MANDSAUR UNIVERSITY, MANDSAUR

STUDENTS RESOURCE BOOK

Student Resource Book Guidelines

➢ These guidelines provide an insight into the daily functioning of MU and enable the effective delivery of infrastructural and academic services to the students.

➢ MU has the right to make any changes as it may deem fit in terms of the program content, method of delivery, faculty, refund policy, evaluation norms, the standard of passing the examinations, other guidelines, etc.

➢ In case of any dispute about the program, the decision of the Vice-Chancellor of MU will be final and binding on all the students.

➢ The committees mentioned in the SRB are subject to rotation, so students are required to visit the website regularly for current updates on policies and committees.

*All disputes are subject to Mandsaur/ M.P. jurisdiction only.

Ethics followed at MU

➢ Self-respect.

➢ Respect for others.

➢ Respect for senior authorities.

➢ Academic integrity, honesty, and professionalism at all levels.

ABOUT MANDSAUR UNIVERSITY

At Mandsaur University the student will quickly develop the ability to think imaginatively, independently, and critically. MU shows you how to absorb new information and then apply your knowledge to practical problems and day-to-day situations, skills that are vital in our rapidly changing world. Studying for a degree is also a journey of personal growth and a great way of meeting new people who think the same way you do.

Mandsaur University leads to an increase in earning capacity, a broader range of opportunities, and a more rewarding career. Most employers target university graduates in their recruitment campaigns. Employers prefer Mandsaur University graduates because a higher educational qualification generally demonstrates the skills and qualities valued by them.

Mandsaur University is a great way to implement your desire for a career change. Higher education gives you the confidence to change tracks from what you have been doing all these years. It provides you with the necessary skills and knowledge to kick-start a new and rewarding career. Mandsaur University also provides the option of flexible study to help fit higher education with existing work commitments.

Mandsaur University gives an advantage and opportunities for personal growth by providing a rich cultural and social platform. University also allows students to meet and interact with people from different social, cultural, and financial backgrounds. Above all this, there is the social education of growing up and learning to live and work with others in the best possible manner.

In the words of Albert Einstein, — 'Education is what remains after one has forgotten everything he learned in school.' True to his words, a Mandsaur University's education is what remains with us and helps us make a great living in all aspects.

➢ GOALS AND AMBITIONS:

Recognize and achieve goals and ambitions, especially in response to challenges.

➢ SELF CONFIDENCE:

Enhance self-confidence and belief through the practice of enterprising skills and behaviors.

➢ PERSEVERANCE:

Demonstrate perseverance, resilience, and determination to achieve goals, especially within challenging situations.

➢ INTERNAL LOCUS OF CONTROL:

Recognize that you are in control of your destiny (Internal Locus of Control) and use this understanding effectively within enterprising situations.

➢ ACTION ORIENTATION:

Take action and learn both from actions and active experimentation.

➢ INNOVATION AND CREATIVITY:

Innovate and offer creative solutions to challenging and complex problems.

Academic Approach & Outcome Based Learning

At **MANDSAUR UNIVERSITY**, the academic excellence and overall development of the student is the core focus. The college strives to serve the student with the best faculty, industry connections, best placements, world-class infrastructure, boarding facilities, and numerous opportunities to explore out of academics. The college conducts several conferences, seminars, and guest lectures throughout the year.

Students also have a good opportunity to learn from peers, faculties, and mentors, and seek guidance about their career pathways. MU is continuously working on incorporating the best technical labs, Centre of Excellence, and giving opportunities to students to participate in various national and international competitions. We believe that the best learning comes in a disciplined environment that we at MU are dedicated to imbibing in our system.

MOU's

(Session: 2019-20)				
Sr. No	Department	Name of MoU	Company/Institute Name	(National/ International)	Date
1	B. Tech (All Branches)	Information & Library Network Centre	Information & Library Network Centre	National	08/07/2019
2	All Courses	Sri Balaji Society	Sri Balaji Society	National	14/08/2019
3	CSE/CA	Zealous Web	Zealous Web	National	03/09/2019
4	All Courses	Poornima University	Poornima University	National	18/09/2019
5	Agriculture	Sanra Organics	Sanra Organics	National	16/10/2019
6	Agriculture	Gramophone	Gramophone	National	21/10/2019
7	Life Science	Molecular Biology Research	Molecular Biology Research	National	23/10/2019
8	Mech/EEE/Civil	Tech Cluster	Tech Cluster	National	02/11/2019
9	Civil Engineering	The Survey Institute	The Survey Institute	National	05/11/2019
10	Mechanical	SPM	SPM Auto comp System Pvt Ltd	National	14/11/2019
11	ME & EEE	JBM	JBM Auto Limited	National	15/11/2019
12	CSE/CA	Silverlink Technologies	Silverlink Technologies	National	10/12/2019
13	MCA	AWS Academy, Bangalore, Karnataka	AWS Academy, Bangalore, Karnataka	National	23/12/2019

(Session: 2020-21)					
Sr. NO	Department	MoU Signed	Company/Institute Name	(National/ International)	Date
1	MBA/B.Sc/B.Sc Agr/MCA/BCA/ B.Pharma.	R1 RCM	R1 RCM Global Private Limited	National	17/01/2020
2	All Courses	National Dong Hwa University, Taiwan	National Dong Hwa University, Taiwan	International	18/01/2020
3	All Courses	Ministry of Small & Medium Enterprises	Ministry of Small & Medium Enterprises	National	22/01/2020
4	All Courses	Collabera	Collabera	National	30/01/2020
5	All Courses	UNESCO Net work chair	UNESCO Net work chair	National	03/02/2020
6	MCA	Oracle Support, Bangalore, Karnataka	Oracle Support, Bangalore, Karnataka	National	18/05/2020
7	CSE/MCA/BCA	Red Hat Academy	Red Hat Academy	National	19/08/2020
8	CSE/MCA/BCA	ISRO	ISRO	National	26/06/2020
9	CSE/MCA/BCA	IBM	IBM	National	07/05/2020
10	CSE/MCA/BCA	CISCO	CISCO	National	04/05/2020
11	Civil/Mech/EEE	Zenus Group	Zenus Group	National	09/10/2020
(Session: 2021-22)					
1	All Courses	Just Dial	Just Dial	National	02/03/2021
2	CSE/MCA/BCA	Lanet Team Udaipur	Lanet Team Udaipur	National	05/07/2021
3	CSE/MCA/BCA	Evince Development	Evince Development	National	07/07/2021
4	CSE/MCA/BCA	Mandasa Technologies	Mandasa Technologies	National	15/07/2021
5	CSE/MCA/BCA	Lucent Innovation	Lucent Innovation	National	17/7/2021

6	All Branches	Fusion Microfinance	Fusion Microfinance	National	22/7/2021
7	Life Science	The Association of German Engineers (Germany)	The Association of German Engineers (Germany)	International	10/8/2021
8	CSE/MCA/BCA	iBirds Software Services	iBirds Software Services	National	19/11/2021
9	Life Science	Science on Wheels Pvt Ltd.	Science on Wheels Pvt Ltd.	National	1/12/2021
10	Physical Education	Hockey Mandsaur Association	Hockey Mandsaur Association	National	17/02/2021
11	Physical Education	Sports Youth and Welfare Department Madhya Pradesh	Sports Youth and Welfare department Mandsaur, M.P.	National	01/09/2021

Excellent Campus Placement Over The Years

- **Over 5000+ Alumni**

BYJU'S, Infosys, Tata Consultancy Services, TCS-CBO, Zensar Technologies, Innoeye, Digivalet, Whirlpool, Taiko Pvt. Ltd., Sanoh India Limited, ACPTL, Reinforce Software Solutions, Honning Consultant, Foam Machinery, Rent-Ease, Tek Saar IT Services, Yug Fashions (Arvind Mills), Axis Securities, Rishishwar Constructions Pvt. Ltd, Health Care Informatics Pvt. Ltd, Sonic Biochem Extraction Ltd., Webgility, eClinical Works, Process Master, Extra marks, Eicher Motors, Sun Pharma. Ltd., Macleods Pharmaceutical Pvt.Ltd., Ajanta Pharma., Synchem Laboratories ltd, Sundyota Numandis, Global healthcare, Advantmed.

