

RULES AND REGULATIONS MANUAL
FOR
UNDERGRADUATE PROGRAMMES (B.Arch./B.Tech.)
AND
POSTGRADUATE PROGRAMMES (M.Sc.)



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MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

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REGULATIONS MANUAL FOR B.TECH, B.ARCH & M.Sc. COURSES

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ABBREVIATION/ DEFINITIONS

| | |
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| Applicant | An individual who applies for admission to any Undergraduate (UG) Programme or Postgraduate (PG) Programme of the Institute. |
| SPGB | Senate Post Graduate Board |
| DPGC | Departmental Post Graduate Committee |
| SUGB | Senate Under Graduate Board |
| DUGC | Departmental Under Graduate Committee |
| DFB | Departmental Faculty Board |
| SC | Selection Committee |
| BOG | Board of Governors |
| BOD | Board of Discipline |
| DSC | Departmental Selection Committee |
| SCPC | Senate Scholarships and Prizes Committee |
| CC | Curriculum Committee |
| APEC | Academic Performance Evaluation Committee |
| BoG | Board of Governors of the Institute. |
| Dean, Academic | Dean, Academic Affairs |
| Dean, SA | Dean, Student Affairs. |
| AIEEE | All India Engineering Entrance Examination |
| CGPA | Cumulative Grade Point Average |
| SGPA | Semester Grade Point Average. |

ABBREVIATION/ DEFINITIONS

| | |
|--------------------------------------|--|
| UG | Undergraduate |
| MHRD | Ministry of Human Resources Development |
| DASA | Direct Admission Students Abroad |
| ICCR | Indian Council of Cultural Relations |
| MCM | Merit cum Means |
| Course Coordination Committee | Committee of the faculty members involved in a course |
| Council | NIT Council |
| Course | A Curricular component identified by a designated code number and a title. |
| Course Coordinator | The faculty member who shall have full responsibility for the course, coordinating the work of other Course Instructors./ faculty member(s) involved in that course, including examinations and the award of grades. |
| Course Instructor | The faculty member(s) who shall be conducting the course, and assisting the Course Coordinator in conducting examinations and the compilation of grades. |
| Degree | Bachelor's degree viz. B. Tech. / B. Arch/ M.Sc. and such other degrees of the Institute as may be approved by the Board. |
| Direct Admission Student | Student who is admitted directly from abroad and not through AIEEE and registered for undergraduate programme for full time study leading to Bachelor's degree |
| Programme Advisor | A teacher nominated by the Department to advise a student on the courses to be taken by him and other matters related to the academic programme. |

ABBREVIATION/ DEFINITIONS

| | |
|------------------------------|---|
| Institute | Institute shall mean the Malaviya National Institute of Technology, Jaipur. |
| Exchange Student | A student who is registered for a degree in a recognized Institution/ University in India or abroad and is officially sponsored by his/her parent institute to avail laboratory and other academic facilities or for attending a formal set of courses. |
| Student | A student registered for an undergraduate programme for full time study leading to Bachelor's degree or Master's Degree in Sciences. |
| Scheme of Examination | The scheme of teaching and examination for a branch of study as approved by the Senate. |
| SC/ST/OBC | The scheduled castes, scheduled tribes and other backward classes (non-creamy layer) as notified by the Central and State Governments from time to time |

1. INTRODUCTION

The Malaviya National Institute of Technology Jaipur (MNIT) established as the Malaviya Regional Engineering College (MREC) in 1963 and later as an Institute of National Importance by the act of Parliament in 2007 offers B.Arch./B.Tech. and M.Sc. undergraduate programmes through its various Departments admitting on an average about 1000 students every year as in the year 2011-12.

The main objectives of the undergraduate education at the Malaviya National Institute of Technology, Jaipur (MNIT) are as follows:

- To create technical manpower for meeting the current and future demands with close interactions with industry,
- To inculcate in the student the concepts of intellectual skills, courage and integrity, awareness and sensitivity to the needs and aspirations of the society,
- To enable students to undertake design development, construction, production, managerial and entrepreneurial activities and higher studies in their chosen or allied interdisciplinary fields of study,
- To promote a spirit of free and objective enquiry, creativity and innovation,
- To provide opportunity to students to do Research in cutting Edge areas,
- To develop leadership qualities in the young men and women with sensitivity to social development.,
- To grow into an internationally renowned Institute eyeing opportunities in a worldwide perspective.

The undergraduate programmes are designed to achieve these objectives and the curriculum lays more stress on learning and less on teaching. Efforts are made to encourage self-learning, creative thinking, critical evaluation, spirit of inquiry and in imbibing the culture of lifelong learning. The bedrock of any academic institution is the quality of its faculty and in this arena, MNIT Jaipur is at the forefront. Quality teaching is what it aims at so as to stimulate intellectual curiosity, creativity and innovativeness. Our experienced faculty has a passion for teaching and an avowed commitment to Research & Development. The global perspective of the faculty makes this Institute, a premiere institute of learning in India.

This manual sets out the procedures and regulations of the B.Tech./B.Arch. (Undergraduate) and M.Sc. (postgraduate) programmes of study that fall under the jurisdiction of the **Senate Under Graduate Board (SUGB)**. The set of regulations, on approval by the senate, shall be binding on all parties concerned, including students undergoing UG programmes, Faculty, Staff, Departments and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic revolutionary refinements, any specific issues or matters of concern shall be addressed to the SUGB as and when found necessary. The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever,

although they are required to conform to these revised set of Regulations & Curriculum, without any undue favor or considerations. The senate on the recommendation of SUGB may consider any issue or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

1.1 OFFICE OF THE DEAN ACADEMIC

The office of the Dean Academic called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGB. Its functions are as follows:

- Receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees, scholarships and prizes.
- Disseminates information pertaining to all academic matters,
- Issues necessary memoranda/orders
- Acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGB.
- Coordinates all the meetings of SUGB and SPGB

The Academic Section assists the SUGB and its subcommittees in their functioning.

1.2 ACADEMIC DEPARTMENTS

The Academic departments involved in running the various Undergraduate Programmes and Teaching in the institute are as follows:

- a) Architecture & Planning
- b) Chemical Engineering
- c) Chemistry
- d) Civil Engineering
- e) Computer Engineering
- f) Electrical Engineering
- g) Electronics & Communication Engineering
- h) Humanities & Social Sciences
- i) Management Studies
- j) Mathematics
- k) Mechanical Engineering
- l) Metallurgical & Materials Engineering
- m) Physics

1.3 UNDERGRADUATE PROGRAMMES OF STUDY

The Institute shall offer the following Undergraduate programmes or as decided by the Institute with approval from appropriate bodies such as Senate/Board from time to time. The Institute currently offers Undergraduate programmes leading to Bachelor's degree in Technology, B. Tech. and Bachelor's degree in Architecture, B. Arch Degree in the following fields.

