

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
(DEEMED UNIVERSITY)
ALLAHABAD

Minutes of the third meeting of the Senate of Motilal Nehru National Institute of Technology, Allahabad held on 23rd April, 2003 at 4.30 p.m. and adjourned meetings held on 25th April, 2003, 26th April, 2003, 29th April, 2003 and 30th April, 2003 in Conference Hall of the MNNIT, Allahabad

Members Present

1.	Dr. I.C.Agarwal Director/Chairman	In the Chair
2.	Prof. B.D.Chaudhary	Member
3.	Prof. R.N.Sahi	Member
4.	Prof. Gulab Singh	Member
5.	Prof. Satish Chand, (Dean Acad. Affairs)	Member
6.	Prof. S.K.Agarwal (HOD/MED)	Member
7.	Prof. A.K.Mishra (HOD/CSD)	Member
8.	Prof. I.K.Bhatt	Member
9.	Prof. Triloki Nath	Member
10.	Prof. S.N.Tewari (HOD/EED)	Member
11.	Prof. T.N.Sharma,(Chief Warden)	Member
12.	Prof. L.C. Malhotra (Dean S.A.)	Member
13.	Prof. V.K.Nema	Member
14.	Prof. R.K.Srivastava (HOD/CED)	Member
15.	Prof. S.C.Prasad	Member
16.	Prof. Rakesh Mathur	Member
17.	Prof. R.C.Mehta (HOD/AMD)	Member
18.	Prof. P.K.Mishra	Member
19.	Prof. Sudershan Tewari (HOD/ELD)	Member
20.	Prof. P.R.Agarwal (HOD/SMS)	Member
21.	Prof. Nirjhor Roy	Member
22.	Prof. S.K.Duggal	Member
23.	Dr. Preetam Singh (HOD/Maths)	Member
24.	Dr. Mahendra Kumar(HOD/Physics)	Member
25.	Dr.N.D.Panden(HOD/Chemistry)	Member
26.	Dr. N.Banerjee (HOD/Hum, & Social Scs.)	Member
27.	Dr. Ms. Geetika (Dean P&D)	Member
28.	Sri R.P.Tewari	Registrar/Secretary
29.	Dr. M.M.Gore	Special Invitee

The Chairman, Senate apprised the Senate about the delay in declaration of the odd semester results. The Senate took a serious note of it. It was felt that now Institute being a deemed University following complete internal evaluation system, all out efforts should be made to declare even semester results by May 2003.

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- (i) In future no faculty members should make any commitment which can delay the academic work viz conduct of examination, evaluation of scripts and practical examination etc.
- (ii) No faculty member would avail vacation and leave the institution until all examination and evaluation assignments are completed by them/her.

3.01 The Senate confirmed the Minutes of the Second meeting held on 7th Nov. 2002 and of adjourned meeting held on 14th Nov. ,2002.

3.02 The Senate considered at length the Draft Ordinances / Manual of B.Tech., M.Tech. & Ph.D. Programme.

The Senate approved the B.Tech. Ordinances/Manual as given at **Appendix -I** and postponed the consideration of the M.Tech. & Ph.D. Ordinances/Manual for next meeting.

3.03 The Senate considered the proposed rules for absentees student from Academic EVALUATION activities like Tests, End Semester Exams. Practical Exams, Project presentations Seminars & Quizes etc.

The Senate approved the proposed rules after some minor changes. The approved rules are given in **Appendix-II**.

3.04 The Senate considered the recommendations made by the DUGCs of the Departments of Mathematics, Physics, Chemistry and Humanities & Social Sciences in the case of readmission of Praveen Kumar, Registration No. 1999 306, a B.Tech. student.

It was resolved, that in this case the rules of U.P. Technical University be followed after declaration of his results by the U.P. Tech. University Lucknow.

It was further resolved, that the Dean Academic Affairs may take legal opinion from Legal Adviser of the Institute in this case after declaration of his result

3.05 (a) The Senate considered the recommendation of the committee appointed by DPGC of Mechanical Engineering for the revision/ modifications in the present Course structure /Scheme of examination of M.Tech. Programmes.

It was resolved that the course structure /scheme of examination of M.Tech. in Design, Production and Computer Aided Design & Manufacturing Programme be revised/modified as given in **Appendix-III**.

(b) The Senate considered the recommendation of the DPGC in Electronics dated 22.4.2003 with regard to the changes in the course structure/scheme of Examination of M.Tech Electronics (Digital System) Programme.