IBM, Wipro, Tech-Mahindra, HSBC, Evince, Hidden brains, Satyamtech, Teklead Software, LRP, Ostwal, Synsoft Global, Durgapur Foundary, IPCA, Ultra Tech Cement, HPCL, Indian Railway, Aditya Birla Cement, JK Cement, 100 Engineers, Mahindra Two Wheelers, GET Power, NIL Shikha Infrastructure, Zink Pvt. Ltd., Honeywell Automation, Orange Wind Power Plant, Accenture, Hewlett Packard, Deloitte, L&T InfoTech, Persistent Systems, Capgemini.

IMPORTANT OFFICIALS AT MANDSAUR UNIVERSITY

Sr. No.	Name	Designation	Email Id's
1	Shri. Narendra Nahata	Chancellor/Chairperson	chancellor@meu.edu.in
2	Shri. Rahul Nahata	Executive Chairman	ec@meu.edu.in
3	Brig. (Dr.) Bharat Singh Rawat	Vice Chancellor	office.vc@meu.edu.in
4	Prof. Ashish Parikh	Registrar	registrar@meu.edu.in
5	Col. (Retd.) Anand Kumar	Dean Administration	deanadministration@meu.edu.in
6	Dr. Shailendra Sharma	Dean of Academics Affairs (D.O.A.A.)	shailendra.sharma@meu.edu.in
7	Mr. Ashish Parikh	Dean of Student Welfare (D.O.S.A.)	dosa@meu.edu.in
8	Prof. Manish Verma	Controller Examinations	controllerexam@meu.edi.in
9	Ms. Meenushree Ranawat	Manager HR	meenushree.ranawat@meu.edu.in
10		Head Master of Business Administration (M.B.A.)	
11	Mr. Prabhat Kumar Singh	Head, Computer Science & Engineering (C.S.E.)	prabhat.singh@meu.edu.in
12	Dr. Ravi Kumar Sengewar	Head, Mechanical Engineering (M.E.)	ravikumar.sengewar@meu.edu.in
13	Mr. Virendra Kumar Jain	Head, Electrical & Electronics Engineering (E.E.E.)	virendra.jain@meu.edu.in
14	Dr. Devendra Kumar Sharma	Head, Civil Engineering (C.E.)	devendrakumar.sharma@meu.edu.in

15	Dr. Nilesh Jain	Head, Computer Applications (C.A.)	nilesh.jain@meu.edu.in
16	Dr. Sanjay Singh	Head, Agriculture Science	drsanjay.singh@meu.edu.in
17	Dr. Arunava Das	Head, Life Science	arunava.das@meu.edu.in
18	Dr. Deepak Bhandari	Head, D.B.A.C.	deepak.bhandari@meu.edu.in
19	Dr. Aradhana Sethi	Head, B.Ed.	aradhana.sethi@meu.edu.in
20	Dr. Shamsher Singh	Head, Physical Education	shamsher.singh@meu.edu.in
21	Dr. Sarita Devi	Head, Fashion Designing	sarita.devi@meu.edu.in
22	Dr. Amit Jain	Head, Pharmacy	director.brncop@meu.edu.in
23	Dr. Deepak Yadav	Head, Ayurveda	jsmund@meu.edu.in
24	Dr. Lokeshwar Singh Jodhana	Head, Tourism & Hospitality	lokeshwar.jodhana@meu.edu.in
25	Dr. Tarakeshwara Rao	Head, Journalism & Mass Communication	tarakeshwara.rao@meu.edu.in
26	Dr. Reshami D C Das	Head, Communication Skills	reshami.das@meu.edu.in
27	Mr. Riyaz Khan	Head, Computer Administration	riyaz.khan@meu.edu.in
28	Mr. Rahul Tiwari	Nursing	rahul.tiwari@meu.edu.in
29	Mr. Pratik Gupta	Asst. Professor Mathematics	pratik.gupta@meu.edu.in
30	Mr. Anil Jain	Accounts Officer	sr.accountant@meu.edu.in
31	Dr. Ashish Agrawal	I/C Admission Cell	ashish.agrawal@meu.edu.in

Sr. No.	Name	Designation	Email Id's
32	Dr. Ravindra Kumar	Librarian	ravindra.kumar@meu.edu.in
33	Ms. Priyanka Vaidhya	Reception	priyanka.vaidhya@meu.edu.in
34	Ms. Shashi Gupta	Sr. Warden-Girls Hostel	wardemmisgh@meu.edu.in
35	Mr. Kamal Ojha	Senior Warden- Boys Hostel	kamal.ojha@meu.edu.in

IMPORTANT COMMITTEES/CELL DETAILS

Sr. No.	Committee	Contact Person	Email Id's
1.	Anti-Ragging Committee	Prof. Ashish Parikh	dosa@meu.edu.in
2.	Grievance Redressal Cell	Dr. Shailendra Sharma	shailendra.sharma@meu.edu.in
3.	Prevention of Sexual Harassment	Dr. Aradhana Sethi	aradhana.sethi@meu.edu.in
4.	Disciplinary Committee	Col. Anand Kumar	deanadministration@meu.edu.in

DEPARTMENTAL EMAIL ID's

Sr. No.	DEPARTMENTS	EMAIL ID
1.	Department of Civil Engineering (C.E.)	hodcivil@meu.edu.in
2.	Department of Computer Science & Engineering (C.S.E.)	hodcse@meu.edu.in
3.	Department of Electrical & Electronics Engineering (E.E.E.)	hodelectrical@meu.edu.in
4.	Department of Mechanical Engineering (M.E.)	hodmech@meu.edu.in
5	Department of Computer Applications (C.A.)	hodca@meu.edu.in
6	Department of Master of Business Administration (M.B.A.)	hodmanagement@meu.edu.in
7	Department of Agriculture Sciences	office.agriculture@meu.edu.in
8	Department of Life Science	hodlifescience@meu.edu.in
9	Department of Business Administration and Commerce	dbmcinfo@meu.edu.in
10	Department of Bachelor of Education	hodeducation@meu.edu.in
11	Department of Pharmacy	pharmacy@meu.edu.in
12	Department of Ayurveda	office.ayurveda@meu.edu.in
13	Department of Physical Education	hodped@meu.edu.in
14	Department of Fashion Design	hodfashion@meu.edu.in
15	Department of Journalism & Mass Communication	hodjouralism@meu.edu.in
16	Department of Tourism and Hospitality	hodtourism@meu.edu.in
17	Department of Communication Skills	hodcommunication@meu.edu.in
18	Department of Allied Sciences	hodalliedscience@meu.edu.in

At Mandsaur University we believe that the best environment for learning is a disciplined environment. Students, faculty, and our staff members are bound together in this organization under common policies designed and followed throughout. We are proud of our 26 years of legacy and the discipline that we have generated and practiced since our inception. This has not only helped our internal team but also helped our students in their professional lives. It is desired from the students to carry forward this rich legacy.

We train our students to be disciplined in all forms and at all contact points on the campus and they are assessed at various levels. The students are given many facilities to enhance their academics, social life, recreational activities, hobbies, etc. These activities are designed for their overall development and the College in return expects the students to respect the provided facilities and to make the most appropriate use of the facilities judiciously.

The College is bound to take disciplinary actions in case of any ruckus or disobedience of the students on campus. The students must understand that certain norms need to be followed while on campus. Here at MU, we have zero tolerance for indiscipline within the campus. Please go through this document in detail and make yourselves aware of the code of conduct, policies, rules, and regulations of various places within the campus.

Punctuality and Discipline

➢ Classes are expected to begin on time. Latecomers are not allowed.