(a) Bachelor of Technology (B. Tech.) - 4 year programmes (8 Semesters)

- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Electronics & Communication Engineering
- Information Technology
- Mechanical Engineering
- Metallurgical & Materials Engineering

(b) Bachelor of Architecture (B. Arch.) - 5 year programme (10 Semesters)

1.4 POSTGRADUATE PROGRAMMES OF STUDY IN BASIC SCIENCES

The Institute shall offer the following Postgraduate programmes in Basic Sciences or as decided by the Institute with approval from appropriate bodies such as Senate/Board from time to time. The Institute currently offers Postgraduate programmes leading to M.Sc. Degree in the following fields.

(a) Master of Science (M.Sc.) - 2 year programme (4 Semesters)

- Applied Chemistry
- Applied Mathematics
- Applied Physics

The number of seats in each branch of B. Tech. /B. Arch. and M.Sc. programme will be decided by the Senate as per the guidelines issued by MHRD, Govt. of India from time to time..

1.5 SENATE UNDER GRADUATE BOARD (SUGB)

1.5.1 SUGB CONSTITUTION

The **Senate Under Graduate Board (SUGB)** shall be a subcommittee of the senate, which shall consider all the academic matters recommended by the DUGC and coordinate their activities. The constitution of SUGB including two student representatives as approved by Senate is as follows.

| | |
|--|----------|
| 1. Dean, Academic | Member |
| 2. Associate Dean UG | Convener |
| 3. Associate Dean PG | Member |
| 4. Conveners DUGC(s) from all Departments | Members |
| 5. Six additional members | |
| • Two Nominees of Chairperson Senate | Members |
| • Previous Chairperson, SUGB, if not a member | Member |
| • Senate Post Graduate Board (SPGB) Chairperson, | Member |
| • Two undergraduate students** nominated to the SUGB | Members |

**** Note-** Student who is the Overall topper at the end of third year among all the UG Programmes and Branch topper at the end of second year by rotation excluding the branch of overall topper at the end of third year

Chairperson of SUGB would be nominated by the Chairperson Senate from amongst the members. The tenure of the student members will be for ONE Academic year. The duration of the nominees of the Chairperson senate may be of 2 years.

1.5.2 SUGB JURISDICTION

The Senate Under Graduate Board (SUGB) shall have jurisdiction over the following matters pertaining to the undergraduate programmes of the institute:

- approval of new courses for recommending it to the senate
- desirable modifications of courses already approved,
- credit evaluation of courses,
- granting of degrees,
- evaluation of academic performance and
- such other related matters as may be referred to it by the Senate from time to time.

1.5.3 SUGB FUNCTIONS

The functions of the SUGB shall be to consider the broad framework of all policies related to the Undergraduate programmes, to coordinate, review and recommend them to the Senate. However the Senate retains the power of final review and to decide such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGB shall make full use of the appraisals and recommendations of the various academic departments/DUGC concerned. SUGB shall meet at least 4 times during an academic year.

1.6 CURRICULUM COMMITTEE (CC) AND ACADEMIC PERFORMANCE EVALUATION COMMITTEE (APEC)

The SUGB has two standing sub-committees, namely Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC), and is assisted by the Departmental Undergraduate Committees (DUGC(s)). The Chairperson of SUGB nominates the Conveners of both CC and APEC. These Conveners, in consultation with the SUGB Chairperson, form their respective committees consisting of five faculty members drawn from amongst the faculty members (preferably two members from SUGB). The CC oversees the curriculum, coordinates its various facets and performs all other relevant functions.

The APEC evaluates the academic performance of the undergraduate students to make recommendations regarding

- (i) their further programme of studies and
- (ii) action to be taken in the case of deficient students. Both these committees make their recommendations to the SUGB.

1.7 DEPARTMENTAL FACULTY BOARD (DFB)

The Departmental Faculty Board (DFB) shall consist of all the faculty members of a Department.

1.8 DEPARTMENTAL UNDERGRADUATE COMMITTEE (DUGC)

The Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look after all academic matters pertaining to the Undergraduate programme(s) offered by the Department. For the departments running the post graduate programmes in sciences, DFB shall constitute the Departmental postgraduate Committee (DPGC). The constitution of the aforesaid committee shall be communicated to the Office of Dean, Academic.

CONSTITUTION OF DUGC

The constitution of the DUGC is as follows:

- | | |
|--|------------|
| 1. Convener DUGC, | - Convener |
| 2. Head of the Department, | - Member |
| 3. Convener DPGC, | - Member |
| 4. Four faculty members including Programme Advisors, if any, of the Department | -Members |
| 5. Two student representatives | -Members |

CONSTITUTION OF DPGC (FOR MSC PROGRAMMES)

DPGC shall have the following constitution [ref. 1.5.1 of PG regulations manual].

1. Convener, to be nominated by Department Faculty Board (DFB)
2. The Head of the Department (HoD),
3. Convener DUGC, if any
4. Six faculty members to be chosen from the Department; [In case there are not sufficient faculty members, Chairman Senate may nominate adjunct faculty from other departments of the institute]
5. One faculty member from other department/interdisciplinary programme to be nominated by Chairman Senate and
6. Two students, (one from the Ph.D. and other from one of the PG programme). If M. Tech./M. Plan. programme does not exist then both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year by the HoD.

The DPGC Convener shall be nominated by the faculty board of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year.

The Department Undergraduate Committee (DUGC) and the Department Postgraduate Committee (DPGC) advise the students in their departments and makes recommendations to the SUGB on all academic matters.

The responsibilities of the DUGC/DPGC are:

1. Supervision and conduct of lectures, tutorials and practical classes.
2. Supervision and conduct of class tests, quizzes, practical tests, end term examination, project work, seminar and ensuring its quality.
3. Monitoring quality of instructions to students.
4. To collect feedback* (midterm/end semester) and analyze the same for corrective measures and the summary should be sent to the Dean, Academic.
5. Proposing and implementing new courses and programmes.
6. Attending to problems of students and advising, counseling them in academic matters.

* For the courses being taught by members of DUGC, the feedback should not be collected by themselves. The DUGC should make arrangements for the same to be collected by any other faculty members in the department. The feedback should be analyzed only after the results/grades are declared/ analyzed.

The DUGC is expected to have its meetings regularly and to keep record of its decisions. The DUGC shall ensure that all the Rules and Procedures given in this manual are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to SUGB for its consideration.

