The withdrawal is allowed under exceptional conditions, within two week of start of the semester. The withdrawal shall be subject to the condition that after withdrawal the condition of minimum credits to be registered for the semester is met failing which it will be considered as Semester withdrawal.

(d) X Grade: X Grade denotes incomplete work typically in a project-type course based on request by a student. This includes delay in thesis or project submission. "X" Grade does not remain permanently on the card. It is subsequently changed to letter Grades O-P.

(e) R Grade: "R" Grade denotes detention in a course on account of low attendance. The detained student shall not be allowed to take the end semester examinations and all tests/quiz/class work etc. assessments by the course instructor shall become null and void. The student shall have to re-register for the course as and when the course is offered.

ACP and ACF Grades: University may prescribe mandatory Audit courses. A student has to pass the course to earn ACP Grade. The grades obtained in an audit course are not considered in SGPA or CGPA calculations. The credits earned are not to be counted in total credit requirements for award of degree. The Test conducted can be in 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 announced 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.

Note: A student is considered to have completed a subject successfully and earned credits for the course if he/she scores a letter grade other than F/W/X/R. All cases of W, X and R grade shall be approved by the Dean (Academics) on the recommendation of Dean of Faculty and intimated to the Controller of Examinations.

(iii) Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Based on grades earned in different courses of the semester, two indices shall be calculated:

- (a) Semester Grade Point Average (SGPA) and;
- (b) Cumulative Grade Point Average (CGPA), which is the grade point average of all the courses in all semesters completed by the student at that point of time.

The Semester Grade Point Average (SGPA) earned by a student is a quantitative indication of his/her performance in a semester. SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For each course registered, the grade points earned is multiplied by the credits for that course. The sum of all such grade point-credits product is divided by the total credits registered in that semester to compute the SGPA of that semester.

The SGPA will be calculated according to the formula:

$$SGPA = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i}$$

Where C_i = credit for the course, GP_i = the grade point obtained for the course and $\sum_i C_i$ = the sum of credits of all courses registered in that semester, except audit courses.

The Cumulative Grade Point Average (CGPA), which indicates the overall performance of a student from the time he/she joined the programme to a specific semester, is obtained by calculating the weighted average of the grade points obtained in all the courses registered by the student since the first semester up to that stage. Both SGPA and CGPA are calculated at the end of every semester and indicated in the Grade Sheet.

The mode of calculation is as shown below:

For the Cumulative Grade Point Average (CGPA), a similar formula is used where the sum $\sum_i C_i$ is the sum of credits of all courses registered, excluding audit course, up to the point in time.

An example of calculations is given in tables below:

Semester 1

Table 9.2

Course code	Course credits	Grades awarded	Grade Points associated with Grade awarded.	Points secured = $\sum(\text{course credits} \times \text{grade points})$
Column 1	Column 2	Column 3	Column 4	Column 5 = Column 2 * column 4
XXNNMM 1	5	C	5	25
XXNNMM 2	5	B	6	30
XXNNMM 3	5	A(+)	9	45
XXNNMM 4	5	B(+)	7	35
XXNNMM 5	2	B(+)	7	14
XXNNMM 6	2	F	0	0
TOTAL	24			149

SGPA				=149/24=6.21
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SGPA

Credits registered in the semester (\sum column 2) = 24

Points secured in the semester (\sum column 5) = 149

$$\frac{\text{Points secured in the semester}}{\text{Credits registered in the semester}} = \frac{149}{24} = 6.21$$

Semester 2

Table 9.3

Course code	Course credits	Grades awarded	Grade Points	Points secured = \sum (course credits*grade points)
Column 1	Column 2	Column 3	Column 4	Column 5= Column 2* column 4
XXNNMM 7	5	P	4	20
XXNNMM 8	5	B(+)	7	35
XXNNMM 9	5	A	8	40
XXNNMM 10	5	B(+)	7	35
XXNNMM 11	2	F	0	0
XXNNMM 12	2	A	8	16
XXNNMM 13	2	ACP	-	-
TOTAL	24			146
SGPA				146/24=6.08
CGPA				(149+146)/(24+24) = 6.15

SGPA:

Credits registered in the semester (\sum column 2), excluding Audit course = 24

Points secured in the semester (\sum column 5) = 146

$$\frac{\text{Points secured in the semester}}{\text{Credits registered in the semester}} = \frac{146}{24} = 6.08$$

CGPA:

Cumulative credits registered till semester 2 = 24 (semester 2) + 24 (semester 1) = 48

Cumulative Points secured in all registered courses till this semester = 146 (semester 1) + 149 (semester 2) = 295

$$\frac{\text{Cumulative Points secured in all the semesters in all registered courses}}{\text{Credits registered in all the semester}} = \frac{295}{48} = 6.15$$

Note:

(a) The SGPA & CGPA shall be rounded up to 2 decimal points.

(b) CGPA can be converted to % of marks using the conversion formula % =10*CGPA

- (c) **First class with distinction shall be awarded to a student securing a CGPA of 8.00 or more; First class shall be awarded to a student securing a CGPA of 6.00 to 7.99; Second class shall be awarded to a student securing a CGPA of 5.00 to 5.99.**
- (d) **A student shall be eligible for the award of a degree only if he scores a CGPA of 5.00 or more.**

9.1 COURSES DONE OUTSIDE THE UNIVERSITY

The University subjected to the provisions of the Act/Statute/Ordinance/Regulations may enter into agreement through MOU with other Universities (within and outside India) or such bodies/ an association /Industries etc. have similar objectives to achieve the objective of delivering quality education.

The credit earned with such organization / Universities shall be considered to be earned. The University shall under this Ordinance create Regulations in this regard for implementing the same.

For courses registered through online mode and as approved by the Department, the grades awarded by and earned by the student shall be shown in the Grade Card of that semester and the same shall be counted for the calculation of SGPA and CGPA. In case, a student fails to clear the online course, he/she shall have to appear for the supplementary examination conducted by the University after deposition of prescribed fee.

10. CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND ANY OTHER DISTINCTIONS.

- (i) Total credits to be earned by the students shall be governed by the respective regulations of that program.
- (ii) The conditions for award of Degrees, Diplomas, Certificates and any other distinctions shall be as prescribed in the respective regulations governing the programs.
- (iii) Convocation: The University shall hold a convocation every year.
- (iv) **Issue of Academic Documents:** A student shall be issued Grade Sheet, Transcript, Provisional Degree Certificates or any other documents by the Registrar or the person authorized by the University.

11. DISTINCTIONS AND AWARDS:

The University may institute awards / medals / scholarships / freeships etc. to be given to students on the basis of academic performance in a semester and at the end of the program of study with the approval of the Academic Council.

12. WAIVER

Provided that under exceptional cases the Chairman of Board of Management may relax any clause of this Ordinance, if difficulties arise in its implementation except clause 5.3 (Admission and Eligibility) and Clause 9 (Evaluation), if such notifications, amendment, insertion, deletion which in his/her opinion are necessary or expedient for smooth running of the program. However, all such changes have to be reported to the Board of Management, in the next meeting.

Note:

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