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It was resolved, that the revised /modified course structure/scheme of Examination of M.Tech. Electronics (Digital System) be approved as given in Appendix-IV.

- 3.06** The Senate considered the report of the Theses and viva-Voce Examination of Sri S.S.Bale of Mechanical Engineering Department entitled "The study of Some Aspects of Kinematics Synthesis of Planar Linkage Mechanisms" for Award of Ph.D. under the University of Allahabad.

It was resolved, that the award of Ph.D. to Sri S.S. Bale be recommended to the University of Allahabad

- 3.07** The Senate considered the increase in the present intake strength of the students in the Under Graduate and PostGraduate Programmes of the Institute.

It was resolved, that the DUGC's & DPGC's may consider these increases in the intake capacity of the students and recommended to include in the agenda of the next meeting of the Senate for its consideration.

- 3.08** The Senate considered the Academic Calender for summer semester students for the Academic Year 2002-2003 alongwith the revision of the Institute fees for summer semester.

It was resolved, that the academic Calender for summer semester may be placed before the next meeting of the HOD/Deans for discussion. It was further resolved, that the Chairman, Senate is authorized to approve the recommendation on behalf of the Senate.

"It was also resolved, that the revision in the present summer semester fee be placed before the Finance Committee of the Institute in its next meeting. It was recommended that Rs. 5,500/- per student per semester as summer semester fee and Rs. 500/- as exam. fee per student per semester be charged from the students. The Senate also resolved, that an adhoc fee of Rs. 6,000/- (5,500 +500) may be got deposited as interim fee subject to the approval of the Finance Committee."

- 3.09** The Senate considered the Academic Calender for odd semester of Academic Session 2003-2004.

It was resolved, that the Academic Calender for odd semester be placed before the next meeting of the HOD/Deans for the discussion. It was further resolved, that the Chairman, Senate is authorized to approve the recommendation of HOD's /Dean's meeting on behalf of the Senate.

- 3.10** The Senate Considered the provision of mercy appeal for Academically Deficient Students.

It was resolved, that the Dean, Academic Affairs is authorized to recommend the cases to Chairman Senate for approval and the decision taken by the Chairman of the Senate be reported to the Senate in its next meeting.

- 3.11 The Senate considered the recommendation of Head of the Departments of, Humanities and Computer Science and Engineering with regard to the mistakes in the marks submitted by the Faculty members to Dean, Academic Affairs.

It was resolved, that these recommendations be approved.

The Senate further resolved, that in future such cases with complete details of previous & present marks alongwith its record be placed before the Senate Committee which is constituted as under.:-

1. Chairman, Senate,
2. Chairman, SPGC
3. Chairman SUGC
4. Concerned HOD
5. Dean, Academic Affairs.

It was also resolved, to authorize the Chairman of the Senate to approve the recommendation of the Committee on behalf of the Senate and the matter be reported in the next meeting of the Senate.

- 3.12 The Senate considered the methodology of recording the old marks / Grades obtained by the students in the back paper/Summer Semester Courses.

It was resolved, that old marks/ grade of the back paper/ summer semester courses will be replaced by the new marks/ Grades obtained by the students in the back paper / Summer Semester Courses .

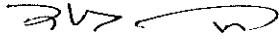
- 3.13. The Agenda items for framing the rules to permit the students to re-appear in Test I, Test II, and End Semester examination on Medical Ground was withdrawn as the necessary provision has been approved under item No. 3.03 of this minutes.

- 3.14. The Senate considers with permission to the Chair to revise the name of PostGraduate degree courses running in the Institute by the different departments.

It was resolved, that the PostGraduate degree courses be re-named as follows:

1. M.Tech. Civil
2. M.Tech. - Computer Science & Engineering
3. M.Tech.- Electronics Engineering
4. M.Tech. - Electrical Engineering
5. M.Tech.- Mechanical Engineering
6. M.Tech- Applied Mechanics.

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


(R.P.Tewari)

Registrar/Secretary

UG Ordinances/Manual**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

The Institute offers 4 year Bachelor of Technology(B.Tech.)-Programme in Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics Engineering, Information Technology, Mechanical Engineering and Production & Industrial Engineering, Chemical Engg. and Bio -Technology.

1.2 Senate Under-Graduate Committee (SUGC)

The Senate Undergraduate Committee, established by 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.