2 ACADEMIC SESSION

The academic session normally begins in July and ends in May as per the academic calendar approved by the senate. It is divided into two parts namely 'Autumn semester' and 'Spring semester'.

The actual date of the start of the semester shall be as per the approved academic calendar of the Institute.

Note: Academic Session of the first semester students will be decided based on counseling schedule.

3 ACADEMIC CALENDAR

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submissions of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the **Academic Calendar** of the Institute and approved by the Senate.

4 CURRICULUM

The academic programmes of the Institute follow the credit system. Details of the curriculum for the undergraduate programmes as approved by the Senate on the recommendations of SUGB and as contained in the "Courses of Study" bulletin, is published periodically by the Institute. The medium of instruction, examination and project reports will be English. The institute shall strive to design all programmes focusing on OUTCOME in order to ensure quality and technical competency of the students undergoing a programme.

4.1 B.TECH. PROGRAMMES

The curriculum structure of the B. Tech. programmes is divided into two distinct but compatible parts called Core Curriculum and Professional Curriculum. Each student is required to go through the Core Curriculum, irrespective of his/her chosen branch of specialization. It consists of a package of compulsory courses in Physics, Chemistry, Mathematics, Computing, Basic Electronics, Basic Electrical Engineering, Engineering

Graphics, Thermodynamics, Engineering Mechanics, Strength of Materials, Material Science, Environmental Studies, Economics, Management, Workshop Practice besides extracurricular activities which includes physical education, creative arts, NCC, NSS etc. and a few other courses as approved by the Senate on the recommendations of SUGB from time to time.

The Professional Curriculum is meant for the chosen branch of specialization. It consists of a set of Programme Cores which are compulsory courses, electives (Open as well as Programme specific), and project work besides courses in Humanities and Social Sciences. Most of the departments may organize educational tours and training as part of the Professional Curriculum.

4.2 B.ARCH. PROGRAMME

The B. Arch. Programme consists of professional courses along with the courses from Civil Engineering, Mathematics, Humanities & Social Sciences & Management. Educational tours & training are an integral part of the curriculum.

The structure and programmes may be amended in accordance with the decisions of the Senate and the Board.

4.3 M. SC. PROGRAMME (POST GRADUATE PROGRAMME IN BASIC SCIENCES)

The M. Sc. Programmes are offered in fields of Applied Physics, Applied Chemistry and Applied Mathematics and will require a minimum of four semesters (two years) for completion. The maximum duration for the completion of the given programme for being eligible to the degree shall be six semesters.

4.4 STARTING A NEW PROGRAMME/ INTERDISCIPLINARY PROGRAMME

The Board on the recommendation of senate may approve the starting of a new programme or phase out an existing programme. An interdisciplinary programme may be proposed by a Department in consultation with other participating Department(s), for the consideration of the SUGB and the Senate for their recommendation to the Board for obtaining its approval.

5 ADMISSION

Admission to any undergraduate B.Tech./B. Arch. and M.Sc. Programme requires that the applicant be eligible, go through the laid-down admission procedure, and pay the prescribed fees.

5.1 ADMISSION TO B. TECH. AND B. ARCH. PROGRAMME

For admission to the B. Tech. and B. Arch. Programmes, the Institute shall follow the reservation policy as notified by MHRD, Govt. of India from time to time. All admissions to the undergraduate programmes should be reported to the Senate.

5.2 ADMISSION OF CANDIDATES UNDER AIEEE

Admissions to all undergraduate programmes of Engineering/Technology/Architecture shall be made through All India Engineering Entrance Examination (AIEEE).

5.3 ADMISSION UNDER DASA PROGRAMME

Direct Admission Student who are Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to UG programme under the Direct Admission Students Abroad (DASA) scheme according to the policy guidelines laid down by the MHRD Govt. of India from time to time. A few admissions are also given through the Ministry of External Affairs based on self financing scheme as decided by the MHRD Govt. of India from time to time.

5.4 ADMISSION UNDER CULTURAL EXCHANGE PROGRAMME

A few admissions are offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by the Indian Council of Cultural Relations (ICCR), New Delhi through the Ministry of External Affairs as decided by the MHRD Govt. of India from time to time. For these admissions, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

5.5 ADMISSION AS AN EXCHANGE STUDENT

A student registered for degree in recognized Institute/ University in India or abroad may be allowed to attend classes and laboratories as an Exchange Student if sponsored officially by the institute/University where he/she is studying. However, the maximum period for which an exchange student will be allowed to avail the facility, shall not exceed one year.

5.6 ALLOTMENT OF BRANCH

The allotment of branch to a student shall be made at the time of counseling by AIEEE on the basis of merit according to the preference of the student and the availability of seats. The students will have to pursue their programme which is being allotted during the admission. However, the Institute may permit change of branch against the vacant seats in particular branch within three months from the final round of AIEEE Counseling strictly in order of AIEEE merit, subject to the condition that change so allowed shall not exceed sanctioned strength of that discipline. Application for a change of branch must be made by all eligible/interested students in the prescribed form. The Dean Academic will call for applications at the beginning of each academic year and completed forms must be submitted by the last date specified in the notification. Change of the discipline will be permitted strictly in the order of merit. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change offered.

5.7 REFUND OF FEES

The fees and other charges deposited by a first year student seeking admission will be refunded, after deducting charges as applicable, if the student does not join the programme and leaves the Institute by applying for refund on or before the date of registration. The Institute shall refund the fee as per the guidelines of the MHRD. Students shall be entitled to caution money only if they leave the program after the registration date.

5.8 ADMISSION TO M. SC. PROGRAMME

The minimum eligibility criteria for admission to the M. Sc. Programmes in the three departments of Mathematics, Physics and Chemistry are as given in following Table 1. The criteria may be decided by the respective departments as per the guidelines of SUGB and Senate and may be subject to variations from time to time.

Table 1: Educational qualifications for Eligibility to M. Sc. programme

| S. No | Undergraduate Programme | Academic Department | Minimum Educational Qualification |
|-------|-------------------------|---------------------|---|
| 1. | Applied Mathematics | Mathematics | B.Sc. with Mathematics as main subject |
| 2. | Applied Physics | Physics | B.Sc. or B.Sc. Honors in Physics & Mathematics at graduate level. |
| 3. | Applied Chemistry | Chemistry | B.Sc. or B.Sc. Honors in Chemistry. |

Candidates of general category seeking admission to the M. Sc. programmes must have at least 60% marks or 6.5 CGPA on a 10-point scale at the qualifying degree level. SC/ST category candidates must have 55% marks or 6.0 CGPA on a 10-point scale. The percentage of marks will be considered as aggregate awarded in the qualifying degree examination. The SC/ST/OBC category candidates must submit, at the time of counseling, the requisite certificates from a competent authority.

