

7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

Contents

- Any other relevant information



Marwadi
University
Marwadi Chandarana Group

**EXAMINATION CODE OF CONDUCT
HANDBOOK**

MU/Exam/Notification/2016/3

Answer Sheet Assessment Norms

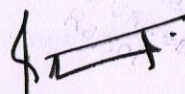
1. Examiner shall maintain complete confidentiality during assessment of answer sheets.
2. Examiner should not discuss/disclose result to any of the students.
3. Examiner has to assess the answer sheets within time limit provided.
4. Examiner has to mention comments of particular answers on same page regarding clarification of marks.
5. Kindly verify all questions assessed in case students is close to passing marks.
6. Any mistake assessing or putting marks carries a punitive action as decided by the Examination committee.

Additional Guidelines for Manual Assessment:

1. Verify the no. of answer sheets contain in an envelope at the time of collection from your Dept. MU Exam Coordinator and at the same time verify no. of assessed answer sheets while submitting back.
2. It is most important that answer sheets should be sent back to Exam Section in the Envelops in which they were received as it contains branch/sem./subject details.
3. Ensure to allocate marks against all sub part of each question and carry forward in box provided at the top of the page of answer sheet.
4. Allocate marks in integer form i.e 1,2,3 etc. and not in decimal form i.e. 0.25, 0.75, 0.50 etc. Accurate Total marks in numeric and words also.
5. Clearly write Examiner's Name and Signature at appropriate space on answer book.
6. Examiner is solely responsible for loss or damage of answer sheet.

Additional Guidelines for E-Assessment:

1. Examiner have to put sub Que. wise marks as per Question Paper format. Total marks will automatic count.
2. Save the answer sheet and verify the marks at the time of click on complete button.
3. Use INSERT-tool box for Comment/Marking on answer sheet page during assessment.



Controller of Examination

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MU/Exam/Notification/2016/4

MU Reassessment Rules

1. For reassessment students must apply online through student login within time limit provided after the declaration of the results. No request will entertain after time limit.
2. During first reassessment if difference is less than 10% of max. Marks of subject (i.e. if total marks are 50 marks, then less than 05 marks of difference and if the paper is of 100 marks then less than 10 marks of difference) then no second reassessment will be done and no change of marks will be declared. But if the difference is more than or equal to (\geq) 10%, second reassessment will be done and the result will be one which is nearer to the original result.
3. Reassessment is permitted only in university final theory exam.
4. No reassessment will be done for Internal (Mid Sem.), CSE, Viva, Practical, and Term Work component of the subject and also there will be no reassessment for DP-I, Mid-Sem Research Review, ITD for Dissertation exam.
5. Reassessment can be applied for all subjects per semester.
6. He/she shall abide by the revised result even if it is adverse.
7. The result of the student revised on account of reassessment shall not entitle the student for medal/prize.
8. Reassessment is allowed for all years students of all courses / programs which run under the university.
9. A student can apply for reassessment of his own answer books only.
10. Reassessment fees shall be returned to those students who have increase in result as per the above Rule no. 2.

Reassessment Fees: Rs. 500/- per subject.

Procedure:

Students have to apply through student Login:

Student Login:

Exam Menu => MU Result => Check your Current Sem. Result => Click on Apply for Re-assessment

Pay fees: Online from Login=> Personal Menu => Fees Payment. - Within time limit.

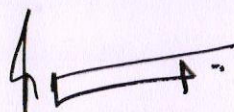
OR Make Payment in Account Section - within time limit.

Keep receipt record with you.

Reassessment will be done only those students who have paid fees within time limit.

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MU/Exam/Notification/2020/18

Credit System (Academic Year 2021 onwards)

1. The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.

2. Credit Assignment:

2.1. Credit Assignment

Lectures: One lecture hour per week per semester is assigned one credit.

Tutorials: One tutorial hour per week per semester is assigned one credit.

Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses.

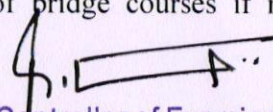
2.2. Earned Credits (EC)

The credits assigned to a course in which a student has obtained 'P' (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

3. Credit Standing for Lateral Entry Students:

- 3.1 A candidate who has completed a 3-year Diploma recognized by the Directorate of Technical Education, Gujarat or a 3-year Degree program recognized by this university will have a credit standing equivalent to the aggregate of credits stipulated for the first year of B.Tech in the respective specialisation less the aggregate of credits that will be earned through the bridge courses at Marwadi University.

For instance, assuming the total credits stipulated for a particular specialisation of first year B.Tech is suppose 52, and the aggregate of bridge courses if mathematics (2


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credits), Physics (2 credits) and Chemistry (2 credits) is 6 credits, then the credit standing would work out to $52-6=46$ credits. In this case the student, has to earn $[180/240 - 46 = 134/194]$ credits, including the credits of bridge courses] to receive his/her B.Tech degree.

3.2 Similar credit standing would be worked out for other equivalent Diploma or Degree.

4. Registration / enrollment for courses :

The process of signing-up for courses is called registration. Students are enrolled after they pay the prescribed fees. For a student to attend classes he has to necessarily complete both registration and enrollment.

All students shall formally register for the courses every semester to undergo course work.

4.1 Registration of any course will be controlled by the concerned Head of the department.

Except for the first semester, (and III semester in the case of lateral entry students) the registration for a semester will be done during a specified week immediately after the end semester examination of the previous semester. For the first semester (and III semester in the case of lateral entry students) registration shall be completed within a week prior to the commencement of classes.

Late enrollment will be permitted with a fine, decided from time to time, up to two weeks from the last date specified for enrollment.

4.2 The registration sheet contains the course number, course name, number of credits earned till date, number of credits opted for the current semester, and the remaining number of credits to earn for the award of the degree. The student will make the choice of courses on his own or in consultation with his/her Faculty Adviser.

4.3 Minimum and maximum number of credits to be registered for each semester must be as follows:

1. A candidate can register for credits as high as permissible maximum per semester.

2. A candidate can register for credits as low as permissible minimum per semester.

3. The permissible maximum is 30 credits and the permissible minimum is 15 credits per semester or the remaining/balance credits to attain 180/240 credits, whichever is lesser.

4. A normal / average workload that a candidate may opt is about 22 credits per semester.

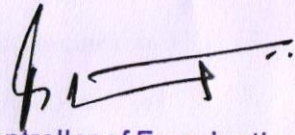
5. A candidate must necessarily register for courses for a minimum of 8 full Semesters to complete the degree

4.4 A candidate has a provision to go with a normal pace of 22 credits per semester. However, he/she may opt to go with a slow pace of as low as 15 credits per semester or with an accelerated pace of as high as 26 credits per semester with the approval of the department.

