

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY,  
(DEEMED UNIVERSITY)  
ALLAHABAD-211 004

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Minutes for the Emergent Meeting  
of the Senate,  
Held on 12<sup>th</sup> April 2004 at 5.00 P.M.  
In the Conference Hall

**MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY,  
(DEEDEM UNIVERSITY)  
ALLAHABAD**

**Minutes of the Emergent meeting of the Senate of Motilal Nehru National Institute of Technology, Allahabad held on 12<sup>th</sup> April, 2004 at 5.00 P.M. in the Conference Hall of the MNNIT, Allahabad.**

**Members Present:-**

1.	Prof. Krishna Kumar Director/Chairman	In the chair
2.	Prof. B.D. Chaudhary, Chairman, SUGC	Member,
3.	Prof. R.N. Sahi	Member
4.	Prof. Krishna Kanth	Member
5.	Prof. I.K. Bhat, Chairman, SPGC	Member
6.	Prof. Triloki Nath	Member
7.	Prof. S.N. Tewari	Member
8.	Prof. T.N. Sharma	Member
9.	Prof. L.C. Malhotra	Member
10.	Prof. V.K. Nema	Member
11.	Prof. R.K. Srivastava	Member
12.	Prof. Raghavir Kumar	Member
13.	Prof. S.C. Prasad	Member
14.	Prof. Rakesh Mathur	Member
15.	Prof. R.C. Mehta	Member
16.	Prof. Sudershan Tewari	Member
17.	Prof. Geetika (Act.HOD)	Member
18.	Prof. N. Roy	Member
19.	Prof. S.K. Duggal	Member
20.	Dr. Preetam Singh	Member
21.	Dr. Mahendra Kumar	Member
22.	Dr. N.D. Pandey	Member
23.	Dr. N. Banerjee	Member
24.	Sri R.P. Tewari	Registrar/Secretary

- 1 The Senate considered the recommendation of Sub-committee appointed by the Senate at its meeting held on 13<sup>th</sup> December, 2003 vide resolution No. 5.09 with regard to the Course Structure and Scheme of Evaluation for Sequential Summer Semester Master programme in computer Science and Engineering in the "Software Engineering" and "Communication Engineering for Electronics Engineering and Water Management" in Civil Engineering.
  - (a) It was decided, that the Course Structure and Scheme of Evaluation for Sequential Summer Semester Master's Programme in "Communication Engineering" for M.Tech. programme in Electronics Engineering and "Water Engineering" for M.Tech. Programme in Civil Engineering be approved with certain changes/modifications as suggested by the Senate as per **(Appendix-I & II)**.
  - (b) It was also decided, that the course structure and scheme of Evaluation for Sequential Summer Semester Masters programme in Computer Science & Engineering in the "Software Engineering" be referred back to the Department with the suggestion that

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the changes/modification as suggested by the Sub-committee be made & put up to the Chairman, Senate for approval with the recommendations of the Chairman, SPGC.

It was further decided, that the Chairman Senate be authorized to approve the recommendations on behalf of the Senate and action taken be reported to the next meeting of the senate.

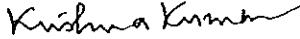
2. The Senate considered and deferred, the recommendations of the Sub-committee appointed by the Senate with regard to the format of Degree Certificate for B.Tech., M.Tech. MCA, MMS, MBA(IBIT) and Ph.D.

It was decided, that all the degree format be put up in the next meeting of Senate.

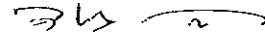
2. With permission of the Chair, the Senate approved the proposed draft letters with regards to the Enforcement of attendance in the classes and procedure on conversion of marks into grades for circulation amongst the faculty & students of the Institute.(Appendix III & IV).

The meeting terminated with a vote of thanks to the Chair.

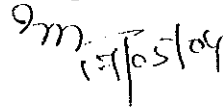
Approved,



(Krishna Kumar)  
Director/Chairman



(R.P. Tewari)  
Registrar/Secretary



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Annexure No. I

## FORMAT OF STARTING A NEW PROPOSAL

**Name of the Programme:** Sequential Summer Semester M. Tech. Program in Electronics Engineering (Communication Engineering)

**Coordinating Department:** Department of Electronics Engineering

**Objective of the Programme:**

- To give training to the Faculty of network institutions & other AICTE approved institutions.
- To promote the interaction with the network (formal and non-formal) institutions.
- To initiate research activities in the fast growing technology.
- To develop high quality Faculty Manpower in the area.
- The candidate completing all the five semesters of the course may be awarded the M. Tech. degree in Electronics (Communication Engineering).