6 REGISTRATION

6.1 REGISTRATION PROCEDURE

Registration is a very important procedural part of academic system. All students are required to register in person for each semester for the courses to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. ***The sole responsibility for registration rests with the student concerned.*** A student is required to register in person each semester for the courses that he/she intends to pursue in that semester.

The registration process involves:

- i) submitting a duly approved course programme to be followed in the semester in the prescribed registration card.

ii) payment of fees for that semester and clearance of any outstanding dues of the previous semester.

iii) Signing on the registration register available at Academic Section of the Institute

All students who are not on authorized leave must continue to register in the following semester till they complete their programme (Within the specified maximum duration of the programme).

6.2 LATE REGISTRATION

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. In no case student will be permitted to register after last date of registration.

6.3 SEMESTER LOAD REQUIREMENTS

The department shall appoint Programme Advisors for each year to advise students on registration of courses in that semester/(s). The registration of courses shall be done according to specified schedule after payment of semester fees. Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered. A student may register for a minimum of 3 courses and a maximum of seven/eight courses as advised by the Programme advisor/DUGC convener. The performance of a student in all the courses for which he/she has registered, shall be included in his/her grade card.

6.4 ADDING/DROPPING OF COURSES AND WITHDRAWING FROM COURSES

A student shall have the option to add or delete courses from his/her registration till last date of registration as per the academic calendar. No changes whatsoever would be allowed to be made in the registration process after the last date of registration.

6.5 REGISTRATION OF A DEFICIENT STUDENT

A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades, not registering course(s) for health and /or other reason(s), etc. The registration of deficient students is done as per the recommendations of APEC and respective DUGC. The programme of a deficient student must be framed by APEC and DUGC in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

A deficient student may be advised not to register for the professional courses if any of the following holds:

- i) His/her CGPA is less than 5.0 or SGPA is less than 4.5
- ii) He/she has a total backlog of more than three courses of the core-curriculum.

6.6 SLOW PACED PROGRAMME

Students, if facing difficulty in any regular programme may be transferred, on the recommendations of the APEC, to Slow Paced Programme by the Chairperson SUGB. APEC shall monitor the progress of such student(s) and shall recommend to SUGB for placing student in regular program in subsequent semesters. However the total maximum duration of the programme shall not be changed. All such cases have to be reported to the Senate

6.7 CANCELLATION OF REGISTRATION

Absence for a period of three or more weeks at a stretch during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester. The names of such students may be informed to the Dean Academic by the Head of the Department on the recommendations of the DUGC.

7 SUMMER TERM

A summer term course may be offered by a department subject to the availability of Faculty members with the approval of the Chairperson, Senate on the recommendation of SUGB to the students who are deficit and have accumulated backlogs.

- a. Summer term would be announced by the office of Dean Academic as per the academic calendar
- b. A student will have to register within the time stipulated in the academic calendar on payment of necessary fees as approved by the senate from time to time.
- c. Only those students are allowed to register in the summer who have fulfilled the attendance requirements during normal semester and failed.
- d. The summer term course may also be offered to students to improve one or more courses in which he/she has secured 'D' grade subject to the condition that his/her **SGPA < 4.5 and/ or CGPA < 5.0** and that the student is allowed to continue by the SUGB in the programme.
- e. A student shall be allowed to register a maximum of 3 courses in the summer term.
- f. The summer term is a compressed semester where all the regulations for the normal Semester shall apply but the registration shall be limited to three courses having total credits not exceeding 14. The number of contact hours in any

summer term course will usually be the same as in the regular semester course which is approximately 40 hours for a 3 credit course. Withdrawal from a summer course is not permitted.

- g. The evaluation of performance in the summer semester will follow the standards followed previously when the course was offered last during a regular semester. In case a course is repeated or substituted only new grades will be accounted for calculation of SGPA/CGPA. All the courses attended by the student shall appear on the transcripts.
- h. Further in the summer term the Head of the Department in consultation with DUGC shall be responsible for assigning the summer term course load to a faculty member. The minimum number of students should be at least five for the course to be floated in the summer term.

8 TEACHING

8.1 APPROVAL OF COURSES

Each course along with its weightage in terms of credits is approved by the SUGB as per the procedures laid down by the Senate. Only approved courses shall be offered during any semester.

8.2 LIST OF COURSES

The list of courses to be offered by a department/ interdisciplinary programme is finalized before the beginning of the semester by the concerned DUGC of the Department, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.

8.3 CONDUCT OF COURSES

Every course offered by a Department shall be coordinated by a Course Coordinator appointed by the DUGC of the Department. The Course Coordinator may be assisted by a number of Course Instructors if required. The Course Coordinator shall have full responsibility for the course taught by each Instructor. He shall coordinate the work of other faculty member(s)/ Course Instructors involved in that course in respect of their participation in various activities related to the course including conducting the course, continuous evaluation of the students through tests, quizzes, assignments, Mid-Term and End-Term examinations and the award of the grades. The Course Instructors shall be assisting the Course Coordinator in conducting examinations and the compilation of grades centrally.

8.4 FIRST YEAR CLASS COORDINATOR

The courses in the first year shall be coordinated by a First Year Class Coordinator appointed by the Dean, Academic. The First Year Class Coordinator shall coordinate the time schedule for the first year classes and shall perform such other duties and exercise as assigned by the Dean Academic/Chairperson, SUGB, as are necessary for the organization of the courses offered in the first year.

8.5 AUDITING OF A COURSE

A student may audit a course in addition to the prescribed academic load requirement with the permission of the Course Instructor. There will, however, be no obligation on the part of department to reschedule the time-table if any clash arises. Under this arrangement, the student is simply auditing the course and no grades are awarded for an audit Course. The Course Instructor may issue a certificate of completion of the course.

8.6 CREDIT SYSTEM

Evaluation procedure follows a model of credit system and a suitable grading system for under graduate programmes of the institute. A student shall be evaluated for his/her academic performance in a course through Class Work Sessionals such as tutorials, practicals, home work assignments, term papers, field work, seminars, quizzes, Mid-Term Examinations (MTE), and the End-Term Examination (ETE), as applicable according to the guide lines formulated by the SUGB for this purpose.

8.7 COURSE CREDITS

The academic programmes in the institute shall be based on Semester System: Odd and Even Semesters in an academic year. In each semester a number of courses shall be offered as per the course structure approved by the Senate from time to time. Each course shall have an integer number of credits assigned to it that reflects its weightage and depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial, studios, design and laboratory classes.