➢ Students are expected to maintain complete silence and discipline during a lecture, talk to an outside expert, and while attending conferences, workshops, or seminars. They are, however, welcome to ask as many questions as they may like on the subject under consideration, with due permission.

➢ Students are required to be present for all events of the college & the University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, and other events as intimated to them on through announcements/notice board/ via email. Record of attendance

will be kept for action. MU reserves the right to declare compulsory attendance for any event on or off the campus activities. Absenteeism on events for which attendance is compulsory will be taken seriously and will be communicated /displayed on the Blackboard /notice board/ via email from time to time or a remark will be entered on the transcript or will face a penalty as per the decision of the respective authorities.

➢ Students are required to be in the city on all days of the semester. If they are leaving the city for personal or college work, they are required to obtain prior written permission from the respective class coordinators/HOD's/Deans/Directors. This applies even to those students who are officially representing MU for social, cultural, and co-curricular events.

➢ Students are required to honor deadlines for submissions of projects, reports, assignments, academically related data forms, and any other submission to the University's office(s) or the faculty concerned. Do not approach faculty members or others members in the University to change or extend deadlines as the same will be treated as unprofessional behavior not suited under any circumstance.

Academic Discipline

➢ Students are expected to follow the University's code of conduct.

➢ They should refrain from smoking, chewing tobacco, consumption of alcohol or drugs within the campus or on hostel premises and maintain the sanctity and decorum of the campus.

➢ The use of cell phones during class/lab hours interferes with the instructional process and is therefore prohibited. Faculty members have the right to take necessary action.

➢ Students should be obliged to respect and care for all.

Identity Card

Students, faculty, and staff on the campus are required to **wear their ID cards at all times on the campus** for safety and produce it whenever asked by the authorities. Contact Registrar's office in case of any problem.

Contact Details

(I/c Establishment Office)

In case the identity card is lost/misplaced, the student should immediately inform the class coordinator and deposit the amount in A/C's for loss of ID Card. The student is advised to file an FIR (online) mentioning the loss of the University's identity card. A copy of the FIR and the form should be submitted to the Registrar's office for the issuance of a new ID Card. Till then the student will be issued a temporary ID card.

Proposed Punitive Actions/Amount of Penalty in Repetition of Offence(s)

S. No.	ACADEMIC DEPARTMENT	
	Act of Indiscipline	**Punitive Actions**
1	Not wearing proper Uniform	➤ Information to Parents/guardian/affidavit by student and parent/ warning/ imposition of fine. ➤ Concerned department to take appropriate action. ➤ The severity of punishment may be as per the number of offenses. ➤ Appropriate action as decided by the departmental discipline committee & concerned H.O.D. ➤ Serious case to be referred to **S.I.C.**
2	Without a student ID card	
3	Using Mobile phones in the classroom	
4	Unauthorized absence from class/labs	
5	Forming of groups / Making groups in classroom & department	
6	Shouting slogans / using unparliamentarily language showing indecent gesture in class room / labs / department	
7	Disrespect to faculty and staff in classrooms and college campus	

The above punitive actions are indicative and not exhaustive. The HOD / Investigation committee reserves the right to alter/scale the punitive actions as per the seriousness of the offense.

➢**Cleanliness** of the premises is the responsibility of all the members of the MU family. The campus must be neatly maintained by everyone in the MU at all points of time. All students need to cooperate & work together towards this objective.

➢**MU is a non-smoking campus**. Possession and Consumption of alcoholic beverages / toxic & banned materials and your presence on the campus under the influence of alcohol/ intoxicants material are serious offenses and will result in strict action.

➢The students are requested to park their vehicles outside the premises at all times.

➢Any problem with regards to any administrative facility, faculty, classrooms, etc., must be addressed through the class representative who will take it up with the class coordinator(s). In the absence of a satisfactory response, the student may approach the respective HOD of the department.

➢**The mode of communication to students is via blackboard/email/notice board Google classrooms.** Students are advised to check all these platforms at least once a day, and not rely on rumors or hearsay about any matter. Students are further advised to use the University E-mail ID only for the years of their stay on the campus and can retain this ID once they become proud alumni.

➢All students are provided with an Identity Card, which they are required to wear mandatorily. Entry to the college is strictly through Identity Card and will be monitored by the MU authorities. Non- compliance will invite a penalty/disciplinary action.

➢Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic locations to ensure the safety of everyone in MU. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense and will result in strict action.

➢Students are advised to maintain decorum at all points of time during their stay within the campus and beyond. The only use of decent language and calm demeanor is expected, Conduct ought to be of high & dignified order, **adhering**

to the core values of the organization. Any misbehavior with college authorities, facilitators, etc. will lead to serious consequences.

➢High volume altercations and physical fights are the behaviors that are not approved in a civilized society & on this campus. The use of physical force to settle an argument or disagreement will amount to ragging and appropriate action will be initiated accordingly.

➢**MU shall not tolerate any act of indiscipline, misbehavior, indulgence** in unethical practices including possession or use of drugs, alcoholic drinks, banned items, or any sort of mental & physical harassment of anyone, violence, or non-obedience, non-compliance by a student. Violations, if any, on the part of a student will be dealt with as per the existing rules, regulations, and provisions. **MU will not be held responsible for any action which will be initiated by the regulatory authority like police, etc. in case of any eventuality of the above kind.**

➢If any student during the tenure of his/her studies has a police case in him/her name he/she is liable for appropriate action against him/her as per the law of the jurisdiction.

➢Read all important notices daily being displayed on respective departmental Notice Boards, Hostel Notice Boards, Strategic Locations & College websites placed for information related to students.

➢Every student must **Save Water and Conserve Energy**. While leaving the classrooms/labs/hostel/rooms/washrooms, ensure to switch OFF lights/fans and turn off the tap when not in use.

➢Follow normal social etiquette while interacting with faculty, colleagues, friends, and seniors. Students are expected to inculcate good moral values, ethics & positive attitude and not use abusive language, kicking, fisting, or fighting under any pretext.

RAGGING FREE CAMPUS

We are proud to share that **MU is a Ragging free University**. Ragging is a heinous crime that is to be stopped completely. The Supreme Court has termed "RAGGING" a Criminal Offence and is punishable under the court of law. Anyone found guilty of ragging and/or abetting ragging will be severely punished including suspension from the college, a heavy fine, and/or imprisonment as per the provision of law.

If anyone is found guilty of directly/indirectly involved or abetting in ragging. He/she will be punished/rusticated/ expelled/suspended from the college and also liable to prosecution in terms of the Supreme Court of India decision on **Writ Petition No. (C) 656/1998**. Ragging is now a crime. No one can feign ignorance of the law. Under the prohibition of the ragging Act 1997, those who indulge in ragging can be punished. Jail for ragging is for a period from six months to 10 years & fine up to **Rs. 50,000/-.**

Students are advised in their interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable to be punished with one or more of the following punishments:

➢ Suspension from attending classes and academic privileges.

➢ Withholding/ withdrawing scholarship/ fellowship and other benefits.

➢ Debarring from appearing in any test/ examination or other evaluation processes.

➢ Withholding results.

➢ Debarring from representing the college in any regional national or international meet, tournament, youth festival, etc.

➢ Suspension/ expulsion from the hostel.

➢ Cancellation of admission.

➢ Rustication from the college for a period ranging from one to four semesters.

➢ Expulsion from the college and consequent debarring from admission to any other college for a specified period.

➢ Leaving Certificate/Migration Certificate will contain remarks associated with the offense related to ragging.

➢ Debarring from appearing in /off-campus interviews.

Anti-Ragging Affidavit:

➢ As per the order of the **Supreme Court, U.G.C.** has made it mandatory, in its Anti-Ragging Regulations published in **2009** that each student must submit an Anti-Ragging Affidavit signed by self and a separate affidavit signed by the Parents at the time of taking admission to the first year of his/her studies. From the **2nd** year onwards every year, Anti-Ragging Affidavits for self and parents are also to be submitted annually and these affidavits must be placed in the file of each student for any future reference.

