

Ordinances for Bachelors' Programme



Motilal Nehru National Institute of Technology Allahabad
Allahabad, India

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The provisions contained in these ordinances govern the policies and procedures on the admission of students, imparting instructions of courses, conducting examinations, evaluation and certification of students' performance.

These ordinances, on approval by the Board of Governors, shall supersede all the corresponding earlier set of ordinances of the Institute, with all the amendments thereto, and shall be binding on all students.

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 ordinances.

1. INTRODUCTION

The objectives of the Undergraduate Programme at the Motilal Nehru National Institute of Technology Allahabad (MNNIT Allahabad) 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, and
- To create an intellectual reservoir to meet the growing demands of the nation.

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.

These ordinances set out the procedures and requirements of the undergraduate programmes of study that fall under the purview of the Senate Under Graduate Committee.

1.1 Undergraduate Programmes

Bachelor of Technology (B.Tech.)-4-year programme in Biotechnology, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics & Communication Engineering, Information Technology, Mechanical Engineering, and Production & Industrial Engineering and any other branch as approved by Senate from time to time.

1.2 Senate Undergraduate Committee (SUGC)

The Senate Undergraduate Committee, established according to the bye-laws of the Senate, shall consist of one representative from each of the Academic Departments and Interdisciplinary Programme who shall be Convener DUGC and six additional members of whom, one shall be outgoing Chairman SUGC (if not otherwise a member), Chairman SMPC, and two Senate nominees from amongst Senate members, and two undergraduate students (from third and fourth year). The student Members shall be nominated by the Dean (Academic) for the purpose from amongst the Class Seniors. The Chairman SUGC shall be nominated by the Senate from amongst the members of the Senate. The tenure of the Chairman SUGC shall be normally of two years. The SUGC must meet at least two times in every Semester.

The Senate Under Graduate Committee shall have jurisdiction in the recommendation of the following matters concerning the Under Graduate Programme of the Institute:

- *Introduction of new Course(s) of instruction,*
- *Desirable modification of Courses already approved,*
- *Modification of the credit value of Courses,*
- *Conduct of oral and written Examinations,*
- *Award of Degrees, and*
- *Other related matters as may be referred to it by the Senate.*

The functions of the SUGC shall be of general policy determination, coordination and review, but the Senate shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various Academic Departments. This Committee shall be assisted by the Department Under Graduate Committee (DUGC).

1.3 Department Undergraduate Committee (DUGC)

Each Department shall have a Department Undergraduate Committee (DUGC) consisting of a Convener, the Head of the Department as ex-officio Chairman, Convenor DMPC and preferably four to six Faculty Members to be chosen from the Department, including one Faculty Member from other Department and two departmental UG students. The student members shall be nominated for a period of one year by rotation. Out of Department Faculty Members at least two members from the Department should be Professor, if available; at least one each should be Associate Professor and Assistant Professor. The DUGC shall be proposed by the Head of Department in consultation with the Faculty of the Department in the departmental meeting for a term of two years. The duration of the Committee shall be two years starting from the month of July of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student is being considered, although the students' opinion might be sought prior to taking any decision. The proposed DUGC shall be approved by the Chairman SUGC.

The DUGC shall be responsible for the following:

- (i) Monitoring of quality of instructions to students.
- (ii) Proposing and implementing new Courses.
- (iii) Attending to the problems of UG students and advising them in academic matters.
- (iv) Coordination of grade submission to the office of Dean (Academic).
- (v) To obtain feedback of the performance appraisal of the course instructors from the students in the prescribed format (Form: BP-01 & BP-02).

The Chairman DUGC shall hold its meeting regularly and keep record of its decisions.

1.4 Office of The Dean (Academic)

The Dean (Academic) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. The office of the Dean (Academic) shall (i) receive, process and maintain all records related to the Under Graduate 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 SUGC. The UG Section of the office of Dean (Academic) shall assist the SUGC in its functioning.

2. **ACADEMIC SESSION**

The Academic Session of the Institute is divided into two regular Semesters termed as Odd and Even Semesters. The Odd Semester and the Even Semester normally commence from the third week of July and the last week of December (or first week of January) every year, respectively. Each regular Semester (Odd and Even) are of fourteen weeks duration for the purpose of instructions. Additionally the last two weeks of each Semester are year marked for the End-Semester Examination and one week during the Semester is for Mid-Semester Examination.