**Justification:** The students/faculty get update their knowledge to improve teaching in their parent organization. This will help to promote learning and research activity in both network and lead institutions.

**Eligibility:** The candidates having BE/ B. Tech. degree in Electronics or Electronics with other discipline (such as communication, instrumentation etc.) are eligible. In addition, the candidate must have two year teaching or industrial experience.

**Credit hours Required** The minimum credit hours required for M. Tech. degree is 64. Out of these minimum of 32 through course work and 32 through M. Tech. Thesis work.

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The students have to maintain CPI / SPI (Cumulative Performance Index) of 6.0 (out of 10) in every semester in the M. Tech. programme.

**Intake:** Maximum intake = 20  
Minimum intake = 10

**Minimum duration of the course:** 3 Years 6 Months (V Semester may be completed just after summer break and up to the winter break)

**Maximum duration of the course:** 5 Years

**Faculty Available for conduction of the courses and laboratory work:**

- (1) Prof V. Singh
- (2) Prof. T. N. Sharma
- (3) Prof. S. Tiwari
- (4) Dr. R. Tripathi
- (5) Dr. H. Kar
- (6) Mrs. Vijaya Bhadhuria
- (7) Dr. V.K. Srivastava
- (8) Shri Amit Dhawan

Some other faculty members may be called from network institutions.

**Starting of the course:** May 2005

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**Course Structure:****First Summer Semester**

S.No	SUBJECT	Teaching Load				Evaluation Scheme				Total
		L	T	P	Cr.	MSI	MSII	ESE	TA	
1.	Principles of Communication	3	1	0	4	20	20	40	20	100
2	Digital signal processing	3	1	0	4	20	20	40	20	100
3	Lab Elective I	-	-	4	2	-	-	50	50	100
	<b>Total</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>10</b>					

**Second Summer Semester**

S.No	SUBJECT	Teaching Load				Evaluation Scheme				Total
		L	T	P	Cr.	MSI	MSII	ESE	TA	
1.	Data communication & Networking	3	1	0	4	20	20	40	20	100
2	Information theory and coding	3	1	0	4	20	20	40	20	100
3	Lab Elective II	-	-	4	2	-	-	50	50	100
	<b>Total</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>10</b>					

**Third Summer Semester**

S.No	SUBJECT	Teaching Load				Evaluation Scheme				Total
		L	T	P	Cr.	MSI	MSII	ESE	TA	
1.	Elective I	3	0	0	3	20	20	40	20	100
2	Elective II	3	0	0	3	20	20	40	20	100
3	Thesis	-	-	16	8	-	-	50	50	100
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>16</b>	<b>14</b>					

**Fourth Summer Semester**

S.No	SUBJECT	Teaching Load				Evaluation Scheme				Total
		L	T	P	Cr.	MSI	MSII	ESE	TA	
1.	Elective III	3	0	0	3	20	20	40	20	100
2	Elective IV	3	0	0	3	20	20	40	20	100
3	Thesis	-	-	16	8	-	-	50	50	100
	<b>Total</b>	<b>6</b>	<b>0</b>	<b>16</b>	<b>14</b>					

**Fifth Semester**

S.No	SUBJECT	Teaching Load				Total
		L	T	P	Cr.	
3.	Thesis	-	-	-	16	S/X
	<b>Total</b>				<b>16</b>	

2/12/20

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## List of Electives

### Elective I

1. Optical Communication
2. Satellite Communication
3. Wireless Communications
4. TV and Radar
5. Microwave Integrated circuits

### Elective II

1. Statistical Signal Processing
2. Micro-processor based system design
3. Hardware Description Languages
4. Image Processing and pattern recognition
5. Speech processing
6. Decision and estimation theory