➢ AICTE has further informed that student availing hostel accommodation is also to submit another set of affidavits (self & parents) in addition to the affidavit given to the College. Students intending to take hostel accommodation during the next academic session have to submit the affidavits for themselves & parents. New entrants will also have to submit affidavits for themselves and their parents while getting admitted to college & hostels.

Monitoring Mechanism for Ragging

Ragging is completely banned in MU. As per the direction, the Anti Ragging Committee and Anti Ragging Squad have been constituted. The students may approach the **Dean of Student Welfare (D.O.S.A.)** for any issues which remain unresolved at the departmental level/ any guidance etc. Applications related to activities like college clubs, hostel, sports, program planning, conflict resolution, and any such issue must be routed through the DSW office.

Anti-Ragging Committee

MANDSAUR UNIVERSITY, Mandsaur is an eminent university in learning, innovations, Technology, Sciences & Management. MU is dedicated to harnessing the power of education by playing a transformational role in the development of the nation.

To ensure utmost safety and security within Mandsaur University, an Anti-Ragging Committee has been constituted with the following officials:

Sr. No.	Name	Designation	Contact Number
1.	Prof. Ashish Parikh	Dean of Student Affairs (Chairman)	9425107457
2.	Dr. Sanjay Singh	Senior Faculty Member	8295010039
3.	Dr. Vishal Soni	Senior Faculty Member	9993343563
4.	Mr. Nandkishor Patidar	Faculty Member	9039537199
5.	Mr. Komal Singh	Boys Hostel Warden	8974055126
6.	Mr. Manoj Gupta	Boys Hostel Warden	8949790724
7.	Ms. Shashi Gupta	Girls Hostel Warden	8770789661
8.	Ms. Tulsi Modi	Girls Hostel Warden	8101782409
9.	Mr. Vishal Sharma	Member	8058893434
10.	Mr. Nagu Naik	Member	9121812554
11.	Mr. Jayendra Rajpurihit	Member	6232794876
12.	Mr. Rahul Sahu	Member	6003580821
13.	Ms. Lotita D	Member	8465869054
14.	Ms. Shakshi Patidar	Member	8349954855
15.	Ms. Aishwarya Bamboriya	Member	8827844127

16.	Ms. Anjali	Member	8349381426

Outcome Based Learning

MU follows an outcome-based education system. The curriculum, pedagogy, and assessment process are driven by the desired outcome. **Outcome-based Education promises a high level of learning facilitated carefully to achieve outcomes, characterized by its appropriateness to each learner's development level.**

The outcome-based education system is a systematic, evaluative process that is implemented to assure learning experiences that are congruent with original goals and objectives thereby providing a basis for the effectiveness and continuous quality improvement of the program of study. It focuses on the measurement of outcomes that have taken place based on strategies and actions implemented in the pursuit of achieving pre-determined objectives.

Each program has well-defined Programme Education Objectives (P.E.O.'s) and Programme Specific Outcomes (P.S.O.'s). The relationship between PEOs & PSOs is indicated through the mapping of learning outcomes with the established Objective. Each outcome addresses some objective and achievement of the outcome indicates the attainment of the Objective. The assessment of each learning outcome is done annually to identify that the established learning objectives are achieved. The gaps identified are analyzed and addressed through the properly laid action plan.

The assessment of outcome is both quantitative and qualitative and focuses on improving teaching by analyzing student learning outcomes. The appropriate direct and indirect tools are developed to measure the extent of learning. The results of the annual assessments and other data are used to determine the effectiveness of the program during the program review process. It also ensures that an outcome achieved corresponds with the mission of the University.

Choice Based Credit System

The choice-based credit system provides an opportunity for the students to choose courses from prescribed courses comprising core, elective and open elective courses. Students can take courses of their choice to learn, undergo specialized courses, and acquired the required credits. The **courses shall be evaluated on the Grading System,** which is considered to be better than the conventional marks system.

Cancellation of Admission

According to the University Ordinance, the admission of a student at any stage of study shall be canceled if:

➢ He / She is not found qualified as per A.I.C.T.E. / State Government norms and guidelines or the eligibility criteria prescribed by the University.

➢ He / She is found unable to complete the course within the stipulated time as prescribed.

➢ He / She is found involved in creating indiscipline in the University.

➢

Academics

*These shall include lectures, tutorials, practicals, seminars and projects/Dissertations, etc. in addition to the industrial training and educational tour defined in the scheme and executive instructions issued by the University.

The curriculum will also include **extracurricular activities prescribed by the University.**

Duration of Courses

S.NO.	Course	Duration
1	Bachelor of Library Science	1 Yr
2	Art, humanities, and social science (B.A.) (M.A.)	 3 Yr 2Yr
3	Commerce (M. Com) (B. Com)	 2Yr 3 Yr
4	Computer Applications (B.C.A.)	 3 Yr.
5	Education (B. Ed) (M. Ed)	 2 Yr 2 Yr
6	Engineering (B. Tech.) (M. Tech.)	 4 Yr 2 Yr
7	Tourism and Hospitality (B.A.)	3 Yr
8	Management and Business Administration (B.B.A.) (M.B.A.)	 3 Yr 2yr
9	Journalism and Mass Communication (B.A.)	3 Yr
10	Allied Science	3 Yr
11	Pharmacy (B. Pharmacy)	 4 Yr

	(D. Pharmacy)	2 Yr
12	Agriculture (B.Sc.)	4 Yr
13	Life Science (B.Sc. Honors)	3 Yr
14	Physical Education (B. P. Ed)	2 Yr
15	Chemistry (B.Sc.)	3 Yr
16	Fashion Design	3 Yr
17	MCA	2 Yr
18	B.A.M.S.	5.5 Yr

Class Administration

The class administration is governed by the class coordinators & class representatives to monitor and handle day-to-day routine, academic, and disciple activities.

Class Coordinator (CC)
The class Coordinator in each section is nominated from amongst the faculty teaching in that section to monitor discipline and other day-to-day issues raised by the class representative.

Class Representative (CR)
Class Representative (role of student in every class) in each section is nominated unanimously by the class in the presence of the class coordinator. The class representative serves as a link/contact point between the students and the class coordinator. The major roles & responsibilities include:

➢ Serving as a point of contact between the Class coordinator, faculty &students.
➢ Any additional responsibility assigned by Class coordinators/H.O.D.

Attendance

> **100% attendance in classes & labs for each subject is desirable.** However, for medical reasons/ personal reasons/ contests/ placement/ college work, absence up to 25% may be allowed.

> Students, who are having attendance, in a Semester, equal to or more than 75% are eligible to appear in the respective end Semester Examinations. Medical certificates and documents about permission in any competitive exams are to be produced to the CCs as proof of record.

> Students who are having attendance less than 75% in a Semester and who have not been granted an exemption by the concerned authority will have to take re-admission in the same Semester in the same class in the subsequent academic year by paying requisite fees on a pro-rata basis as per the prevailing rules of MU.

> A student is required to monitor his /her attendance. The attendance reports will be shared on a timely basis and discrepancies (if any) to be informed by the student to the concerned faculty/ Class Coordinator. No changes will be permitted once attendance reports are finalized.

> A prior intimation of leave through leave application by the Class Coordinator is desirable. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.

> Exemptions of student attendance can only be made by the concerned HOD, with proof of participation from the club coordinators/ committee Heads.

University Ordinance on Attendance

➢Every student is required to attend all the lectures, tutorials, practicals, and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.

➢Further relaxation of attendance up to 15% for a student can be given by the respective HOD upon prior permission.

➢No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements as mentioned in the above two points.

➢The attendance shall be counted from the date of admission to the college or the start of the academic session whichever is later.

Feedback Mechanism

The following types of feedback mechanisms are used for the overall enhancement of academic functions:

➢ Faculty Feedback, Parents Feedback, Recruiter Feedback, Alumni Feedback, Student Feedback.