4.5 If a student elects to register for only the minimum number of credits (15) in each semester, then he/she will have an opportunity to complete the degree in 12 semesters; alternatively, if a student elects to register for only the maximum number of

credits, he/she will have an opportunity to complete the degree in 7 semesters. But in order to comply strictly with the rules and norms of UGC, no student will be allowed to complete the degree in less than 8 full- semesters.

- 4.6 A candidate may register for a minimum of say, 15 credits per semester, but it is possible that he/she may earn less than 15 credits in a semester. It may be theoretically possible that he/she may just earn ZERO credits in a semester. However, he/she should register for credits less than or equal to the permissible maximum and more than or equal to permissible minimum per semester, including the re- registration done for uncleared papers of earlier semester(s), if any. Notwithstanding the above, the minimum credits registered can be less than 15 if and only if the remaining or balance credits to attain 180 credits is less than 15 credits.



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Instructions and Penalty for use of Unfair Means

The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

1. Actions By the Invigilator's on Detecting Unfair means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc if possible.
- (b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator/Sr. Supervisor may sign as a witness to the event.
- (d) No extra time will be given for completing the Examination/writing answers as a result of this exercise.
- (e) After these; answer books along with the material found in possession and the prescribed form duly filled and signed by the Invigilator' should be submit to Examination Coordinator/In charge and shall be delivered/submitted separately to the Controller of Examination.
- (f) UFM Scrutiny committee appointed by COE for thoroughly examine the cases.

2. Convening of Committee on Unfair Means

- (a) A Committee (Standing Committee) appointed by the Provost shall enquire into cases of unfair means in the Examination. Composition of the committee shall be:
 1. Two Dean – 1. Concern Faculty Dean
2. Other than concern Faculty Dean
 2. Head of the Dept./Senior Faculty
 3. Assistant Registrar (Examinations)
 4. Controller of Examination

Concerned Faculty Dean should act as chairperson. In absent of concerned Faculty Dean, other Faculty Dean should work as the chair person.

- (b) The Committee shall thoroughly examine the cases on the basis of the material/documents/ UFM-Scrutiny Committee Report placed and gives hearing to the student and the concerned Invigilator (if needed).

3. Categories of Offences And Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the Examination hall to another student.
- (b) A student is found to be talking to a person outside the Examination-hall before submission of the answer sheet e.g. while going to the wash room etc.

- (c) A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator.
- (D) Doesn't follow the instructions given by the block supervisor or any competent authority

ACTION TO BE TAKEN: The invigilator in charge of the room/hall shall immediately take possession of the answer book. The student shall be informed that the answer sheet is being cancelled.

CATEGORY 2: NATURE OF OFFENCE

- (a) A student is reported to have appealed to the Examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).
- (b) Writing the solutions of the questions on the question paper/electronic device etc. during the Examination.
- (c) A student is found possessing cell phone or any other item of such type or communication gadgets in the Examination Hall.
- (d) Writes irrelevant matter in the answer book
- (e) Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book

ACTION TO BE TAKEN: The Examination of the concerned paper to be cancelled and awarded zero marks.

CATEGORY 3: NATURE OF OFFENCE:

- (a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body/clothes or instruments such as set square, electronic device etc. or having notes written on chair, table, desk or drawing board etc. during the Examination.
- (b) A student tries to/or appeals to the Invigilator for help during the Examination.
- (c) Cheating in the evaluated answer book (Examiners to report such cases if detected).
- (d) Disrupting the smooth conduct of Examination in any way.

ACTION TO BE TAKEN: The student should be awarded fail grade in that subject.

CATEGORY 4: NATURE OF OFFENCE

A student is found:

- (a) Making use of unauthorized material like written/ photocopied note/ written on the body parts, on the clothes or the desk or calculator or box or with help of any electronics/communication gadgets etc./ by himself/herself or through assistance of others.
- (b) To be consulting notes or books while being out-side the Examination hall during the Examination hours.
- (c) To be passing on a copy of question(s) set in the paper or solution thereof to anyone.
- (d) To have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.
- (e) To be allowing other student to copy from his/her answer book. Or copied from other student's answer book.
- (f) Communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute Examination for influencing them in the award of marks.
- (g) To be guilty of swallowing or destroying any note or paper or any other material found with him/her .

ACTION TO BE TAKEN: All the Examinations of the registered courses for that semester to be cancelled and declare fail in all subjects.

CATEGORY 5: NATURE OF OFFENCE

A student is found:

- (a) In possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.
- (b) Guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

ACTION TO BE TAKEN: All Examination to be cancelled for that semester and the student to be debarred from appearing for any Institute Examination for the next one semester.

CATEGORY 6: NATURE OF OFFENCE

- (a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.
- (b) Writing deliberately another students' roll no. in his/her answer-book.
- (c) Found in possession of answer-book not his/her own
- (d) Impersonating another candidates
- (e) Allowing impersonation in any Examination.
- (f) Guilty of serious misconduct in the Examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the Examination hall.
- (g) Using threatening or foul language etc. during the Examination.

ACTION TO BE TAKEN: All Examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

CATEGORY 7: NATURE OF OFFENCE

Any person who is not a candidate for any Examination found committing or abetting in committal of any of the offences mentioned above.

ACTION TO BE TAKEN: To be dealt with the Provost in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

CATEGORY 8: NATURE OF OFFENCE

Second/subsequent case(s) of UFM reported against a student in the same academic year.

ACTION TO BE TAKEN: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).

4. Cases not covered by these Regulations.

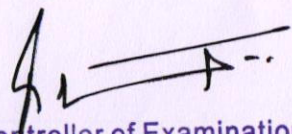
To be decided by the Provost.

5. Unfair means / Plagiarism in Class Work

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Provost for investigation through Standing Committee of the University. These offences could be:

- (a) Which have occurred before or after the Examination, or partly before and during or during and after the Examination;
- (b) Which have been detected after the Examination/declaration of the result/award of the degree;

- (c) Which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- (d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- (e) The imposition of any such penalty shall be at the discretion of the Provost, who, after considering the full facts and the report on the matter
 - (i) May impose the same penalty,
 - (ii) May reduce the penalty, or
 - (iii) May enhance the penalty as recommended by the committee.



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Marwadi University,
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FORM FOR UNFAIR MEANS

1. Enrolment No. : _____
2. Name of Student : _____
3. Programme/Branch/Specialization : _____
4. Year of Admission : _____
5. Venue of Examination (e.g. Block-Location) : _____
6. Date of Examination : _____
7. Time _____ : From _____ To _____
8. Subject Code : _____
9. Subject Name : _____
10. Name of Invigilator(s) : _____

DETAILS OF SEIZED MATERIAL (Pl. Attach): (All these materials should be signed by the Invigilator of the Examination and the student)

- 1.
- 2.
- 3.