### Elective III

1. Switching Theory and fault diagnosis
2. Video Signal Processing and Standards
3. Multidimensional Digital signal Processing
4. ULSI Technology
5. Neural Network & Applications
6. Embedded systems

### Elective IV

1. Mobile Computing
2. Wireless LAN
3. B-ISDN & ATM Networking
4. Computer network performance and modelling
5. Antenna Design

**List of Lab Electives:**

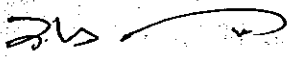
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**Lab. Elective I:**

2. Advance Communication Lab
3. Digital Signal Processing
4. Digital Systems Lab.

**Lab. Elective II:**

1. VLSI Design & Simulation Lab
2. Computer Network Lab
3. Microcontroller Lab



in addition, the candidate must have two year teaching or industrial experience.

The minimum credit hours required for M. Tech. degree is 64. Out of these minimum of 32 through course work and 32 through M. Tech. Thesis work.



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Annexure No. 11

**Department of Civil Engineering**  
**M.Tech (Civil) 'Water Management'**

**Name of the Programme:** Sequential Summer Semester M. Tech in Civil Engineering (Water Management)

**Coordinating Department:** Department of Civil Engineering

**Objective of the Programme:**

1. To give training to the faculty of network institutions & other AICTE approved institutions
2. To promote the interaction with the network (formal and non-formal) institutions
3. To promote interaction with field organisations dealing with water supply and sanitation problems
4. To fill the gap of available professionals trained in dealing with engineering and managerial aspects of water supply and sanitation in especially urban bodies.

**Justification:** The students/faculty gets update in their knowledge to improve teaching, research and consultancy in their parent organization and practice by field organisations. This will help to promote learning, research and application activity in network, lead institutions and field organizations. This will be a step in the direction of fulfilling the vision of Govt. of India for providing 24X7 hrs potable drinking water and clean cities by 2025.

**Eligibility:** Faculty members of Government and Private Engineering Institutions and Sponsored professionals having minimum B.Tech/B.E in Any Branch of Engineering (minimum 60% or 6.0 CPI) and from Field organisations if seats are available.

**Credit Hours required:** The minimum credit hours required for M.Tech degree is 64. Out of these minimum of 40 through course work, project, seminar and special problem and 24 through M.Tech thesis work. The students have to maintain CPI/SPI (Cumulative Performance Index) of 6.0 (out of 10) in every semester in M.Tech programme.

**Intake:** Maximum Intake = 20  
Minimum Intake = 10

**Duration of course:** 3 Years 6 Months (V Semester may be completed just after summer break and up to the winter break).

**Maximum duration of course:** 5 Years

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## Department of Civil Engineering

Details of eligibility criteria, scheme of Examination and syllabi of sequential

### M.Tech (Civil) 'Water Management'

**Eligibility:** Faculty members of Government and Private Engineering Institutions and Sponsored professionals having minimum B.Tech/B.E in Any Branch of Engineering (minimum 60% or 6.0 CPI) and from Field organisations if seats are available.

**Duration:** 4 summers, Maximum duration - 5 Years

### Scheme of Examination M. Tech. (Civil) Water Management

#### First summer Semester

S.No.	Course No.	Subject Name	Credits	L	T	P
1.		Water Resource Planning, Economics and management	4	3	1	----
2.		Earth Resources & Sustainable Development	4	3	1	----
3.		Project I	2			
		<b>Total Credits</b>	<b>10</b>			

#### Second Summer Semester

S.No.	Course No.	Subject Name	Credits	L	T	P
4.		Design of Water and Wastewater Treatment Systems	5	3	2	3
5.		Tariff Fixation and Resource Generation for water supply and sanitation sector	4	3	1	----
6.		Special problem	3			
		<b>Total Credits</b>	<b>12</b>			

#### Third Summer Semester

S.No.	Course No.	Subject Name	Credits	L	T	P
7.		Elective I	4	3	1	----
8.		Elective II	4	3	1	----
9.		Seminar	2			
10.		Thesis	4			
		<b>Total Credits</b>	<b>14</b>			

#### Fourth Summer Semester

S.No.	Course No.	Subject Name	Credits	L	T	P
11.		Elective III	4	3	1	----
12.		Elective IV	4	3	1	----
13.		Thesis	6			
		<b>Total Credits</b>	<b>14</b>			

