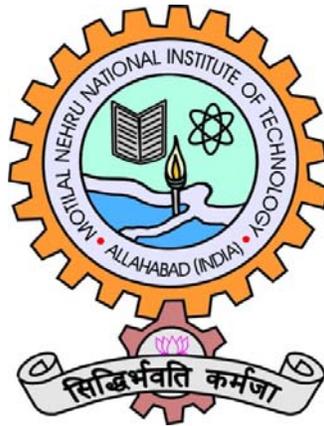


# Ordinances for Masters' Programmes



Motilal Nehru National Institute of Technology Allahabad  
Allahabad, India

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

*These ordinances, on approval by the Board of Governors, shall supersede all the corresponding earlier set of ordinances of the Institute, with all the amendments thereto, and shall be binding on all students. However, the effect of year-to-year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances.*

## 1. INTRODUCTION

The objectives of the Masters' Programmes at the Motilal Nehru National Institute of Technology Allahabad are:

- To be a leading R & D institution,
- To develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the society,
- To be a role model of educational institutions in the country,
- To provide a broad grasp of the fundamental principles of sciences, management and technological methods through its curriculum,
- To provide a deep understanding of the area of specialization,
- To provide an innovative ability to solve new problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups.
- To develop the students with a capacity for free and objective enquiry, courage and integrity and, awareness and sensitivity to the needs and aspirations of society.

With these goals in view, the Masters' Programmes are designed to include courses of study, seminars and thesis/project through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in the ordinance embody the philosophy of the Masters Programmes and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the *Senate Masters Programme Committee (SMPC)*/Senate, various departments may impose such additional requirements as will serve their particular academic goals. The *Department Masters' Programme Committee (DMPC)* shall ensure that all the Rules and Procedures given in the ordinance are adhered to and implemented without any change. While considering an issue if the ordinance does not specifically mention something, the same shall be forwarded to senate through SMPC for its consideration.

### 1.1 Masters' Programmes

The Institute offers following Masters' Programmes through different departments:

1. Master of Technology (M.Tech.)
2. Master of Business Administration (MBA)
3. Master of Computer Application (MCA)
4. Master of Science (M.Sc.) (Mathematics & Scientific Computing)
5. Master of Social Works (MSW)

and any other Masters' Programme as approved by the Senate from time to time.

## 1.2 Senate Masters' Programme Committee (SMPC)

The Senate Masters' Programme Committee (SMPC), established according to the bylaws of the Senate, operates through the Department Masters' Programme Committees (DMPCs) to administer all aspects of the Programmes.

The Senate Masters' Programme Committee (SMPC) shall consist of one representative from each of the Academic Departments/Cells/Centers/Schools, hereafter referred to as Department, who shall be the Convener of DMPC and six additional members of whom one shall be the outgoing Chairman SMPC (if not otherwise a member), the Chairman SDPC, two Senate nominees from amongst the Senate members, and two Masters' students (one male and one female), one from M.Tech. Programmes and one from other Masters' Programmes. The student members shall be nominated by the Dean (Academic). Chairman SMPC shall be nominated by the Senate from amongst the members of the Senate. The tenure of the Chairman SMPC shall be normally of two years. The SMPC shall meet at least two times in every Semester.

The Senate Masters' Programme Committee (SMPC) shall have jurisdiction in the recommendation of the following matters concerning the Masters' Programme of the Institute:

- *Introduction of new Course(s) of instruction,*
- *Desirable modification of Courses already approved,*
- *Modification of the credit value of Courses,*
- *Modification of eligibility criteria for admission,*
- *Modification of the Rules governing the form of presentation and disposal of Thesis,*
- *Conduct of oral and written Examinations,*
- *Award of Degrees, and*
- *Other related matters as may be referred to it by the Senate.*

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

## 1.3 Department Masters' Programme Committee (DMPC)

Each Department shall have a Department Masters' Programme Committee (DMPC) consisting of a Convener, the Head of the Department as ex-officio Chairman, the Convenor DUGC and preferably four to six Faculty Members to be chosen from the Department, including one

Faculty Member from other Department and two departmental Masters' Programme students. The student members shall be nominated for a period of one year by rotation. Out of the Department Faculty Members at least two members from the Department should be Professor, if available; at least one each should be Associate Professor and Assistant Professor. The DMPC shall be proposed by the Head of Department in consultation with the Faculty of the Department in the departmental meeting for a term of two years. The duration of the Committee shall be two years starting from the month of July of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student is being considered, although the students' opinion might be sought prior to taking any decision. The proposed DMPC shall be approved by the Chairman SMPC.

The DMPC shall be responsible for the following:

- (i) Monitoring of quality of instructions to students.
- (ii) Proposing and implementing new Courses.
- (iii) Attending the problems of Masters' programme students and advising them in academic matters.
- (iv) Provide feedback of the performance appraisal to the course instructors and the Head of the Department (MP:01, MP:02)

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

#### 1.4 Office of the Dean (Academic)

The Dean (Academic) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and the SMPC. The office of the Dean (Academic) shall (i) receive, process and maintain all records related to the Masters' Programmes including Curricula, Courses offered, Academic Calendar, Registration, Semester Leave, Examinations, Grades and Award of Degrees and Medals/Prizes, (ii) disseminate information pertaining to all academic matters, (iii) issue necessary Memoranda/Orders, (iv) act as a channel of communication between the Students, Instructors/Supervisor(s), Departments/Interdisciplinary Programme/Schools/Cells/Centers and SMPC. The Masters' Programmes Section of the office of Dean (Academic) shall assist the SMPC in its functioning.

## 2. ACADEMIC SESSION

The Academic Session of the Institute shall be divided into two Regular Semesters, termed as Odd and Even Semesters. The Odd Semester shall normally commence from the third week of July, and the Even Semester from the last week of December (or first week of January) every year, respectively. Each regular Semester (Odd and Even) shall be normally of fourteen weeks duration for the purpose of instructions.

## 2.1 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of Courses, submission of documents, examinations, submission of grades, vacation, mid-semester recess, official student activities etc., during the Academic Session shall be specified in the Academic Calendar of the Institute as approved by the Senate. The Dean (Academic) will notify the Academic Calendar of each Semester.

## 3 ADMISSION

### 3.1 Admission Calendar

Admission shall normally be made in May-June for the odd Semester. However, the Senate may decide to admit students in November-December for the Even Semester.

### 3.2 Eligibility for Admission

1. The eligibility conditions given below shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairman Senate.
2. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections shall imply a minimum of 60% aggregate marks or CPI of 6.5 at qualifying Examination. For SC/ST candidate's eligibility in specified minimum marks/CPI shall be relaxed as per the Government of India norms.
3. Reservation in the Programme shall be done as per the Government of India Rules.

