

UG Ordinances

1. INTRODUCTION

The objectives of the undergraduate programmes 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 of and sensitivity to the needs and aspirations of the society.

This manual sets 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 Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics Engineering, Information Technology, Mechanical Engineering and Production Engineering.

1.2 Senate Under-Graduate Committee (SUGC)

The Senate **Undergraduate** Committee, established according to the bye-laws of the Senate, consists of one representative (Convener DUGC) from each of the academic departments and interdisciplinary programmes and four additional members of whom two are Senate representatives and two undergraduate students (from third and fourth year), nominated for the purpose from the class seniors. The Chairperson of the SUGC, shall be amongst the conveners of DUGC and approved by the Senate, and shall convene and preside over the meetings.

The SUGC has jurisdiction in the following matters concerning the undergraduate programmes of the institute:

- *Formal approval of new courses of instruction,*
- *Desirable modifications of courses already approved,*
- *Credit valuation of courses,*
- *Formal approval of advance standing to the students readmitted to first year,*
- *Granting of degrees,*
- *Evaluation of academic performance and*

- *such other related matters as may be referred to it by the Senate.*

Functions of the SUGC consist primarily of general policy determination, coordination and review, but, the Senate retains the power of final review and decide such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGC shall make full use of the appraisals and recommendations of the various academic departments concerned. The SUGC has two standing sub-committees, namely Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC), and is assisted by the Departmental Undergraduate Committees (DUGCs).

The Chairperson of SUGC nominates the Conveners of both CCC and APEC. These Conveners, in consultation with the SUGC Chairperson, form their respective committees consisting of five faculty members drawn from amongst the SUGC members. The CCC oversees the core 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 SUGC.*

The Department Undergraduate Committee (DUGC) is constituted by the Head of the Department in consultation with the faculty members of the department. It consists of a convener, the Head of the Department, the convener of the DPGC, a minimum of two and maximum of four faculty members, two student representatives and one faculty member from the other department/programme. The convener of the DUGC is nominated by the Head of the department for a period of two years. Student's representative and external faculty members will be nominated by the Dean (Academic Affairs). The students shall be nominated from the third and fourth year class seniors. The tenure of the faculty members shall be of two years, half of them retiring each year.

The DUGC is responsible for the following

- Supervision and conduct of lecture, tutorial and practical classes.
- Supervision and conduct of class tests, quizzes, practical tests, end semester examination, seminar and project presentation.
- Monitoring of quality of instructions to students
- Proposing and implementing new courses and program
- Attending to the problems of students and advising them in academic matters.

The DUGC is expected to have its meeting regularly and to keep record of its decisions

1.3 Office of the Dean of Academic Affairs

The office of the Dean Academics (DA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. It (i) 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 and prizes, (ii) disseminates information

pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students, instructors, departments/ interdisciplinary programmes and SUGC. The under-graduate(UG) office of the Academic Section assists the SUGC and its subcommittees in their tasks.

2. ACADEMIC SESSION

The academic session of the institute is divided into three parts: two regular semesters termed as Odd and Even Semesters and a Summer Semester. The Odd and Even Semester normally commence from third week of July and December every year respectively. The summer term generally runs from second week of May. The two regular semesters (Odd and Even) are of eighteen weeks duration whereas summer term is of nine weeks duration. The last week of each semester is used for the end semester examination and one week during the semester is utilized for two mid-semester examinations

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, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the *Academic Calendar* of the Institute, approved by the Senate (Format as shown in Appendix 1).

3. ADMISSIONS

3.1 Admission Procedure

(a) The admission to various programmes are made once a year in July through a common test as may be decided in consultation with the central government. The procedures and other requirements for admission shall be specified in the Information Brochure for admissions brought out every year.

(b) 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. For these fellowships, the candidates are required to apply through the Indian High Commission/Embassy in their respective countries.

(c) Reservation Policy - Fifty percent of the seats of UP Domicile that are filled through the common entrance examination will be admitted as per the reservation policy as laid down by the state of Uttar Pradesh. The other Fifty percent students will be given admission as per the procedure as decided by the central government and as notified in the admission brochure published every year. 15% and 7.5% seats are reserved for Scheduled Caste (SC) and Scheduled Tribe (ST) candidates, respectively

and are filled on the basis of Common Entrance Examination qualifying norms specified for them.