#### Fifth Semester

S.No.	Course No.	Subject Name	Credits	L	T	P
14.		Thesis	14			
		<b>Total Credits</b>	<b>14</b>			

Total Credit: 64

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**LIST OF ELECTIVES**

**M.TECH (CIVIL)-WATER MANAGEMENT**

**Elective I**

1. Ground water Hydrology
2. Industrial Relations and Environmental Laws
3. Human Resource Management in water supply and sanitation sector

**Elective II**

1. Computational Methods and optimization Techniques
2. Rain water Harvesting and Water conservation techniques
3. Quality Management in water supply and sanitation sector

**Elective III**

1. Environmental Sanitation
2. Environmental legislation and voluntary initiatives
3. Management of unaccounted for water

**Elective IV**

1. Integrated Solid waste Management
2. Environmental Impact Assessment
3. Rural Water Supply and Waste Disposal

**Additional Elective Courses:**

1. Management of Marketing and Information system for WATSAN
2. Technology for water intake from River bank/bed filtration
3. Urban Governance
4. Accounting information and financial decisions making for WATSAN

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# (11) Syllabus-Compulsory

## 1. Water Resource Planning, Economics and management:

Principles of economic planning and decision making. Price theory and resource allocation-project optimality conditions. Cost benefit studies-cost parameter in project selection economic feasibility tests. Involvement of risk and other variables, tangible and intangible benefits, cost benefit studies of single and multi objective planning models. International developments on water transfer, preparation of feasibility reports

## 2. Earth Resources & Sustainable Development

Introduction to ecology, various ecosystems, inter linkages between components of ecosystems. Economic growth of the society and its co-relation with the natural resources use. Impact on ecosystems and other natural resources due economic development. Over exploitation of natural resources and its impact on the balance of ecosystems. Concept of Sustainable development, various initiatives (Regulatory and voluntary) for sustainable development; Environmental protection rules and acts, guidelines for environmental impact analysis, concept of carrying capacity. Measures for sustainable development- Eco labeling, Life cycle analysis, Green product development cleaner production; Wastes exchange, Green Productivity, Policy issues based on polluter pays principle. International trends in sustainable development and Indian scenario-case studies.

## 3. Design of Water and Wastewater Treatment Systems

General considerations for source of drinking water; Economic sizing of pumping mains; considerations for layout of treatment plant; Water treatment plant design. Design of Screens; Grit chamber; Aerated grit chamber; Communitor, equalization tank; Design of primary sedimentation tank. Activated sludge process and its modifications; Trickling filter design along with hydraulic considerations; rotating biological contactor; Aerated lagoons; Waste stabilization ponds. Anaerobic treatment Process; Design of up flow anaerobic sludge blanket reactor, Design of anaerobic sludge digester; Design of sludge drying beds.

## 4. Tariff Fixation and Resource Generation for water supply and sanitation sector

Cost Concept & Classification; Preparation of Cost Sheet, Investment Management; Government Policy & Regulation, Grants & Assistance, Cost Analysis & Tariff Fixation in water supply and sanitation sector, Market Segmentation; Institution Buyer, House hold Consumers and slum Area Dwellers, Cost Recovery, Tariff Fixation in Open Market Reforms, Incentives & Earnings

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## Syllabus-Electives

### Elective I

#### 1. Ground water Hydrology

Ground Water Resources, Major subdivision of ground water flow, Rock and soil composition, medium properties various definitions and nomenclature, vertical distribution of ground water, Aquifers. Ground water movement: Darcy's Law, Hydraulic conductivity General flow equation. Ground water and well hydraulics, steady flow, unsteady flow including the Jacob's and Theis Recovery methods, Leaky aquifers, Partially penetrating wells, Characteristic well losses. Water Wells: Methods of construction of shallow and deep wells, well completion and development. Pumping equipment for sanitary protection of wells, Collector wells. Infiltration galleries.

