

Ordinances Modified as per the suggestions received from Departments/ SUGC

Ordinances
Bachelors' Programme



**Motilal Nehru National Institute of Technology Allahabad
Prayagraj, India-211004**

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PREAMBLE

The provisions contained in these Ordinances for “BACHELORS’ PROGRAMME” of Motilal Nehru National Institute of Technology Allahabad (MNNITA) govern the policies and procedures for the admission of students, imparting instructions, conducting examinations, evaluation, certification of students’ performance and the various forms of flexible academic under-graduate programmes being offered by the Institute to the students.

The present Ordinances have been designed to promote flexible, multi-discipline and holistic education including life-long learning. The Ordinances also aim to provide regulated academic autonomy with delegated academic administrative empowerment at different levels.

These Ordinances shall supersede all the corresponding earlier set of Ordinances for all “BACHELORS’ PROGRAMME” of the Institute, with all the amendments thereto, with effect from the academic session 2022-23 and shall be binding on the students admitted in the academic session 2022-23.

However, the students admitted in earlier academic sessions, shall be governed by the Ordinances prevalent at the time of their admission.

All Undergraduate Students are required to abide by these Ordinances for BACHELORS’ PROGRAMMES’ code of ethics and academic conduct.

Nomenclature

ACD	ACademic Deficiency
AS	Academic Session
BP	B.Tech. Programme
BoAc	Board of Academics
BoG	Board of Governors
BoS	Board of Studies
B.Tech.	Bachelor of Technology
CPI	Cumulative Performance Index
DASA	Direct Admission of Students Abroad
DUGC	Department Undergraduate Committee
<i>g</i>	grade points associated with the letter grades awarded to a student
GoI	Government of India
ICCR	Indian Council of Cultural Relations
MEA	Ministry of External Affairs
MNNITA	Motilal Nehru National Institute of Technology Allahabad
MOOCs	Massive Open Online Courses
MoU	Memorandum of understanding
s/he	she or he
SMPC	Senate Masters' Programme Committee
SPI	Semester Performance Index
SUGC	Senate Under Graduate Committee
UFM	Unfair Means
<i>w</i>	weight or credit of the course

1. INTRODUCTION

The objectives of all the Undergraduate Programmes at the Motilal Nehru National Institute of Technology Allahabad (MNNITA) are:

- To provide the highest level of education in Technology and Science, and to produce competent, creative, and imaginative Engineers and Scientists,
- To promote a spirit of free and objective enquiry in different fields of knowledge,
- To make a significant contribution towards the development of skilled technical manpower,
- To create an intellectual reservoir to meet the growing demands of the society and nation, and
- To attain a distinct identity for the Institute and oneself through technology innovation and dissemination for the benefit of the society and nation.
- To promote research and innovation and professional competence amongst students.
- To promote flexible, multi-discipline and holistic education including life-long learning.

The Undergraduate Programmes are designed to achieve these objectives and to inculcate in the student concepts and intellectual skills, courage and integrity, awareness and sensitivity, towards the needs and aspirations of the society in the national and global contexts.

These ordinances set out the procedures and requirements of the Undergraduate Programmes of study that fall under the direct purview of the Senate Under Graduate Committee (SUGC).

1.1 Board of Governors (BoG)

The Board of Governors of the Institute, hereinafter, referred to as BoG, is constituted as per the provisions contained in Sections 10 and 11 of the National Institutes of Technology Act, 2007. BOG is one of the “Authorities of Institute”.

1.2 Senate

The Senate of the Institute is constituted as per the provisions contained in Section 14 of the National Institutes of Technology Act, 2007. Subject to the provisions of the Act, the Senate of the Institute shall have the control over general regulations and be responsible for the maintenance of standards of instruction, education, and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes. Director of the Institute acts as the Chairperson, Senate.

1.3 Vision and Mission

Vision

- To attain a distinct identity for the Institute through technology innovation, knowledge creation and dissemination for the benefit of the society.

Mission

- To nurture an eco-system for continuous enhancement of value based teaching and learning process in the emerging areas of technology.
- To train quality human and knowledge resources in the service of society.
- To develop sustainable products and technologies.

1.4 Undergraduate Programmes

Six different variants of Bachelor of Technology programs are offered by the Institute. They are designated as Basic Degree viz. B. Tech., B. Tech. with Minor, B. Tech. Honours, B. Tech. Honours and Minor, B. Tech. with Research, and B. Tech. with Research and Minor.

The associated degree nomenclature of each of the undergraduate programmes is given below:

Programme Type	Degree nomenclature
Basic Degree	B. Tech. (_____)

Basic + Minor	B. Tech. (_____) and Minor in (_____)
Basic + Honours	B. Tech. Honours (_____)
Basic + Research	B. Tech. (_____) with Research
Basic + Honours + Minor	B. Tech. Honours (_____) and Minor in (_____)
Basic + Research + Minor	B. Tech. (_____) with Research and Minor in (_____)

(A) Basic Degree viz. B. Tech

Basic Degree viz. B. Tech. Programme refers to normal/regular B. Tech. Undergraduate Programme without any specialty, where a student needs to earn minimum required 160-170 credits relevant to her / his discipline.

(B) B.Tech. Honours

B.Tech. (Honours) Programme refers to B.Tech. Undergraduate Programme with Honours indicating a higher quality and quantity of study in her / his own discipline. A student needs to earn additional 16-20 credits through specialized courses enhancing the professional competence and capabilities, above the minimum required credits for Basic Degree viz. B. Tech. degree, relevant to her / his discipline.

(C) B.Tech. with Research

B.Tech. with Research Programme refers to B.Tech. Undergraduate Programme with Research where a student needs to earn additional 16-20 credits through Research / PG level courses, above the minimum required credits for Basic Degree viz. B. Tech., relevant to her / his discipline enabling her / him to pursue M.Tech. in one year or direct admission in PhD Programme

(D) Basic Degree viz. B. Tech./ B. Tech. Honours/ B. Tech. with Research, with Minor

Basic Degree viz. B. Tech./ B. Tech. Honours/ B. Tech. with Research, with Minor(s) programmes refer to B. Tech. Programmes undertaken by students with multidiscipline study of additional discipline(s), in addition to the discipline in which a student has been admitted. Opting for such additional Minor disciplines of study would be limited to two. For each of such Programmes with Minor, a student needs to earn additional 16-24 credits (for each minor) through prescribed courses related to the Minor, above the minimum required credits for B. Tech. degree relevant to her / his discipline.

Presently 4-year Bachelor of Technology (B. Tech.) Programmes in the Institute are being offered in eight disciplines of engineering and technology viz. Biotechnology, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering, Mechanical Engineering, and Production and Industrial Engineering.

Institute may start new under-graduate programme(s) in other disciplines after due approval of the Senate and the Board of Governors.

1.5 Office of the Dean (Academic)

The Office of the Dean (Academic) is responsible for the implementation of the decisions taken on academic matters by the Senate of the Institute, SUGC and other duly constituted Senate Committees. The office of the Dean (Academic) shall (i) receive, process and maintain all records related to the Undergraduate Programmes including curricula, courses offered, academic calendar, registration, semester leave, examinations, grades and award of degrees and medals/ prizes (ii) disseminate information pertaining to all academic matters (iii) issue necessary Memoranda / Orders (iv) act as a channel of communication between the students, instructors, departments / interdisciplinary programme / schools / cells / centres and the SUGC. The Undergraduate Section of the office of Dean (Academic) shall assist the SUGC in its functioning.

1.6 Senate Undergraduate Committee (SUGC)

The Senate Undergraduate Committee, hereinafter, referred to as SUGC, is established according to the bye-laws of the Senate. The SUGC, is one of the standing committees of the Senate, shall consist of following members:

- (i) Chairperson, SUGC nominated by the Senate / Chairperson, Senate from amongst the members of the Senate.
- (ii) Outgoing Chairperson, SUGC.
- (iii) Chairperson, Senate Masters' Programme Committee (SMPC).
- (iv) Two Senate nominees from amongst the Senate members.
- (v) Convener, DUGC of all Academic Departments and the Interdisciplinary Programmes.
- (vi) Three undergraduate students (one each from second, third and fourth year, and all from different departments and at least one female student). The student members shall be nominated by Dean (Academic).