2.1 **Academic Calendar**

The exact dates of all the important events, such as Orientation, Registration, Late Registration, Commencement of Classes, Adding and Dropping of Courses, Submission of Documents, Examinations, Submission of Grades, Vacation, Mid-Semester Recess, Official Students Activities etc., during the Academic Session 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 Academic Year.

3 **ADMISSION**

3.1 **Admission Procedure**

- (a) The admission to various Programmes shall be made once a year as per the guidelines framed by MHRD, Government of India, from time to time.
- (b) A few admissions may be offered under the Cultural Exchange Fellowship Programme of the Government of India, 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 respective scheme.
- (c) Reservation shall be as per MHRD, Government of India guidelines framed from time to time.

Students shall pursue the respective B.Tech. Programme allocated to them at the time of admission. The Senate may allow change of branch in III Semester based on academic performance in first year, if seats are available.

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

3.2 **Cancellation of Admission**

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 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 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 he/she was involved in an act of unbecoming a student of the Institute.

4 CURRICULUM

Details of the Curriculum for the Undergraduate Programme as approved by the Senate on the recommendations of SUGC shall be as contained in the “Courses of Study” bulletin, published periodically by the Institute.

4.1 B.Tech. Programme

The Programme 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 Humanities, Science and Engineering as approved by the Senate on the recommendation of SUGC.

The Professional Curriculum is meant for the chosen branch of specialization. It consists of a set of compulsory courses, professional and open electives, and project work besides courses in Humanities and Social Sciences and electives from Science and Management streams. The Departments may organize educational tours and training as well during the Professional Curriculum.

5 REGISTRATION

The Office of the Dean (Academic) co-ordinates the Registration Process with the assistance of Convenors of the DUGCs. All students shall register in each Semester for the Courses to be pursued by them, as per the Programme, on the dates specified in the Academic Calendar.

- (i) The Registration process involves payment of fees and clearance of outstanding dues (if any), and Signing of the Registration Roll in the Office of the Dean (Academic).
- (ii) All the students including those who are on authorized leave shall continue to register in the following semesters till they complete their programme.
- (iii) Those students who after registering the Semester have to avail leave for more than as admissible in the Ordinance must be advised for Semester drop.
- (iv) The candidates admitted to the Institution in their first year in any Programme is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his/her Registration regularized.

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

5.1 Late Registration

No registration shall be done after the notified last date of Registration during the Semester except in special cases with the permission of Chairman, Senate.

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) 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. Each course along with its weight in terms of credits is shown in “Courses of Study” bulletin. Only approved

courses shall be offered during any Semester. A total number of about 30 hours of engagement per week constitutes the normal Academic Load per Semester.

5.3 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.

6 TEACHING AND EVALUATION

6.1 Teaching

- (i) **Medium** - The medium of instruction shall be English.
- (ii) **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 Head, taking into consideration all the requirements and the recommendations of the Senate.
- (iii) **Conduct of Courses** - Each course is conducted by the Course Coordinator 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 Supplementary Examination and Transmitting the grades to the Office of the Dean (Academic) within the prescribed time limit.
- (iv) **Teaching Assignments** - The Course Coordinators and associated Faculty Members for all the courses offered by a Department during the Semester are decided by the concerned Head. For courses of interdisciplinary nature, the Course Coordinators and associated Faculty Members shall be decided mutually by the Heads of the concerned Departments.
- (v) **Audit Courses** - A student may audit a course in addition to the prescribed Academic Load requirement with the permission of the concerned Head of the Department. 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 the grade (if any) awarded to him/her in that courses shall be entered in his/her Grade Report, but shall not be considered for SPI/CPI calculations.

6.2 Evaluation

6.2.1 Evaluation Process

The evaluation of students in a Theory/Practical Course shall be a continuous process and is based on their performance in the Mid-Semester Examination, End-Semester Examination, Quizzes/Short tests, Tutorials, Assignments, Laboratory work, Make-up Examinations (if applicable), etc. The weightages of Mid-Semester Examination, End-Semester Examination and regular assessment in award of Grades shall be as follows.