➢ Oral/Written feedback by respective H.O.Ds every Semester.

➢ Online Feedback is taken using a questionnaire each Semester. MU has a well-established online feedback mechanism for communicating your experience through the ERP system of the University.

➢ This feedback is compiled and statistics are shared with all concerned. All students should get involved in this mechanism seriously as it truly helps in improving the quality of services and teaching provided.

➢ These are open-ended questions in which students can reflect learning and teaching aspects of their respective courses.

➢ While sharing the feedback with the faculty members, students' identity is kept confidential.

Scholarship

To ensure that meritorious students do not lose out on the education experience MU follows guidelines as per UGC and AICTE. For more details, please visit the following link.

Scholarship Scheme (http://scholarshipportal.mp.nic.in)

Mentoring program at MU

MU also offers mentoring programs, where each student (mentee) is allotted a faculty (mentor), the mentors play a role to guide the mentee in developing and improving their career, academics, behavior, placements, higher studies, personal counseling, and various other issues. The students are advised to make maximum use of this program for their fruitful careers. The mentors and mentees have to work incoherence for the best outcome.

Disability Services

At MU, the DOSA (Dean of Student Welfare) will take care of the students with disabilities and help them realize their full academic potential. We have separate restrooms, ramps, and elevators on the campus to take care of the disabled students. At MU, we are committed to extending our help to such students and ensuring that appropriate arrangements for teaching and assessment are made.

Medical Assistance

➢The college runs an exclusive dispensary and has appointed a doctor who is available for consultation during university hours on all working days from 10:30

a.m. to 01:30 p.m.

➢College ambulance service is available for 24 hours in the college to meet any medical emergency.

➢Concessional medical facilities are available at Ayurveda Institute, Mandsaur.

❖Name of the Doctor- Dr. Shivkant Yadav

❖**Contact No- +91-**

Transport

Students who are interested in availing of bus facilities may contact Transport In-charge Mr. Ramprasad Mandowara

(Contact No: +91-9893265641).

Parking

The use of personal vehicles by students is discouraged. However, if a day scholar comes to the University using his/her two-wheeler, the two-wheeler is to be parked at the student nominated parking area inside the campus.

Students coming with their four-wheelers will not be provided parking space inside the campus. Parking of vehicles outside the campus will be at the owner's risk.

Security

MU has round-the-clock security on the campus, intending to provide a safe and secure campus for the students, staff, and faculty members. A secure environment is only possible if we work together and abide by the rules inside the campus and adhere to the warnings. Please share any incidence of suspicious activity, if encountered on the campus, the security will look into it immediately.

CCTV cameras have been installed at strategic locations of the University, covering a large area for enhancing vigilance.

Contact Details:

Name: Mr. Sanjay Kumar Patel

Contact No: 9009008722

Email Id – security.officer@meu.edu.in

Sports and Recreational Activities

MU is equipped with the facilities like a sports ground, where students can play Volleyball, Football, Cricket, Badminton, and Basketball. Indoor games like Table-Tennis, Chess, Carom, etc. are also available in girls' and boys' hostels.

An exclusive gymnasium is also there on the campus where students may focus more on their physical fitness.

TV is provided in the recreation room of the hostels. Diwali & other celebrations are organized in girl's and Boy's hostels respectively every year.

Contact Details

Name: Dr. Shamsher Singh

Contact No: 9816642266

Email Id: **shamsher.singh@meu.edu.in**

Student Led Clubs

MU has 13 student-led clubs on the campus, where students are involved in managing and organizing the events throughout the year, this gives students a platform to explore their extra-curricular skills and develop leadership qualities. It is observed that students leading the club activities become more self-

motivated, and have great self-esteem, confidence, time management skill, and leadership abilities, which helps in the academic and career progress of the student.

Please Note: All the club activities will be held every Saturday on the campus. i.e., after the routine classes.

The details for the club are given below:

S.No.	Name of the club	Organizers/Dept. Name
1	Language & Literacy Club (L.L.C.)	Communication Skills Dept.
2	Dramatics & Music Club (D.M.C.)	Mr. Saurabh Mishra
3	Adventure Tourism & Recreation Club (A.T.R.C.)	Tourism & Hospitality
4	Holistic Health & Wellness Club (H.H.W.C.)	Ayurveda & Pharmacy
5	Health & Nutrition Club	Agriculture & Life Science
6	Arts, Multimedia & Creative Club (A.M.C.C.)	J.M.C. & C.S.A.
7	Robotic, Automation, Planning& Design Club	Mechanical & Civil Engineering
8	Outreach Fitness Club (O.F.C.)	Dr. L. Shila Devi
9	Games & Sports Club (G.S.C.)	Physical Education
10	Incubation, Innovation & Design Club (I.I.D.C.)	Dr. B.K. Sharma & D.B.M.C.
11	A.R., V.R., A.I.& data Analytical Club (A.R.V.R.C.)	C.S.E. & E.E.E.
12	Industry-Academia Interaction Club (I.A.I.C.)	Dr. Pradeep Laxkar

13	MU Social Awareness &Environment Sustenance Club (M.U.S.A.E.S.C.)	Mr. Rakesh Patidar (NSS Team)

Students are eligible for reimbursement of expenses for participating in Technical Fest / Cultural Activities / Sports & Games o**r** Attending Conference / Seminar / Workshop / Paper presentation etc. to promote R&D activities/participation. All participation is to be routed through the concerned clubs &DSW.lt is essential to use official email and college address in all correspondence to college authorities and outside agencies.

ATM and Financial Assistance at MU

MU has tied up with Smriti Nagrik Sahkari Bank for Educational Loan for students. For more details, please log on to www.smritibank.com.

The ATM of Smriti Nagrik Sahkari Bank is located at University's main gate for all students and staff.

Canteen

For the refreshment of students & staff, canteen facilities are available on the University campus. Where you may enjoy breakfast, delicious meals, and juices.

The Canteen will be operational from 10:00 a.m. to 07:00 p.m.

Stationery and Photostat

The Photostat facility is available in the Central library section.

Center For Career Planning And Development (Placements)

At MU, we have a dedicated department that helps all the students to get ready for the industry and face the real world. This center helps the students with technical and soft skills training that make them employable and ready for placements. The center helps in grooming the students with corporate etiquette and work culture. In addition, the center regularly organizes campus recruitment drives for the students. The department comprises qualified technical trainers, soft skill trainers, and corporate managers, who liaison with corporate to provide the best placement opportunities to the students.

Students can approach them at any time and ask their queries regarding placements and training. Students are expected to maintain the highest standards of professionalism in their activities and are encouraged to practice participation without waiting for the last date.

Placement Guidelines

➢ The role of the C.C.P.D. office is of a facilitator and counselor for employment-related activities. It does **NOT guarantee a job**, **but ample opportunities in different companies**.

➢Applying for a job in a certain company or joining a company is at the sole discretion of the student.

➢ **Students must register with the C.C.P.D. Office** to get eligible for their employment through the Campus Recruitment Process. Up-gradation in any academic credentials and personal details will be the sole responsibility of an individual student.

➢Students, who have lost their job for genuine reasons, could only be allowed to participate in further campus drives on a case-to-case basis.

➢ Students, interested in pursuing higher studies and starting their ventures and who do not wish to avail themselves of the placement assistance, must inform the CCPD Office at the time of the registration process by filing an Undertaking of non-interest.

➤*NOTE: The C.C.P.D. Office reserves all the right to override any of the above policies in special circumstances and can use its discretion to act on matters not covered by the above regulations.*

JUNO APP

Mandsaur University has implemented high-tech software for all students where they can check their attendance, marks, fees, and other notices on the student portal. This application is also available on the Google play store. For username & password, students can contact their respective Class Coordinators.

MU User ID and Email ID

➤ Individual User ID and Email ID will be provided by the CA department, strictly for University's purpose.