STATEMENT OF STUDENT:

Signature of Student _____

Date _____ Time _____

Note: Use Separate Page if required (mention proper details on attachment)

STATEMENT OF INVIGILATOR: (Record circumstances of offences in brief the statement should be definite and unambiguous.)

Name: _____ Signature _____ Date: _____ Time _____

Note: Use Separate Page if required (mention proper details on attachment)

STATEMENT OF Senior Supervisor:

Name: _____ Signature _____ Date: _____ Time _____

Note: Use Separate Page if required (mention proper details on attachment)

Certified that the statement by the student was made in my presence or the student declined to give any statement. (Cut whichever not applicable)

Exam Coordinator: _____ Signature _____ Date: _____ Time _____

UFM- Scrutiny Committee Report

Student Name:

Enrll. No.:

Branch:

Exam Semester:

Sub. & Code.:

UFM Details:

Committee Observation:**Committee Decision:**Proposed UFM Section:Proposed Punishment/Action:

Scrutiny Committee Member (Name & Signature)

1- Name & Signature

2- Name & Signature

3- Name & Signature

Examination Disciplinary Action Committee Report (EDAC)

Student Name:

Enrll. No.:

Branch:

Exam Semester:

Sub. & Code. :

UFM Details:

Observation:**Action:****HOD****Asst. Registrar (Examination)****Dean/ Principal****Controller of Examination**

Amendment in Evaluation Procedure**1. Assessment/Evaluation Procedure:**

- 1.1 In case of multi-section/teacher course, a course/subject coordinator is appointed by the department faculty Coordinator and the following procedure shall be followed by the course/subject coordinator in consultation with the team of faculty members.
- 1.2 The academic performance of a student is evaluated by the concerned instructor with the approval from the department coordinator, except in the case of project work where other examiners may be nominated from the University for the viva voce.
- 1.3 The student's performance in each course, in general, is evaluated based on *in-semester continuous assessment*, internal assessment and *end-semester examination*.

An *in-semester continuous assessment* (also known as comprehensive assessment)(CSE) is spread through the duration of course and is done by the teacher teaching the course with a weightage of 20%. The assessment is done through various means including:

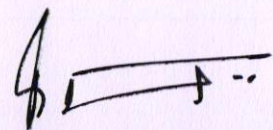
- | | |
|----------------------|---------------------------------------|
| 1. Attendance | 8. Projects |
| 2. Tutorials | 9. Field visits |
| 3. Assignment | 10. Seminars |
| 4. Surprise Test | 11. Group discussions/activities etc. |
| 5. Class Test | 12. Open Book Test |
| 6. MCQ based quizzes | 13. Take Home Exam |
| 7. Presentations | |

An *in-semester internal assessment (I.A.)* is spread through the duration of course and is done by the teacher teaching the course with a weightage of 30%. The assessment is done through various means including:

1. Written tests(MidSem.Exam)
2. Class Test
3. MCQ based quizzes
4. Presentations
5. Projects
6. Field visits
7. Seminars
8. Group discussions/activities
9. Open Book Exam
10. Take Home Exam

The *end semester examination* shall have assessment from the following perspective with respect to all courses:

1. Evaluation with respect to remembering.
2. Evaluation with respect to knowledge.
3. Evaluation with respect to Understanding.
4. Evaluation with respect to skill.
5. Evaluation with respect to Applications
6. Higher Order Thinking Skills



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The assessment method is further detailed below:

(a) Course without any practical component-Theory courses

Assessment tool	Weightage	Remarks
Mid SemExam	30%	Duration–60minutes
1. Attendance 2. Tutorials 3. Assignment 4. Surprise Test 5. Class Test 6. MCQ based quizzes 7. Presentations 8. Projects 9. Field visits 10. Seminars 11. Group discussions/activities etc 12. Open Book Test 13. Take Home Exam	20%	As decided and announced by the teacher concerned in the class at the beginning of the course.
Total in-semester assessment	50%	
End semester Examination	50%	Duration–3hours

(b) Course with theory and practical component

- (i) The theory and practical portions shall be assessed separately for 100 marks each for theory and 50 / 25 marks each for practical. Grading shall be done for this consolidated mark.
- (ii) Assessment method for theory component is same as detailed in (a) above.
- (iii) Assessment for practical component is as given below:

Assessment tool	Weight age	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference, and prompt submission of record of work done. 2. Marks for model examination (if any) Or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else “Ab” grade will be awarded.

(c) Course with only practical component
(i) Laboratory courses

Assessment tool	Weight age	Remarks
Carrying out laboratory work and submission of record	50%	Assessment components: 1. Every experiment will carry marks for observation, collection of data, analysis, interpretation, inference and prompt submission of record of work done. 2. Marks for model examination (if any) Or for tests or for quizzes etc. 3. Assignment tutorials and Regularity in attendance.
End semester examination	50%	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination else "Ab" grade will be awarded.

(ii) Final semester project work

Projects as far as possible should be socially relevant and product oriented. Projects can be carried out by individual students or by a group of students with a maximum of four students in a group.

The assessment method for the project work consists of in-semester and end semester valuations as detailed below:

Assessment	Weightage	Weightage
In -Semester Evaluation (CE)		
Review I	Review of the project base on 1. Day to daywork 2. Quantity of Quality work 3. Punctuality & Regularity	15%
Review II		15%
Review III	Mid-term seminar on the project work for 20 minutes by the students. Any other component to be decided and announced by the teachers.	20%
End Semester Evaluation(ES)		
Project report	Quantity of Quality of project report work	20%
Viva Voce	Based on performance of vivo voce	30%

1.4 The assessment process for courses like NCC/NSS/NSO/YOGA, Industrial Training and Personality Development courses which form part of the curriculum, shall be decided by the Course Coordinator at the commencement of the semester and communicated to all concerned.

1.5 When ever there is a deviation from procedures stated under 1.3, as warranted by the unique nature of the course, the same will be specified by the concerned Course Coordinator and approved by the concerned Dean & Provost.