#### 3.2.1 *Master of Technology (M.Tech.)*

Bachelor Degree or equivalent degree in appropriate branch of Engineering/Technology

OR

Master Degree in appropriate discipline of Science.

#### 3.2.2 *Master of Business Administration (MBA)*

Bachelor Degree or equivalent of minimum three years duration in any discipline.

#### 3.2.3 *Master of Computer Application (MCA)*

Bachelor Degree of minimum three years duration in Science with Mathematics as one of the main subject.

#### 3.2.4 *Master of Science in Mathematics and Scientific Computing (M.Sc.)*

Bachelor degree of Science of minimum three years duration.

#### 3.2.5 *Master of Social Works (MSW)*

Bachelors Degree in any discipline with minimum three years duration.

### 3.3 Categories of Masters' Students

Masters' Programmes are generally on Full time basis. However, provisions exist for Part Time programmes also.

#### 3.3.1 *Full-Time Students*

Full time students are further classified as full-time stipendiary, full-time non-stipendiary and full time sponsored.

##### 3.3.1.1 *Full-Time Stipendiary*

This category of Masters' students shall be eligible for financial assistance in the form of stipend at the approved rates and guide lines as notified by MHRD from time to time. The stipend shall be awarded to the students of this category on a Semester-to-Semester basis on the recommendation of the Head of the Department. The renewal of the stipend is dependent on the satisfactory academic performance of the student.

##### 3.3.1.2 *Full-Time Non-Stipendiary*

These students do not receive any kind of financial assistance from the Institute.

##### 3.3.1.3 *Full-Time Sponsored*

(a) Full-Time sponsored Masters' programmes students are those who receive financial support from AICTE under QIP scheme OR from Government/Semi-Government Institutions/Government/Semi-Government Organizations, under study leave. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least two years at the time of admission. Candidates in service are to be released on study leave or extraordinary leave from the organization for full-time research work at the Institute and must furnish a sponsorship along with No-objection certificate from the employer.

(b) Foreign students shall be sponsored by their Government or awarded scholarship by Govt. of India, Indian Council for Culture Relations (ICCR) or other such agencies/organisations.

#### 3.3.2 *Part-Time Students*

These students are admitted for the M.Tech. programme which are being offered on part-time basis. A Part-time candidate must have been in full time service for at least two years after completion of qualifying degree at the time of admission.

The part-time classes shall be held in the evening on working days. Their semester load requirements for course work shall be about half of the full time course. The minimum duration of such course shall be of three years and maximum duration of the course shall be of five years. These courses are for the professionals working in the Allahabad district.

### 3.4 Admission Procedure

1. Admissions to various Masters' Programmes shall be made as per the guidelines framed by the competent authority from time to time.
2. All admissions except full-time MCA and full-time M.Tech. stipendiary shall be made only after approval of the Director on the recommendations of the duly constituted Department Masters' Selection Committee (DMSC) and Chairman SMPC.
3. The DMSC shall be constituted every year in the month of July for admissions to Masters' Programmes. The DMSC shall consist of at least four faculty members, one of whom shall be from another Department. The constitution of the Selection Committee shall be proposed by the Head of the Department and approved by Chairman SMPC
4. Reservation for various categories shall be applicable as per GOI Rules.
5. On approval by the Director, the Head of the Department shall issue the admission letter to the candidates, who shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.
6. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission shall stand automatically withdrawn, and the admission may be offered to the candidates in the waiting list, if any.
7. The offer of admission shall also stand withdrawn if the candidate fails to register by the last date of registration after accepting the offer of admission.
8. The selected candidate, who has completed all the pre-requisites of qualifying degree before the date of registration but is unable to produce the certificate of proof of having passed and secured the minimum specified qualifying marks, shall be considered for provisional admission. However, if admitted provisionally, he/she shall be required to produce the evidence of his/her having passed the qualifying degree examination within six weeks from the last date of registration, failing which the admission shall automatically be cancelled.
9. A few admissions may be offered under the Cultural Exchange Fellowship Programme of the Government of India, administered by the Indian Council of Cultural Relations (ICCR) and Direct Admission of Students Abroad (DASA) and Ministry of External Affairs (MEA) as per rules of respective scheme.

#### 3.4.1 *Admission of Non-Degree Students*

1. A non-degree student is a student who is registered for a Degree in any other recognized Institute or University in India or abroad, and who is officially sponsored by that Institute or University to complete part of his/her academic requirements at MNNIT Allahabad. For that purpose the non-degree student may carry out research/course work/and use other

academic facilities. Credits earned by such student (if any) may be transferred to the parent Institute, if required.

2. The strength of non-degree students in any programme shall not be more than 5% of the programme strength. Such candidates shall be required to deposit double the fee generally charged from the students of this Institution. The course work fee shall be double on pro-rata basis and for Infrastructure and Experimental work the department may decide about it.
3. Students so admitted will be governed by all the Rules, regulations and discipline of the Institute.

#### 3.4.2 *Admission of Part-Time Students*

Admission shall be done on the basis of test and interview as decided by the Institute. Their eligibility for admission and other academic requirements for completing the degree shall remain same as that for full time students.

#### 3.5 *Cancellation of Admission*

All students admitted to any Programme shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Dean (Academic) in consultation with the Director/Chairman Senate 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. REGISTRATION

The office of the Dean (Academic) shall coordinate the registration process with the assistance of the Conveners of DMPC. A student shall register each Semester for the Courses/Projects /Thesis Performance Credits that he/she intends to pursue in that Semester.

1. The registration process shall involve payment of fees for that Semester and clearance of any outstanding dues of the previous Semester, and signing the registration roll with the office of the Dean (Academic).
2. All the students including those who are on authorized leave shall continue to register in the following semesters till they complete all the requirements of the programme.
3. Those students who after registering the Semester have to avail leave for more than as admissible in the Ordinance must be advised for Semester drop.

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

#### 4.1 Late Registration

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

#### 4.2 *Academic Advising*

A student shall be advised in the selection of courses by the DMPC of the concerned Department. The list of students opted for a course shall be submitted to Dean [Academic] in the prescribed format (MP-03) by the HoD. A student registering for thesis credits must have a thesis supervisor assigned to him/her. The request for repeat or substitution of a course must be given in writing duly endorsed by the DMPC to the Dean (Academic) at the time of registration.

#### 4.3 Semester Load Requirements

A semester load shall be equivalent to 20 credits for full-time and 8-12 credits for part-time Masters' students. Thus, a student who has registered for a full Semester load solely by course work shall be required to attend at least 5 courses, if he/she is full-time student or 2-3 courses, if, he/she is part-time student.