The number of credits of a course in a semester shall ordinarily be calculated as under:

$$\text{Credits} = L + \frac{T + P}{2}$$

where L and T represent the number of lecture and tutorial hours and P represent the No. of practical hours (Lab/ Studio/ Design/ Drawing) /week. The fraction is to be rounded off to next integer value.

9 EVALUATION SYSTEM

9.1 CONTINUOUS ASSESSMENT AND SCHEME OF EXAMINATION

The evaluation of students in a course is a continuous process and is based on their performance in Class Work Sessionals (CWS) Mid-Term Examinations (MTE), and End-Term Examinations (ETE). The Class work Sessional Exams shall include quizzes, tutorials, home work assignments, term papers, seminars, surprise tests/ class tests/ MCQ tests/ Open book tests/ Group activities etc. and may be conducted by the Course Instructor/ Coordinator during the semester as per his/her course plan. Laboratory courses will have Practical Sessionals (PRS) such as practicals, field work etc and a Practical End Term Exam (PRE). The distribution of weightage of marks for each component shall be announced by the Course Coordinator at the beginning of the course. There shall be two Mid Term Evaluations and the duration of the exam shall be for one hour. The duration of the End Term (ETE) and the Practical End Term (PRE) Examination shall be for two hours and it is mandatory for a student to appear in these examinations. The date-sheet of the examinations will be notified in the academic calendar by Dean Academic.

A typical distribution of weightage given to each component during continuous assessment is suggested below in following Table 2.

Table 2: Distribution of % Weightage of marks for a Course

| A. Continuous Assessment Examinations | | | | | |
|--|--|---------------|---------------------|-----------------|------------|
| | Particulars of Course | Theory | Theory + Lab | Lab only | |
| 1 | Assignments/ Tutorials/ Class Performance/ Quizzes/ Term Project (CWS) | 20% | 10% | | |
| 2 | Mid Term Evaluation –I, II (MTE) | 40% | 30% | - | |
| 3 | Practical Sessional Marks (PRS) Laboratory Record Marks (based on continuous assessment of lab/ Practical works considering regularity and timely submission of lab records) | | 20% | 60% | |
| Total Weightage of A | | | | | 60% |
| B. End Term Exams | | | | | |
| 1 | End Term Exam(ETE) | 40% | 30% | - | |
| 2 | Practical End Term Exam (PRE) Lab experiment/ Procedure writing/ Tabulation/ Innovation etc. as applicable and Viva- Voce | | 10% | 40% | |
| Total Weightage of B | | | | | 40% |

The weightage distribution for a particular course shall be considered as per the guidelines formulated by the SUGB for this purpose and on approval of the Senate.

9.2 EVALUATION PROCEDURE

The course coordinator is responsible for setting the question paper and maintaining its secrecy, conducting the examination of a course, evaluating and awarding the grades. Complete transparency shall be maintained in the evaluation system.

The Course Coordinator/Instructor will ensure coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the course. The Course Coordinator/Instructor will prepare the complete course file having following documents.

- Course Objectives
- Lecture wise breakup of syllabus covered during semester (course plan)
- Attendance record
- Tutorial sheets/Assignment sheets (with model answer sheet)
- Question papers of Mid Term/ End Term Exams/ Practical's/ projects
- Quizzes
- Complete details of marks with final grades

The graded scripts of quizzes, surprise tests/ periodical tests will be shown to the students within one week. The answer books of Mid-Term as well as End-term examinations will also be shown to the students after evaluation within reasonable time and discrepancies, if any, as may be pointed out by any student may be rectified by the course coordinator and thereafter the result may be finalized.

The Industrial/Field/Practical training shall be evaluated through the quality of work carried out, the report submissions, contents and presentation(s) in the particular semester. The B.Arch. students are also required to undergo one semester of on site training after the end of seventh semester or as approved by the Senate from time to time. The evaluation and award of grades for Industrial/Field/Practical Training and Minor Project shall be done by the committee consisting of:

- Head of the Department or his nominee(s)
- Two members from DUGC
- Coordinator(s)/ or Supervisor(s) of the Minor Projects/Training.

The major B. Tech. Project/ B. Arch. Thesis and M.Sc. major project shall be evaluated through seminar, quality of work carried out, project report and the viva-voce

examinations. The evaluation and award of final grades for major project/thesis shall be done by the committee consisting of at least:

- Project Coordinator
- An External Examiner nominated by Chairperson, SUGB from the panel of examiners submitted by DUGC.
- Minimum two faculty members nominated by HOD.
- One faculty member from other Department
- Supervisor(s)

The panel and method of midterm evaluation of BTech Project/B.Arch Thesis shall remain the same as above excluding the External Examiner

10 GRADING SYSTEM

10.1 GRADES AND GRADE POINTS

The academic performance of a student shall be graded on a ten point scale. “A teacher is the best judge in awarding the grades”. However, he/she has to be impartial, logical, consistent and maintain complete transparency while awarding grades. At the end of the semester a student is awarded a letter grade in each of his/her courses taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work etc., besides regularity of attendance in classes. The institute will follow absolute grading or statistical grading according to the number of the students registered in a particular course. The awards/grades are submitted in the Dean Academic office positively within the prescribed time limit as announced in the academic calendar after the End Term examination.

There are eight letter grades: **AA, AB, BB, BC, CC, CD, D** and **F** that have grade points with values distributed on a 10 point scale. The letter grades and the corresponding grade points on the 10-point scale are as given in following Table 3. In addition to these, the letter grades **I, W, S** and **X** are used which stand for Incomplete, Withdrawal, Satisfactory or Unsatisfactory respectively. The grades for a minor project will be Satisfactory ('S') or Unsatisfactory ('X') grade.

Table 3: Grades and Grade Points

| Academic Performance | Grades | Grade Points | Remarks |
|--|---------------|---------------------|---------------------------------------|
| Outstanding | AA | 10 | |
| Excellent | AB | 9 | |
| Very Good | BB | 8 | |
| Good | BC | 7 | |
| Average | CC | 6 | |
| Below Average | CD | 5 | |
| Marginal | D | 4 | |
| Very poor/Absent/("Fail") [has to mandatorily repeat the course] | F | 0 | |
| Incomplete | I | - | |
| Withdrawal | W | - | |
| Minor Project | S/X | - | S- Satisfactory, X- Unsatisfactory |

'F' grade is fail grade. The course(s) in which a student has earned F grade will be termed as back-log course(s). A student with 'F' grade has to improve by repeating the course(s) during summer term or regular semester when the course is offered. The CWS or PRS component shall be reevaluated. If a student obtains 'F' grade for the elective courses, he/she may have to take the same course or any other course from the same category.