1.6 Structure for Grading of Academic Performance:

1.6.1. Letter Grades and Grade Points(GP):

Based on the performance, each student is awarded a final letter grade at the end of the each semester against each Course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B(Above Average)	6
C (Average)	5
D (Pass)	4
F (FAIL)	0
Ab(Absent)	0

Range for Grade Using Relative Grading System: Large Classes (>25 students)

For large classes (>25 students) the grading should follow a normal distribution for the award of the grade in the course. The marks obtained out of 100 would be converted into grades following the guidelines given below:

The mean (μ) and the standard deviation (σ) of marks obtained by all the students in a course shall be calculated. The grades shall be awarded to a student depending upon the marks and the ranges as per table given below:

Letter Grade	Grade Points	Lower Range -Upper Range
O (Outstanding)	10	$\geq \text{Mean} + 1.5 \sigma$
A+ (Excellent)	9	$\text{Mean} + 1.0\sigma \leq \text{to} < \text{Mean} + 1.5 \sigma$
A (Very Good)	8	$\text{Mean} + 0.5 \sigma \leq \text{to} < \text{Mean} + 1.0 \sigma$
B+ (Good)	7	$\text{Mean} \leq \text{to} < \text{Mean} + 0.5 \sigma$
B(Above Average)	6	$\text{Mean} - 0.5 \sigma \leq \text{to} < \text{Mean}$
C (Average)	5	$\text{Mean} - 1.0 \sigma \leq \text{to} < \text{Mean} - 0.5 \sigma$
D (Pass)	4	$\text{Mean} - 1.5 \sigma \leq \text{to} < \text{Mean} - 1.0 \sigma$
F (FAIL)	0	$< \text{Mean} - 1.5 \sigma$
Ab(Absent)	0	Failure due to insufficient attendance in the course./ Not submitted Term work

Range for Grade Using Absolute Grading System: Small Classes (≤ 25 students)

For small classes (≤ 25 students) the grades shall be awarded on the basis of absolute marks as given in the table below:

Letter Grade	Grade Points	Normalized Mark range
O (outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very Good)	8	70-79
B+ (Good)	7	60-69
B (Above Average)	6	50-59
C (Average)	5	40-49
D (Pass)	4	35-39
F (Fail)	0	Failure due to insufficient marks in the course OR Failure due to non-appearance in examination (Ab-Absent)
Ab (Absent)	0	Failure due to insufficient attendance in the course./ Not submitted Term work

For **Non-credit/Audit courses** “S” (Satisfactory) or “U” (Unsatisfactory) shall be indicated instead of the letter grade, and this will not be counted for the computation of SGPA/CGPA.

- For UG/DIPLOMA Students: Student having 35% or more marks should not be awarded the failing grade “F”. For PG Students: Student having 40% or more marks should not be awarded the failing grade “F”.
However, for a student to get a grade “D” or above in any course, he/she would have to appear in the End Examinations.
- The student fails due to not submitted Term/Course work or due to short of attendance, “F (Ab)” grade awarded to the student.
- Student can be awarded the highest grade “O”, if secured 70% or more marks.
- For B. Pharmacy/Law-Integrated/B. Physiotherapy in any semester, a student obtaining ‘C or D’ grade in any course/s with an overall SGPA of 5.5 and above shall be declared to have earned the full credits of that semester
- In the case when a course is being offered with more than one teacher teaching different batches, a committee chaired by the course/subject coordinator and all the other faculty members teaching the course as members will finalize the grades before submission.

1.6.2 A student is considered to have successfully completed a course and earned the credits if he/she secured a letter grade other than **F** or **Ab** in that course. *A letter grade F or Ab in any course implies a failure in that course.*

1.6.3 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n c_i \times (GP)_i}{\sum_1^n c_i}$$

Where C_i =credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n =total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where S_i =Sum of credits in i^{th} semester, $(SGPA)_i$ =Semester Grade Point Average earned in i^{th} semester and r =number of semesters and the sum is over all the semesters under consideration.

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

And example of these calculation is given below:

I Semester					
Subject Code	Credits	Grade Awarded	Earned Credits	Grade Points	Point Earned/ Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0101	4	C	4	5	20
01EE0101	4	D	4	4	16
01GS0101	4	A+	4	9	36
01SL0101	3	B+	3	7	21
01EE0102	4	C	4	5	20
01ME0101	1	D	1	4	4
01PE0101	3	A	3	8	24
Credits Registered in the I semester (total of column 2)				=	23
Earned Credits in the I semester (total of column 4)				=	23
Point secured in the I semester (total of column 6)				=	141
SGPA (I Semester)	=		6		
CGPA (I Semester)	=		6		

II Semester					
Subject Code	Credits	Grade Awarded	Earned Credits	Grade Points	Point Earned/ Secured
(1)	(2)	(3)	(4)	(5)	(6)
01MA0102	3	C	3	5	15
01EC0101	1	D	1	4	4
01EN0101	1	A+	1	9	9
01CI0101	3	B+	3	7	21
01ME0103	4	C	4	5	20
01CE0101	4	D	4	4	16
01CR0101	4	A	4	8	32
01MA0103	3	C	3	5	15
Credits Registered in the II semester (total of column 2)				=	23
Earned Credits in the II semester (total of column 4)				=	23
Point secured in the II semester (total of column 6)				=	132
SGPA (II Semester)	=	5.7			
CGPA (II Semester)	=	(141 + 132) / (23+23)		5.9	

1.6.5 Conversion of grades into percentages

The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of CGPAs to equivalent percentage has been adopted and same is approved by the Academic council of the University.

Formula for conversion of equivalent percentage of CGPA as follows:

$$\text{Percentage marks} = (\text{CGPA} - 0.5) \times 10$$

1.6.6 Class/Distinction will be awarded to the students after they successfully complete the programme as per the norms stipulated in the following table:

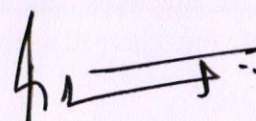
Category	CGPA	Class / Distinction
Students who successfully complete the programme.	Below 5.5	Pass Class
	5.5 and above	Second Class
	6.5 and above	First Class
	7.1 and above	First Class with Distinction

2. Re-appearing the Examinations:

- 2.1 No student having passing % marks should be awarded the failing grade "F", he/she would require to re-appear in Course Examination.
- 2.2 The student fails due to not submitted Term/Course work or due to short of attendance, "F (Ab)" grade awarded to the student. Student would require to re-appear in Course Examination in next term.
- 2.3 If a student opts for re-appearing in an examination of a course after securing "F" grade, The student need not to attend the regular classes for that course.
- 2.4 All applicable fees charged against examination shall apply for re-appearance courses as well.