### 5 LEAVE RULES

Full-time students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor and Convener DMPC. Application in the prescribed format (Form: MP-04) must be submitted well in advance of the date of commencement of the leave requested.

#### 5.1 Leave

1. All non-stipendiary masters' student shall be entitled for Institute Holidays, mid-semester recess and vacations as specified in the academic calendar.
2. Stipendiary Masters' students may be allowed leave maximum of seven days in a semester or maximum of 15 days in an academic calendar.
3. The students going for prescribed training, or any academic work related to the Thesis work up to maximum of 15 days, assigned by the Supervisor, recommended by Convenor DMPC and approved by the HoD shall be treated as On-duty. Any such assignment for more than this period shall require prior approval of the Chairman Senate through Chairman SMPC.

#### 5.2 Semester Leave

Semester leave up to a maximum of two Semesters may be sanctioned for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements. Leave for more than one Semester at a time shall not be granted.

### 5.3 Absence without Sanctioned Leave

Absence without sanctioned leave shall entail loss of financial assistantship for the period of absence in case of stipendiary candidates, and may result in the termination of the student's Programme on the recommendation of the DMPC and approval of SMPC. Head of the Department shall issue the termination letter.

## 6. PERMISSION TO PROCEED TO OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENTS

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

1. A Masters' Student who satisfies the minimum conditions laid down in (2) below may proceed to another academic Institution in India or abroad with prior permission of the Chairman SMPC on the recommendation of the Convener DMPC. Only those Masters' Students who have spent at least two Semesters, completed Course work and have a CPI of at least 8.0 are eligible to proceed as non-degree students elsewhere.
2. For permission to spend time as a non-degree student elsewhere, an eligible student shall make an application to the Chairman SMPC through the Convener DMPC and the Thesis Supervisor in the prescribed format (Form: MP-05), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance from that Institute /Organisation.
3. Permission to proceed to an Institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNNIT Allahabad.
4. The concerned DMPC shall evaluate the work done by the student and shall make recommendations to the SMPC after determining by whatever means it deems fit, the equivalent MNNIT Allahabad Courses/requirements for which the student may be given a waiver. The minimum residence requirement for the students who will avail of this provision, remain unchanged. However, it shall be reduced by one Semester, provided they spend at least one Semester of 15 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission.

Those students, who are selected by the Institute through the Senate prescribed procedure, willing to proceed on any institutional exchange programme, shall also have to go through the procedure and rules for the transfer of credits.

5. However, his/her financial assistantship shall be restored after he/she joins back the Department and on recommendation of the DMPC. Such students shall not get any financial assistance during the period spent at the host organization/institution.

6. In case, the student could not physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed for physical reporting later. He/She shall have to complete the other registration steps during the time specified, if permitted.

**7. PROGRAMME REQUIREMENTS**

**7.1 Attendance, Minimum Residence, Maximum Duration and Extension Requirements**

Students with less than 75% attendance in a subject shall not be allowed to appear in the End Semester Examination of that subject. This implies that 25% shortage of attendance includes absence due to sports/games activity, Campus interviews, Medical and any other type of leaves, etc. The following table lists the minimum residence and maximum duration allowed in the Programme, and units requirements for graduation in the various programmes:

Programme	Min. Total credits	Min. credits through course work	Min. Credits through Research	Minimum Residence Period (in Years)	Maximum Duration Full Time/Part Time (in Years)
M.Tech.	80	40	40	Two Years	Three Years/Five Years
MBA	80	60	20	Two Years	Three Years
MCA	120	100	20	Two and Half Years	Four Years
M.Sc.	80	60	20	Two Years	Three Years
MSW	80	60	20	Two Years	Three Years

"Course Work" includes only Masters' course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all Masters' courses taken by the student.

**7.2 Extension of Programme**

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Senate on the recommendations of the DMPC and SMPC.

**8. Teaching and Evaluation**

**8.1 Teaching**

- (i) Medium - The medium of instruction shall be English.
- (ii) List of Courses -The list of courses to be offered by a Department/Interdisciplinary

Programme is finalized before the beginning of the Semester by the concerned Head, taking into consideration all the requirements and the recommendations of the Senate.

- (iii) **Conduct of Courses** - Each course is conducted by the Course Coordinator with the assistance of the required number of Faculty Members. The Course Coordinator is responsible for conducting the course, holding the Examinations, Evaluating the performance of the students, Awarding grades at the end of the Semester and at the end of Supplementary Examination and Transmitting the grades to the Office of the Dean (Academic) within the prescribed time limit.
- (iv) **Teaching Assignments** - The Course Coordinator and associated Faculty Members for all the courses offered by a Department during the Semester are decided by the concerned Head. For courses of interdisciplinary nature, the Course Coordinator and associated Faculty Members shall be decided mutually by the Heads of the concerned Departments.
- (v) **Audit Courses** - A student may audit a course in addition to the prescribed Academic Load requirement with the permission of the concerned Head of the Department. There will, however, be no obligation on the part of department to reschedule the time-table if any clash arises. Under this arrangement, the student is simply auditing the course and the grade (if any) awarded to him/her in that courses shall be entered in his/her Grade Report, but shall not be considered for SPI/CPI calculation.

## 8.2 Evaluation

### 8.2.1 Evaluation Process

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

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

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

#### 1. Theory Courses:

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

## 2. *Laboratory Courses:*

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

### 8.2.2 *Paper Setting*

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

### 8.2.3 *Schedule of Examination*

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

### 8.2.4 *Supplementary Examination*

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

For this examination, no regular teaching classes shall be held. The modalities of Supplementary Examination shall be as follows:

- (i) Only those students who were registered for the Courses during the regular Semester, and who failed or failed to appear in the Examination shall be eligible to appear in the Supplementary Examination.
- (ii) A student can appear for a maximum of three Theory Courses and two Practical Courses every year in the Supplementary Examination.
- (iii) The weightages of different components for the computation of Grades of the Course for which the student appears in the Supplementary Examination, shall be as follows:

#### (a) For Theory Courses

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

(b) For Practical Courses

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

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

*Late registration for Supplementary Examination shall not be permitted.*

### 8.3 Grading System

8.3.1 **Grades and Grade Points** At the end of the End-Semester/Supplementary Examination, a student is awarded a letter grade in each of his/her Courses by the concerned Course Coordinator taking into account his/her performance in the various Examinations, Quizzes, Assignments, Laboratory Work (if any), etc., besides regularity of attendance in classes.