The tenure of the Chairperson, SUGC and Senate nominees shall be normally of two years. The tenure of student nominees shall be of one year. The student members shall not participate in SUGC meetings when the cases of academic evaluation of a student is being considered, although the students' opinion might be sought prior to taking any decision. The SUGC must meet at least twice in every Semester. The Chairperson, SUGC shall keep record of its decisions.

The SUGC shall have jurisdiction in the recommendation of the following matters concerning the Undergraduate Programmes of the Institute:

- *Introduction of new Course(s),*
- *Desirable modification of Courses already approved,*
- *Modification of the credit value of Courses,*
- *To help in conducting of oral and written Examinations, award of degree,*
- *To consider the recommendations of the DUGCs, and*
- *Other related matters as may be referred to it by the Senate from time to time.*

The functions of the SUGC shall be of general policy determination, coordination and review, however, the Senate shall retain the power of final decision. In the discharge of its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various Academic Departments.

1.7 Department Undergraduate Committee (DUGC)

Each Department shall have a Department Undergraduate Committee, hereinafter, referred to as DUGC, consisting of the following:

- (i) Head of the Department as ex-officio Chairperson.
- (ii) Convener, Department Masters' Programme Committee / Convener, Department Doctoral Programme Committee.
- (iii) Three to five faculty members to be chosen from the Department.
- (iv) One professor from another Department.
- (v) Three Departmental UG students, one each from the second year, third year, and final year of UG Programmes offered by the Department, respectively. The student members shall be nominated for a period of one year.
- (vi) Convener, DUGC is to be nominated by Head of the Department among the faculty members of the Department.

The faculty members from the Department shall comprise at least one Professor (if available), one Associate Professor, and one Assistant Professor. The Convener, DUGC and other members of the DUGC shall be proposed by the Head of the Department along with the recommendation of Departmental faculty advisory committee for a term of two years starting from the month of July of the Academic Session.

The proposed DUGC shall be approved by the Chairperson, SUGC.

The DUGC shall be responsible for the following:

- a) monitoring of quality of instructions to students,
- b) proposing and implementing new Courses and desirable modification of courses already approved,

- c) attending to the problems of UG students and advising them in academic matters,
- d) coordinating grade submission to the office of Dean (Academic),
- e) obtaining feedback of the performance appraisal of the Course Instructors from the students in the prescribed format [Form: BP-01 & BP-02].
- f) advising the students with regard to opting online courses or courses offered by other Institutions.
- g) mapping the marks/ grades earned by students under Clause (vi) as above, for preparation of grade sheet.
- h) advising students for selection of minor, core engineering supported courses, Honours & Research courses & processing the allotment of these courses in association with Dean academic office. Associated modalities will be evolved by the concerned departments as per the requirements.

1.8 Board of Studies (BoS)

There will be a Board of Studies, hereinafter, referred to as BoS, for every Department. BoS functions will include framing the content of various courses, reviewing and updating the content and introducing new courses of study on a regular basis.

The composition of the BoS is as below:

- (i) The Head of the Department as Chairperson.
- (ii) All Professors / Associate Professors / Assistant Professors of the Department.
- (iii) Members nominated by the Dean (Academic) on the recommendation of the Head of the Department as given below:
 - a) One Professor / Associate professor from physics, chemistry, mathematics, humanities and allied Departments nominated by respective Head of the Department.
 - b) One subject expert from IISc / IITs / NITs.
 - c) One subject expert with at least 10 years of experience in the relevant field from a Central/ State Organization/ R&D labs or from a reputed Industry.
 - d) One Alumni with at least 10 years of experience in the relevant field from a reputed R&D / Industry.

The BoS shall be constituted by the Department for a period of two years. The meetings of the BoS shall be arranged at least once in a year. The Board of Studies will have a power to advise the Department and prepare, revise or update content of courses as per the guidelines stipulated by the Senate. The duly considered recommendations of the BoS will be submitted to the BoAc for further consideration.

1.9 Board of Academics (BoAc)

There will be a Board of Academics, hereinafter, referred to as BoAc, for every Department. The constitution and role of the BoAc shall be as per guidelines of NIT Statutes, as amended from time to time. The BoAc will scrutinize the changes in existing curriculum or new proposals. The duly considered recommendations of the BoAc will be submitted to the Senate for discussion and approval.

1.10 Academic Mentor(s)

To help the students in planning their courses of study and to render general advice regarding their Academic Programme, the concerned Head of the Department will assign faculty member(s) to every batch of students, who will be called as an Academic Mentor. The duty hours of mentors (normally two hours per week) will be counted towards as her / his academic load. The group of students thus assigned will continue to be under the guidance of the Academic Mentor(s) till they complete the programme until otherwise changed. Academic Mentor(s) will provide guidance and advise students on a wide range of academic and allied topics through academic mentoring sessions. Such session shall be decided by the particular Academic Mentor and assigned group of students. Academic Mentor(s) can act as space for dialogic education, where academics and students can discuss students' studies and overall progress.

2. ACADEMIC SESSION (AS)

The Academic Session, hereinafter, referred to as AS, of the Institute is divided into two Regular Semesters - Odd semester & Even semester of nearly one year of duration. Summer Semester will be optional, and will be decided by the Department based on the availability of the faculty members and other resources. Additionally, each AS should be documented through Academic Calendar.

2.1 Regular Semesters

The Regular Semesters of AS are termed as Odd and Even Semesters.

The Odd Semester and the Even Semester usually commence in July and January every year, respectively. Each regular Semester (Odd and Even) are twelve weeks in duration for the purpose of instructions. In addition, two weeks of each Semester are earmarked for the End-Semester Examination and one week during the Semester is for Mid-Semester Examination.

2.2 Summer Semester

Summer Semester is the third semester in the AS and will be conducted with the discretion of the Department. However, in exceptional cases, office of Dean (Academic) may take decision in consultation with the concerned Department for the interest of the students. For students, studying in Summer Semester is optional. Summer Semester runs between declaration of results of even semester and the commencement of the classes of next AS. Summer semester is of 3-4 weeks duration for teaching and guidance of the students. Students can appear in Supplementary Examination after their Summer Semester.

2.3 Academic Calendar

The exact dates of all the important events, such as online registration, physical reporting in the institute / *deeksharambh*, Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Mid semester Examinations, Submission of Grades, Holidays, Vacation, Mid-Semester Recess, Official Students Activities etc., during the AS are specified in the Academic Calendar of the Institute as approved by the Senate. The Dean (Academic) shall notify the Academic Calendar of each Semester or for an AS after approval of the Senate, before the commencement of the semester. Any modification / change in Academic Calendar due to an emergent situation shall be proposed by the Dean (Academic) for the approval by the Chairperson, Senate and subsequently, to be reported to the Senate for ratification.

3. ADMISSION

3.1 Admission Procedure

- (a) Admission to various Programmes shall be made once in a year as per the guidelines framed by the Government of India (GoI) from time to time.
- (b) Admissions may be offered through a centralized counseling process as applicable.
- (c) A few admissions may be offered under the Cultural Exchange Fellowship Programme of the GoI, administered by the Indian Council of Cultural Relations (ICCR) and Direct Admission of Students Abroad (DASA) and Ministry of External Affairs (MEA) as per rules of the respective scheme.
- (d) Reservation shall be as per the GoI guidelines framed from time to time.
- (e) Students shall pursue their respective B. Tech. Programme allocated to them at the time of admission. The Senate may allow a slide of branch at the beginning of the second year based on academic performance in the first year, as per the branch sliding rules described in Clause 5.4.

Admission to any Undergraduate Programme of the Institute requires that the applicant shall complete all the registration formalities laid down in Section 5.

3.2 Admission Cancellation

All students admitted to any Programme shall submit copies of their mark-sheets, provisional certificates, transfer certificate / migration, etc., of the qualifying examination and other documents to the office of the Dean (Academic) by the last date specified for the purpose in the academic calendar. The Dean (Academic), in consultation with the Director, may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate Chairperson may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission or s/he was involved in the act of indiscipline as per Clause 12.