- *Recommends new courses of instruction,*
- *Suggest modifications of courses already approved,*
- *credit valuation of courses,*
- *Recommends the admission the admission of first year students and others with advance standing,*
- *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 the CC and the 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 CC 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) consists of a Convener (nominated by the Head of the Department in consultation with the faculty of the Department), the Head of the Department, Convener DPGC and a minimum of two and maximum of four faculty members, and two student representatives (from third and fourth year) Nominated for purpose amongst the class seniors for one year. The tenure of the faculty members shall be two years, half of them retiring each year. In the first year, lots will be drawn to decide on the retiring members. The Department Undergraduate Committee (DUGC) advises the students in their academic programmes and makes recommendations to the SUGC in all academic matters.

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, the SPGC 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 the 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 normally begins on the Second or third week of July every year and ends on the last Week of June. It is divided into three parts:

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First Semester : From the 2nd/3rd week of July to the 2nd/3rd week of November.

Second Semester : From the 2nd / 3rd week of December to the 2nd / 3rd week of April.

Summer Term : From the First week of May to the Last week of June.

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

Each of the two semesters consists of about eighteen (18) weeks with one week of mid – semester recess. The last week of each semester is used for the end semester examination and one week period during the semester is utilized for the two mid- semester examinations. Thus, there are about 15 teaching weeks in each semester. The summer term consists of about seven (7) teaching weeks, excluding the four days taken up by the two mid-term and one end - term 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 .

3. ADMISSIONS

3.1 B.Tech., Through Entrance Examination - Admissions to the B.Tech.:

(a) The admission to various programmes are made once a year, normally in July, through an Entrance test as decided by the **Board of Governors**. 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.



(d) **Change of Branch** - The students shall normally pursue the respective B.Tech programme allocated to them at the time of admission. However, the Senate may permit a limited number of academically meritorious students, as assessed by their performance in the Institute for at least two regular semesters, to change their branch as per the approved guidelines.

(to be substituted by the existing guidelines)

No candidate though may have qualified the entrance examination, shall be admitted, if still awaiting the final results of their qualifying examination.

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 Senate may 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 are 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 as approved by the Senate on the recommendations 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. The departments may organize educational tours and training as well during the Professional Curriculum.

Students, if facing difficulty in any regular course may be transferred, on the request of the student and on the recommendations of the DUGC and Head of the Department, to

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Slow Paced programme by the Chairman SUGC. Though the contents of such courses and the regular ones are exactly the same, but, these are taught at a slow-pace and covered in two semesters instead of one semester. However the total maximum duration of the programme shall not be changed. All such cases have to be reported to the Senate.

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

A list of courses to be offered during the 1st year shall be put up on the notice boards/ website by the Chairman SUGC and For 2nd 3rd and 4th years by the Head of the Departments/(Dean Academics) and is made available to the Convenor, DUGC and Registration Advisors.

The SUGC nominates Registration Advisors from amongst the faculty to provide necessary information on the core-curriculum courses offered and changes, if any, during registration in each semester. Similarly, the DUGC nominates Registration Advisors to advise students on registration for courses of the professional curriculum.

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 Registration of a Deficient Student

A deficient student is one who either has not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades, not registering course(s) for health and /or other reason(s), etc.

The programme of a deficient student must be framed by APEC/DUGC in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation. A deficient student may be advised not to register for the professional courses if any of the following holds:

- i) His/her CPI is less than 5.0.

ii) He/she has a total backlog of more than three courses of the core-curriculum. Registration of deficient students is done as per the recommendations of APEC and/or respective DUGC.

5.3 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.

5.4 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 credits 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).

Similarly, SUGC may allow a student, for bonafide reasons, to take a reduced load. Also, a deficient student may be required to take a reduced load as per the provisions/recommendations of SUGC/decisions of the Senate.

5.5 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 three courses during the summer term.

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

5.6 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.

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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 credits is approved by the SUGC as per the procedures laid down by the Senate 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 weeks 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 Faculty-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.

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.

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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. Further, for courses with zero weightage only Pass (P) / Fail (F) grades are awarded.

- 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

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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

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

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) **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. INADEQUATE ACADEMIC PERFORMANCE

The academic performance of each undergraduate student is reviewed by APEC at the end of a regular semester and is considered inadequate if his/her SPI/CPI is as under:

SPI and/or CPI falls between 4.5 and 5.0,

Such a student is termed 'academically deficient'. Depending on the degree of inadequacy, a deficient student may be placed on *warning* or *Academic Probation*,

A student who are academically deficient and placed under academic probation should be issued a warning. A copy of the letter should be send to his/her parents/guardian.