3. Attendance:

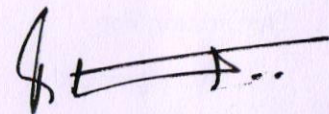
- 3.1** *Attendance is the physical presence of the student in the class / laboratory / field work.* It is a well-observed fact that the students who score good grades are those who attend the class / laboratory / field work, regularly. Therefore, the students must strive to attend all the classes without fail.
- 3.2** Every faculty member handling a course shall record attendance till the last instruction day in the semester.
- 3.3** A student must maintain an attendance record of at least 75% in individual courses, excluding leave of absence due to medical reasons, on-duty, extra-curricular / extramural activities, permitted assignments such as job interviews, unforeseen emergencies, etc. Without the minimum attendance of 75%, in any course, students become ineligible to appear for the end semester examination in the respective course and shall result in 'FS' grade in that course. The student should register for and repeat the entire course when it is offered next.
- 3.4** The University may conduct makeup classes for students having attendance less than 75%. The students shall compensate his/her attendance by attending classes during summer/winter breaks. The students shall register separately for the summer/winter makeup classes.
- 3.5** A student must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. An attendance of 75% in a course (except in cases governed by R.1.8) is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him / her eligible to appear in the end semester examination for that course.
- 3.6** It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each course and ensure that he / she satisfies the attendance norms prescribed by the University. If the student finds any discrepancy / error in the attendance status, he /she should immediately bring it to the attention of the concerned faculty member and seek redressal.
- 3.7** The faculty shall prepare the particulars of all students who have attendance less than 75% in his / her course. Copies of the same shall be sent to the Concerned Dean, and Heads /Program Coordinators of Departments concerned. The students who have less than 75% attendance will not be permitted to appear in end semester examination.
- 3.8** **Condoning of Attendance:** In rare and genuine cases, a committee consisting of Dean of Faculty and Head/Coordinator of the Department of the concerned shall examine the case, based on the documents submitted by the student, facts and circumstances. Assessment is done, by the committee, on the merit of the case and based on the recommendation of the committee may then give condoning of attendance, deems it fit and deserving but in any case, the condoning cannot exceed 10%.



**Controller of Examination
Marwadi University,
Rajkot**



Guidelines for the Preparation of Dissertation Thesis/Project Work

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line and a few dots.

**Controller of Examination
Marwadi University,
Rajkot**

1. Introduction

- 1.1. The guidelines described in this document have been established so that thesis can be prepared in a form suitable for library cataloging. The document takes its place in the library as a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to published work.
- 1.2. This document covers the general rules of quality, format and appearance. Students should consult their Project Guide for specific content requirements.
- 1.3. It is the student's responsibility to read and follow the requirements presented here.

The final copies will not be accepted if they do not fulfill the criteria described below.

2. Originality

Thesis/Project Report shall

- 2.1. Consist of the student's own account of his/her investigations;
- 2.2. Be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- 2.3. Be an integrated whole and present a coherent argument;
- 2.4. Give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
- 2.5. Include a full bibliography and references.
- 2.6. Check originality of thesis with help of anti-plagiarism software which is provided to institute/dept. by MU.

3. Components

A thesis/project report should contain the following parts in the order shown:

- 3.1 Fly page (1 Blank Pages)
- 3.2 Title page (please see sample, Annexure I), containing:
 - the thesis title;
 - the full name of the Candidate/s, enrollment no/s. and Guide name/s;
 - the degree for which the thesis is submitted;
 - the name of the University, i.e. Marwadi University
 - the month and year of submission
- 3.3 Declaration Page
- 3.4 Acknowledgement
- 3.5 Preface

-
- 3.6 Thesis Certificate page (please see sample, Annexure II);
 - 3.7 Originality Report Certificate
 - 3.8 Thesis Approval Form
 - 3.9 Abstract
(Abstract must be written on a separate page which should provide a concise summary of the thesis in maximum 300 words)
 - 3.10 Acknowledgments
 - 3.11 Table of contents (please see sample, Annexure IV)
 - 3.12 List of Symbols
 - 3.13 List of Figures and Tables
 - 3.14 List of Appendices
 - 3.15 The thesis body (Chapters) [chapter titles according to conventions/requirement of the discipline/course]
 - 3.16 A thorough reference list;
 - 3.17 List of Publications
 - 3.18 Appendices (List of abbreviation, etc.) and other addendum, if any.

4. Language, Style and Format

4.1. Language

Thesis should be written in English.

4.2. Final Version

The final version of the thesis/project must be free from spelling, grammatical and other errors when submitted.

Specification for Thesis/Project Report

1	Paper Size	International A4, not less than 75 gsm white paper
2	Margins	Left - 1.5" Right - 0.75" Top and Bottom - 1.0"
3	Line Spacing	10 to 12 characters per inch must be used with 1.5 line spacing.
4	Paragraph Spacing	Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification.

5	Pagination	At bottom–Center Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) No Page Number on Title Page
6	Chapter(s):	New Chapter on New Page font size of 20 should begin with an additional top margin of 30 mm (total 55 mm) Capitalize the first letter all the words. Use boldface letters and numbers only
7	Sections and Subsections (left aligned)	a vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter. For all subsequent sections/subsections, leave a vertical space of around 24 points before the section/subsection headings. For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise, the third subsections of sections 1 and 2 in a chapter 4 shall be numbered as 4.1.3 and 4.2.3, respectively. Same style as in chapter heading but with font size of 14 and 12 for section and subsections,
8	Font Type	Times New Roman
9	Font Size(FS)	For normal–12
10	Bold/Italic/Underline	Should be used for specific purposes only
11	Alignment	Page Justify
12	Tables/Graphs/Diagrams/figures Equations	All tables, figures, and equations must be numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc. e.g., Figure 2.1, Table 3.2. While a caption (figure number) should be placed below the figure, a caption (table number) should be placed above the table Images, Photographs, etc. must be scanned in resolution at least 600 dpi.
13	Figures and Illustrations	Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.
14	Borders	NO
15	Header/Footers	Single Line (as per this page) Footer (as per this page): Left side Marwadi University, Rajkot, Right Side Pg. No “ NO header/footer on Title page”
16	Word Breaking	No word Breaking

17	Printing	Single side only
18	Report Binding	Hard Bound Cover– Black/Brown Color Writing–Golden color only
19	Copies of the Report	Hard Bound: Total 2 Copy (one for Student, one for Dept. Records) Soft: 01Copy CD for Dept. CD should have Word format & PDF format 3 documents i.e. title page, Abstract, Full project

4.3. References & Bibliography

All references must be cited in the text by the reference number using superscripts. No links between superscripts in the text and actual references in the Reference Sections may be used. Notes may be used to cite manuscripts in preparation,

Unpublished observations and personal communications. References cited should follow the style given below example:

PAPERS

1. Thiel WJ and Nguyen LT, “Fluidized bed film coating of an ordered powder mixture to produce micro encapsulated ordered units.” *J. Pharm. Pharmacol.* **1984**, *36*, 145-152.
2. Isyumov N, “Criteria for acceptance of wind induced motions of tall buildings”, International Conference on Tall buildings, Rio DeJanerio, CTBUH, 2003.

WEB SITE

1. Boggs, D, “Acceleration and Drift due to Gust forces”, accessed on 10 July 2009, www.cppwind.com/papers/structural/PEAKvsRMS.pdf

BOOKS

1. Pelzar MJ., Chan ECS., and Krieg NR. In *Microbiology*; 5th Edn; Tata McGraw Hill Publishing Company Limited, New Delhi, 1993, pp 536.