3.3 Admission Withdrawal

The Senate Chairperson may grant permission to withdraw from a Programme after considering the circumstances faced by the student and the recommendations of the convener DUGC, concerned HOD and chairperson SUGC [Form: BP-03]. The students may also be permitted to exercise Exit Options as per Clause 3.4.

3.4 Entry and Exit Options

For the students who want to opt for multiple entry /exit option for the Programme, the rules are as follows:

- (i) Students may be allowed to re-enter the Programme within five (5) years from the date of leaving the Institution. Total exclusive / effective study duration of the Programme shall be as per clause 9.2. However, under extraordinary situation, a suitable decision may be taken by the Chairperson, Senate.
- (ii) As per NEP 2020, multiple exit stages with some kind of authorized exit certificates may be introduced by the senate.

4. CURRICULUM

4.1 B. Tech. Programme

The details of six variants of Basic B. Tech. programmes offered by the Institute to the students are given below:

4 Year B. Tech. Programmes

S. No	Programme	Composition	Credit Distribution					Remarks
			Basic Degree	Minor	Honours	Research	Total	
1	B.Tech	B.Tech Regular	160-170	-	-	-	160-170	Course Structure in line with NEP 2020
2	B.Tech with Minor	B.Tech + Minor	160-170	16-24	-	-	176-194	Course Structure in line with NEP 2020 with multi - discipline learning and for additional skill-set
3	B.Tech Honours	B.Tech + Honours	160-170	-	16-20	-	176-190	Basket of Honours Course Works in general to be independent of M.Tech Specialization but may also contain subjects of M.Tech
4	B.Tech Honours and Minor	B.Tech + Honours + Minor	160-170	16-24	16-20	-	192-214	
5	B.Tech with Research	B.Tech with Research	160-170	-	-	16-20	176-190	Basket of Research Course Works invariably to be from M.Tech Specialization
6	B.Tech with Research and Minor	B.Tech with Research + Minor	160-170	16-24	-	16-20	192-214	

Following five categories of courses are offered by various departments in B Tech Programme(s)

Course Category Nomenclature	Acronym
Professional competence enhancing course(s)	PCE
Core Engineering Foundation Course(s)	CEF
Core Engineering Supporting Course (s)	CES
Core Engineering Essentials Course(s)	CEE
Extra Academic Activity related courses	EEA

5. REGISTRATION

The office of the Dean (Academic) coordinates the registration process with the assistance of the Departments. All students shall register in each semester for the courses to be pursued by them, as per the programme requirements, on the dates specified in the academic calendar. The details of the registration process are given below:

- (i) The registration process involves payment of fees and clearance of outstanding dues (if any), and signing of the registration roll provided by the office of the Dean (Academic) for physical registration, without which the registration process will remain incomplete.
- (ii) All students, including those on authorized leave, shall continue to register until they complete the programme. Students on authorized leave, shall be required to mandatorily register for zero credits.
- (iii) The student registering for a particular semester (other than first semester) must fulfill the academic performance requirements specified in Section 7. Those students who after registering in the semester wish to avail leave for the period more than as admissible in the Ordinances may be advised for the semester leave as specified in Section 8.
- (iv) The candidate admitted in the first year in any programme is required to submit documents of having passed the qualifying examination by the specified date to get her /his registration regularized.
- (v) Students registering from V semester onwards have to fulfill the academic requirements as per clause 7.1.

The sole responsibility for Registration shall rest with the student concerned.

5.1 Late Registration

Late registration is discouraged.

However, late registration will be permitted with a financial fine as decided from time to time up to two weeks from the notified last date of registration. No registration shall be allowed after the notified last date of late registration during the semester except in special cases with the permission of Dean (Academic) on the recommendation of Head of the concerned Department.

5.2 Semester Load Requirements

A student shall register for theory and practical courses every semester as per the respective programme. Each course carries a weight in terms of credit units depending upon the nature of the course (theory / practical / theory & practical) which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours and additional hours that a student is expected to devote per week. Only approved courses shall be offered during a semester.

A student may opt a normal or slow pace of study depending upon her /his academic capacity. A student opting for slow pace shall have to intimate the same at the time of registration in the odd semester [Form: BP-04]

5.2.1 Normal Pace of Study

Normally a student shall be expected to study all the courses offered as per the normal curriculum of the programme every semester and shall try to complete the degree requirement in the stipulated time, as applicable.

5.2.2 Slow Pace of Study

In case, a student finds it difficult to cope up with the normal curriculum load of a semester, s/he may opt for a slow pace only after the completion of the second semester. The opting-out of a desired course by a student will be approved by the Head of the concerned Department based on the recommendation of convener DUGC as per the requirements in the subsequent semester(s).

A slow pace of study shall allow the student to register for minimum two-thirds (2/3) of the normal semester academic load requirements.

5.3 Cancellation and Withdrawal of Registration

- (i) **Cancellation of Registration:** Registration in a semester shall stand cancelled at any stage if the student fails to fulfill the laid down criteria for registration in that semester.
- (ii) **Withdrawal of Registration:** The Dean (Academic) may grant permission to withdraw from a Programme (i.e., permanent exit from the programme) after considering the circumstances faced by the student and on the recommendations of the DUGC and SUGC.

5.4 Branch Sliding Rules

A student may be allowed for sliding of branch based on her/his academic performance in the first year, subjected to the guidelines framed by the Institute from time to time. Students whose branches are changed because of branch sliding will be required to earn additional credits viz. credits over and above the total credit requirement of the associated branch-specific programme for the left out courses, which the student will study to meet the academic requirements for completing the programme. The credits earned in the B. Tech. I and II Semesters in the branch-specific courses of previous branch viz. branch allotted in I year, will not be accounted for meeting the credit requirement of the branch, after sliding.

For example: The branch of a student who was admitted in B. Tech. I year in Chemical Engineering has been changed to B. Tech. ECE in III Semester because of branch sliding. Assuming that the B. Tech. ECE programme has total credits of 160, and there are 03 ECE branch specific courses in B. Tech. I year ECE with aggregate credits of 9, then the student will be required to complete these 03 ECE branch specific courses of B. Tech. I year ECE with aggregate credits of 9, as stipulated above. Thus, the student will be required to earn a total of 169 credits [160+9] by taking branch specific courses of B. Tech. I year [I and II Semester] of ECE, before becoming eligible for the award of B. Tech. Degree in ECE.

5.5 Registration for Minor Programme(s)

- (i) A student may be allowed to register for Minor Programme(s) before the commencement of 3rd/4th semester if s/he fulfils the eligibility requirements for minor programmes at the time of registration as per the clause 7.2. [Form: BP-05]
- (ii) A student can register for a maximum of two Minor credit courses for one or more than one Minors in a particular semester.
- (iii) The student will apply for registration of Minor credit courses [Form: BP-06] by the notified last date of Minor registration.
- (iv) The total number of seats for each Minor will normally be limited to 10% to 20% of the total sanctioned intake of the particular B. Tech. programme of respective department. However the departments may increase the upper limit based upon their resources.
- (v) The minimum number of students for running any Minor programme will be five (5).

5.6 Registration for B. Tech. Honours (with or without Minor)

The composition of the courses will be decided by the department. The department shall suggest a composition of three compulsory courses with remaining as electives

- (i) A student may be allowed to register for Honours credit courses from 5th semester onwards if s/he fulfils the eligibility requirements for Honours courses at the time of registration. [Form: BP-07]
- (ii) The student will apply for registration to Honours credit courses [Form: BP-08] by the notified last date of Honours registration.
- (iii) The number of seats for each Honours course offered by a particular Department will normally be limited to 10% to 20% of the sanctioned intake of the B.Tech. programme offered by the respective Department. However, the departments may increase the upper limit based upon their resources.
- (iv) The minimum number of students for running any Honours course will be five(5).