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7.1 Academic Probation

A student is put on academic probation if his/her SPI and/or CPI at the end of a regular semester are/is as follows:

$$4.5 < \text{SPI} < 5 \text{ and /or } 4.5 < \text{CPI} < 5.0 \text{ or}$$

Such a student is required to sign an undertaking incorporating the following terms and conditions:

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

The parents/guardian will be requested to countersign the undertaking. If a student is unable to meet the terms/conditions due to some genuine reasons, he/she must indicate this to the DUGC/SUGC before the semester ends.

7.2 Termination of Programme

The undergraduate programme of a student may be terminated by the Senate if he/she

- a) is on academic probation and fails to satisfy the conditions thereof in a particular semester.
- b) is absent without authorized leave of absence for a major part of the semester and does not appear in the end-semester examination of the courses in which he/she is registered.
- c) fails to report and register by the last date of registration without any bonafide reason.
- d) involves himself/ herself, in violation of the code of conduct, in ragging, etc. and the Proctorial Board a special Institute committee makes a recommendation to that effect.

7.3 Reduced Academic Load

A student placed on *warning* or *academic probation* will be permitted a reduced load up to a maximum of three courses, if he/she so desires. However, the courses for which he/she registers will be decided by APEC/DUGC considering the input obtained from the Head, Dean Academic, Faculty, etc. The parents/guardian of such a student will be kept informed of his/her progress.

7.4 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 other 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

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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 FOR AWARD OF DEGREE

9.1 Minimum Residence and Maximum Duration

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

an

Minimum Duration
Eight Semesters

Maximum Duration
Seven years (from 1st 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

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 duration 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.

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 for withdrawal of a degree already awarded.

11 SCHOLARSHIPS, PRIZES AND MEDALS

The institute offers scholarships, prizes and medals to promote academic excellence. These Scholarships, Prizes and Medals or Instituted by the Senate with the approval of the Board of Governors.

The Senate Scholarships and Prizes Committee (SSPC) constituted by the Senate, establishes general policy and implementation details for award of scholarships and Prizes

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.

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 and / or a committee appointed by the Senate 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/ Chief 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.

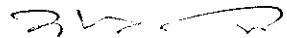
The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

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.



Appendix-II

Proposed Rules for Absentees from Academic Evaluation activities (Tests, End Semester Exams, Practical Exams, Project Presentations, Seminars, Quizzes, etc.)

The senate resolved the following:

- (i) That students who are absent from any scheduled academic evaluation activities such as first and second class tests, quizzes, seminar, project presentation etc. may be given a second opportunity to take the academic evaluation activities provided the reason of absence is unavoidable and justified. A committee consisting of the Convenors of the DUGC and DPGC and the faculty who is responsible for academic evaluation shall take decision regarding granting of the second opportunity to the student.
- (ii) That the second((substitute) academic evaluation must be completed on or before 15 days from the date of first evaluation where the student was absent.
- (iii) That the student will be awarded the marks/points which is the minimum of the marks obtained by him in the second evaluation and fifty percent fo the weightage of the particular academic evaluation activities.
- (iv) That the DUGC and DPGC Convenors will keep records and monitor these evaluations.
- (v) That for the present semester i.e. even semester of 2002-2003 the-clause (iii) stated above. is waived.
- (vi) That the cases of students who are absent from the end semester examinations (theory and practicals both) must be reported to senate and the senate shall take decision.

Annexure-I

COURSE STRUCTURE FOR M.TECH. (COMPUTER AIDED DESIGN AND MANUFACTURING)

S. No.	Code	Subject	L	T	P	Credit
First Semester						
1	AS-573	Computational Mathematics	3	1		4
2	ME-551	Finite Element Method	3	1		4
3	ME-552	Computer Aided Design	3	1		4
4	ME-553	Computer Aided Manufacturing	3	1		4
5	ME-554	Robotics	3	1		4

S. No.	Code	Subject	L	T	P	Credit
Second Semester						
1	ME-555	Mechatronics	3	1		4
2	ME-556	Computer Integrated Manufacturing	3	1		4
3	ME-557	Business Database System	3	1		4
4	ME-558	EI-1	3	1		4
5	ME-559	EI-2	3	1		4

S. No.	Code	Subject	L	T	P	Credit
Third Semester						
1	ME-560	Optimisation Techniques	3	1		4
	ME-601	Seminar				2
2	ME-602	State of Art Seminar				2
3	ME-603	Thesis				2