Sl. No.		Mid-Sem.	Assessment	End-Sem.
1	Theory Course	20% ($1\frac{1}{2}$ hour duration)	20%	60% (3 hour duration)
2	Practical Course	--	50%	50%

Assessment marks shall be declared before the beginning of End-Semester Examination as per the following guidelines:

1. Theory Courses:

- (i) 5% marks shall be for attendance.
- (ii) 15% marks shall be for Surprise Tests, Quizzes, Assignments and Tutorials etc.

2. Laboratory Courses:

- (i) 10% marks shall be for Attendance.
- (ii) 40% marks shall be for the day-to-day assessment of performance in the all the Lab Sessions evaluated through daily preparedness for conducting Experiments, participation in conduct of Experiments, Report Writing and submission, Interaction, Sincerity and Quizzes.

6.2.2 Paper Setting

For each Theory Course there shall be a Course Coordinator, appointed by the Head of the respective Department, who shall normally set the paper in consultation with associated Faculty Members. Apart from this the Dean (Academic) in consultation with the Head of Department may form a moderation Committee, if required.

6.2.3 Schedule of Examination

The Schedule for the Mid-Semester Examination, the End-Semester Examination and the Supplementary Examination in core and professional courses shall be prepared and announced by the Dean (Academic). All the Examinations shall be usually held during the periods/days specified in the Academic Calendar.

6.2.4 Supplementary Examination

There shall be a Supplementary Examination every year during last week of June and first week of July.

For this examination, no regular teaching classes shall be held. The modalities of 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 Examination shall be eligible to appear in the Supplementary Examination.
- (ii) A student can appear for a maximum of three Theory Courses and two Practical Courses every year in the Supplementary Examination (Form: BP-03).
- (iii) 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:

Sl. No.	Component	weightage	Remark
1.	Supplementary Examination	80%	Marks in supplementary examination
2.	Theory Sessional (Teacher's Assessment)	20%	Carried forward from the regular Semester

(b) Practical Courses:

Sl. No.	Component	weightage	Remark
1.	Supplementary Examination	50%	Marks in supplementary examination
2.	Practical Sessional (Teacher's Assessment)	50%	Carried forward from the regular Semester

(iv) The records of the Semester Performance of the students will be retained by the concerned Department for the above purpose.

Late registration for Supplementary Examination shall not be permitted.

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 his/her Courses by the concerned Course Coordinator taking into account his/her performance in the various Examinations, Quizzes, Assignments, Laboratory Work (if any), etc., besides regularity of attendance in classes.

The grades along with authenticated excel sheet of marks secured under various heads shall be submitted in the office of Dean (Academic) positively within the prescribed time limit after the End-Semester/Supplementary Examination.

There are eight letter grades: A+, A, B+, B, C, D, E and F. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Letter Grade	A+	A	B+	B	C	D	E	F
Grade Points	10	9	8	7	6	4	2	0

In addition, there shall be three letter grades, viz., W, S and X which stand for Withheld, Satisfactory and Unsatisfactory respectively.

The system of grading to be followed will be Absolute Grading System.

For conversion of marks obtained in to grades following table shall be referred.

A+	A	B+	B	C	D	E	F
≥85	84 -75	74 - 65	64 - 55	54 - 45	44 – 30	29 -15	<15

A student, who does not appear in the End-Semester Examination for any reason, shall be awarded F grade irrespective of his performance in the Mid-Semester Examination and Sessional Awards.

6.3.2 **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 his/her 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 $w_1, w_2, w_3, \dots, w_m$, the 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.

- 6.3.3 *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 (say, n), 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, but, both the Grades appear on his/her Grade Report.

- 6.3.4 *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.
- 6.3.5 *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 has been repeated and/or replaced.
- 6.3.6 *Withholding of Grade Report* – The grade report of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

7. ACADEMIC PERFORMANCE REQUIREMENT

A student is promoted to the next higher (Odd or Even) Semester of the Academic Programme only if

- (i) His/Her SPI and CPI are equal to or greater than 5.0.
- (ii) He/She does not have E or F or X grade in any registered course or academic activities.

A student who does not fulfill either or both of the above conditions shall be categorized as "Academically Deficient (ACD)". Following rules shall be applicable to ACD students.