DISSERTATIONS/PROJECTS

1. Vaishnav D.K, PhD Thesis, “.....” Marwadi University, July 2012.
2. Pathak VK. Ph.D. Thesis, “.....”, Gujarat University, 1979.

PATENTS

1. Trevor M, Aggelos N and Helmut S. Process for the preparation of aceclofenac. European Patents EP 1082290 A1, 1999.

Authors are responsible for obtaining written approval for all personal communications and sending a copy of the manuscript to those cited as authors of personal communications.

5. Review Cards

- 5.1. Photo copy of all review comment cards of all the previous reviews viz. Review I, Review II, Review III along with Remedial/additional review (if applicable) should be submitted along with the thesis/project. Thesis/Project will not be accepted without Photo Copy of all Review Comment Cards. Review comment cards should be attached as appendices after references. After review comment cards, student has to put compliance report of all such comments.

6. Thesis Submission

- a) For examination purpose, required number of copies (student, guide, co-guide/external guide if any, institute/Dept. library and MU library) of the bound thesis are to be submitted to the Institution/Dept. Head with soft copy (CD/DVD) in pdf mode at last page of thesis. Write enrollment no., branch code & name on submitted CD/DVD.
- b) **Student has to come with thesis which must be submitted to examiner on day of exam. After completion of exam, student has to collect that thesis duly signed by examiners.**
- c) In CD/DVD folder name should be **Enrll.no- Student name**. For example: **122050909000-Patel Akash**. In folder there should be separate PDF of Title Page, Abstract, Full Thesis/Report.
- d) Student have to upload the same in University Module once the thesis/project approved by examiner and as per suggested guide/head.

7. Anti-plagiarism Check

- 7.1. The student has to check his/her dissertation thesis/project report for plagiarism, which indicates % similarity of the languages used during drafting, using anti-plagiarism software.
- 7.2. MU has provided the Id & Password to each institute/dept. for anti-plagiarism software.
- 7.3. In similarity report, % similarity is mentioned with other published literatures. Preferably it should be $\leq 30\%$. **If the similarity is $> 30\%$ then the thesis will not accepted by university.**
- 7.4. Students have to take a print out of 1st page of Similarity Index report, detailed Similarity report and it is required to be signed by respective guide and has to attach in hard bound copy as well.
- 7.5. As per UGC Guidelines, all dissertations should be made available on University website. Later on if university receives any complaint regarding plagiarism, respective student and his/her Guide should be liable for all consequences if occurred. As per the UGC norms, University can revoke degree conferred to such students.

❖ **Additional/Remedial Review (if required)**

Enrollment No. of Student: _____

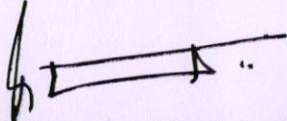
Exam Date: / /

	Guide's Remarks After making modification based on comments of Previous Reviews	Guide Signature
Sr. No.	Comments given by review panel/Examiner (Please write specific comments)	
i)	The appropriateness of the major highlights of work done;	
ii)	State here itself if work can be approved with some additional changes.	
iii)	Main reasons for approving the work.	
iv)	Main reasons if work is not approved.	

Please tick on any one (mention reason for the same in above comment boxes)

- *Approved*
- *Not Approved*

Particulars	Details of Examiners/Review Panel:	
	Expert 1	Expert 2
Name :		
Institute :		
Mobile No. :		
Sign :		


Controller of Examination
Marwadi University,
Rajkot

❖ **FINAL REVIEW/SUBMISSION (VIVA/JURY -Exam)**

Enrollment No. of Student: _____

Exam Date: / /

Sr. No.	Comments given by review panel (Please write specific comments)	
i)	The appropriateness of the major highlights of work done;	
ii)	State here itself if work can be approved with some additional changes.	
iii)	Main reasons for approving the work.	
iv)	Main reasons if work is not approved.	

Please tick on any one (mention reason for the same in above comment boxes)

- *Approved*
- *Not Approved*

Particulars	<u>Details of Examiners :</u>	
	<u>Expert 1</u>	<u>Expert 2</u>
Name :		
Institute :		
Mobile No. :		
Sign :		

❖ **REVIEW- II**

Enrollment No. of Student: _____

Review Date: / /

Sr. No.	Comments given by review panel (Please write specific comments)	Modification done based on Comments
The appropriateness of the major highlights of work done; State here itself work progress status, required improvements/changes required for final submission.		
(Guide's Remarks/Sign. After making modification based on comments)		

<i>Particulars</i>	<i>Review Panel</i>	
	<u>Expert 1</u>	<u>Expert 2</u>
Name :		
Institute :		
Mobile No. :		
Sign :		

❖ **REVIEW-I**

Enrollment No. of Student: _____

Review Date: ____ / ____ / ____

Title:

-
1. Appropriateness of title with proposal. (Yes/ No) _____
 2. Whether the selected theme is appropriate according to the title? (Yes / No) _____
 3. Justify rational of proposed research. (Yes/ No) _____
 4. Clarity of objectives. (Yes/ No) _____

Sr. No.	Comments given by review panel (Please write specific comments)	Modification done based on Comments
(Guide's Remarks/Sign. After making modification based on comments)		

<i>Particulars</i>	<i>Review Panel</i>	
	<u>Expert 1</u>	<u>Expert 2</u>
Name :		
Institute :		
Mobile No. :		
Sign :		



Marwadi
University

(Established under Gujarat Private Universities Act no. 9 of 2016)

(Thesis/Project Report Review Card)

Degree Name: _____

Name of Student/s: _____

Enrollment No./s : _____

Student's Mail ID:- _____

Student's Contact No. : _____

Institute Name: _____

Course Name: _____

Branch Name: _____

Theme of Title: _____

Title of Thesis/Project:

<i>Particulars</i>	<i>Guide/Supervisor Details</i>	
	Guide/ Supervisor's Detail	Co-Guide/Co-supervisor's Detail (if any)
Name :		
Institute :		
Mobile No. :		
Sign :		

ANNEXURE – IV

[SAMPLE CONTENTS PAGE]

TABLE OF CONTENTS

Title Page	
Certificate Page	i
Compliance Page	ii
Thesis approval page	iii
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1.2 Sections	1
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Anti-plagiarism report (refer instruction. 7.4) signed by Guide	
Review Cards Copy signed by guide	

ANNEXURE - III

[UNDERTAKING ABOUT ORIGINALITY OF WORK]

We hereby certify that we are the sole authors of this thesis/project work and that neither any part of this thesis nor the whole of the thesis has been submitted for a degree to any other University or Institution.