#### 2. Industrial Relations and Environmental Laws

Industrial Relations: Labour Markets, Role of Employer; Role of Employee; Role of government, Changing Aspirations of the workforce; The Indian Industrial Worker, Trade Union in India. Industrial Disputes: Dimensions; Causes of Industrial disputes, Process & Machinery of Dispute Settlements, Negotiations Strategies, Collective Bargaining. Workers Participation in Management, Labour Welfare & Social Security, Environmental Laws, Regulations, Norms, Role of Government, Society, Industry, Case Study,

#### 3. Human Resource Management in water supply and sanitation Sector

Institutional Framework & vision for municipalities and urban local bodies, SWOT Analysis, division of responsibilities, Accountability issues, Authority & responsibilities, team work, distribution of work and work Appraisal methods, System & processes, training needs, roadmap for HRD, leadership orientation, culture & shared values, Motivational methods, performance evaluation techniques, rewarding mechanism, organizational communication techniques, ethical approach, role clarity & leadership orientation.

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## Elective II

(13)

### 1. Computational Methods and optimization Techniques

Computational Methods: Review of mathematical concepts such as limit, continuity, roll's theorem, interpolation and approximations, numerical integration, composite integration, Romberg integration, numerical differentiation, solution of a system of equations, approximations of solutions of ordinary differential equation, approximations of solutions of partial differential equation. Optimization techniques: Historical development, engineering application, classification of engineering problems, linear programming-simplex method, revised simplex method, duality in linear programming, post optimality analysis, nonlinear programming-unconstrained optimization technique-direct search methods, descent methods constrained optimization-direct and indirect methods, Geometric programming, application to water resource problems.

### 2. Rain water Harvesting and Water conservation techniques

Introduction, Cause for groundwater depletion, study of rain fall and ground water fluctuation data, time series analysis, types of aquifer, surface investigation of ground water, Techniques to improve ground water through rainwater harvesting history of rain water harvesting, Methodology for rain water harvesting, Artificial recharge in Urban Area, Design of pit, Design criteria, computation of artificial recharge from root top rain water collection, quality control aspect of rainwater harvested water, concept of groundwater bank and debit & credit. Rainwater harvesting for irrigation water operation & maintenance of rainwater harvesting pit. Types of storage structure like check dam, ponds and reservoir. Introduction of water losses, reuse of used water, sewage forming etc

### 3. Quality Management in water supply and sanitation sector

Total Quality Management concept in Water Supply and Sanitation sector, Objectives and setting goals, Public health aspects and quality parameters, Physico-Chemical & Biological parameters & their importance, Standardization, Testing protocols & sample collection techniques, Time Optimization techniques, Errors minimization techniques, Statistical analysis of data, Safety considerations, Quality certification methods & certifying organizations.

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## Elective III

### 1. Environmental Sanitation

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Communicable Diseases: General definitions method communication, disease control, control source, mode of transmission and susceptibilities, spiratory; Water and food borne, insect and rodent borne, and miscellaneous diseases. Public Bathing place sanitation: Bathing water and health. A bathing place standard. Bathing loads pool design, operation and maintenance, bathing branches. Food sanitation- Milk and food sanitation, Insecticides and Rodent control. Disinfectant and insecticides. House Institutional Sanitation, Miscellaneous methods of sanitation Brief introduction to principles of pidiology and paracitology

### 2. Environmental legislation and voluntary initiatives

Introduction to national environmental policy, chronology of environmental legislation and voluntary initiatives, Water Act and Water Cess Act, Air Act Hazardous Waste (Management & Handling) Rules, Medical Waste (Management) Rules, Environmental Protection Act, Environmental acts & legislation's in other developed & developing countries, Voluntary initiatives for environmental management ISO-1400: Eco labeling: environmental life cycle analysis, Environmental Audit, Future trend. Case studies.

### 3. Management of unaccounted for water

Introduction, Measurement of UFW by mass balance technique/flow measurement, Consumer survey techniques for UFW, Leakage detection & management, Techniques consumer awareness for UFW bench marking of municipalities for UFW. Appurtenances and materials for minimizing UFW, Automatic control techniques for management of UFW. Role of citizen for minimization of UFW

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## Elective IV

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### 1. Integrated Solid waste Management

Introduction to solid waste generation, its impact on environment and management, Sources composition and characteristics of solid waste, current practices of Waste management and trends. Inventory of solid waste, physical, chemical and biological properties, test procedures, sources, types and properties of hazardous/infectious waste included in MSW Collection and handling of solid waste, collection schedule, Mode of transportation concept of compaction on MSW before transportation Transfer station, design & planning of collection facilities and transfer stations, selection of transportation routes. Treatment of MSW, composting, Incineration, physico-chemical treatment, segregation, recycling, energy recovery, reuse, Waste minimization, Disposal of MSW, engineering design and planning of landfill site selection, site ranking construction and operation of landfills, monitoring and leachate management, landfill closures and post closer monitoring, Vermiculture, composting, incineration. Planning for integrated solid waste management for city-case studies.