S. No.	Code	Subject	L	T	P	Credit
Fourth Semester						
1	ME-603	Thesis				10

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Annexure-II

COURSE STRUCTURE FOR M.TECH. (PRODUCTION)

S. No.	Code	Subject	L	T	P	Credit
First Semester						
1	AS-550	Statistical Methods in Engineering	3	1		4
2	AM-509	Advance Materials Science	3	1		4
3	ME-551	Robotics	3	1		4
4	ME-552	Computer Aided Manufacturing	3	1		4
5	ME-553	Optimisation Techniques	3	1		4

S. No.	Code	Subject	L	T	P	Credit
Second Semester						
1	ME-554	Machining Science	3	1		4
2	ME-555	Metal Forming	3	1		4
3	ME-556	Production /Operations Management	3	1		4
4	ME-557	EI-1	3	1		4
5	ME-558	EI-2	3	1		4

S. No.	Code	Subject	L	T	P	Credit
Third Semester						
1	ME-559	Finite Element Method	3	1		4
1	ME-598	Seminar				2
2	ME-599	State of Art Seminar				2
3	ME-600	Thesis				2

S. No.	Code	Subject	L	T	P	Credit
Fourth Semester						
1	ME-600	Thesis				10

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Annexure-III

COURSE STRUCTURE FOR M.TECH. (DESIGN)

S. No.	Code	Subject	L	T	P	Credit
First Semester						
1	AS-504	Advance Mathematics	3	1		4
2	AM-509	Advance Materials Science	3	1		4
3	ME-501	Optimization Techniques	3	1		4
4	ME-502	Dynamic Design of Mechanical System	3	1		4
5	ME-503	Computer Aided Design	3	1		4

S. No.	Code	Subject	L	T	P	Credit
Second Semester						
1	ME-504	Design of Compressors	3			4
2	ME-505	Design of Thermal Systems	3			4
3	ME-506	Advance Instrumentation and Process Control	3			4
4	ME-507	EI-1	3			4
5	ME-508	EI-2	3			4

S. No.	Code	Subject	L	T	P	Credit
Third Semester						
1	ME-509	Finite Element Method	3	1		4
2	ME-598	Seminar				2
3	ME-599	State of Art Seminar				2
4	ME-600	Thesis				2

S. No.	Code	Subject	L	T	P	Credit
Fourth Semester						
1	ME-600	Thesis				10

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Annexure-IV

LIST OF ELECTIVES:

1. Rapid Prototyping and Manufacturing
2. Mechatronics (Only for Design and Production)
3. Product Development
4. Reverse Engineering
5. Nanotechnology
6. Precision Engineering
7. Concurrent Engineering
8. Artificial Intelligence in Engineering
9. Evolutionary Algorithms
10. System Dynamics
11. Flexible Manufacturing System
12. Design Against Fatigue and Fracture
13. Noise and Vibration
14. Computer Graphics
15. Turbo Pumps Design
16. Design of Mechanical System
17. Tool Design
18. Computer Aided Design (Only for Production)
19. Logistics and Supply Chain Management
20. Machine Tool Dynamics
21. Advance Welding Technology
22. Modelling and Simulation in Engineering
23. Robotics (Only for Design)
24. Total Quality Management

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M. Tech. in Electronics (Digital Systems)
Course Curriculum

COURSE/SUBJECT	PERIODS				EVALUATION-SCHEME			
	L	T	P	Cr.	Theory	Practi.	TCW	PCW
<u>Semester I:</u>								
1. Digital Signal Processing	3	1	0	3	80	-	20	-
2. Data Comm. Networking	3	1	0	3	80	-	20	-
3. Digital Hardware Design	3	1	0	3	80	-	20	-
4. Elective I	3	1	0	3	80	-	20	-
5. Lab. Elective I	0	0	4	3		70	-	30
6. Comprehensive Viva-voce I				2		100		
<u>Semester II:</u>								
1. Adv. Comp. Arch.	3	1	0	3	80	-	20	-
2. Elective II	3	1	0	3	80	-	20	-
3. Elective III	3	1	0	3	80	-	20	-
4. Elective IV	3	1	0	3	80	-	20	-
5. Lab. Elective II	0	0	4	3		70	-	30
6. Comprehensive Viva-voce II				2		100		
<u>Semester III:</u>								
1. Colloquium	-	-	-	2	-	100	-	-
2. Project Stage I	-	-	-	11	-	100	-	-
<u>Semester IV:</u>								
1. Project Stage II	-	-	-	13	-	100	-	-

Vijaya Bhadani
(Chair person DPSC)

BY