➤ Students are advised not to use another student's login Id and password.

➤ Passwords are highly confidential and so, students are expected not to share the passwords with any other person.

Once logged in, IT facilities should not be left unattended. Students must log out at the end of each logged-in session unless prevented by system failure. Failure to do so may leave the account open for others to use/misuse. The CA Department will not be responsible for any loss caused due to such failures at the end of a session.

Computer System Security and Virus

Students will be responsible for the physical security of their Laptop/Computer systems. It is advisable to keep the Laptop/Computer System updated with Anti-virus software. For safe usage, all forms of external devices should be duly scanned for any kind of virus before being used in university computer systems.

For any, IT-related issues students may reach out to C.A. (Computer Administration) Department or email hodca@meu.edu.in

Contact Details

Name: Mr. Riyaz Khan

Contact No: 9407849786

Email Id – systemadmin@meu.edu.in

CENTRAL LIBRARY

MU is equipped with a Central library with a seating capacity of 150 students at a time. MU also has a separate library for the agriculture students on the campus. Here, students may have a great choice of reference books, magazines, journals, competition papers, newspapers, English literature, books from international authors related to their courses, and other relevant books for their enrichment. The library is designed to provide the students with a study space with silence and ambient conditions during exams.

Students can also avail the internet facilities in the library and also work on the PCs available in the digital library section. The Digital library is also equipped with the N.P.T.E.L. lecture facility and also provides a platform to attend the video lectures. Students can also make use of the E-journal and read the papers from Elsevier and ACM Digital Library.

Library Operating Hours

➢ Book issue timings for students: Monday to Saturday- 09:00 am -04:00 pm.

➢ Reference section and reading timings- 09:00 am -08:00 pm.

➢ The library remains closed on Sundays and holidays declared by the University. The timings and holidays may change and will be notified through the notice board displays.

➢

Library Rules

➢The entry will be restricted to Identity cardholders only.

➢Users should maintain peace in the Library & should not disturb other readers

in the Library. Smoking/Eating/Drinking are strictly prohibited on the Library premises.

➢While entering the Library, users should leave their personal belongings such as bags, personal books, etc. in the pigeonholes placed outside the Library entrance, at their own risk. Loose papers, however, are allowed to bring into the Library for writing purposes. Users leaving the Library may be checked by the Library staff if needed.

➢MU Library follows a closed access system. A copy of each title is available in the reference section, where it can be viewed and can also be checked on a computerized catalog before the filing of a requisition slip; thereafter a book can be issued after presenting the requisition slip with relevant details at the issue counter.

➢Reference books, newspapers, Magazines/Journals, and CD-ROM, DVDs should not be taken out of the library. During an examination, a student can get the reference book for overnight use only.

➢Borrowing facilities are only for members. Library books are issued on the counters on presenting the ID card & library reader tickets. The borrower cards are not transferable.

➢The members should verify the issued book before leaving the counter. Thereafter, the members will be responsible for any type of damage to the book issued to them. An auto-generated email through library management software (Libsys) related to all transactions, e.g., issue/reissue, the return of any document, etc. will be sent to the registered email ID. In case of any discrepancy, members are advised to bring it to the notice of the library immediately for corrective action.

➢Despite repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the Librarian.

➢Unauthorized removal of books or damaging the property of the library or misbehavior with library staff shall be considered an act of indiscipline, which will attract strict action and a fine.

➤It is mandatory for all members who are using library facilities to follow the library rules and regulations. For any dispute or problem, the Librarian may be contacted. The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.

➤All students can borrow a maximum of 5 books for 15 days.

➤**Book Bank Scheme** - Students will be issued a set of textbooks comprising one textbook per subject at the beginning of each semester from the Book Bank.

Overdue Charges/Fine

➤If a book is not returned within the stipulated time, the student will be charged a fine of Rs. 2/- per book per day after the due date is over.

➤A fine of Rs. 2/- per day will be charged if the reference book issued overnight is not returned within the stipulated time.

➤Excuses for exemption from paying overdue charges will not be considered. Only official University holidays shall be considered if the due date falls during that period.

Loss of Library Card/Reader Ticket

Loss of Library card or Reader tickets should be immediately reported to the librarian in writing. After checking the borrowing register, duplicate reader tickets will be issued to the members on payment of **Rs. 50/-** per ticket.

Loss & Damage of Books

➤The student must be satisfied with the sound condition of the book before leaving the issue counter. The student will be responsible for any type of damage to the book observed at the time of return.

➢ If an issued book has been misplaced, damaged, or lost by the student, then the same must be replaced with a copy of the latest edition by the student. If this replacement is not done, then the student will be charged the original procurement cost plus 20% of the original cost, whichever is higher. In addition to the above, the student also must pay the late fine as admissible.

➢ If an issued document of the multi-volume set (book, report, etc.) has been misplaced, damaged, or lost by the student, then the whole set must be replaced with the latest edition by the student. If this replacement is not done, then the student will be charged the original procurement cost plus 20% of the original cost, whichever is higher. In addition to the above, the student also must pay the late fine as admissible.

Contact Details

Name: Dr. Ravindra Kumar

Contact No: 9810650468

Email Id: - Library@meu.edu.in

BOARDING FACILITIES

Hostel Facilities

The College provides the following facilities to the hostellers:

- Mess & dining room
- Indoor and outdoor games
- Single/Double/Triple occupancy rooms.
- Bed, table, chair, and wardrobe.
- Electricity
- Hot water for bathing in winters.
- Wi-Fi facility in the entire hostel campus.
- Visitor/ Guest coming into the hostel facility - There is an air conditioner visitor's room with TV and water dispenser facilities in Boy's and Girl's hostels where the parents/Guests can meet their wards as per the specified timings.

Allotment of Hostel

New Students:

New students taking admission in the first year shall be allotted hostel accommodation on a first come first serve basis.

Old Students:

For the allotment of hostel accommodation for old students, a merit list will be prepared. Students shall be given preference to get the hostel room as per /her choice according to merit. Criteria for merit list:

- % Of class attendance in the course.
- % Of attendance in the hostel.
- % Of marks in an odd semester.

NOTE: No hostel accommodation will be allotted to the following:

- Students involved in severe indiscipline cases of any nature in the past.
- In case of failure and/or detention in the previous year.
- Refer to Declaration Form for detailed hostel rules and regulations.

No Ragging in the Hostel

The hostel is meant to be a home away from home for students. The inmates of the hostel are expected to be mutually friendly and cooperative with their fellow students, guests, and visitors. They shall maintain proper discipline, and mess timings enforced from time to time

• Ragging is strictly prohibited in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student whether by words, spoken or written or by an act which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things, which such student will not in the ordinary course willingly to do is strictly forbidden.

• If anyone is found guilty of directly/indirectly involved or abetting in ragging, he /she will be punished/rusticated/ expelled/suspended from the university and

is also liable for prosecution as per the law of Supreme Court of India decision on **Writ Petition No. (C) 656/1998.** Ragging is now a crime. No one can feign ignorance of the law. Under the Prohibition of **Ragging Act 1997** those who indulge in ragging can be punished. Jail for ragging is for a period from six months to 10 years & fine up to **Rs. 50,000/-.**

A student seeking admission to the hostel shall have to submit an affidavit along with his/her application for hostel accommodation that he/she is aware of the ragging law in this regard and agrees to abide by the punishment if he/she is found guilty of ragging and/or abetting ragging.

Formalities To Be Completed Before Joining the Hostel:

➢ For availing of hostel accommodation, a student (fresher) has to register his/her name in the hostel by applying in the prescribed format. The following documents are required to be submitted along with the application: -

❖ Declaration by the parents.

❖ Anti-ragging affidavit by self & parents.

❖ Photographs of self, father, mother, and the local Guardians.

➢ To continue accommodation in the hostel from the 2nd and subsequent years (readmission), students have to submit separate applications in the prescribed format along with a declaration & anti-ragging affidavit by themselves & their parents.