### 2. Environmental Impact Assessment

Evolution of EIA; EIA at project, regional and policy levels; Strategic EIA process; Screening and scoping criteria; Rapid and comprehensive EIA Specialized areas like environmental health impact assessment, Environmental risk analysis; Expert system and GIS applications; Uncertainties. Legislative and environmental clearance procedures in India and other countries, Sitting criteria; CRZ; Public participation; resettlement and rehabilitation. Practical applications of EIA; EIA methodologies; Baseline data collection; Prediction and assessment of impacts on physical, biological and socio-economic environment; Environmental management plan; Post project monitoring EIA report and EIS; Review process. Case studies on project, regional and sectoral EIA.

### 3. Rural Water Supply and Waste Disposal

Introduction, Cause for groundwater depletion, study of rain fall and ground water fluctuation data, time series analysis, types of aquifer, surface investigation of ground water, Techniques to improve ground water through rainwater harvesting history of rain water harvesting, Methodology for rain water harvesting, Artificial recharge in Urban Area, Design of pit, Design criteria, computation of artificial recharge from roof top rain water collection, quality control aspect of rainwater harvested water, concept of groundwater bank and debit & credit. Rainwater harvesting for irrigation water operation & maintenance of rainwater harvesting pit. Types of storage structure like check dam, ponds and reservoir. Introduction of water losses, reuse of used water, sewage forming etc

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## Additional Elective Courses (16)

### 1. Management of Marketing and Information system for WATSAN

Basics Issues: Concepts of marketing, SWOT Analysis, approaches to ST Marketing, Emerging Trends and Practices, Institutional and Household Buyer's Behaviour, Demand Forecasting. Marketing mix: Service/product Concepts, Service/Product Mix offerings, Pricing Decisions, Managing Marketing Channels, CRM Advertising. Understanding MIS: Role of information in Decision Making, Decision Making and Organizational effectiveness, Managing Functions and MIS, WATSON Systems, E Governance. Developing MIS: Feasibility study Design and Documentation, Implementing MIS, Evaluation, Maintenance & audit. WATSON information Systems: Ground work for WATSON, Information Systems for Management Functions, MIS for consumer Redressal in WATSON Information for efficient operations, Networking, E Governance

### 2. Technology for water intake from River bank/bed filtration

Introduction and overview, needs/benefits methodologies, international approaches, Case studies of water quality improvements. Design / construction issues, hydro geologic consideration, river hydrology, well type/ placement, Indian Scenarios and applicability to typical models used for river bank/ bed, performance assessment, Modeling considerations and introduction to typical model as used for, Riverbank/bed performance assessment.

### 3. Urban Governance

Report card preparation for good Governance, Bench marketing of water boards/ Urban local bodies, Customer survey procedure & types of questioners, Management information survey for city development, UNDP initiative for urban governance, Funding agencies for urban reform & infrastructure developments, Water supply statistics & performance indicators, Role of regulatory bodies for water supply & sanitation, O & M of water & wastewater supply system, Concept of e-governance.