We certify that, to the best of our knowledge, the current thesis/project work does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations or any other material from the work of other people included in our thesis/project work, published or otherwise, are fully acknowledged in accordance with the standard referencing practices. Furthermore, to the extent that we have included copyrighted material that surpasses the boundary of fair dealing within the meaning of the Indian Copyright (Amendment) Act 2012, we certify that we have obtained a written permission from the copyright owner(s) to include such material(s) in the current thesis and have included copies of such copyright clearances to our appendix.

We declare that this is a true copy of thesis/project work, including any final revisions, as approved by thesis/project work review committee.

We have checked write up of the present thesis/project work using anti-plagiarism database and it is in allowable limit. Even though later on in case of any complaint pertaining of plagiarism, we are sole responsible for the same and we understand that as per UGC norms, University can even revoke Degree name conferred to the student submitting this thesis.

[MU Logo Watermark]

Date :

Signature and Name of Student

(Student Enrollment No.)

Signature and Name of Guide

THESIS/PROJECT APPROVAL CERTIFICATE

This is to certify that research/project work embodied in this dissertation titled “_____” was carried out by **(Student Name with Enrollment no.)** at **(Institute name)** is approved for the **(degree Name)** (with specialization if any **Branch Name**) by Marwadi University.

[MU Logo Watermark]

Date :

Place :

Examiner's Sign and Name:

()

()

PAPER PUBLICATION CERTIFICATE

This is to certify that research/project work embodied in this dissertation titled “_____” was carried out by **(Student Name with Enrollment no.)** at **(Institute name)** for partial fulfillment of **(Degree name)** to be awarded by Marwadi University has published article **(Full Title)** for publication by the **(International/National Journal/Conference)** at **(Place)** during/on **(Duration/Date)**.

Date:

Place:

Student Name
(Enrollment No.)

Signature and Name of Guide

COMPLIANCE CERTIFICATE

This is to certify that research/project work embodied in this dissertation titled “_____” was carried out by **(Student Name with Enrollment no.)** at (Institute name) for partial fulfillment **(Degree Name)** to be awarded by Marwadi University. He/ She has complied to the comments given during Review I, Review II, Review II,..... by Reviewer to my satisfaction.

[MU Logo Watermark]

Date :

Place :

Signature and Name of Student

(Student Enrollment No.)

Signature and Name of Guide

(If the work is carried out in industry then a certificate from industry shall also be attached.)

ANNEXURE – II

[SAMPLE THESIS CERTIFICATE PAGE]

CERTIFICATE

This is to certify that research/project work embodied in this dissertation titled “_____” was carried out by **(Student Name)** at **(Institute Name)** for partial fulfillment of **(Degree name)** in **(Branch Name if any)** to be awarded by Marwadi University. This research/project work has been carried out under my guidance and supervision and it is up to my satisfaction.

[MU Logo Watermark]

Date :

Place :

**Signature &
Name of Guide**

**Signature &
Name of Head of Dept.**

**Signature &
Name of Principal/Dean**

Seal of Institute

ANNEXURE - I

[SAMPLE TITLE PAGE]

[Thesis Title]

(5 blank lines)

By

(single line)

[Your name as found in official MU records - your enrollment number]

(two lines)

[Guide name]

(3 blank lines)

A Thesis Submitted to

Marwadi University in Partial Fulfillment of the Requirements for the [Degree name] in [Name of Program/Branch]

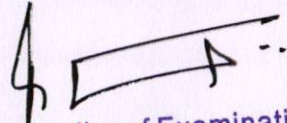
(3 blank lines)

Month and Year



**Marwadi
University**

MARWADI UNIVERSITY Rajkot-
Morbi Road, At & Po. Gauridad, Rajkot-
360003, Gujarat, India.


Controller of Examination
Marwadi University,
Rajkot

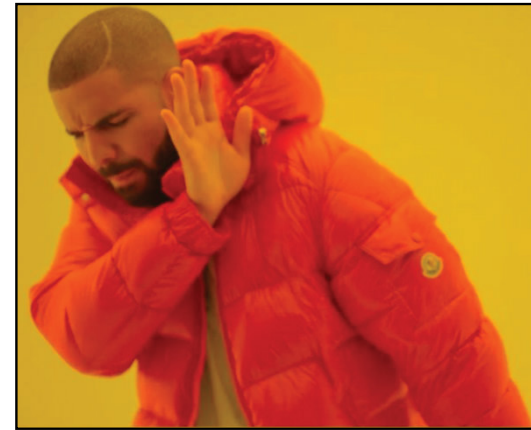
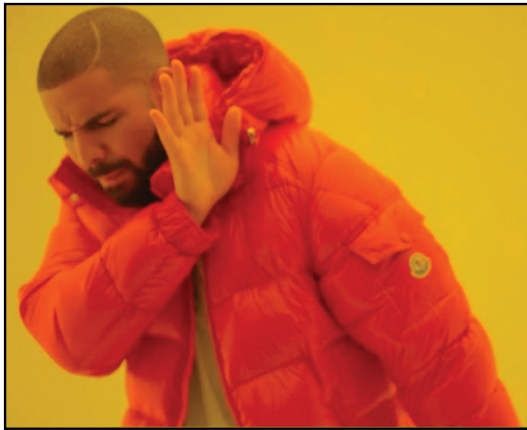
CASUAL DRESSING MANUAL

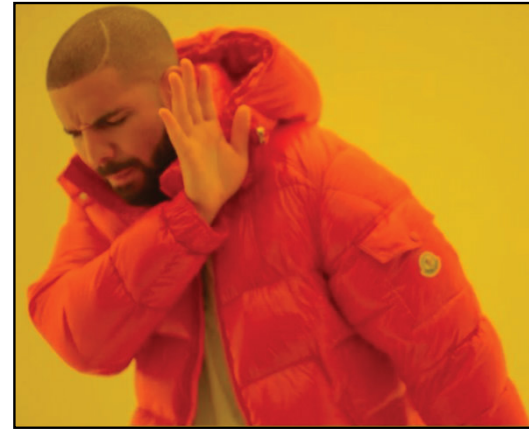
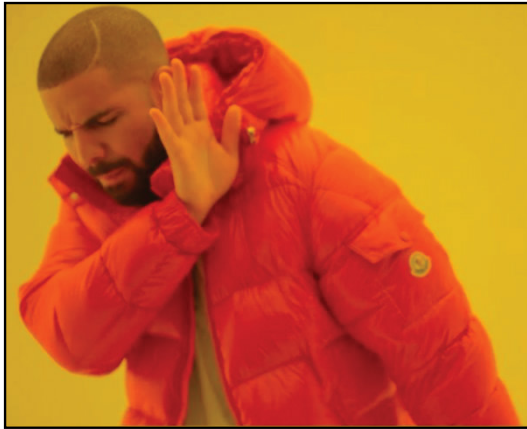
This is to wear you out of week-day mundane!