- (i) The Dean (Academic) and the DUGC Convenors shall advise the students regarding remedial actions to be undertaken to remove the Academic Deficiencies.
- (ii) An Academically Deficient student may be advised and permitted to register for Courses in which he/she has E or F or X Grades.

- (iii) He/She may be permitted to register either in regular Semester as back paper(s) or Supplementary Examination for the courses in which he/she has E or F or X grade. Further, he/she may be permitted to register for the courses, in which he/she has got D grade only if he/she is unable to meet the requirements of SPI and/or CPI, and has no E or F or X grade.
- (iv) An Academically Deficient student shall be allowed to register in the Third, Fifth and Seventh Semester if and only if he/she has E or F or X grades in not more than three courses of previous Semesters. However, he/she has to acquire SPI & CPI equal to or greater than 5.0 after replacing the old Grades by better of the old and new Grades obtained by such a student to remove Academic Deficiency.

7.1 Termination of Programme

The Undergraduate Programme of a student may be terminated by the Senate if he/she is Academically Deficient and has not been able to remove his/her Academic Deficiencies for any year of B. Tech. Programme in maximum of two Academic Years and within total permissible duration of seven years for the B.Tech. Programme.

7.2 Appeal Against Termination

A student whose Programme is terminated on account of inadequate Academic Performance or otherwise has the right to appeal to the Chairman Senate through DUGC and SUGC for reconsideration. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position (case) merits reconsideration, in the prescribed format (Form: BP-04). The Senate shall take a final decision after considering all the available inputs. However, the Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Senate shall not entertain the appeal 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 from time to time.

8.2 Mid-Semester Vacation

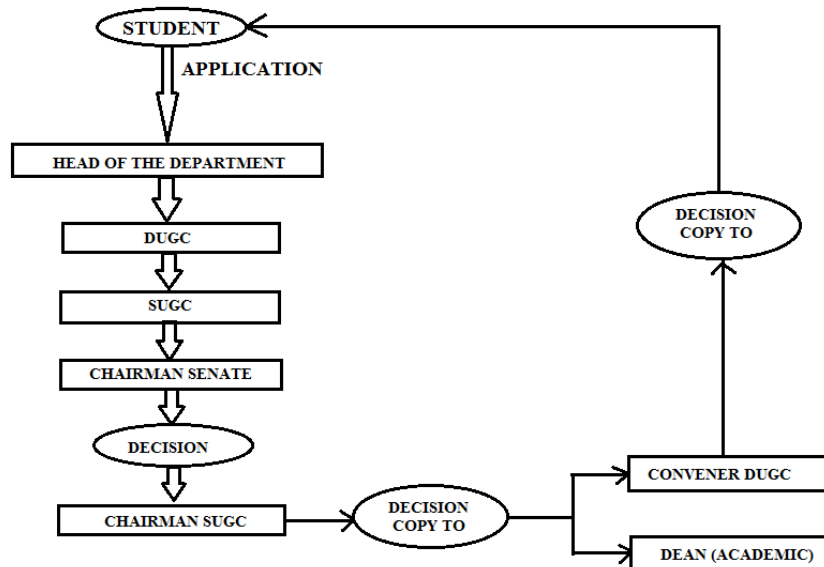
Undergraduate students are entitled to avail of Mid-Semester recess and vacation as specified in the Academic Calendar.

8.3 Semester Leave

A student shall not be allowed to withdraw from the Academic Programme temporarily and shall complete his/her studies without any break. However, for bona fide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily for a Semester with prior approval of Senate on the recommendations of the SUGC. Such Semester leave of absence(s) shall not exceed two Semesters with or without break during the entire period of the Academic Programme including Semester Leave. In no case, the total duration of the Programme, shall exceed the

maximum permissible duration of seven (7) years.

The student shall submit application (Form: BP-05) to the Head of the Department and then it shall be routed as below:



9 PROGRAMME REQUIREMENTS

9.1 Attendance Requirement

The Institute is of residential nature and therefore all the students are required to have full attendance. He/She shall not be allowed to appear in the End-Semester Examination, if the attendance falls below 75% and shall be accordingly awarded F grade.