5.7 Registration for B.Tech. with Research (with or without Minor)

- (i) A student may be allowed to register for Research credit courses from 5th semester onwards if s/he fulfils the eligibility requirements for Research programmes at the time of registration. [Form: BP-07]
- (ii) The student will apply for registration of Research credit courses [Form: BP-08] by the notified last date of Research registration.
- (iii) The number of seats for each Research programme offered by a particular Department will normally be limited to 10-20% of the sanctioned intake of the B. Tech. Programmes offered by the respective Department. However, the departments may increase the upper limit based upon their resources.
- (iv) The minimum number of students for running any Research programme will be five (5).

6. TEACHING AND EVALUATION

6.1 Teaching

- (i) **Medium-** The medium of instructions shall be English/ Regional language (Hindi).
- (ii) **List of Courses-** The list of courses for a specific B. Tech. Programme to be offered by a Department/ Interdisciplinary Programme is finalized before the beginning of the Semester and it will be notified by office of the Dean (Academic).
- (iii) **Conduct of Courses-** The Course Coordinator conducts each course with the assistance of the required number of Faculty Members. The Course Coordinator is responsible for conducting the course, holding the Examinations, evaluating the performance of the students, awarding grades at the end of the Semester and at the end of the Supplementary Examination, and transmitting the grades to the office of the Dean (Academic) within the prescribed time limit with the assistance of Course Instructor(s).
- (iv) **Teaching Assignments-** The parent Department (coordinating Department) will appoint a coordinator for each course. For courses of interdisciplinary nature, the course coordinators and associated faculty members shall be decided mutually by the Heads of the concerned Departments.

The departments may also advise students to take online courses and / or MOOCs and / or courses offered by other Institution under MoU. The Head of the Department shall appoint coordinator(s) for advising and mentoring & compilation of results for students who have opted online courses and / or MOOCs and / or courses offered by other Institutions under MoU. Maximum 20% of the total credits in a base programme can be opted through online subjects to a maximum of 03 courses per semester.

Audit Courses:

A student may also opt for audit course(s) from any Department, which may enhance her / his academics.

A student may opt for maximum two audit courses in addition to the prescribed Academic Load requirement with the permission of the concerned DUGC at the beginning of a semester [Form: BP-09]. There will, however, be no obligation on the part of the Department to reschedule the time-table if any clash arises. Under this arrangement, the student is simply auditing the course and the grade awarded to her / him in that course(s) shall be mentioned in her /his Grade report, however, shall not be considered for SPI calculations. Audit courses can be dropped any time during the Semester but not later than two weeks prior to the end of classes.

6.1.1 Duration of Classes

Official time for classes is from 8:00 am to 6:00 pm. Students of a specific class must follow the timetable as notified by the respective Department. However, in case of academic requirement classes may also be held on weekends / holidays with prior notifications.

6.1.2 Extra Academic Activities

Extra Academic Activity classes will be held beyond the regular academic schedule and according to a notified time table as when decided by the Department / Dean (Academic).

6.1.3 Expert / Invited Lectures

Departments may conduct at least one Expert / Invited Lecture from an eminent professional for each offered course in the department for enriching knowledge and subject awareness of the students along with interaction of students with professionals. These lectures/ interactions will be compulsory for all the concerned students, and will be considered as an academic audit activity.

6.2 Evaluation

6.2.1 Evaluation Process

The evaluation of students in a Course shall be a continuous process and is based on their performances in the Examinations, Class tests, Quizzes / Short tests, Tutorials, Assignments, Laboratory work, Make-up Examinations (if applicable), Studios, etc.

The weightages of Examinations and regular assessment for awarding of Grades shall be as follows.

- (i) **Theory Type of Courses:** This type of course includes either lecture (at least 2 hours) or / and tutorial classes.

Mid-Sem Exam	Assessment	End-Sem Exam
25% (90 minutes duration)	25%	50% (150 minutes duration)

Assessment marks shall be awarded on the basis of Attendance, Surprise Tests, Quizzes, Assignments, Tutorials, etc.

- (ii) **Theory and Practical Type of Courses:** This type of course includes either lecture (at least 2 hours) or / and tutorial & practical classes.

Theory Part (70%)			Practical Part (30%)	
Mid-Sem Exam	Assessment	End-Sem Exam	Assessment	End-Sem Exam
20% (90 minutes duration)	10%	40% (150 minutes duration)	15%	15%

Assessment marks shall be awarded on the basis of Attendance, Assignments, Tutorials, Class tests, Quizzes / Short tests, day-to-day assessment of performance in all the Laboratory sessions as applicable.

- (iii) **Practical Type of Courses:** This type of course includes either practical or one lecture & practical classes.

Assessment	End-Sem Exam
50%	50%

The End-Sem Exam marks shall be of equal weightage of practical examination and viva-voce.

Assessment marks shall be awarded on the basis of Attendance, Assignments, Quizzes / Short tests, day-to-day assessment of performance in all the Lab Sessions evaluated through daily preparedness for conducting experiments, participation in conduct of experiments, report writing & submission, etc.

- (iv) **Project:** The project evaluation shall be carried out by the concerned Department. The modalities may be decided by the Department. However, the Department may consider the guidelines as follows.

The project evaluation shall be carried out by a **Project Allotment & Evaluation Committee** (PAEC) constituted by the Head of the Department. The department may also include experts from industry or CFTI as external member in PAEC.

The continuous assessment of the project work by the PAEC (except Assessment by project supervisor(s) component) will be as follows:

S. No	Assessment	Weightage	Semester Schedule
1	Problem definition / Synopsis / etc.	10%	During the 1st & 3rd week
2	Progress-I	20%	During the 4 th & 6 th week
3	Progress-II	20%	During the 7 th to 9 th week
4	Final Assessment (End-Sem Exam)	50%	End of Semester

Assessment by project supervisor(s) component will be 25% of total marks.

At the completion of a project, the student will submit a project report which will be evaluated by the Project allotment & evaluation committee during final assessment. The evaluation will be based on the report, presentation and a Viva-voce examination on the project. The similarity index of the project report shall be followed as per the existing institute guidelines in force.

6.2.2 Paper Setting

For each Theory Course, the Course Coordinator, appointed by the Head of the respective Department, shall normally set the paper in consultation with the associated Faculty Member(s), if required. Each question in the question paper should be mapped with the Course Outcome (CO) of the corresponding course.

6.2.3 Schedule of Examination

The Mid-Semester examination shall be of one hour and thirty minutes duration. The End-Semester and the Supplementary Examinations shall be of two hours and thirty minutes duration. The schedule for practical examination shall be announced by the concerned Head of the Department. All the examinations including practical examinations shall be usually held during the periods / days specified in the academic calendar. The make-up examination shall be coordinated by the concerned Department as per the guidelines issued by the office of the Dean Academic.

6.2.4 Make-up Examination

Institute discourages the students for opting Make-up examination. If a student, for bonafide reasons, which are beyond the control such as illness, etc., fails to appear in the mid-semester examination in one or more course(s), s/he may make a request to the concerned course coordinator for consideration within seven days of the last scheduled examination. Such a request must be made on the prescribed form [Form: BP-10] available in the ordinances, giving reasons for the failure to appear along with documents in support of the given reason. The request for make-up test will be permitted by the Chairperson, SUGC.

If a student fails to appear or in submission of assignments, etc., it is entirely up to the course coordinator to decide whether or not to provide an opportunity for make-up examination. In case of a make-up test for mid-semester examination, the upper limit for awarding marks will be **70%** of the maximum marks (i.e., maximum 17.5 out of 25) irrespective of marks secured in the make-up examination.