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

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

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

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

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

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

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

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

Notes:

1. A student getting an E or a F grade in a course must appear and clear it in the Supplementary Examination.
2. A student getting a D grade in a course may be allowed to appear in the Supplementary Examination, if;
  - (a) His/her CPI is less than the prescribed minimum and the student is allowed to continue in the Programme, and
  - (b) He/She has completed all the courses as prescribed by the Department. In case a student appears in the Supplementary Examination, The SPI and CPI shall be calculated after replacing better of the old and new grades obtained by such a student to remove academic deficiency. All the courses attended by the student shall appear on the transcripts.
3. The letter grades shall be awarded for M. Tech. thesis through an assessment by Examination Board (constituted as per para 10.2) at the end of Semester .

**8.3.2 Semester Performance Index (SPI)** The Semester Performance Index (SPI) is a weighted average of the Grade Points earned by a student in all the Courses credited and describes his/her Academic Performance in a Semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_m$  in  $m$  Courses and the corresponding weights (or credits of the courses) are  $w_1, w_2, w_3, \dots, w_m$ , the SPI is given by

$$SPI = \frac{\sum_{i=1}^m w_i g_i}{\sum_{i=1}^m w_i}$$

S and X grades shall not be considered in the computation of the SPI.

**8.3.3 Cumulative Performance Index (CPI)** The Cumulative Performance Index (CPI) indicates the overall Academic Performance of a student in all the Courses registered up to and including the latest completed Semester term. It shall be computed in the same manner as the SPI, considering all the courses (say,  $n$ ), and is given by

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

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

- 8.3.4 *Grade Report* – A copy of the Grade Report shall be issued to each student at the end of the Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.
- 8.3.5 *Transcript* – A Transcript contains the record of the Grades obtained in each and all Courses Thesis, Project and Seminar registered by a student during his entire Master Programme. It also includes the Courses which has been repeated and/or replaced.
- 8.3.6 *Withholding of Grade Report* – The grade report of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

## 9. ACADEMIC PERFORMANCE REQUIREMENTS

1. The minimum CPI requirement for continuing in the programme is 5.5, however, in the first semester only in which the student registers, the minimum CPI may be relaxed by the SMPC to 5.0 on the recommendation of DMPC.
2. A student shall be allowed to continue in the programme if both the following conditions are met by him/her.
  - (i) His/Her CPI is equal to or greater than 5.5.
  - (ii) He/she does not have E or F grade in any registered course.

A Masters' student who does not fulfil either or both of the above conditions shall be categorised as "Academically Deficient (ACD)". The following guidelines and rules shall be applicable for such students.

- (i) The Head of The Department and the DMPC convener shall advise the students regarding remedial actions to be undertaken to remove the academic deficiencies.
- (ii) An academically deficient student shall be allowed to register in the third Semester if and only if (a) he/she have cleared E or F grade acquired in first or second semester in the subsequent supplementary examination and (b) his/her CPI at the end of the first two semesters is equal to or greater than 5.5 post supplementary examination. The SPI/CPI are calculated after replacing better of old and new grades obtained by him/her if academic deficiency is removed. Similar rule would be applicable for fifth semester registration, if applicable.
- (iii) If a student fails to complete credit requirements satisfactory in thesis/project, an extension of one semester may be given to complete the requirements but within the maximum duration of the programme as per clause 7.1.

### 9.1 Termination of Programme

1. A student shall not be allowed to continue in the Masters' Programme if
  - (a) His /her CPI is below 5.0.
  - (b) His/her CPI is below 5.5 in two consecutive semesters.
  - (c) He/She has more than one E or F grade.

2. After getting the copy of result of Masters' students from Dean (Academic), the Head of the Department will pass on the result to Convener DMPC of the Department to find the cases of termination as per clause 9.1 (1) above.
3. Head of Department shall issue termination letters to those students who fail to meet the requirements to continue in the programme with a copy to Dean (Academic), Chairman SMPC, Dean (SW), Chief Proctor and Chief Warden.
4. Chairman SMPC shall convene a meeting of SMPC to discuss and decide those cases of termination which are permissible to continue in the programme on the recommendation of the DMPC on valid reasons.

## 9.2 Appeal Against Termination

A student, whose programme is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Chairman Senate for reconsideration through DMPC and SMPC (Form : MP-06). While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. The Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Senate shall not entertain the appeal more than two times from the same student.

## 10. APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF THESIS EXAMINATION BOARD

### 10.1 Appointment of M. Tech. Thesis Supervisor(s)

1. A M.Tech. student shall be allotted Thesis Supervisor before the registration in the third semester.
2. A student shall not normally have more than two supervisors at any given time.
3. Thesis supervisor(s) of a student shall be appointed amongst the Faculty Members at MNNIT Allahabad using modalities prescribed by the Department.
4. A student on the recommendation of the DMPC and the SMPC can have a co-supervisor from outside the Institute.
5. The appointment or change of supervisor(s) shall be communicated to the Chairman SMPC by the Convener DMPC.
6. In case, there has been a change/addition in the supervisor(s), the Masters' thesis shall not be submitted earlier than three months from the date of such change.
7. If a student's supervisor proceeds on long leave (more than 3 months) and if there is only one supervisor, then prior to proceeding on such a leave the DMPC Convenor shall, in consultation with Head of Department and the student, appoint a thesis coordinator to

ensure that the student does not suffer in his/her absence. Further, if all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on leave, the Thesis coordinator/Convenor DMPC shall take care of the formalities.

8. In case a supervisor resigns/retires or otherwise ceases to be a Faculty Member of the Institute, the DMPC shall appoint a new supervisor or co-supervisor in consultation with the student.
9. Normally, a Faculty Member shall not supervise more than Five M. Tech. students. However the Department may evolve a transparent policy for the distribution of M. Tech. students amongst the Faculty Members in the Department.
10. In case a Faculty Member is suspended/debarred by the Chairman-Senate for indulging in lowering the prestige of the Institute in any manner, he/she shall cease to be a thesis supervisor.

#### 10.2 Constitution of M. Tech. Thesis Examination Board

1. The Examination Board for Third and Fourth Semester for full-time M.Tech./ fifth and sixth semesters for part-time M.Tech. Programme shall consist of two members in addition to the Thesis Supervisor(s). Of the two,
  - (i) One Faculty from the Department, preferably from the same area
  - (ii) One Faculty from outside the Department.

Thesis supervisor may opt for an external examiner from outside the Institute in place of (ii) above only in the final thesis semester examination with the approval of the Director.

2. The Thesis Supervisor(s) shall propose the constitution of the Examination Board in prescribed format (Form: MP-07), and Convener DMPC and HOD shall forward the same to the Chairman SMPC, who shall approve the same.