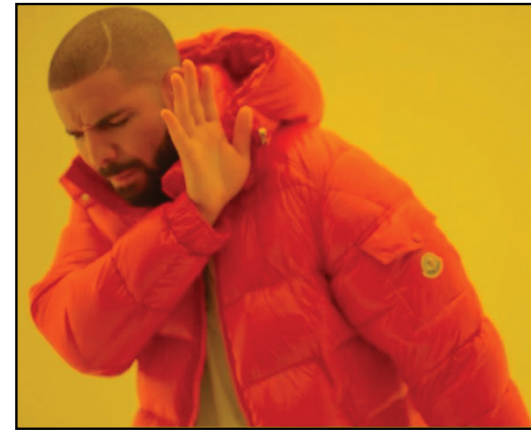
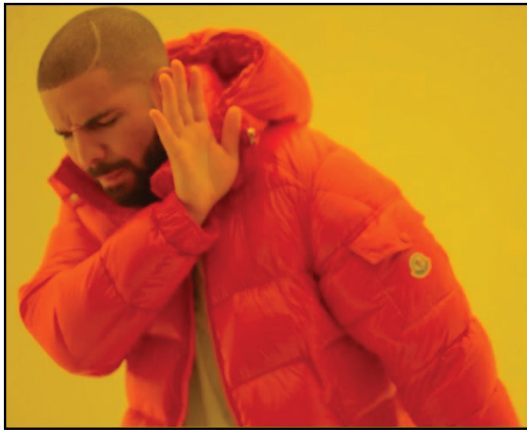
#KillingSaturdayBluesWithSomeHues

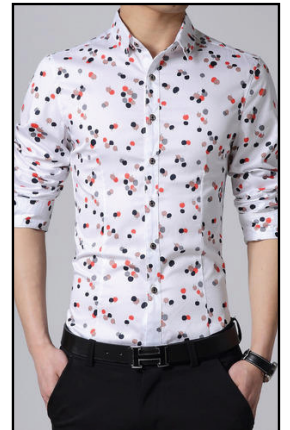
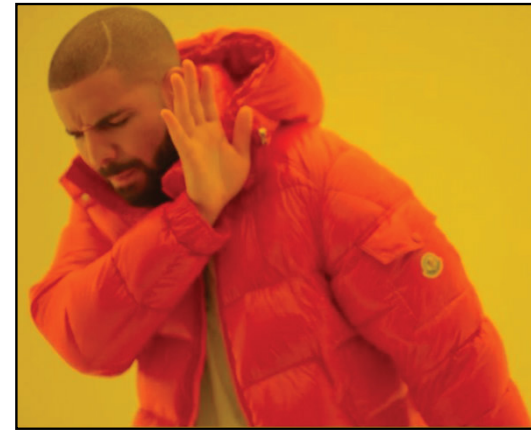
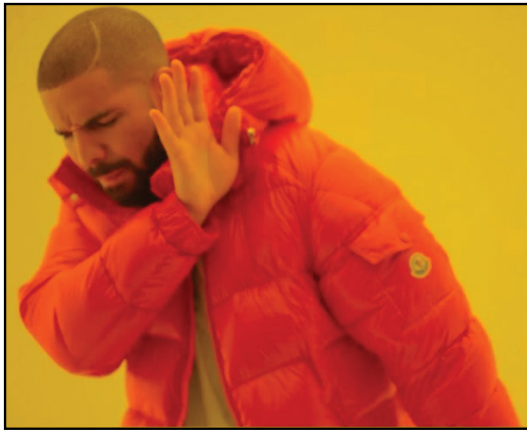
Sharing the glimpse of

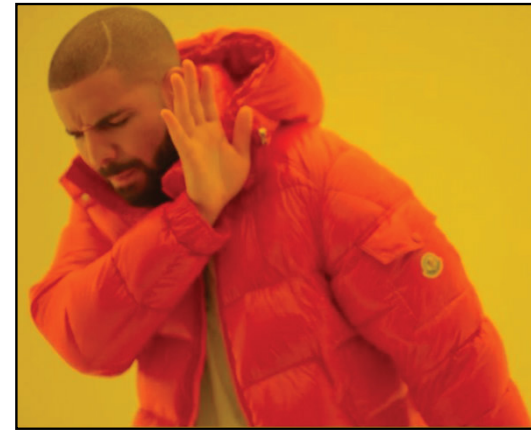
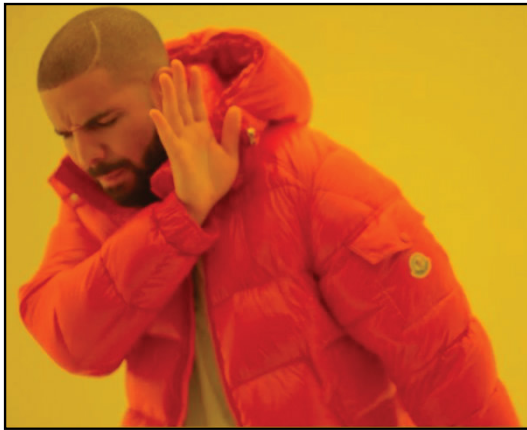
DO'S AND DON'TS

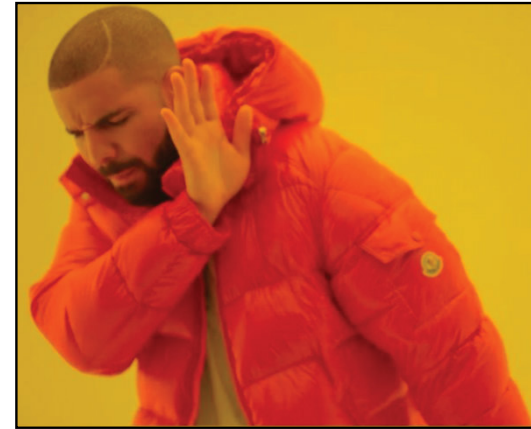
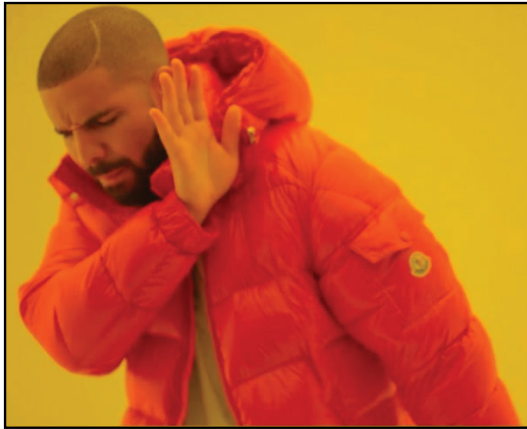












Being well dressed hasn't much to do with having good clothes.
It's a question of

**GOOD BALANCE &
GOOD COMMON SENSE**

- Oscar de la Renta