9.2 Minimum and Maximum Duration

The minimum and maximum duration requirements for Undergraduate Programme are as under:

Minimum Duration : Four years

Maximum Duration : Seven years

9.3 Academic Requirements

A student is required to complete successfully all the Courses of the Curriculum prescribed for his/her Undergraduate Programme and attain a minimum level of Academic Performance, i.e., obtain a minimum CPI 5.0 with no E or F or X grade in any course during entire Programme.

9.4 Additional Requirements

Departments may introduce additional specific requirements during the Professional Curriculum.

10 DEGREES

10.1 Award of Degree

A student who completes all the Programme requirements specified in Section 9, has paid all dues to the Institute and the Hostels, and has no case of indiscipline pending against him/her 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.

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. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision. The detailed norms and conditions for the award of various Scholarships, Prizes and Medals (contained in the brochure entitled "Rules and Procedures for Scholarships and Prizes" of the Institute) shall be framed by the Senate from time to time.

11.1 Scholarships

A number of Merit-Cum-Means scholarships, endowment Scholarships/Fellowships etc. are awarded to the undergraduate students according to the rules and procedures laid down by the Senate from time to time.

The Scholarships, etc. are paid up to the month in which a student completes all the requirements of his/her Undergraduate Programme.

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

A student leaving the Institute on his/her 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 he/ she leaves the Institute.

11.2 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards 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 Board of Governors.

12 CONDUCT AND DISCIPLINE

12.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She 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 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 behaviour, harassment of any Lady Faculty Member or Staff or Student, 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.

12.2 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, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Debarring from Residency, Cancellation of Registration of the Semester and even Expulsion from the Institute.

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

- (i) Debar him from few subsequent classes for which 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 Unfair Means (UFM)

Unfair means shall comprise of followings.

- (i) Copying from the papers / mobile electronic equipments, 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) Act unbecoming of an examinee of the Institute.

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) following provisions shall be followed:

1. 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-06).
2. After the student is caught using UFM his/her answer books along with 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 he/she may continue for the remaining period of Examination.
3. Head of the Department may issue a show cause notice to the student seeking his/her clarification on the charges; within 03 days of the reporting. The clarification of the student may be obtained within 02 days and the same may be given to course Instructor for getting his/her comments.
4. 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.
5. The course instructor shall present the case to the Unfair Means Committee.
6. Unfair Means Committee shall meet after 06 days of the completion of Semester Examination. The Committee shall give opportunity to the student concerned 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 equipments materials in the possession of the student (Cancellation of that days 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 neighbouring student (Cancellation of the subject examination).
7. 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.
8. The recommendations of the Unfair Means Committee will be implemented after getting the approval of the Chairman Senate/Director.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman Senate stating clearly the case and explaining his/ her 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
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 :

Sl. No.	Course Code	Course Name	Credit
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

=====

Signature of Student

Signature of Convenor DUGC

Date:

Date:

Motilal Nehru National Institute of Technology Allahabad

Application for Mercy appeal

1. Registration No. : .

2. Name of the Student :

3. Program (B.Tech.) :

4. Branch :

5. Present Semester :

6. Academic Record :

Semester	SPI	CPI

7. Reason/cause for appeal :

8. Prayer for appeal :

Date:

Signature of the student

9. Recommendation of Convenor DUGC :

Signature with date

10. Remarks of HoD. :

Signature with date

11. Observations of Chairman SUGC :

Signature with date

12. Decision of Chairman Senate

Signature with date

Motilal Nehru National Institute of Technology Allahabad
Semester Leave Application

Name of the Student :

Registration No. :

Programme / Branch / Semester / Class :

Reason for Leave :

Supporting Documents Attached :

Signature of Student :

Remarks of Convenor (DUGC) :

Recommendation of HoD :

Signature of the Recommending Authority

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

Signature of the Approving Authority :

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?	Yes/ No <input type="checkbox"/>
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.

Motilal Nehru National Institute of Technology Allahabad
Course Credit Assignment

A course can be either theory or Laboratory course. Every Course comprises of specific Lecture-Tutorial (L-T) or Practical (P) Schedule. The Course Credits are fixed based on the following norms:

Lecture/Tutorial : One hour per week is assigned one Credit.
Practical : Three hours session per week is assigned two Credits;

For example:

A theory course with a L-T schedule of 3-1 will be assigned 4 credits;

A laboratory practical course with a P schedule of 3 will be assigned 2 credits.