### 11 THESIS SUBMISSION AND EXAMINATION

#### 11.1 *M. Tech. Thesis submission*

After the M.Tech. Examination Board is constituted as per Section 10.2, unbound copies of the thesis report one for each examiner of the Examination Board, prepared according to the format prescribed (Form: GL-1) in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis, shall be submitted at least a week before the probable date of Oral Examination. The Supervisor shall arrange to send the copies of the thesis to the examiners. After the final Viva Voce the modifications suggested if any, by the Examination Board, may be incorporated and then submitted to the Department.

### *Plagiarism*

Plagiarism is a serious offence and at any stage if it is found that a part of the Thesis is plagiarized, the Thesis shall be withdrawn and the Programme shall be terminated. A certificate that no part of the Thesis is plagiarized has to be submitted by the student in prescribed format (Form: MP-10).

#### 11.2 M. Tech. *Thesis Oral Examination*

1. The M. Tech. Thesis Oral Examination shall be conducted within four months from the date of submission of the thesis but not before the last month of the final semester. If a student does not appear in the Oral Examination within the prescribed time period, his/her programme would be deemed to be terminated. Request for reinstatement in the programme by such a student should be addressed to the Chairman Senate. The request may be considered by the Senate on case to case basis. In case student does not appear the second time, the thesis so submitted shall be deemed to be rejected.
2. The Examination Board shall evaluate the thesis, conduct the Oral Examination and send a report of the examination to the Chairman, SMPC through the Convener, DMPC (Form : MP-08).
3. A thesis shall be considered to have been accepted if all Members of the Examination Board recommend its acceptance. A thesis, which is not accepted, shall be considered to have been rejected.
4. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the Examination Board, the Oral Examination of the re-submitted thesis shall be conducted by the same Examination Board unless any member of the previous board has retired/left the institution/debarred by the Senate. In such a case a different board is to be approved by the Chairman, SMPC. If the re-submitted thesis is rejected, the matter shall be reported to the Senate for appropriate action.
5. Acceptance of thesis shall be reported to the Senate for approval.

#### 12. DEGREE REQUIREMENTS

A student shall be deemed to have completed the degree requirements, if the student has

1. Passed all the prescribed Courses/Thesis/Projects etc.
2. Attained the minimum required CPI with no Course having E or F grade,
3. Satisfied the minimum academic and residence requirements,
4. Satisfied all the requirements specified by the Senate and the Ordinances.
5. Has earned at least minimum credits as specified in section 7.1.
6. Paid all the dues of the Institute and has no pending case of indiscipline.

### **13. DEGREES**

#### **13.1 Award of Degree**

A student who completes all the graduation requirements specified in Section 12 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.

#### **13.2 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 the withdrawal of a Degree already awarded.

### **14. SCHOLARSHIPS, PRIZES AND MEDALS**

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

#### **14.1 Scholarships**

Stipendiary Masters' students shall be getting financial assistance in the form of stipend at the approved rates and guidelines as notified by MHRD from time to time. 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.

If a M.Tech. student's CPI falls below 5.5 and /or acquire E or F grade in any subject at the end of any semester, then he/she shall not be eligible for scholarship in the next semesters till he/she acquires CPI more than or equal to 5.5 and /or clears E or F grade in subsequent supplementary examination.

A stipendiary Masters' 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.

#### **14.2 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.

## 15. CONDUCT AND DISCIPLINE

### 15.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with the an Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Administrators, Officers and Employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy shall 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), wilful 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 shall lead to his/ her expulsion from the Institute.

### 15.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and / or Placement Services, Withholding of Grades and/or Degrees, Cancellation of Registration and even expulsion from the Institute.

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

- (i) Debar him from few subsequent classes for which he shall not be liable to get relaxation in attendance/favourable consideration in mercy appeal, and
- (ii) Report the matter to Dean (Student Welfare) through Proctorial Board for necessary disciplinary action.

### 15.3 Unfair Means (UFM)

*Unfair means shall comprise of followings.*

- (i) Copying from the papers / mobile electronic equipments, or materials in the possession of the student.
- (ii) Copying from the answer book of neighboring students.
- (iii) Possession of the relevant material.
- (iv) Disturbing the smooth conduct of Examination.
- (v) Misbehaviour with the invigilator
- (vi) Act unbecoming of an examinee of the Institute.

Unfair means committee shall consist of:

- (i) Dean (Academic)
- (ii) Dean (Student Welfare)
- (iii) Chief Proctor
- (iv) Concerned Head of Department/Cell
- (v) Senate Nominee

The procedure to deal with the cases of Unfair Means (UFM) following provisions shall be followed

1. Any use of UFM detected by Course Instructor/Invigilators/Members of Observer Committee shall be reported to Dean (Academic), Head of the Concerned Department and Course Instructor in the prescribed format (Form: MP-09).
2. After the student is caught using UFM his/her answer books along with question paper and material used in UFM will be kept in a separate envelope and the student shall be issued a fresh answer book and question paper on which he/she may continue for the remaining period of examination.
3. Head of the Department may issue a show cause notice to the student seeking his/her clarification on the charges; within three days of the reporting. The clarification of the student may be obtained within two days and the same may be given to Course instructor for getting his/her comments.
4. The Course instructor shall examine the contents of the material used for UFM and verify, if the same is relevant to the subject and up to what extent the material has been used in answering the questions attempted in the answer book.
5. The Course Instructor shall present the case to the Unfair Means Committee.
6. Unfair Means Committee shall meet after six days of the completion of Semester Examination. The committee shall give opportunity to the student concerned and recommend the award of punishment. The recommendation of the punishment may be made on the basis of following:
  - (i) Copying from the papers / mobile electronic equipments materials in the possession of the student.  
(Cancellation of that day examination or of examination of the current session)
  - (ii) If the student has misbehaved with invigilator the matter may be referred to the Proctorial Board for suitable recommendation.
  - (iii) Copying from the answer book of neighboring student.  
(Cancellation of the subject examination).

7. If the decision is not taken by the date of Grade entry the Grades entered shall be 'W' and the result of such student shall not be declared along with other students.
8. The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairman Senate/Director.

*A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman Senate stating clearly the case and explaining his/her position, seeking reconsideration of the decision.*

#### **16. WAIVER OF REQUIREMENTS IN SPECIAL CASES**

The procedures and requirements stated in these Ordinances, other than those in section 3.2 (Eligibility for Admissions) and section 9 (Academic Performance Requirement) may be waived in special circumstances by the SMPC on the recommendation of the DMPC. All such exceptions shall be reported to the Senate.

#### **17. AMENDMENTS**

Notwithstanding anything contained in the Ordinance, the Senate of the Motilal Nehru National Institute of Technology Allahabad, reserves the right to modify/amend without notice, the Curricula, Procedures, Requirements, Examinations, Admissions and Rules pertaining to its Masters' Programmes.