'F' grade is also awarded to a student who is not allowed to appear in end semester examination in a particular subject due to shortage of attendance, though he might have undergone other components such as mid semester exams, assignments, class tests, projects etc. Such a student will be required to repeat the course in which he/she has secured 'F' grade in the summer term/ regular semester. Further, 'F' grade secured in any course stay permanently on the grade card. The weightage of fail grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

'I' grade refers to an 'incomplete' grade, which is required to be converted into a regular letter grade. A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed the end semester examination, for a genuine reason which is in the knowledge of DUGC and the concerned Instructor but has done satisfactorily in all other

parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Course Coordinator into an appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Dean Academic office by the last date specified in the academic calendar. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into 'F' grade.

An 'I' grade may be given for major project only on medical grounds. 'I' Grade awarded for incomplete Project work will be converted to a regular grade on the completion of the Project work and its evaluation. The student concerned shall have to present his/her work to the Evaluation Committee for the Project latest by 8 weeks or before the beginning of the next semester. If the department feels that a student has to complete his/her project in another semester, the DUGC shall advise the student to get formally registered in the subsequent semester.

'W' Grade refers to withdrawal from the courses.

10.2 GENERAL GUIDELINES FOR THE AWARD OF GRADES

The following are the general guidelines for the award of grades:

1. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
2. The marks of various components shall be added to get total marks secured on a 100 point scale for both theory courses and laboratory courses.
3. For less than 30 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks.
4. For more than 30 students in a course, the absolute or statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The overall distribution of different grades must be as indicated in the statistical distribution.
5. AA grade shall not be awarded for percentage of marks less than 80 under any circumstance. There will not be more than 10 % (rounded off to integer value) 'AA' grades in any course.
6. 'D' grade shall not be awarded for percentage of marks less than 35 in any case. Further no student having 40 % or more marks would be awarded failing grade 'F'.
7. The provisional grades shall be awarded by the Coordination Committee of the course headed by the Course Coordinator and consisting of all the Instructors involved in that course. The Course Coordinator shall have full responsibility for this purpose.
8. In case a student repeats a particular course during summer term or in subsequent semester she/he will be awarded only up to a maximum of 'BB' grade as per his/her performance and with respect to his/her earlier class.
9. The evaluation for M.Sc. Project/ B. Tech. Major Project / B. Arch. Thesis/Training Seminar shall be graded as Satisfactory ('S') or Unsatisfactory ('X') and may also

carry zero units for credit while calculating CGPA

10. For courses with zero weightage such as Audit course no grades are awarded.
11. Minor Project will be graded as Satisfactory ('S') or Unsatisfactory ('X') and may also carry zero units for credit while calculating CGPA.
12. If a student gets unsatisfactory 'X' grade in the minor project, he/she will have to repeat the same and will be required to formally register for it in the next Semester. A student securing unsatisfactory grade in the minor project shall not be awarded final grade higher than 'BB' as a whole in the major Project.
13. A student who fails in the Major project will have to repeat the same by registering for it in the next semester and pay an additional fee which may be revised from time to time by the Institute
14. The Course coordinator shall submit on-line as well as forward an authenticated copy of the grades of the course to Convener, DUGC for onward transmission to Dean Academic office. He will also display the list of students getting 'F' grade in the Department within one week of End Term Exam.
15. The DUGC shall be responsible for adherence to the guidelines for the award of grades and shall be responsible for the display of grades on the Department's/Center's Notice Board. Convener, DUGC shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses. All the final grades shall be communicated to the Academic Section within seven days from the last date of the End-Term Examination.
16. The awarded grades may be moderated by a Grade Moderation Committee/ APEC appointed by SUGB, only if required.

10.3 ABSOLUTE METHOD FOR AWARD OF GRADES

The award of grades based on absolute marks out of 100 shall be based on the marks distribution as given in following Table 4. The grade boundaries as indicated above may be marginally adjusted and the upper and lower limits are subject to limitations of percentage of marks.

Table 4 Grades according to absolute marks

| Marks | Grade | Marks |
|-----------------|--------------|--------------|
| 90 _≤ | AA | ≤ 100 |
| 80 _≤ | AB | <90 |
| 70 _≤ | BB | <80 |
| 60 _≤ | BC | <70 |
| 50 _≤ | CC | <60 |
| 40 _≤ | CD | <50 |
| 30 _≤ | D | <40 |
| | F | <30 |

10.4 STATISTICAL METHOD FOR THE AWARD OF GRADES

For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut off. The mean and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 5 given below.

Table 5 Statistical Method for Grading

| Lower Range of Marks | Grade Awarded, if marks falls in range | Upper Range of Marks |
|---------------------------------|--|---------------------------------|
| | AA | $\geq \text{Mean} + 1.5 \sigma$ |
| $\text{Mean} + 1.0\sigma \leq$ | AB | $< \text{Mean} + 1.5 \sigma$ |
| $\text{Mean} + 0.5 \sigma \leq$ | BB | $< \text{Mean} + 1.0\sigma$ |
| $\text{Mean} \leq$ | BC | $< \text{Mean} + 0.5 \sigma$ |
| $\text{Mean} - 0.5 \sigma \leq$ | CC | $< \text{Mean}$ |
| $\text{Mean} - 1.0 \sigma \leq$ | CD | $< \text{Mean} - 0.5 \sigma$ |
| $\text{Mean} - 1.5 \sigma \leq$ | D | $< \text{Mean} - 1.0 \sigma$ |
| | F | $< \text{Mean} - 1.5 \sigma$ |

10.5 SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

The SGPA is an indicator of the overall academic performance of a student in all the courses she/he has registered during a given semester. In the above computation, courses with S and X grades are ignored. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered & successfully earned credits up to and including the latest completed semester/summer term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given as follows.

Calculation of Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where,

- C_i Number of credits earned in the i^{th} course of Semester for which SGPA is to be calculated.
 G_i Grade point earned in i^{th} course.
 i 1,...n represent the number of courses in which a student is registered in the concerned semester.

Calculation of Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where,

- C_j Number of credits earned in the j^{th} course of Semester for which SGPA is to be calculated.
 G_j Grade point earned in j^{th} course;
 J 1,...m represent the number of courses in which a student was registered & has successfully earned credits upto the semester which CGPA is to be calculated.