6.2.5 Supplementary Examination

The Supplementary Examination will usually be held during a specified week of the subsequent semesters notified in the Academic Calendar of the Institute. The Supplementary Examination shall be scheduled by the office of the Dean (Academic). The modalities of the Supplementary Examination shall be as follows:

- (i) Only those students who were registered for the Courses during the regular Semester, and who failed or failed to appear in the end-semester examination and having satisfactory attendance are eligible for the Supplementary Examination.
- (ii) For taking Supplementary Examinations, a student can appear for a maximum of three courses with the prescribed examination fee [Form: BP-11] except in special cases with the permission of Dean (Academic)
- (iii) Late registration for Supplementary Examination shall not be permitted; however, permission may be granted under special conditions after the approval of Dean (Academic).
- (iv) The weightage of different components for the computation of Grades of the Course for which the student appears in the Supplementary Examination, shall be as follows:
 - a) *For Theory Courses:*
The weightage for the supplementary examination shall be 75%. The assessment marks (25%) shall be carried forward from the regular semester.
 - b) *For Practical Courses:*
The weightage for the supplementary examination shall be 50% based on equal weightage of practical examination and viva-voce. The assessment marks (50%) shall be carried forward from the regular semester.
 - c) *For Theory & Practical Courses:*
The weightage for the supplementary examination for theory part shall be 60% and the weightage for practical part shall be 15%. The assessment marks (10%) for theory part and the marks (15%) for practical part shall be carried forward from the regular semester.

6.2.6 For Online Courses and Courses Offered by Other Institutions Under MoU

For these courses, the evaluation process adopted by the respective agency / Institution shall be applicable as per Clause 6.3.2. The marks / grades obtained shall be tabulated on the tabulation portal / sheet by the coordinator of online courses after mapping in accordance with the Institute grading system. The mapping shall be done by the DUGC.

If a student fails to clear any examination of any of these courses, s/he shall be allowed to repeat the same course or a substitute course with an equivalent credit after the recommendation of DUGC.

6.3 Grading System

6.3.1 Grades and Grade Points

At the end of the end semester / supplementary examination, a student is awarded a letter grade in each of her / his courses by course coordinator considering her /his performance in the various examinations, quizzes, assignments, laboratory work (if any), etc., besides regularity of attendance in classes. The grades shall be submitted through online process along with duly signed print out of the grade sheet to the office of Dean (Academic) positively within the prescribed time limit after the end-semester / supplementary examination.

Same methodology shall be adopted for mapping the grades / marks earned by student opting online courses or courses offered by other Institutions under MoU.

The system of grading to be followed will be **Relative Grading System** for all courses including project work.

A student shall be awarded a letter grade in each course in which s/he is registered for, indicating her /his overall performance in that course. There are eight letter grades: A+, A, B+, B, C, D, F and N. The correspondence between grades and points (on a 10-point scale) / rating is given below:

Letter Grade	A+	A	B+	B	C	D	F	N
Grade Points	10	9	8	7	6	4	0	0

There are additional letter grades, viz., S, X and W which stand for satisfactory, unsatisfactory, and withheld temporarily, respectively.

A student, who has not appeared in the end-semester examination for any reason, shall be awarded N grade irrespective of her /his performance in the mid-semester examination and assessment during the semester, and shall be treated as Academically Deficient (ACD).

In order to have appropriate evaluation correspondence with online courses / courses from other institutions, etc., it is desirable that A+ may be awarded to the students securing more than or equal to 85% marks and a student securing less than 30% marks may be awarded grade F.

A student, who is not allowed to appear in the end-semester examination for any reason, shall be awarded F grade irrespective of her /his performance in the mid-semester examination and assessment during the semester, and shall be treated as ACD.

Such an ACD student shall be required to clear her/his N/F grade by appearing in the subsequent supplementary examination or summer semester as the case may be.

6.3.2 Grading Online Courses

The grades equivalence of the marks obtained (as stated in the marks sheet of the student) by a student in a course work through online courses / MOOCs / courses offered by other Institutions under MoU shall be adopted as given below.

Equivalent Grades	A+	A	B+	B	C	D	E & F
% Marks obtained (as per the marks sheet of the student) by a student in a course work, through MOOCs	>85	84 - 75	74 - 65	64 - 55	54 - 45	44- 40	<40

6.3.3 Semester Performance Index (SPI)

The semester performance index (SPI) is a weighted average of the grade points earned by a student in all the courses credited, and describes her / his academic performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_m$ in m courses and the corresponding weights (or credits of the courses) are $w_1, w_2, w_3, \dots, w_m$, then SPI is given by

$$SPI = \frac{\sum_{i=1}^m w_i g_i}{\sum_{i=1}^m w_i}$$

S and X grades shall not be considered in the computation of the SPI.

6.3.4 Cumulative Performance Index (CPI)

The cumulative performance index (CPI) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester term. It shall be computed in the same manner as the SPI, considering all the courses, and is given by:

$$CPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the better of the old and new letter grades in the computation of the CPI; however, both the grades appear on her /his grade report and transcript.

To convert the CPI into % of notional marks, the CPI may be multiplied by 10.

6.3.5 Grade Report

A copy of the grade report shall be issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

6.3.6 Transcript

A transcript contains the record of the grades obtained in each and all courses, project and seminar registered by a student during his entire B. Tech. programme. It also includes the courses which have been repeated and / or replaced.

6.3.7 Withholding of Grade Report

The grade report of a student shall be withheld if s/he has not paid her /his dues, or if there is a case of indiscipline pending against her / him.

6.3.8 Marks Normalization for Multi-group Courses

The Departments may evolve a suitable methodology to normalize the marks awarded in different groups being handled by different faculty members in a same batch for a particular course so as to remove statistical bias for more representative evaluation of the whole class.

7. ACADEMIC PERFORMANCE REQUIREMENT

7.1 Academic Deficiency (ACD)

A student who does not fulfill any of the following conditions shall be categorized as “Academically Deficient (ACD)”:

- (i) His / her SPI and CPI are equal to or greater than 4.0.
- (ii) S/he does not have N or F or X grade in any registered course or academic activities of any B. Tech. Programme.

7.2 Minimum Performance Requirement for Respective Programmes

- (i) Generally, a student is desired to be promoted to the subsequent odd semester of the academic Programme without any ACD. However, if having ACD, s/he shall be allowed to register in subsequent supplementary examination /summer for clearing ACD related to her /his approved courses, fulfilling other terms & conditions of the Institute.
- (ii) An ACD student can register in the subsequent even semester of the academic programme irrespective of her / his academic performances.
- (iii) An academically deficient student may be permitted to re-register for courses in which s/he has N or F or X grades, provided s/he fulfills all other requirements.
- (iv) An academically deficient student may be permitted to register either in regular semester as back paper(s) or supplementary examination for the courses in which s/he has N or F or X grade.

However, the additional minimum performance requirements for respective B.Tech. Programmes are as follows:

(A) Basic B. Tech.

A student enrolled in Basic B. Tech. Programme is promoted to the subsequent higher semesters as per the above conditions. However, students should not have more than 20 credits in backlog courses to register for courses from the Vth semester onwards.

(B) B. Tech. and Minor Programme(s)

A student is allowed to register for B. Tech. Programme with Minor only if s/he fulfils the following conditions:

- (i) It is mandatory for the student to clear all the courses in her / his first attempts in the I, II and III semesters, as applicable, with a minimum SPI / and CPI 6.5.
- (ii) Allotment of the minor will be purely based on merit to be decided by the Department offering the Minor programme on the basis of SPI / CPI.
- (iii) If a student's academic performance falls below the requirement mentioned in the point (7.2.B.i), then s/he has to clear the deficiency before opting another Minor course(s) in subsequent semesters.

(C) B. Tech. Honours (with or without Minor)

A student is allowed to register for B. Tech. Programme with Honours only if s/he fulfills the following conditions:

- (i) Students who have cleared all the courses of first to fourth semester in their first attempts and have obtained a CPI not less than 8.0 are eligible to register for the Honours Programme.
- (ii) Honours course(s) allotment will be based on merit to be decided by the respective Departments on the basis of CPI.
- (iii) (iii) If a student's academic performance falls below the requirement mentioned in the point (7.2.C.i), then s/he has to clear the deficiency before opting for another Honours course(s) in subsequent semesters.

(D) B. Tech. with Research (with or without Minor)

A student is allowed to register for B. Tech. Programme with Research only if s/he fulfills the following conditions:

- (i) Students who have cleared all the courses of first to fourth semester in their first attempts and have obtained a CPI not less than **7.5** are eligible to register for the Research Programme.
- (ii) Research course(s) allotment will be based on merit to be decided by the respective Departments on the basis of CPI.
- (iii) If a student's academic performance falls below the requirement mentioned in the point (7.2.D.i), then s/he has to clear the deficiency before opting for another Research course(s) in subsequent semesters.