Motilal Nehru National Institute of Technology Allahabad

Course Evaluation Form for Lecture-Courses

The objective of this form is to obtain feedback from the students so as to share it with course instructor for improvement in course structure and content delivery..

Course Number & Course Title:.....Semester/Session & Year:.....

Course Instructor's Name:..... Department:.....

Your performance in the course so far (please circle one): Top 25% / Next 25% / Below 50%

(mark ' X ' in the appropriate box)

	Course Organisation	Range	5	4	3	2	1	Range
1.	Objectives and plan of the course were specified	Very clearly						very poorly
2.	Coverage and depth of course plan was	Excellent						very poor
3.	The topics provided new knowledge	Mostly						Hardly
4.	Prescribed reading material was available	Mostly						Hardly
	Presentation and Interaction	Range	5	4	3	2	1	Range
1.	In terms of organization, clarity and presentation of fundamental concepts, the lectures were	Excellent						Poor
2.	Instructor's oral presentation in terms of audibility and articulation was	Excellent						Poor
3.	Instructor's blackboard (or overhead) presentation in terms of organization and legibility was	Excellent						Poor
4.	Encouragement given by the instructor to think and reason, logically and objectively was	Excellent						Poor
5.	Instructor's responses to questions asked in class were	Clear						Vague
6.	The availability and approachability of the Instructor outside class hours were	Excellent						Poor
7.	Instructor's attitude towards teaching of this course was	Enthusiastic						Indifferent
8.	The overall quality of teaching in this course was	Outstanding						Poor

	Examinations / Tests	Range	5	4	3	2	1	Range
1.	The tests reflected the course plan	Very closely						Poorly
2.	Rather than rote learning, understanding was tested	Thoroughly						Hardly
3.	Examinations were of appropriate level/length	Always						Rarely
4.	Answer scripts were promptly checked and returned	Always						Rarely
5.	The grading was fair and transparent	Mostly						Rarely
6.	The evaluations helped in understanding the subject better	Always						Rarely
OVERALL RATING : Excellent								Poor

General Comments:

- In addition to the class hours, how many hours per week did you put in for this course?
- The work load in this course in comparison to other courses of this semester was:  
*very little / just right / too heavy*
- In relation to the general level of understanding of the class, the level of lectures was:  
*too low / just right / too high*
- Were the lectures held regularly and on time?
- If the course had a self study component (such as assignment, seminars, small projects and literature survey) comment on how it helped /inspired you to learn/probe further.
- What did you like/dislike most about this course?
- Would you rate this course as *one of the five best courses* you have had so far? *Yes / No*

-----  
If you have any other comments not covered by this questionnaire, please write below:

-----  
If there is any Instructor designed feedback question, please write the response below:

Contd.

Motilal Nehru National Institute of Technology Allahabad  
Course Evaluation Form for Practical-Courses

The objective of this form is to obtain feedback from the students so that the practical sessions can be further improved.

Course Number & Course Title:.....Semester/Session & Year:.....

Course Instructor's Name:..... Department:.....

Your performance in the course so far (please circle one): Top 25% / Next 25% / Below 50%

( mark ' X ' in the appropriate box)

	Presentation and Interaction	Range	5	4	3	2	1	Range
1.	The Experiments provided new insights	Always						Rarely
2.	Methodical and systematic work was emphasized	Always						Rarely
3.	Handouts/laboratory manuals were available in advance	Always						Never
4.	Your preparation before going to laboratory was	Excellent						Poor
5.	Instructor's feedback on your report was prompt	Often						Rarely
6.	Instructor's feedback on your report was useful	Often						Rarely
7.	During the practical sessions, your interaction with the instructor was useful	Often						Rarely
8.	Availability and approachability of the Instructor outside class hours was (respond, if applicable)	Excellent						Poor
9.	Encouragement given by the Instructor to think and be creative was	Excellent						Poor
OVERALL RATING : Excellent								Poor

Additional Comments:

If you have any other comments not covered by this questionnaire, please write below:

If there is any Instructor designed feedback question, please write the response below:

Motilal Nehru National Institute of Technology Allahabad

COURSE REGISTRATION FORM

Course Name/Course Type (Core/Elective): .....

Course Code: .....

Semester/Session:.....

Sl. No.	Registration No.	Name of the student	Branch
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

Signature of  
Convener DMPC:

Date:

Copy to:

1. Dean (Academic), 2. Concerned Course Coordinator

Signature of HOD  
with Date:

Dept. Seal:

Motilal Nehru National Institute of Technology Allahabad  
Leave Application

Head of the Department

Kindly allow me to avail Leave/Leave on Duty from.....to.....  
.....for.....days and station leave from date.....time.....to.....

Date.....Time.....My address during leave will be as below.

Address:

Yours Sincerely

Name:

Registration No.

Dated:

For Official use

Recommended/Not Recommended:

Supervisor(s)

Convener DMPC

Approved by:

Head of the Department

Motilal Nehru National Institute of Technology Allahabad

Non-degree Student (Other Institution)

Name of the Student:..... Reg. No. ....

Department:..... Date of First Registration:.....

Supervisor(s):.....

Proposed Department & Institution: .....  
(where the student intends to do the work):.....

Justification:.....  
(If required attach a separate sheet):.....

(Signature of the Student)

Comment of the Supervisor(s):

(Signature of the Supervisor(s))

Recommended by:	Convener-DMPC	Head of Department
Approved by:	Chairman SMPC	

Motilal Nehru National Institute of Technology Allahabad

APPLICATION FOR MERCY APPEAL

1. Registration No. ....
2. Name of the Student .....
3. Program (M.Tech./MCA/MBA/M.Sc./MSW) .....
4. Branch .....
5. Present Semester .....

Semester	SPI	CPI

6. Academic Record
7. Reason/cause for appeal: .....
8. Prayer for appeal: .....

Date:

Signature of the student

9. Recommendation of the Convener, DMPC:  
Signature with date

10. Remarks of Head of the Deptt.:  
Signature with date

11. Observations of Chairman SMPC:  
Signature with date

12. Decision of Chairman Senate:  
Signature with date

Motilal Nehru National Institute of Technology Allahabad  
List of Suggested Examiners for M.Tech. Thesis Examination Board

Name of the Student: ..... Reg No.: .....

Department:.....

Thesis Title (in capitals):.....

Sl. No.	Name of Examiners	Department
1.		
2.		
3.		
4.		
5.		