10.6 GRADE MODERATION COMMITTEE

The SUGB may appoint the APEC standing subcommittee of SUGB/ Grade Moderation Committee if required for moderation of grades awarded in a course. The Course Coordinator/ Course Instructors shall also be members of this committee. The grades for NCC/NSS/Sports, creative arts and discipline shall be moderated by the Grade Moderation Committee with the Dean of Students welfare as its Chairperson and Course Coordinators as its Members.

11 ATTENDANCE, ABSENCE AND LEAVE

11.1 ATTENDANCE REQUIREMENT

All the undergraduate students are expected to be present in every lecture, tutorial/studio, practical or drawing classes scheduled for them. An undergraduate student must have a minimum attendance of **seventy five percent** of the total number of classes including lectures, tutorials and practical's held in a course in order to be eligible to appear in the End-Term Examination for that course. A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and /or other leave for any reason whatsoever. Attendance of the students shall

be monitored and displayed during a semester as per the guidelines approved by the SUGB.

The names of the students who have remained absent with or without leave, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching day, to the Convener, DUGC/First Year Class Coordinator, who will consolidate the list for all such students for all the courses of a given yearly level of a programme and display it on the notice board of the Department/Academic Section. The list of such students shall also be forwarded to the Dean, Academics. These students shall not be allowed to appear in the End-Term Examination of that course and shall be awarded F grade irrespective of their performance in Class Work (CW)/ Mid-Term Examination (MTE), etc.

11.2 ABSENCE IN END TERM / MID TERM EXAMINATION

If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'I' grade to the Convener, DUGC of the concerned Department offering the course, through the Course Coordinator provided that he/she has attended at least 75% of the classes held. The Convener, DUGC in consultation with Course Coordinator/ Instructors may grant this request under intimation to the Academic Section. A second examination shall be held normally within ten days of the last day of End-Term Examination to convert 'I' grade to proper letter grade not exceeding 'BB'. A student who fails to appear in the Mid-Term Examination due to sudden illness or mishap/accident and is supported by Medical Certificate, may be allowed to take another examination within two weeks of the exam with the permission of the concerned Instructor with intimation to Convener, DUGC. Such exam should be conducted only for 75% of the marks of the original Mid term exam.

The application for second examination on medical grounds should be supported by a Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District.

11.3 COURSE WITHDRAWAL

A student who wants to withdraw from a course shall apply through the Convener, DUGC, to the Dean, Academic on a prescribed form within one week from the end of the first Mid-Term Examination under the advice of his/her Programme Advisor. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the Semester.

11.4 SEMESTER WITHDRAWAL

A student who is unable to attend classes for more than four weeks in a Semester, he/she may apply to the Dean, Academic through Convener DUGC, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the

Semester. However, such application shall be made under the advice of the Programme Advisor, as early as possible and latest before the start of the End-Term Examination. Partial withdrawal from the semester shall not be allowed. A student will be permitted for semester withdrawal only twice in the entire duration of his programme.

11.5 SEMESTER WITHDRAWAL ON MEDICAL GROUNDS

In case the period of absence on medical grounds is more than twenty working days during the Semester, a student may apply for withdrawal from the semester, if he/she so desires. Such an application must be made to the Dean, Academic through Convener DUGC, under the advice of the Programme Advisor, as early as possible and latest before the beginning of End Term Examination. Any application on medical grounds shall be accompanied with a medical certificate from the institute Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off campus or becomes ill while away from the Institute.

12 EXCHANGE PROGRAMME/INTERNSHIP AS A NON DEGREE STUDENT

In order to help students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions in India or abroad as non-degree students is available. Rules and procedures to be followed for availing this provision are as follows

- a. An UG student who satisfies the following minimum eligibility conditions may proceed to another academic institution in India or abroad with prior permission of the SUGB on the recommendation of the DUGC.
 - CGPA of at least 8.0
 - Completion of first six semesters of course work,
 - No backlog of any course
- b. The DUGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 16 credits per regular semester is possible. The SUGB may approve the application on the recommendation of the DUGC. In all such cases, the student will be informed about the requirements he/she must fulfill to apply for academic credit on his/her return.
- c. For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the SUGB through the DUGC and the Project supervisor, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution for the purposes.
- d. Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNIT.

- e. The student after completion of the work will apply for waiver from requirements of his/her programme at MNIT supported by an official transcript of the grades obtained and whatever material the DUGC may require for this purpose.
- f. The concerned DUGC will evaluate the work done by the student and will make recommendations to the SUGB after determining by whatever means it deems fit, the equivalent MNIT courses/requirements for which the student may be given a waiver.
- g. On the recommendation of the DUGC, the SUGB may allow the waiver for a maximum of 16 credits. Against each requirement for which a waiver is granted, a **W** would appear on the transcript with an explanatory note that **W** stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SGPA/CGPA calculations. Waiver will be applicable only for elective courses.
- h. The minimum residence requirement for the students who avail of this provision will remain unchanged for UG students excluding the semester abroad.
- i. Those students who are selected by the Institute using a Senate prescribed procedure to proceed on any institutional exchange programme will also have to go through the procedure and rules for the transfer of credits.
- j. All such cases have to be reported to the Senate by SUGB and got ratified.

13 ACADEMIC PERFORMANCE REQUIREMENT

13.1 MINIMUM CGPA FOR DEGREE

A student is required to earn the minimum CGPA of 5.0 to be eligible for the award of the degree. The credits for the courses in which a student has obtained 'D' grade (minimum passing grade for a course) or higher shall be counted as credits earned by him/her.

13.2 MAXIMUM AND MINIMUM DURATION

The duration of the UG programmes leading to degrees of B. Tech. and B. Arch. and PG Programmes leading to M. Sc. are normally four years, five years and two years respectively. However, the maximum duration is six years for the degree of B. Tech., seven years for the degree of B. Arch. and three years for M.Sc. from the date of initial registration. The maximum duration of the programmes includes the period of absence and different kinds of leaves permissible to a student. However, it shall exclude the period of rustication and the period of withdrawal from semester. A student can withdraw for two semesters with or without break in the entire duration of programme. The duration for the UG programmes may be altered in accordance with the decision of the SUGB/ Board.

13.3 ACADEMIC REQUIREMENT

A student shall not be allowed to register in the fifth semester if he/she has a backlog of first semester. Similarly he/she shall not be allowed to register in the subsequent sixth, seventh and eighth semester if he/she has a backlog of second, third and fourth semesters respectively. Similarly, in case of B.Arch., students shall not be allowed to register in fifth, sixth, seventh, eighth, ninth and tenth semester, if they have a backlog of first, second, third, fourth, fifth and sixth semester respectively.