### 4. Accounting information and financial decisions making for WATSAN

Financial Statements: Trial Balance; Depreciation; Reserves & Funds; Preparation of Income & Expenditure Account, Profit & Loss account; Balance Sheet; Accounting software; TCS EX & Tally. Management Accounting: Evaluation, Nature, Scope & Tools of Management accounting; Fund Flow & Cash Flow statement, Cost Volume Profit relationship, BEP analysis, Absorption Costing Relevance in Decision Making. Costing Methods & Budgetary Control: Standard Costing; Unit costing; Process Costing, Joint Product & By Product Costing; Budgeting, Profit Planning; Budgetary Control, Zero Base Budgeting. Tools of analysis: Ratio analysis, Present Value, Capital Budgeting Decisions, Cost of Capital, Risk Analysis, Financial & Operating Leverages. Accounting Softwares: TCS, EX, Tally, Case Studies, Developing Indian Pricing Models

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**Motilal Nehru National Institute of Technology**  
**(Deemed University)**  
**Allahabad**

NO: /Dean (Acad.) /2004

Dated: 02-04-2004

Subject:- Enforcement of attendance in classes/labs/workshops

As a policy the students are required to have a minimum of 75% attendance in lectures and tutorials in a course to be allowed to appear in its End Semester examination. The students who do not satisfy this requirement in a course will not be allowed to appear in the theory paper in the end semester examination. The overall semester grade would be assigned in all such cases exactly like others but taking the end-semester theory marks as zero.

In order to enforce attendance of the students in classes, the following steps must be adhered to:

1. The Instructors shall maintain the attendance records of all the students in his/her classes throughout the semester.
2. The attendance record of the lectures and tutorials for this period from
  - a. Commencement of classes to the beginning of first mid semester examination
  - b. Commencement of classes to the beginning of second mid semester examinationmust be compiled by the instructor-in-charge for all the students. Those found short of 75% attendance requirement must be issued warning. A Copy of the attendance record of the above mentioned periods must be sent to the Director as well.
3. The attendance record for the whole semester must be compiled after the last lecture/tutorial. The list of the students falling short of 75% attendance requirement must be submitted to Dean (Academic Affairs) within two days of the last class. The Dean (Academic Affairs) will take appropriate steps including notification to ensure that the students falling short of the attendance requirement are not allowed to appear in the theory paper in the end semester examination.
4. No faculty shall permit any students with less than 75% attendance to appear in the End Semester Examination. Any relaxation shall require a prior approval from Chairman, Senate on the recommendation of Chairman SUGC/SPGC.



Krishna Kumar

(Krishna Kumar)  
Director

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Copy to :-

1. All DUGC/DPGC Conveners
2. Chairman SUGC/SPGC
3. All Heads of Departments
4. To the Student Members of DUGC/DPGC/SUGC/SPGC
5. All Notice Boards

*Krishna Kumar*

(Krishna Kumar)  
Director

**Motilal Nehru National Institute of Technology**  
**(Deemed University)**  
**Allahabad**

N0: /Dean(Acad)/2004

Dated: 02-04-2004

Subject:- Procedure on conversion of Marks into Grades

For consistency, openness and transparency the following procedure must be followed for award of Marks and the conversion of Marks into Grades.

1. Faculty shall maintain the attendance records of all the students in his/her classes throughout the semester.
2. The assignments, Minor projects, Seminars etc. shall be evaluated and returned within two weeks of its submission to the students
3. Quizzes, Mid Semester Examination answer scripts of the subject be evaluated and returned within two weeks of the date of the Examination/Quiz.
4. End Semester Examination answer scripts duly marked should be shown to the students within 7(seven) days of the conduct of its examination. A notice should be put up by the concerned Faculty/Course Coordinator informing students to enable them to check their answer scripts at a suitable time(outside regular examination hours)
5. The Faculty In-charge/Course Coordinator shall convert marks into grades according to appropriate cut-off limits for each grade chosen in consultation with other instructor(s). The statement of the policy chosen for the cut-off limits for each grade along with the final grades awarded to the class must reach Dean (Academic Affairs) within seven days of conduct of the examination for the paper.
6. Under exceptional circumstances, change of Grades (if any) maybe possible for sufficient reason and with proper documentary evidence for the mistakes that might have occurred inadvertently. All such changes will have to be sent through proper channel (convener DUGC/DPGC, SUGC/SPGC, Dean (Acad.) to the Chairman, Senate for his approval.

*Krishna Kumar*

(Krishna Kumar)  
Director

Copy to :-

1. All DUGC/DPGC Conveners
2. Chairman SUGC/SPGC
3. All Heads of Departments
4. To the Student Members of DUGC/DPGC/SUGC/SPGC

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*Krishna Kumar*

(Krishna Kumar)  
Director