➢ An authority letter from the parent, indicating two names and addresses (with their photographs and telephone numbers), who would act as the local guardians. Please note that only those persons who are employed and live in a family environment will be allowed to become local guardians. No student will be allowed to become a local guardian of another student. These rules will be strictly adhered to by the Hostel Wardens.

➢ A Certificate from the local guardians stating to accept the responsibility for the hostel student and permitting the student to stay with him / her during sickness.

➢ Parents' contact numbers/emergency contact numbers are to be available in

the hostel to contact them in case of an emergency.

➢This must be signed by the students and their parents.

Hostel Rules & Regulations

▪ All hostel inmates are required to always **carry their valid Identity Cards** issued by the College.

▪ Hostel rooms are equipped with furniture and fittings of appliances. Students occupying the room are required to sign the receipt of items in the Inventory Register. He/she will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the room at the end of the academic session.

▪ Rough handling of dining hall furniture, room furniture, or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/him/group. **Repeated acts of causing loss to the hostel property will result in expulsion from the hostel.**

▪ **The hostellers are personally responsible to safeguard their belongings.** They are advised not to keep a large amount of cash or valuables like gold rings, costly wristwatches, electronic gadgets, etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Laptops, Computers, and Books. In case of theft or loss of any personal item, the hostel authorities/university will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.

▪ The hostellers are neither allowed to keep private electrical equipment nor tamper with electrical fittings provided in rooms.

▪ Unauthorized possession will lead to confiscation of such goods or products.

▪ **Smoking, gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics, and even possession of such things are prohibited. Anyone found indulging in the use/possession of such things will not only be asked to vacate the**

hostel but also be rusticated from the college.

▪ The college timings are 08:30 a.m. to 04:30 p.m. **Students are not allowed to stay in the hostel during these class hours** unless the stay is unavoidable due to illness or any other valid reason. In such cases, they should take prior permission from HODs and communicate the same to the Warden in writing.

▪ Use of any electrical appliances except table lamp and mobile charger is prohibited.

▪ Students, if desired, may celebrate any function (Birthday, etc.) in the dining hall between 04:30 p.m. to 05:30 p.m. (at tea time) or in the canteen before 07:30 p.m. Under any circumstances, students will not celebrate any function in their hostel rooms.

▪ If a hosteller needs to stay out/leave the hostel after evening hours due to any reason, he/she has to obtain prior **written permission from the Chief Warden. Violation of this rule may lead to disciplinary action including expulsion from the hostel.**

▪ ATTENDANCE: All students will report for the Roll Call every day as per prescribed timings by the Wardens. The roll call timings shall be as below:

• Girls: 06:30 p.m. -07:30 p.m. or as notified by Chief Warden.
• Boys: 9:30 PM-10:30 PM or as notified by Chief Warden.

<div align="center">Or</div>

As notified by the Chief Warden as per the season/circumstances.

• The last in-time in Girl's hostel is as per the prior approval of Warden.
• The last in-time in the Boy's hostel is as per the prior approval of Warden.

▪ No student shall remain absent from the hostel during the night unless she/he has obtained a night-out pass from the hostel warden. A night out permission to hostellers will be given on weekends only if the request of the inmate has the prior approval of the parents.

▪ If a student leaves the hostel without prior permission or remains absent continuously for more than a month, he/she will automatically forfeit the right to stay in a hostel.

▪ Attending weddings, other social functions, and going outstation will require

the permission of the hostel Wardens, after submitting a written request for the same from the parents of the student.

▪ Students having any Chronic/Communicable diseases are not allowed to stay in a hostel. Hostellers falling sick or feeling symptoms of sickness should report to the hostel warden for transportation to the hospital. 24 Hours Ambulance-Service is available on campus.

▪ Parents/Guardians/Visitors can meet their ward in a hostel with the permission of the hostel warden before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room. Male visitors are not allowed to visit students in their living rooms in the Girls' Hostel.

▪ Discussion on politics and religion is forbidden in the hostel & mess.

▪ No notice will be displayed by hostel inmates on the hostel notice board without the countersignature of the hostel warden.

▪ Taking part directly/indirectly in any political/religious Movement or agitation or strike of students in the University for any reason whatsoever will attract punishment, rustication, or strict disciplinary action.

▪ The University/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against them. The hostel rooms are subjected to inspection by the concerned authorities to ensure that they are kept neat and no unauthorized items like liquor, drugs, lethal weapons, and other banned items, are kept in the room.

▪ Day scholars are not allowed to enter the hostel.

▪ Lights and fans are to be switched off when no one is in the room.

▪ Hostellers are advised to keep a minimum amount of cash with them to avoid theft. They can make use of the ATM facilities as and when required.

▪ Hostel Authorities do not take any responsibility, legal or financial, for any injury caused to a border in any accidental mishappening.

▪ Girls Hostellers need to follow proper dress code during and after the University hours during their stay on the campus.

▪ Parents are advised to keep in constant touch with University/Hostel authorities regarding the performances of their wards and advise them to be sincere in their studies.

▪ **Indiscipline of any kind including quarreling, fighting, etc. on the hostel premises will be penalized.**

▪ The college authorities can change or modify the hostel rules by notifying such changes.

*STUDENTS and PARENTS are requested to thoroughly go through the rules and regulations of HOSTEL and the discipline/ punctuality norms of the college.

Mess

It is mandatory for students residing in the Hostel to join the mess attached to the hostel and hostellers are required to dine in the dining hall.

No hosteller is permitted to take food to their room except for those reported sick with the prior permission of the hostel warden.

Indoor cooking including the making of tea/coffee/noodles in the rooms is strictly prohibited and the hostellers shall not waste food, electricity & or water because wastage of food is a national loss.

Mess timings:

Morning breakfast: 08:00 am – 09:00 am

Lunch: 1:15 pm – 02:15 pm

Dinner: 7:00 pm – 9:00 pm

REGULATIONS FOR EXAMINATION, EVALUATION AND PROMOTION

(A) Academic regulations for Courses following their regulatory bodies

The Courses that follow their regulatory bodies will follow the examination, evaluation, and promotion regulations set by their respective regulatory bodies.

(B) Academic regulations for Courses, other than those, following their regulatory bodies

The courses other than those following their regulatory bodies will follow the Mandsaur University regulations for examination, evaluation, and promotion.

The Academic regulations prescribed here are to read along with the ordinance of Mandsaur University. Unless otherwise specified, the regulations of the Ordinance are final and binding.

1.0 Examination

1.1 The examinations will be conducted according to the examination scheme as approved by the Academic Council. Each course will carry credits as per the approved scheme of courses.

1.2 The examinations will be held each semester/year on such dates as fixed by the D.O.A.A. and Controller of Examination (COE), after approval from the Vice-Chancellor.

1.3 To be eligible to appear for the end semester/year examinations in the course(s) of any semester/year, a student must have registered for the concerned course(s) and must have attended not less than 75% of total classes collectively in lectures, tutorials and practical in a concerned course(s) from the date of registration as notified in the academic calendar.

1.4 The examinations will be held odd to odd and even to even semester patterns only.

1.5 If a student is detained/Fails in any subject(s)/examination due to any reason, he/she has to (re)appear in such Subject(s)/examination as and when it is offered.

1.6   A student appearing in an odd semester as a regular candidate must have appeared as a regular candidate in all concerned lower odd semester(s).

1.7   A student appearing in an even semester as a regular candidate must have appeared as a regular candidate in all concerned lower even semester(s).

1.8   The weightage of the end semester/year examination and other evaluations during the semester/year in different courses will be as per the scheme approved by the   Academic   Council.

2.0 Academic promotional requirements

A student will be promoted in a higher academic year, only if:

2.1 At the end of the first year, he/she

i.   Secures a C.G.P.A. of greater than or equal to 4.00

OR

ii.   Earns a minimum of 50% of the credits offered in the approved scheme of courses in the first year.