Proposed by: Thesis Supervisor(s)

Date:

Forwarded by: Convener-DMPC

Date:

Head of Department

Date:

Approved by: Chairman SMPC

Date:

Motilal Nehru National Institute of Technology Allahabad  
REPORT OF M.TECH. THESIS EXAMINATION BOARD  
(to be filled in duplicate)

Name of Student: \_\_\_\_\_ Registration No. \_\_\_\_\_

Department/ Programme: \_\_\_\_\_

Date of Registration in the Programme: \_\_\_\_\_

Date of Thesis Submission: \_\_\_\_\_ Date of Examination: \_\_\_\_\_

Thesis  
Supervisor(s): \_\_\_\_\_

(in capitals)

Report of the Board: \_\_\_\_\_

Grade awarded by the Board.

**Examination Board**

Sl No.	Name of Examiners	Department	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Thesis Supervisor(s) \_\_\_\_\_ Convener, DMPC \_\_\_\_\_ Head of Department. \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Office use only: Course Units = \_\_\_\_\_ Thesis Units = \_\_\_\_\_ CPI in course work = \_\_\_\_\_

The student has completed the programme

Chairperson, SMPC  
Date: \_\_\_\_\_

Motilal Nehru National Institute of Technology Allahabad  
**FORM FOR REPORTING CASES REGARDING UNFAIR-MEANS**

Note:

1. One form should be used for one case only.
2. Please send one question paper alongwith the case(s)

(A) To be filled in by the instructor/invigilators/members of observer committee:

1. Name of Examination : .....
2. Name of student : .....
3. Registration No. : .....
4. Programme/Branch : .....
5. Room No. : .....

6. Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair-means or shown disorderly conduct.

<u>Subject</u>	<u>Subject Code</u>

7. Date & time of incident :

8. Type of Unfair Means Material. : (i) Copying from the papers / materials which is in the possession of the student.

(ii) Copying from the answer book of neighboring student.

(iii) Misbehaved with invigilator.

Date.....

Signature and Full Name of the instructor/invigilators/members of observer committee  
(IN BLOCK LETTERS)

**(B) Student's Statement:**

I have read the report of the instructor/invigilators/members of observer committee made against me as given in column No. A and submit the following statements.

I undertake that this statement has been given by me under no pressure or fear.

1.	Do you agree with the report of the instructor/invigilators/members of observer committee made against you?	<input type="checkbox"/> Yes/ No
2.	If you agree with the report, then: (a) Why did you bring the material referred to in the above report? (b) Did you make any use of it? (c) What explanation have you to offer for your misconduct / Disorderly conduct as mentioned in the report? (d) Have any other thing to say, by way of self-defense or clarification? (If necessary, an extra sheet may be used).	
3.	If you do not agree with the report then give your explanation, if any, in your defense against the report of the instructor/invigilators/members of observer committee.	

(Signature of Student)

**N.B.:**

- (i) The student shall be given extra time, before leaving the Examination Hall in order to compensate him/her for the loss of time spent during enquiry and filling this form.

**(C) Statement of Witness if any:**

Statement of the witness, if any, in case the student denies the allegations of the instructor/invigilators/members of observer committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his statement.

Motilal Nehru National Institute of Technology Allahabad

Table

1. Course Structure for M.Tech.

I Semester:

Sl. No.	Subject Name	L	T	P	Credits	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course I				4	20	20	60
2.	Course II				4	20	20	60
3.	Elective I				4	20	20	60
4.	Elective II				4	20	20	60
5.	Elective III				4	20	20	60

Total Credits = 20

II Semester:

Sl. No.	Subject Name	L	T	P	Credits	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course III				4	20	20	60
2.	Course IV				4	20	20	60
3.	Elective IV				4	20	20	60
4.	Elective V				4	20	20	60
5.	Elective VI				4	20	20	60

Total Credits = 20

III Semester:

S. No.	Subject Name	Credits	Eval. (100)
1.	Special Study/Industrial Training/Colloquium	4	Marks
2.	Thesis	16	Marks

IV Semester:

S. No.	Subject Name	Credits	Eval. (100)
1.	Thesis/Project	20	Marks

Note: The distribution of thesis evaluation marks will be as follows.

1. Supervisor(s) evaluation component :60%
2. Examination Board evaluation component:40%

Table

2. Course Structure for – MBA

I Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course I				4	20	20	60
2.	Course II				4	20	20	60
3.	Course III				4	20	20	60
4.	Course IV				4	20	20	60
5.	Course V				4	20	20	60
6.	Course VI				4	20	20	60
7.	Course VII				4	20	20	60
8.	Course VIII				4	20	20	60

Total Credits = 32

II Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course IX				4	20	20	60
2.	Course X				4	20	20	60
3.	Course XI				4	20	20	60
4.	Course XII				4	20	20	60
5.	Course XIII				4	20	20	60
6.	Course XIV				4	20	20	60
7.	Course XV				4	20	20	60
8.	Course XVI				4	20	20	60

Total Credits = 32

Industrial Internship	6 – 8 Weeks	During Summer Vacation
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III Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XVII				4	20	20	60
2.	Course XVIII				4	20	20	60
3.	Elective I				4	20	20	60
4.	Elective II				4	20	20	60
5.	Elective III				4	20	20	60
6.	Elective IV				4	20	20	60
7.	Open Elective I				4	20	20	60
8.	Summer Internship Evaluation				4	20	20	60

Total Credits = 32

IV Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XIX				4	20	20	60
2.	Course XX				4	20	20	60
3.	Elective V				4	20	20	60
4.	Elective VI				4	20	20	60
5.	Elective VII				4	20	20	60
6.	Elective VIII				4	20	20	60
7.	Open Elective II				4	20	20	60
8.	Comprehensive Viva voce				4	20	20	60

Total Credits = 32

Table

3. Course Structure for – MCA

I Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course I				4	20	20	60
2.	Course II				3	20	20	60
3.	Course III				4	20	20	60
4.	Course IV				3	20	20	60
5.	Lab I				2	50	--	50
6.	Lab II				2	50	--	50
7.	Lab III				2	50	--	50

Total Credits = 20

II Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course V				4	20	20	60
2.	Course VI				3	20	20	60
3.	Course VII				3	20	20	60
4.	Course VIII				3	20	20	60
5.	Course IX				2	20	20	60
6.	Lab IV				2	20	--	50
7.	Lab V				2	20	--	50
8.	Lab VI				2	20	--	50

Total Credits = 21

III Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course X				4	20	20	60
2.	Course XI				4	20	20	60
3.	Course XII				3	20	20	60
4.	Course XIII				3	20	20	60
5.	Course XIV				3	20	20	60
6.	Lab VII				2	50	--	50
7.	Lab VIII				2	50	--	50
8.	Lab IX				2	50	--	50
9.	Lab X				2	50	--	50

Total Credits = 25

IV Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XV				4	20	20	60
2.	Course XVI				3	20	20	60
3.	Course XVII				4	20	20	60
4.	Course XVIII				3	20	20	60
5.	Elective I				3	20	20	60
6.	Lab XI				2	50	--	50
7.	Lab XII				2	50	--	50
8.	Lab XIII				2	50	--	50