Students shall normally pursue the respective B.Tech. programme allocated to them at the time of admission. To encourage academic excellence, students having Cumulative Performance Index (CPI) (as defined in section 6.3(c) and 6.3(d)) of 9.5 or more at the end of first year of the B.Tech. programme are allowed to change their branches as per their choice. Further, the Senate may allow change of branch based on merit of students if seats are available and enrollment in any branch does not fall below 75% of sanctioned seats.

3.2 Fulfillment of Admission Requirements

Admission to any undergraduate programme requires that the applicant

- i) be eligible,*
- ii) go through the laid-down admission procedure, and*
- iii) pay the prescribed fees.*

All admissions to the undergraduate programmes should be formally approved by the SUGC.

3.3 Cancellation of Admission

All students admitted to any programme shall submit copies of their marksheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Dean academics in consultation with Chairman SUGC 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.

4. CURRICULUM

Details of the curriculum for the undergraduate programmes as approved by the senate on the recommendations of SUGC as contained in the “Courses of Study” bulletin, published periodically by the Institute.

4.1 B.Tech. Programmes

These are 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, Electronic, Basic Electrical Engineering, Engineering Graphics, Thermodynamics, Engineering Mechanics, Strength of Materials, Material science and Workshop Practice besides a few other courses (as approved by the Senate on the recommended of SUGC).

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

The structure of B.Tech., programme is given in Annexure 2.

The minimum and maximum duration for the completion of B.Tech. programme are four and seven years, respectively.

5. REGISTRATION

All students are required to register 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.

5.1 Registration Procedure

The Dean (Academic Affairs) co-ordinates the registration process and is assisted by the convenors of the DUGCs.

The registration procedure involves:

- a) filling of the registration form mentioning the courses to be credited in the semester/summer term,
- b) payment of fees and clearance of outstanding dues (if any), and
- c) signing of the registration roll in the office of the Dean Academics.

The candidate 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 students of MNNIT whose results have not been declared and are seeking registration in other semesters shall be admitted only provisionally. They shall have to fulfill all the requirements of registration after the results are declared.

5.2 Late Registration

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register on the last registration day (i.e., after about a week from the beginning of the semester) specified in academic calendar on payment of the late registration fee.

5.3 Academic Load

A student is normally expected to register for five/six courses every semester as per the respective programme. Each course carries a weightage in terms of units depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials), laboratory hours (if applicable) and additional hours that a student is expected to devote per week (see Annexure 5 for details). A total number of about 30-40 hours of engagement per week constitutes the normal academic load per semester.

A student may, however, be permitted by SUGC to take an overload of one extra course to (i) enrich his/her knowledge or (ii) clear backlogs as per the approved guidelines (Annexure 6).

5.4 Summer Term Registration

A list of courses to be offered in the Summer Term is brought out during the second semester, normally before March 15 every year.

Students register for these courses at the beginning of the Summer Term on the advice of the APEC and/or DUGC.

No student is allowed to register for more than two courses during the summer term.

In view of the short duration of the Summer Term, late registration is not permitted.

5.5 Cancellation of Registration

Absence for a period of three/two or more weeks at a stretch during a semester/summer term respectively shall result in automatic cancellation of the registration of a student from all the courses in that semester/summer term.

6 TEACHING AND EVALUATION

6.1 Teaching

- a) **Medium** - The medium of instruction is English.
- b) **Approval of Courses** - Each course along with its weightage in terms of units is approved by the SUGC as per the procedures laid down by the Senate (Annexure 5). Only approved courses shall be offered during any semester/ summer term.
- c) **List of Courses** -The list of courses to be offered by a department/ interdisciplinary programme is finalized before the beginning of the semester/ summer term by the concerned Head, taking into consideration all the requirements and the recommendations of the standing committees of the Senate.

- d) **Conduct of Courses** - Each course is conducted by the Faculty-in-charge with the assistance of the required number of tutors. The Faculty-in-charge is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding grades at the end of the semester/summer term and transmitting the grades to the Office of the Dean Academics within the prescribed time limit (i.e., two week after the conduct of the End Semester Examination).
- e) **Teaching Assignments** - The Faculty-in-Charge, and tutors for all the courses offered by a department / interdisciplinary programme during the semester / summer term are designated by the concerned Head. If any other department/interdisciplinary programme is also required to participate in teaching a particular course, the respective Head designates the tutor.
- f) **Auditing of courses** - A student may audit a course in addition to the prescribed academic load requirement with the permission of the Instructor-in-Charge. 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 course will not be entered in his/her Grade Report.