13.4 ACADEMIC PROBATION

The academic performance of each undergraduate student and postgraduate (M.Sc. Courses) is reviewed by the APEC at the end of each regular semester. A student shall be put on academic probation by the Dean, Academic, under the recommendation of the APEC under the conditions that his/her SGPA/ CGPA is as follows:

$$4.5 \leq \text{SGPA} / \text{CGPA} < 5.0$$

Such a student is termed as '**academically deficient**'. Depending on the degree of inadequacy, a deficient student may be placed on warning or Academic Probation. The HOD of concerned department will issue the warning.

An academically deficient student who is put on academic probation at the end of a regular semester is required to sign an undertaking that

- i. He/she shall attend at least 75 per cent of all lecture, tutorial and laboratory classes of each course.
- ii. His/her academic load may be reduced by at least one course.
- iii. He/she shall register for all courses (if available) in which the letter grade 'E' or 'F' is obtained.
- iv. He/she shall, in addition, repeat those courses (if available) in which the letter grade 'D' is secured if his/her CGPA/SGPA drops below the prescribed minimum (5.0) respectively and is likely to improve above prescribed minimum by crediting courses in which the student has got 'D' grade.
- v. He/she shall obtain a minimum SGPA of 4.5 and CGPA of 5.0
- vi. He/she shall not hold any office in the Hostels, Students Club/Gymkhana or any other organization/body during academic probation.
- vii. Any other term/condition laid down by SUGB/Senate.
- viii. His/her programme shall automatically be terminated if fails to fulfill any of the above conditions.

A student will be declared Fail in a semester if he/she obtains SGPA/CGPA <4.5. He/she will have to repeat that semester subsequently. He/she will not be allowed to move to higher semester without clearing that semester as well as obtaining the required minimum SGPA (4.5) and CGPA (5.0). The academic progress of all such students, who are put on academic probation, shall be monitored by the APEC committee.

14 TERMINATION OF ENROLMENT TO THE PROGRAMME

The enrolment of the undergraduate programme (B.Tech & B.Arch.) and postgraduate programme (M.Sc. Courses) of a student may be terminated by the Senate if he/she who is :

- (a) a first year student, who is continuously absent from the classes for more than four weeks without authorized leave,
- (b) student who is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which he/she is registered,
- (c) student who fails to report and register by the last date of registration,
- (d) student, who is on academic probation and fails to satisfy the conditions thereof in a particular semester,
- (e) student who involves himself/ herself, in violation of the code of conduct, in ragging, etc and is punished on disciplinary grounds, in accordance with the Code of Conduct for the Students.

The Course Coordinator shall bring it to the notice of Head of the concerned Department /First Year Class Coordinator the as the case may be, for information to the Academic Section. The names of such students should be removed from Institute rolls. The communication regarding termination of enrolment shall be issued by the Academic Section on the recommendation of APEC.

14.1 APPEAL AGAINST TERMINATION

A student whose enrolment has been terminated, may appeal to the Chairperson, Senate giving fresh reasons for reconsideration within fifteen days from the date of issuance of the communication of termination and the appeal will be disposed off within fifteen days. If the appeal is allowed, his/her registration and enrolment shall be restored.

15 GRADUATION

A student is deemed to have completed the requirements for graduation if he/she has met all the academic requirements of the concerned programme and has paid all dues to the Institute and the Hostels, and no case of indiscipline is pending against him/her. A student failing to complete the programme even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

16 DEGREES & TRANSCRIPTS

16.1 AWARD OF DEGREES

A student who completes all the graduation requirements is recommended by the Senate to the Board of Governors for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the Board of Governors accords its approval.

16.2 WITHDRAWAL OF THE DEGREE

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

16.3 TRANSCRIPTS, DEGREES AND OTHER CERTIFICATE

Additional transcripts, Duplicate Degrees/Certificate can be obtained on the payment of prescribed charges.

17 SCHOLARSHIPS, PRIZES AND MEDALS

The Institute shall award the Merit-Cum-Means (MCM) scholarships, fee-waivers, SC/ST category Institute scholarship and such other scholarships as may be approved by the Senate. The other scholarships may be instituted by grant from individuals, trusts, organizations and the Governments with a view to provide financial assistance to needy students under the terms and conditions specified by the Institute. Announcements of these scholarships stating eligibility and the number and value of scholarships etc. shall be made while inviting applications from time to time.

18 CONDUCT AND DISCIPLINE

18.1 CODE OF CONDUCT

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is 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 behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.

18.2 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, awarding Black dots, debarring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

a) Indiscipline

The Faculty member/Course Instructor shall have the power to take appropriate action against a student who misbehaves in his/ her class with intimation to DUGC and Dean Academic.

b) Unfair Means

The Course Coordinator/ Instructor of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Dean Academic along with all the supporting evidences. All such cases shall be looked into by a standing committee consisting of the following officials:

- | | |
|--|-------------|
| a) Dean , Academic | Chairperson |
| b) Chairperson SPGB | Member |
| c) Chairperson SUGB | Member |
| d) Concerned Head of the Department | Member |
| e) Two Senate nominees(nominated by Chairperson, Senate) | Member |

c) Stay at Hostel

The Dean (Students & Alumni Affairs), Chief Warden, Warden-in-Charge of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD) by the Director. Constitution of Board of Discipline (BOD) shall be as under:

| | | |
|------|---|------------------|
| i) | Dean (Student Affairs) | Chairperson |
| ii) | Dean Academic | Member |
| iii) | Two Heads of Teaching Depts.(on rotation basis) | Member |
| iv) | Registrar | Member |
| v) | HOD of concerned Dept. | Member |
| vi) | Chief Warden of the concerned hostel | Member Secretary |

A student, teacher or other functionary of the Institution can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Chairperson (Senate) may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairperson, Senate for its final decision.

The Senate may **not recommend** a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements from time to time.

19 WAIVER CLAUSE

The procedures and requirements set out in this manual, for the Ordinances and Regulations other than in Sections 5, 9, 10, 11.1,13, 14, 15 and 16 may be waived in special circumstances by the Chairperson, Senate on the recommendation of the SUGB. All such exceptions are, however, reported to the Senate.

20 MIGRATION

Migration from and to other institution/University shall not be permitted during the semester.

21 AMENDMENTS

Notwithstanding anything contained in this manual only, the Senate of the Malaviya National Institute of Technology Jaipur, reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes and postgraduate programmes (M.Sc in Basic Sciences)

22 INTERPRETATION

Any doubt or dispute arising about the interpretation of the Rules & Regulations shall be referred to the Chairperson Senate whose decision shall be the final decision.