7.3 Degradation and Year drop

7.3.1 Degradation of Programme

- (i) If a student of B. Tech. with Minor / B. Tech. Honours / B.Tech. with Research is Academically Deficient and is not able to remove his / her Academic Deficiency within one Academic Year (or within program duration in case of VII & VIII semesters) of acquiring the same, through relevant supplementary examinations, then her / his Programme would immediately be degraded to the Basic B. Tech. Programme and her / his Minor / Honours / Research courses (if any) would be dropped immediately.
- (ii) A student in a basic B. Tech. Programme, having Academic Deficiency, has to clear the reasons for her / his Academic Deficiency within two Academic years of acquiring them and within the maximum total permissible duration of six years for the basic B. Tech. Programme.

7.3.2 Year Drop

- (i) In case, the student is not able to clear the ACD within two years of acquiring it, s/he would be subjected to a compulsory "Year Drop".
- (ii) Further, after the completion of an academic year, including the supplementary examinations and the summer semester, if a student accumulates N or F or X grade in five or more courses or(20 or more credits) , s/he would also be subjected to a compulsory "Year Drop".
- (iii) A "Year Drop" would be the pause of regular academic activities for a student. However, the student will be allowed to register & clear backlog courses that has resulted in having ACD of the student by registering and clearing her / his all backlog courses in respective (Odd and Even) Semester of the Year. In case a backlog course is no more offered in a regular semester, the student has to clear the same through Supplementary Examination, as per the available options.
- iv) In case of exceptional medical ground (to be endorsed by the institute medical officer, recommended by DUGC and approved by SUGC), resulting in ACD, the student may be exempted from ACD considerations.

7.4 Termination of Programme

There may be termination of the B. Tech. Programme of a student on the ground of unsatisfactory Academic Performance. The Undergraduate Programme of a student may be terminated by the Senate if

s/he is academically deficient and has not been able to remove her / his academic deficiencies for any year of B. Tech. Programme within total permissible duration of completing the B. Tech. Programme, as per normal / slow pace.

7.5 Appeal against Termination

A student whose Programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairperson, Senate through DUGC and SUGC for reconsideration. While making the appeal against termination, s/he shall give reasons for her / his poor academic performance and / or to explain why her / his case merits reconsideration, in the prescribed format [Form: BP-11]. The Chairperson, Senate shall take a final decision after considering all the available inputs. However, the Chairperson, Senate shall not entertain any further appeal for review unless substantial additional information is brought to her / his notice. An appeal shall not be entertained more than twice from the same student.

8. HOLIDAYS, VACATION, AND SEMESTER LEAVE

8.1 Holidays

Students shall be entitled for Institute holidays as notified in the Academic Calendar or by the competent authority.

8.2 Mid-Semester recess and Vacation

Students are entitled to avail mid-semester recess and vacation as specified in the academic calendar.

8.3 Medical Leave

Under serious / exceptional medical condition, accident, etc. (to be endorsed by the institute medical officer / Govt. Hospitals/ Specialized Hospitals), recommended by DUGC and approved by the concerned Head of the Department. The student may be allowed for Medical leave for maximum (cumulative) of 15 days in a given semester [Form BP-12].

For extraordinary situations, the application may be decided by DUGC on case to case basis.

All other academic requirements must be fulfilled by the student. In case the student requires Medical Leave longer than above-mentioned period, the student has to compulsorily go for Semester Leave / Semester Drop, as appropriate and accepted by DUGC and SUGC, and may be allowed to appear in Supplementary Examination (s) or / and Summer Semester appropriately to avoid Academic loss.

8.4 Semester Leave

For bonafide reasons and / or in exceptional circumstances, a student may be allowed to withdraw temporarily for a Semester with prior approval of Dean (Academic) on the recommendations of the SUGC. Such Semester leave(s) of absence shall not exceed two Semesters with or without a break during the entire period of the Academic Programme including Semester Leave. In any case, the total duration of the Programme shall not exceed the maximum permissible duration of six (6) years. The student shall submit an application (Form: BP-12) prior to the start of the semester or during the semester to the Head of the Department, which will be processed through DUGC. However, such student is required to register in the semester with zero credit. For any registered student, refund of registration fee shall not be allowed and his credit shall be treated as zero.

Further, a student can opt for semester leave for joining in any other institutions/ organizations under MoU and her / his credit transfer is possible.

8.5 Study Leave

A student wishing to pursue any approved academic activity in other institutions/ organizations may opt for study leave not more than 15 days in a semester of academic programme. The student shall submit an application [Form: BP-12] to the Head of the Department and will be approved by the Head on the recommendation of DUGC.

8.6 Extra-curricular Activity Leave

A student wishing to pursue any approved Extra-curricular Activity in other institutions/ organizations may opt for Extra-curricular Activity Leave not more than 15 days (under normal condition) in a semester of academic programme. Extra-curricular Activity Leave will be recommended by President Student Activity Centre (SAC) and approved by Chairperson, SUGC & reported to Department for compulsory consideration.

9. PROGRAMME REQUIREMENTS

9.1 Attendance Requirement

The Institute is of residential nature and therefore all the students are required to have full / maximum attendance for the courses. However, in order to meet eventualities, a relaxation of 25% attendance may be granted. The student shall not be allowed to appear in the end-semester examination of a course, if the attendance in that course falls below **75%** and shall be accordingly awarded F grade.

However, as per Sec. 8, the student may be allowed an extraordinary attendance relaxation and student shall be responsible for fulfillment of all other academic requirements.

9.2 Minimum and Maximum Duration

For the students who want to complete the Programme in one stretch the minimum and maximum duration requirements for undergraduate Programme are as under:

- Minimum and Maximum duration for normal pace: Four years and or Six years, respectively.
- Minimum and maximum duration for slow pace: Four years and Seven years, respectively.

10. DEGREES

10.1 Award of Degree

A student who has completed all the Programme requirements specified in Sections 7-9, paid all dues to the Institute and the hostels, and has no case of indiscipline pending against her / him shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree shall be awarded only after the BOG accords its approval. However, a student may be provided a provisional certificate of completion of the respective Programme by the Dean (Academic), till the convocation is held.

10.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where any gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for the withdrawal of degree already awarded.

11. SCHOLARSHIPS, PRIZES, AND MEDALS

The Senate shall determine the general policy regarding recommendations for the award of the different types of scholarships, Stipends, medals and prizes available to Institute students.

11.1 Scholarships

A number of merit-cum-means scholarships, endowment scholarships / fellowships etc. are granted by the government, the Institute, NGOs & other bodies, and individuals. These scholarships shall be awarded according to the guidelines for eligibility and durations specified by the funding agency. In case of sponsored scholarship instituted by individuals/ societies the scholarship shall be established with approval of the Chairperson, Senate.

These scholarships shall be liable to be withdrawn, partially or fully, in case of misconduct, deliberate concealment of material, facts and/ or giving false information.

A student leaving the Institute on her /his own accord without completing the Programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which s/he leaves the Institute. For more information on the scholarships, refer to the webpage of the Student Welfare Office.

11.2 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Department may award a number of prizes and medals, established by the Institute on its own or through endowments / grants made by donors, with the approval of the Chairperson, Senate. For more information on the prizes and medal, refer to the webpage of the Student Welfare Office.

12. CONDUCT AND DISCIPLINE

12.1 Code of Conduct

Each student shall conduct herself / himself in a manner befitting her /his association with the Institute. S/he is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. S/he shall also show due respect and courtesy to the faculty members, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy are to be paid to visitors to the Institute and residents of the campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and / or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour, harassment of any faculty member or staff or student, and similar other undesirable activities shall constitute violation of the code of conduct for students.

12.2 Ragging

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student/ students in ragging may lead to her/ his /their expulsion from the Institute. All the senior students would be required to submit an undertaking every year / semester in this regard during the time of enrolment. The Anti- Ragging Committee of the institute would monitor / address the complaints related to ragging and depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee, the possible punishments for those found guilty would be decided.