6.2 Evaluation

The evaluation of students in a course is a continuous process and is based on their performance in two mid-semester examinations, an end semester examination, quizzes/ short tests, tutorials, assignments, laboratory work (if any), make-up examinations (if applicable), etc. Any criteria chosen by the DUGC in consultation with the faculty members of their department shall be got approved by the SUGC and notified by the DUGC to the students in the beginning of the semester.

Schedule of Examinations -

The schedule for the two mid-semester examinations, the end semester examination in core and professional courses is prepared and announced by the Dean of Academic Affairs. All the examinations shall be usually held during the periods/days specified in the Academic Calendar.

6.3 Grading System

Grades and Grade Points - At the end of the semester/summer term, a student is awarded a letter grade in each of his/her courses by the concerned Faculty-in-Charge 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 are submitted in the Dean Academics office positively within the prescribed time limit of two weeks after the end semester examination.

Each department shall evolve a procedure for the award of letter grades in project courses. The procedure thus evolved shall require the approval of the SUGC for implementation.

There are six letter grades: A, 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	B	C	D	E	F
Grade Points	10	8	6	4	2	0

In addition, there are three letter grades, viz., I, S and X, which stand for Incomplete, Satisfactory and Unsatisfactory, respectively.

- a) **Incomplete Grade 'I'** - A student may be awarded the grade 'I' (Incomplete) in a course if he/she has missed, for a genuine reason, a minor part of the course requirement 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 Faculty-in-Charge into an appropriate letter grade and communicated to the Dean Academics 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 appropriate grade.
- b) **Project Grades** – Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades (i.e., within two weeks of the last date of the end semester examination). An 'I' grade will not be given for mere non-completion of project due to the lack of facilities, etc. An 'I' grade may be given only on medical grounds. If the department feels that a student has to complete his/her project in the summer term and/or another semester, the DUGC will seek prior permission of SUGC and the student will be required to get formally registered.
- c) **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 $g_1, g_2, g_3, g_4,$ and g_5 in five courses and the corresponding weightages (or units) are $w_1, w_2, w_3, w_4,$ and $w_5,$ the SPI is given by

$$SPI = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + w_4 g_4 + w_5 g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

S and X grades shall not be considered in the computation of the SPI. Similarly, Pass (P) and Fail (F) grades awarded for courses of zero weightage shall not be considered in the computation of SPI.

- d) **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/summer term. It is computed in the same manner as the SPI, considering all the courses (say, n), and is given by

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

Whenever a student is permitted to repeat or substitute a course, the new letter grade replaces the old letter grade in the computation of the CPI, but, both the grades appear on his/her Grade Report.

- e) **Grade Report** - A copy of the Grade Report is issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- f) **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.
The CPI and SPI will be computed on the basis of the grade obtained in latest registration for a course.
- g) **Withholding of Grade Report** – The grade report of a student may 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

The academic performance of each student is reviewed by a committee consisting of the chairman SUGC, the Dean(Academic Affairs) and the DUGC conveners at the end of each semester including summer semester. The academic performance is evaluated on the basis of grades obtained in courses registered, SPI and CPI.

A student is promoted to the next higher (Odd or Even) semester of the academic program only if both of the following conditions are met by him/her.

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

A student who does not fulfill either or both of the above condition is categorized as “Academically Deficient”. The following rules are applicable to academically deficient students.

- i. The Dean (Academic Affairs) and the DUGC conveners will 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 with reduced workload consisting of appropriate number of courses.
- iii. An academically deficient student may be advised and permitted to register for courses in which he/she has E or F or X grade in either regular or summer semesters provided the courses are offered by the concerned departments.