Total Credits = 23

V Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XIX				3	20	20	60
2.	Course XX				4	20	20	60
3.	Course XXI				2	20	20	60
4.	Course XXII				3	20	20	60
5.	Elective II				3	20	20	60
6.	Lab XIV				2	50	--	50
7.	Lab XV				2	50	--	50
8.	Lab XVI				2	50	--	50

Total Credits = 21

VI Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Industrial Training				20	--	--	--

Total Credits = 20

Table

4. Course Structure for – M.Sc.

I Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course I				4	20	20	60
2.	Course II				4	20	20	60
3.	Course III				4	20	20	60
4.	Course IV				4	20	20	60
5.	Course V				4	20	20	60

II Semester:

S. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course VI				4	20	20	60
2.	Course VII				4	20	20	60
3.	Course VIII				4	20	20	60
4.	Course IX				4	20	20	60
5.	Course X				4	20	20	60
6.	Course XI				3	20	20	60

III Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XII				4	20	20	60
2.	Course XIII				4	20	20	60
3.	Course XIV				4	20	20	60
4.	Course XV				4	20	20	60
5.	Elective-I				4	20	20	60

IV Semester:

S. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XVI				4	20	20	60
2.	Course XVII				4	20	20	60
3.	Elective-II				4	20	20	60
4.	Open Elective <sup>\$</sup>				4	20	20	60
5.	Project <sup>#</sup>				4	--	--	Marks

Note:

<sup>\$</sup> Open elective can be chosen any subject from M.Tech./ M.C.A./ M.B.A. or from B. Tech. IV year.

<sup>#</sup>: Project Grade and Marks shall be awarded on the basis of project evaluation by Project Evaluation Committee & Project Supervisor as decided by the department.

Table

5. Course Structure for – MSW

I Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course I				4	20	20	60
2.	Course II				4	20	20	60
3.	Course III				4	20	20	60
4.	Course IV				4	20	20	60
5.	Course V				4	20	20	60
6.	Course VI				4	20	20	60

Total Credit = 24

II Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course VII				4	20	20	60
2.	Course VIII				4	20	20	60
3.	Course IX				4	20	20	60
4.	Course X				4	20	20	60
5.	Course XI				4	20	20	60
6.	Course XII				4	--	--	100 (Eval.)

Total Credit = 24

III Semester:

Sl. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XIII				4	20	20	60
2.	Course XIV				4	20	20	60
3.	Course XV				4	20	20	60
4.	Course XVI				4	--	--	100 (Eval.)
5.	Elective I				4	20	20	60
6.	Elective II				4	20	20	60

Total Credit = 24

IV Semester:

S. No.	Subject Name	L	T	P	Credit	Distribution of Marks out of 100		
						TA	Mid-semester Examination	End-semester Examination
1.	Course XVII				4	20	20	60
2.	Course XVIII				4	20	20	60
3.	Course XIX				4	--	--	100 (Eval.)
4.	Course XX				4	--	--	100 (Eval.)
5.	Elective III				4	20	20	60
6.	Elective IV				4	20	20	60

Total Credit = 24

### UNDERTAKING

I declare that the work presented in this thesis entitled “.....” submitted to the Department of ....., Motilal Nehru National Institute of Technology Allahabad, (India) for the award of M.Tech. Degree in ....., is my original work. I neither have plagiarized any part of the thesis nor submitted the same work for the award of any other Degree anywhere. In case this undertaking is found incorrect, The Degree shall be withdrawn unconditionally.

Date :

(Signature of Candidate)

Place :

**Motilal Nehru National Institute of Technology Allahabad**  
**(Guidelines for Thesis submission)**

- Three bound copies of the Thesis should be submitted for Thesis Examination.
- The Thesis should be in the specified format as given below:
  - The back and front cover of the Thesis copy should be in *Black Colour*.
  - The Thesis should be typed in double spacing using Times New Roman font with 12 font size.
  - Chapter heading: Bold/Caps 14 font size.
  - Main Heading (Section) : 12 font Bold
  - Subsection Heading 12 font, bold, italic
  - Thesis should be printed on one side.
  - The sequence should be : Inner cover page, undertaking of the student, Certificate of the Supervisor(s), Acknowledgement, Abstract, Table of contents, List of figures, list of tables, nomenclature followed by Chapters, References, Appendix.

### Course Number

Each postgraduate course will have a unique number consisting of two parts. The first part will consist of a code to identify the department/programme which will be of two characters of English alphabet and identical for all courses of a particular Department/Programme. In the case of Humanities and Social Sciences separate identification codes will be used for each of the approved disciplines. The first digit will denote the semester number and last two digits will unequally identify the course of that semester. To ensure active participation of the identified department to run a IDP, the nomenclature of the individual courses offered under the programme shall reflect the identity of the department offering the course.

### Course Units

The units of postgraduate courses will be arrived at as per the table given below. No course will have units less than 2 or more than 5.

Contact hours/week for a course Units

Two lecture hours: 2

Three lecture hours: 3

Two lecture hours + one tutorial hour: 3

Two lecture hours + one lab session: 3

Three lecture hours + one tutorial hour: 4

Three lecture hours + one lab session: 4

Three lecture hours + one tutorial hour + one lab session: 5

### Approval of a New Course

All Postgraduate courses require the approval of the Senate on the recommendation of SMPC on the proposal of DMPC before being offered. A course will be proposed by an interested faculty member in a prescribed format at least two months before the pre-registration dates of the semester in which it is proposed to be offered for the first time. The Convener, DMPC will send the proposal to all DMPC Conveners for circulation among their colleagues to elicit their comments and suggestions. One copy should be sent to the Chairman, SMPC. A minimum period of five weeks should be allowed for such comments to be received after which the Convener in consultation with the proposer of the course will write to the Chairman, SMPC for approval with two copies of the proposal in its final form after taking into account all comments/suggestions and making suitable modifications. The comments/suggestions received should be enclosed with the letter to the Chairman, SMPC. If over 20 percent of the contents have been modified, the proposal should be re-circulated to all departments. At least two weeks should be allowed for the receipt of comments on the revised course proposal.

### **Discontinuation of Course**

Any postgraduate course, which is not offered for three consecutive years, may be discontinued. The Academic Section will inform the department concerned about such course(s) and if a recommendation to keep the course in the list of approved courses is not received within one month, the course will be taken off from the list of approved courses. No course will be permitted to remain in the list of approved courses for over five years without being offered. The Head of the Department or Convener, DPGC can request in writing to the Chairman, SPGC to remove a course from the list of approved courses for the department.