12.3 Disciplinary Actions and Related Matter

Violation of the code of conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, and debarring from examinations, withdrawal of scholarship and / or placement services, withholding of grades and / or degrees, debarring / cancellation of registration, and expulsion from the hostel and / or the Institute.

For indiscipline of a student in a class, the course instructor may

- (i) debar her / his from attending a few subsequent classes for which s/he shall not be liable to get relaxation in attendance / favourable consideration in mercy appeal, and
- (ii) report the matter to Dean (Student Welfare) through proctorial board for necessary disciplinary action.

12.3.1 Proctorial Board

Rules and regulation framed by the Institute, to be followed in order to maintain the cordial atmosphere in the campus (among the students, faculty members and non-teaching staff) which are monitored by Proctorial Board, hereinafter, referred to as PB. The PB headed by the Chief Proctor (disciplinary authority of the Institute) helps students from any difficulty and to see that the disciplinary rules are followed properly.

12.4 Various Cells

In addition to the details mentioned in the previous sections pertaining to the matters of conduct and discipline, the students can approach the following cells for the redressal of their grievances related to various issues:

- (a) **Grievance Cell:** For the redressal of the grievances of faculty, staff and students.
- (b) **SC / ST Cell:** To resolve all the affairs / problems related to the SC / ST Officers, Employees and Students of the Institute.

- (c) **Equal Opportunity Cell (EOC):** To ensure equity, equal opportunity and social inclusion of the community at large.
- (d) **Internal Complaint Committee:** to address the complaints related to sexual discrimination / harassment of women.

12.5 Unfair Means (UFM)

Unfair means shall comprise of followings.

- (i) Copying from the papers / mobile electronic equipment, or materials in the possession of the student.
- (ii) Copying from the answer book of neighboring students
- (iii) Possession of the relevant material
- (iv) Disturbing the smooth conduct of Examination
- (v) Misbehaviour with the invigilator
- (vi) Any other undesirable act.

Unfair means Committee shall consist of:

- (i) Dean (Academic)
- (ii) Dean (Student Welfare)
- (iii) Chief Proctor
- (iv) Concerned Head of Department/Cell
- (v) Senate Nominee

The procedure to deal with the cases of Unfair Means (UFM):

- (a) Any use of UFM detected by course instructor / invigilators / members of observer committee shall be reported to Dean (Academic), Head of the concerned Department and course instructor in the prescribed format [Form: BP-13], on the same day.
 - (b) After the student is caught using UFM her /his answer books along with the question paper and material used in UFM shall be kept in a separate envelope and the student shall be issued a fresh answer book and question paper on which s/he may continue for the remaining period of examination.
 - (c) Head of the Department shall issue a show cause notice to the student seeking her / his clarification on the charges; within one day of reporting of the case. The clarification of the student shall be obtained within two days and the same shall be given to course Instructor for getting her / his comments.
 - (d) The course instructor shall examine the contents of the material used for UFM and verify, if the same is relevant to the subject and up to what extent the material has been used in answering the questions attempted in the answer book.
 - (e) The course instructor shall present the case to the unfair means committee.
 - (f) Unfair means committee shall meet soon after six days of the completion of semester examination. The committee shall give opportunity to the student concerned for explanation and recommend the award of punishment. The recommendation of the punishment may be made on the basis of following:
 - (i) Copying from the papers / mobile electronic equipment / materials in the possession of the student (cancellation of that day's examination or of examination of the current session).
 - (ii) If the student has misbehaved with invigilator, the matter may be referred to the proctorial board for suitable recommendation.
 - (iii) Copying from the answer book of neighboring student (cancellation of the subject examination).
1. If the decision is not taken by the date of grade entry the grades entered will be 'W' and the result of such student shall not be declared along with other students.
 2. The recommendations of the unfair means committee will be implemented after getting the approval of the Chairperson, Senate / Director.
 3. A student who feels aggrieved with the punishment awarded, may, however, appeal to the Chairperson, Senate stating clearly the case and explaining her / his position, seeking reconsideration of the decision.

13. AMENDMENTS

Notwithstanding anything contained in the Ordinance, the Senate of the Motilal Nehru National Institute of Technology Allahabad, reserves the right to modify / amend without notice, the Curricula, Procedures, Requirements, Examinations, Admissions and Rules pertaining to its Bachelors' Degree Programmes.

Motilal Nehru National Institute of Technology Allahabad

FEED BACK FORM FOR THEORY COURSES

(To be filled by students registered in the course)

The objective of this form is to obtain feedback from the students so that the course can be improved further.

Course Number & Course Title:

Semester/Session & Year:

Course Instructor's Name:

Department:

Your own performance in the course so far (please circle one): Top 25% / Next 25% / Below 50%

(mark 'X' in the appropriate box)

	Course Organisation	Range	5	4	3	2	1	Range
1.	Objectives and plan of the course were specified	Very clearly						very poorly
2.	Coverage and depth of course plan was	Excellent						very poor
3.	The topics provided new knowledge	Mostly						Hardly
4.	Prescribed reading material was available	Mostly						Hardly
	Presentation and Interaction	Range	5	4	3	2	1	Range
1.	In terms of organization, clarity and presentation of fundamental concepts, the lectures were	Excellent						Poor
2.	Instructor's oral presentation in terms of audibility and articulation was	Excellent						Poor
3.	Instructor's blackboard (or overhead) presentation in terms of organization and legibility was	Excellent						Poor
4.	Encouragement given by the instructor to think and reason, logically and objectively was	Excellent						Poor
5.	Instructor's responses to questions asked in class were	Clear						Vague
6.	The availability and approachability of the Instructor outside class hours were	Excellent						Poor
7.	Instructor's attitude towards teaching of this course was	Enthusiastic						Indifferent
8.	The overall quality of teaching in this course was	Outstanding						Poor

contd.

BP-01 (i)

	Examinations / Tests	Range	5	4	3	2	1	Range
1.	The tests reflected the course plan	Very closely						Poorly
2.	Rather than rote learning, understanding was tested	Thoroughly						Hardly
3.	Examinations were of appropriate level/length	Always						Rarely
4.	Answer scripts were promptly checked and returned	Always						Rarely
5.	The evaluation was fair and transparent	Mostly						Rarely
6.	The evaluations helped in understanding the subject better	Always						Rarely
OVERALL RATING : Excellent								Poor

General Comments:

- In addition to the class hours, how many hours per week did you put in for this course?
 - The work load in this course in comparison to other courses of this Semester was:
very little / just right / too heavy
 - In relation to the general level of understanding of the class, the level of lectures was:
too low / just right / too high
 - Were the lectures held regularly and on time?
- If the course had a self study component (such as assignment, seminars, small projects and literature survey) comment on how it helped /inspired you to learn/probe further.
 - What did you like / dislike most about this course?
- Would you rate this course as one *of the five best courses* you have had so far? *Yes / No*

 If you have any other comments not covered by this questionnaire, please write below:

 If there is any Instructor designed feedback question, please write the response below:

Motilal Nehru National Institute of Technology Allahabad
FEED BACK FORM FOR PRACTICAL-COURSES

The objective of this form is to obtain feedback from the students so that the practical sessions can be further improved.

Course Number & Course Title:

Semester/Session & Year..