- iv. He/She may be permitted to register either in regular or summer semester for the courses in which he/she has E or F or X grade. Further, they may be permitted to register for the courses in which he/she got D grade only if he/she is unable to meet the requirements of SPI and CPI by registering for courses in which he/she has got E or F or X.
- v. An academically deficient student may also be permitted to register for courses of higher regular semester provided he does not have E or F or X in the pre-requisite courses. However, the total number of registered courses will not exceed 3.
- vi. An academically deficient student will allowed to register in the Fifth semester if and only if he does not have E or F or X grades in any subjects of first and second semester and his/her SPI and CPI at the end of the first two semester is equal to or greater that 5.0. The SPI and CPI are calculated after replacing the old grades by new grades obtained by them to remove academic deficiency.
- vii. Similarly, an academically deficient student will be allowed to register in the seventh semester if and only if he/she has removed all academic deficiency for first to four semester of the under- graduate programme.

7.1 Termination of a Programme

The under-graduate 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 for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice. The senate normally shall not entertain the appeal more than two times from the same student.

8. LEAVE OF ABSENCE

Application for leave of absence should be addressed to the convener DUGC and submitted to the Dean academics office with a medical certificate, if applicable. Leave must not usually be availed of without prior approval of the DUGC.

8.1 Mid-semester Recess and Vacation

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

8.2 Short Leave

Leave of absence during the semester shall be discouraged for all registered students. However, for bonafide reasons, a student may be granted leave of absence during the semester as under:

Maximum of 15 days – on medical grounds

Maximum of 7 days – for any valid reason

8.3 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Senate on the recommendations of the SUGC for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. The total duration of the programme, however, shall be inclusive of all types of leaves availed by the students.

Authorized leave of absence for a period of four or more weeks at a stretch will result in automatic withdrawal from all courses in that semester/summer term.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a District /Chief Medical Officer to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when SUGC is fully satisfied of his/her state of health.

8.4 Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon and gain course/work experience, he/she may be permitted to proceed to other academic institutions in India or abroad as a non-degree student. The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters and/or two summer terms in any academic institution of repute in India or abroad with prior permission of SUGC.

a) Eligibility -

- i. Completion of first four semesters of course work,
- ii. CPI of at least 8.0, and
- iii. No backlog of any course.

b) **Procedure** – The student shall make an application to SUGC through the concerned DUGC, giving details of the proposed programme and shall submit a statement of

purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The DUGC will then examine the student's proposal to determine whether the proposed programme is of a nature, both in quality and quantity. On the recommendation of the DUGC, SUGC may approve the proposal and grant permission, with leave of absence, to the student to proceed as a non-degree student to the selected institution.

Those students who are selected by the Institute, using prescribed rules and procedures, to proceed on any Institutional Exchange Programme will also be governed by clause 8.4b for the transfer of academic credits, etc.

9 REQUIREMENTS

9.1 Minimum Residence and Maximum Duration

The minimum residence and maximum duration requirements for undergraduate programme is as under:

Minimum Residence	Maximum Duration
Eight Semesters	Seven years (from 1 st registration)

The residence requirement of one semester is equivalent to registration for the normal academic load of courses during a semester.

9.2 Academic

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 I or X grade in any course during entire B. Tech. programme.

9.3 Additional Requirements

Departments may introduce additional specific requirements during the professional curriculum.

9.4 Graduation

A student is deemed to have completed the requirements for graduation if he/she has

- a) met the residence and academic requirements outlined in Sections 9.1 and 9.2,
- b) satisfied additional requirements, if any, of the concerned department,
- c) paid all dues to the Institute and the Hostels, and

d) no case of indiscipline 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.

10 DEGREES

10.1 Award of Degrees

A student who completes all the graduation requirements specified in **Section 9.4** is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

10.2 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 withdrawal of a degree already awarded.

11 SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) 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 are contained in the brochure entitled “Rules and Procedures for Scholarships and Prizes” of the Institute.

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.

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. are 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 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 neighbourly behaviour 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 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, 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.

The Instructor-in-Charge 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. The Faculty/Tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class.

The Dean Student Affairs/ Proctor, 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.

The Senate Student Affairs Committee (SSAC) investigates alleged mis-demeanours, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or of a group of students can be referred to this committee by a

student, teacher or other functionary of the Institute. Further, in very exceptional circumstances, the Chairman, 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 Senate for its final decision.

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.

*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.*

13. Waiver Clause

The procedures and requirements set out in this manual, other than those in Sections 3, 6.3, 7, 9, and 10 may be waived in special circumstances by the SUGC. All such exceptions are, however, reported to the Senate.

14 AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the Motilal Nehru National Institute of Technology Allahabad, reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.