2.2 At the end of the second year, he/she

i.   Secures a C.G.P.A. of greater than or equal to 4.50.

OR

ii.   Earns a minimum of 60% of the credits offered in the approved scheme of courses in the first and second years.

3.0   Rules for Evaluation and Examination

3.1 Short title and commencement:

3.1.1 These regulations may be called Rules for Examination and evaluation for Following Programmes in

1. Engineering (U.G., P.G., and Diploma)
2. Computer Science and Applications (U.G. and P.G.)
3. Management (U.G. and P.G.)
4. Arts (U.G. and P.G.)
5. Life Science (U.G. and P.G.)

6. Library Science (U.G. and P.G.)

3.2 Definitions of keywords:

a) **Academic Year:** Consists of two consecutive (one odd + one even) semesters

b) **Course:** Also referred to, as 'papers/subject' is a component of the program. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/tutorials/fieldwork/ outreach activities / project work / vocational training / viva / seminars / assignments / presentations / self-study/rural camps/study tours etc. or a combination of some of these.

c) **Credit- Based Semester System (C.B.S.S.):** The system of awarding a degree in terms of several credits to be completed by the students.

d) **Programme:** Total of all the courses and related components.

e) **Semester:** Semester consists of 15-18 weeks of academic work with a minimum of 90 teaching days.

f) **Regular Student:** Any student who has registered for any semester of the programme.

g) **Ex-Students:** Any student who has submitted the examination forms and failed/ remained absent in any semester examination.

h) **Branch:** Specialization in a programme like B.Tech. A degree programme in Civil Engineering or B.Tech. The degree programme in Computer Science and Engineering etc.

i) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical/term work/fieldwork per week.

j) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

k) **Letter Grade:** It is an index of the performance of students in a said course.

l) **Credit Point:** It is the product of grade point and the number of credits for a course.

m) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is a ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

n) **Cumulative Grade Point Average (CGPA):** It is a measure of the overall cumulative performance of a student overall semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to

two decimal places.

3.3 Course types:

Each course in the programme shall be of the following types.
1. Courses with an only a theory component
2. Courses with theory and practical component
3. Courses with only practical components with CET
4. Courses with Internal assessment only with CET.

3.4 Course components:

Each course in the programme may have the type of the following component for courses mentioned in section 3.3

a) **Mid Term Examination**
b) **Continuous Evaluation Test (CET)**
c) **Internal Examination**
d) **End Semester Examination**

3.5 Course Credit Assignment:

Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) Schedule. Credits are assigned to each course as per the following:
Lecture and tutorial of one hour each are assigned one credit. A Practical two hours each is assigned one credit. For example, a theory course with an L-T-P schedule of 2-1-0 will be assigned 3 credits; a laboratory practical course with an L-T-P schedule of 0-0-2 will be assigned 1 credit.

3.6 Examination system & evaluation

The semester examination will generally be held in Dec.-Jan. and May-June each year.

End semester examination shall be conducted at the end of each semester. Central examination control shall conduct end semester examinations.

Mid-semester examinations, continuous evaluations, and internal examinations shall be evaluated by the course instructor, and marks shall be compiled and sent by the department to central examination control.

3.7 Assessment and Grading

The assessment will comprise EST, MST, Continuous Evaluation Test (CET), and Internal Examination. Based on the marks obtained, a Letter Grade will be assigned. The Letter Grade will be assigned based on an Absolute Grading.

In an absolute grading system, the grade would be assigned based directly on the total marks secured by the student in the course according to the following rule.

1) For Courses with only a theory component, the student has to secure minimum passing marks in EST and shall have to secure minimum passing marks in aggregate separately.
2) For Courses with theory and practical components, a student has to pass the theory and practical components separately. A student has to secure minimum passing marks in EST along with minimum passing marks in aggregate of theory component of the course. A student has to secure minimum passing marks in EST and minimum passing marks in aggregate of the practical component of the course separately.
3) In Courses with only a practical component with CET, Student has to secure minimum passing marks in EST along with minimum passing marks in aggregate.
4) For courses with only Internal assessment with CET, Student has to secure minimum passing marks in aggregate.

The grades obtained by the students shall be finalized as follows.

Letter Grade	% Of marks	Description	Grade Point
A+	91-100	Outstanding	10
A	81-90.99	Excellent	9
B+	71-80.99	Very Good	8
B	61-70.99	Good	7
C+	51-60.99	Satisfactory	6
C	41-50.99	Marginal	5
D	30-40.99	Pass	4
F	<30	Fail	0

3.8 Grade point average: Computation of SGPA and CGPA

Following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) has been adopted.

1) The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

i.e., **SGPA (Si) = Σ (Ci x Gi) / ΣCi**

where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

2) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program,

i.e. **CGPA = Σ(Ci x Si) / Σ Ci**

where Si is the SGPA of the ith semester and Ci is the total number of credits in an ith semester.

3) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA

Illustration for SGPA

Subject	Credit	Grade	Grade Point	GPA
Course 1	3	B+	8	24
Course 2	4	B	7	28
Course 3	3	C+	6	18
Course 4	3	A+	10	30
Course 5	3	C	5	15
Course 6	4	C+	6	24
Total	**20**			**139**

Thus, SGPA =139/20 =6.95

Illustration for CGPA

Semester	Semester	Semester	Semester	Semester	Semester	Semester	Semester
Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20	Credit: 20
SGPA:6.9	SGPA:7.8	SGPA: 5.6	SGPA:6.0	SGPA:6.0	SGPA:6.0	SGPA:6.0	SGPA: 5.6

CGPA= 20x6.9 + 20x7.8 + 20x5.6 + 20x6.0 +20x6.0 + 20x6.0+20x6.0+20x5.6 /160 =6.23

4.0 Rules for award of Degree and Division

4.1 Short title and commencement:

4.1.1 These regulations may be called Rules for Award of Degree and Division for Following Programmes in

  a) Engineering (UG, PG, and Diploma) & MCA
  b) Computer Applications (UG)
  c) Management & Commerce (UG and PG)
  d) Arts (UG and PG)
  e) Life Science (UG and PG)
  f) Library Science (UG and PG)

 4.1.2 The courses that are following their regulatory body guidelines, will follow the rules and regulations of their respective regulatory body for award of degree and division.

4.2 Award of Degree:

  a. Engineering (UG, PG, and Diploma) and Master of Computer Application (MCA) courses
  A student shall be eligible for award of the Degree (UG/PG) or Diploma in Engineering or MCA if he/she fulfills all the following conditions;

    a) Registered and successfully completed all the components prescribed for the course within a prescribed maximum duration of the course.
    b) Obtained CGPA greater than or equal to 5.0 (Minimum requirements for Pass),

b. Management & Commerce, Arts, Life Science, Library Science, and Computer Applications (UG) courses

A student shall be eligible for award of the Degree (UG/PG) in Management & Commerce, Arts, Life Science, Library Science, or Computer Applications (UG) courses if he/she fulfills all the following conditions;

   a) Registered and successfully completed all the components prescribed for the course within a prescribed maximum duration of the course.
   b) Obtained CGPA greater than or equal to 4.5 (Minimum requirements for Pass),

4.3 Award of Division:

a. Engineering (UG, PG, and Diploma) and Master of Computer Application (MCA) courses

A candidate who becomes eligible for award of degree/diploma shall be awarded division based on the following details

Sr. No.	CGPA	Division
1	5.00 - 6.49	Second Division
2	6.5 - 7.49	First Division
3	≥ 7.5	First Division with Distinction

b. Management & Commerce, Arts, Life Science, Library Science, and Computer Applications (UG) courses

A candidate who becomes eligible for award of a degree shall be awarded division based on the following details

Sr. No.	CGPA	Division
1	4.5-4.99	Pass Division
2	5.00 - 5.99	Second Division
3	6.00 - 7.49	First Division
4	≥ 7.5	First Division with Distinction