Course Instructor's Name:

Department:

Your own performance in the course so far (please circle one): Top 25% / Next 25% / Below 50%

(mark ' X ' in the appropriate box)

	Presentation and Interaction	Range	5	4	3	2	1	Range
1.	The Experiments provided new insights	Always						Rarely
2.	Methodical and systematic work was emphasized	Always						Rarely
3.	Handouts/laboratory manuals were available in advance	Always						Never
4.	Your preparation before going to laboratory was	Excellent						Poor
5.	Instructor's feedback on your report was prompt	Often						Rarely
6.	Instructor's feedback on your report was useful	Often						Rarely
7.	During the practical sessions, your interaction with the instructor was useful	Often						Rarely
8.	Availability and approachability of the Instructor outside class hours was (respond, if applicable)	Excellent						Poor
9.	Encouragement given by the Instructor to think and be creative was	Excellent						Poor
OVERALL RATING : Excellent								Poor

Additional Comments:

If you have any other comments not covered by this questionnaire, please write below:

If there is any Instructor designed feedback question, please write the response below:

Motilal Nehru National Institute of Technology Allahabad
FORM FOR ADMISSION WITHDRAWAL FROM PROGRAMME

Name of the student :
Registration No. :
Branch :
Session and Semester :
Year of Joining :
Email ID (in block CAPS):

Reasons for withdrawal :

Any Supporting Documents:

Signature of the Student (with Date)

Remarks of Convener, DUGC :

Recommendation of the HOD :

Remarks of Chairperson, SUGC :

Approval of the Chairperson, Senate :

Motilal Nehru National Institute of Technology Allahabad
FORM FOR INTIMATION OF SLOW PACE OF STUDY

Name of the student :

Registration No. :

Branch :

Current Session and Semester :

Email ID (in block letters) :

Reasons for opting for the slow pace of study (Attached separate sheet if required):

Courses student have registered for the current semester:

Sl. No.	Course Code	Course Name	Credit
1			
2			
3			
4			
5			
6			
7			
8			

Course student would like to opt-out:

Sl. No.	Course Code	Course Name	Credit
1			
2			

Signature of the Student with date :

Remarks of Convenor (DUGC) :

Approval of HoD* :

***Approved copy to be submitted to office of Dean, Academic for record and necessary action.**

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REGISTRATION OF MINOR PROGRAMME(S)

Name of the student :

Registration No. :

Branch :

Current Session and Semester :

Has the student cleared all the courses (Sem. I-II) in the first attempt : Yes/ No

Current SPI and CPI :

Number of Minor Programme(s), the student would like to apply (maximum allotment-**two**): one / two

Preferences of Minor Programme-1:

Sl. No.	Minor Discipline	Department
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Preferences of Minor Programme-2:

Sl. No.	Minor Discipline	Department
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Signature of the Student with date :

Remarks of Convenor (DUGC) :
(Parent Department)

Recommendation of HoD :
(Parent Department)

To be forwarded to office of the Dean, Academic for necessary action and record

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REGISTRATION OF MINOR CREDIT COURSES

(To be submitted separately for each Minor Programme(s))

Name of the student :
Registration No. :
Branch :
Current Session and Semester :
Current SPI and CPI :

Preferences of Minor Credit Courses:

Sl. No.	Course Code	Course Name	Department	Credit
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Student with date :

Remarks of Convenor (DUGC) :
(Parent Department)

Recommendation of HoD :
(Parent Department)

Remarks of Convenor (DUGC) :
(Target Department)

Approved by HOD* :
(Target department)

*Approved copy to be submitted to office of Dean, Academic for record and necessary action.

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REGISTRATION OF HONOURS/RESEARCH PROGRAMME

Name of the student :

Registration No. :

Branch :

Current Session and Semester :

Has the student cleared all the courses (Sem. I-IV) in the first attempt : Yes / No

Current CPI :

Whether the student like to apply for Honours or Research or both:

(A student shall be allowed to register with only one of the above programmes as per the criteria mentioned in clause 5.6, 5.7 & 7.2)

Preferences for Honours/ Research Programme:

Sl. No.	Honours/ Research with discipline
1	
2	
3	
4	
5	
6	

Signature of the Student with date :

Remarks of Convenor (DUGC) :

Approval of HOD :

*Approved copy to be submitted to office of Dean, Academic for record and necessary action.

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REGISTRATION OF HONOURS/RESEARCH CREDIT COURSES

Name of the student :
Registration No. :
Branch :
Current Session and Semester :
Current CPI :

Honour / Research Credit Courses: (Strikeout whichever is not applicable)

Sl. No.	Course Code	Course Name	Department	Credit
1				
2				
3				
4				
5				
6				
7				
8				

Signature of the Student with date :

Remarks of Convenor (DUGC) :

Approval of HOD* :

*Approved copy to be submitted to office of Dean, Academic for record and necessary action.

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REGISTRATION TO AUDIT COURSES

Name of the student :
Registration No. :
Branch :
Current Session and Semester :

Audit Course(s):

Sl. No.	Course Code	Course Name	Department	Credit	Approval of the course coordinator
1					
2					

Signature of the Student with date :

Remarks of Convenor (DUGC) :
(Parent Department)

Approval of HOD* :
(Parent Department)

***Approved copy to be submitted to office of Dean, Academic for record and necessary action.**

Motilal Nehru National Institute of Technology Allahabad
FORM FOR MAKE-UP EXAMINATION

(To be submitted within seven days of the last scheduled examination)

Name of the student :
Registration No. :
Branch :
Current Session and Semester :

Courses for make-up Examination

Sl. No.	Course Code	Course Name	Department	Approval of the course coordinator(s)
1				
2				
3				
4				
5				

Reasons for the failure to appear in the mid-semester examination with supporting documents:

Signature of the Student with Date:

Remarks of Convenor (DUGC) :

Recommendation of HoD :

Approval of Chairperson SUGC : **Approved / Not-approved**

Motilal Nehru National Institute of Technology Allahabad

COURSE REGISTRATION FORM FOR BACK PAPER/ SUPPLEMENTARY EXAMINATION

(In triplicate: A copy each for Dean (Academic) / Department / Student)

Name of the student :

Registration No. :

Branch :

Session and Semester :

Applied for (Tick): Back Paper / Supplementary Examination

Sl. No.	Course Code	Course Name	Credit
1			
2			
3			
4			
5			

Signature of the Student with Date:

Remarks of Convenor (DUGC) :

Recommendation of HoD :

Approval of Chairperson SUGC : **Approved / Not-approved**

Motilal Nehru National Institute of Technology Allahabad
Medical/ Semester/Study Leave Application

Name of the Student :

Registration No. :

Programme / Branch /Semester :

Type of Leave Applied for :

Reason for Leave :

Duration for which leave is required :

Supporting Documents Attached :

Signature of the Student with Date:

Remarks of Convenor (DUGC) :

Recommendation of HoD :

Signature of the Approving Authority* : **Approved / Not approved**

*Approving Authority for Medical leave and Semester Leave is Chairperson SUGC; Approving Authority for Study Leave is HOD;

***Approved copy to be submitted to office of Dean, Academic for record and necessary action.**

Motilal Nehru National Institute of Technology Allahabad
FORM FOR REPORTING CASES REGARDING UNFAIR-MEANS

Note:

1. One form should be used for one case only.
2. Please send one question paper along with the case(s)

(A) To be filled in by the instructor/invigilators/members of observer Committee:

1. Name of Examination :
2. Name of student :
3. Registration No. :
4. Programme/Branch :
5. Room No. :

6. Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair means or shown disorderly conduct.

<u>Subject</u>	<u>Subject Code</u>

7. Date & time of incident :

8. Type of Unfair Means Material. :

(i) Copying from the answer book of neighboring student.

(ii) Misbehaved with invigilator.

Date.....

Signature and Full Name of the instructor/invigilators/members of observer
Committee

(IN BLOCK LETTERS)

(B) Student's Statement:

I have read the report of the instructor/invigilators/members of observer Committee made against me as given in column No. **A** and submit the following statements.

I undertake that this statement has been given by me under no pressure or fear.

1.	Do you agree with the report of the instructor/invigilators/members of observer Committee made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	If you agree with the report, then: (a) Why did you bring the material referred to in the above report? (b) Did you make any use of it? (c) What explanation have you to offer for your misconduct / Disorderly conduct as mentioned in the report? (d) Have any other thing to say, by way of self-defense or clarification? (If necessary, an extra sheet may be used).	
3.	If you do not agree with the report then give your explanation, if any, in your defense against the report of the instructor/invigilators/members of observer Committee.	

Signature of Student

N.B.:

- (i) The student shall be given extra time, before leaving the Examination Hall in order to compensate him/her for the loss of time spent during enquiry and filling this form.

(D) Statement of Witness if any:

Statement of the witness, if any, in case the student denies the allegations of the instructor/invigilators/members of observer Committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his statement.

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