

**Rules and Regulations for Postgraduate Course  
Master of Technology (M.Tech)  
and  
Model Curriculum (Effective from the Session: 2020-21)  
Choice Based Credit System (CBCS) Ordinance Governing the Degree of  
“Master of Technology (M.Tech)”**

**Definitions of Key Words**

- i. Institute: Noida Institute of Engineering & Technology, Gr. Noida (An Autonomous Institute)
- ii. University: Dr. APJ Abdul Kalam Technological University, Lucknow (APJAKTU).
- iii. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- iv. **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June
- v. **Choice Based Credit System (CBCS)-** The CBCS provides choice for students to select from the prescribed course (core and elective courses).
- vi. **Choice Based Semester System (CBSS)-** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be earned by the students.
- vii. **Programme:** An educational programme leading to award of a Post Graduate Degree.
- viii. **Course / Subject:** Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these
- ix. **Branch:** Specialization or discipline of M.Tech Degree Programme, Like Civil Engineering, Mechanical Engineering etc.
- x. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A<sup>+</sup>, A, B<sup>+</sup>, B, C, D, E and F.
- xi. **Grade Point:** It is a numerical weightage allotted to each letter grade on a 10-pointscale
- xii. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- xiii. **Credit Point:** It is the product of grade point and number of credits for a course
- xiv. **Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during

- that semester. It shall be expressed up to two decimal places.
- xv. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters and it will display at the end of the program. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- xvi. **Grade Sheet or Certificate:** Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and CGPA earned till that academic year.

### **Ordinance For Master of Technology Programmes**

#### **1. Short Title and Commencement**

- 1.1 These Ordinances shall be called the Ordinances for the Master of Technology (M.Tech) Programmes of the University.
- 1.2 These Ordinances shall come into force with effect from the Academic Council / Governing Body may decide on this behalf.

#### **2. Eligibility for Admissions**

- 2.1 Eligibility for admission in the M. Tech. Programme shall be the Bachelor's degree in the appropriate branch.
- 2.2 The Academic Council of the University shall have power to amend or repeal the eligibility criteria laid down at clause 2.1.

#### **3. Admission**

- 3.1 University shall permit admission to M. Tech. Programmes and award M.Tech. Degree to only such courses which are duly approved by AICTE/Academic Council.
- 3.2 Admission to M.Tech. Programmes in the first year will only be made through GATE/Entrance test(s) conducted by the University followed by counselling(s). Against vacant seats, institute can take the direct admission on the basis of eligibility describe in 2.1 as prescribed by the University.
- 3.3 Admission on migration of a candidate from any other University to the University is not permitted.
- 3.4 Reservation in admission to an M.Tech. Programme shall be governed by the AICTE/ State Government/ Central Government rules. Where such rules are at variance with each other, the decision of Academic Council / Executive Council shall be final.

#### **4 Duration of Programme**

- 4.1 Total duration of M.Tech. Programme shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for 90 working days or as prescribed by A.I.C.T.E. from time to time.
- 4.2 The student admitted to M.Tech. Programme shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the M.Tech. programme

- 4.3 A student, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further.
- 4.4 The minimum credit requirement for M.Tech degree will be as per the prescribed evaluation scheme of M.Tech.
- 4.5 Further, total duration of course can be extended by 1 year with the permission of Honorable Vice Chancellor of AKTU, Lucknow to complete the course.

**5. Curriculum**

- 5.1 The 2 year curriculum has been divided into 4 semester and shall include lectures, tutorials, practical, projects and dissertation etc. as defined in the course structure and executive instructions issued by the institute from time to time.
- 5.2 The curriculum may also include other such curricular, co-curricular and extracurricular activities may be prescribed by the institute from time to time.

**6. Attendance**

- The students will get registered for examination in each semester after registering for the classes within 14 working days from the commencement of the semester.
- 6.1 Every student is required to attend all (100%) the lectures, tutorials, practical's and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.
  - 6.2 A further relaxation of attendance up to 10% for a student can be given by concerned HOD/ Director provided that he/ she has been absent with prior permission of the concerned HOD/ Director for the reasons acceptable to him.
  - 6.3 Out of 10% mentioned in 6.1, the Head of the Department/Director may condone a relaxation / shortage up-to 5% attendance.
  - 6.4 Out of 10% mentioned in 6.1, the Management of the Institute may condone a further shortage up to 5%.
  - 6.5 No student will be allowed to appear in the end semester examination if he/she do not satisfy the overall average attendance requirements of the clause mentioned above and such candidate(s) shall be treated as having failed.
  - 6.6 The attendance shall be counted from the date of admission in the college or beginning of academic session whichever is later.

**7. Change of College**

Change of college shall not be permitted.

**8. Change of Branch**

Change of branch shall not be permitted.

**9. Examination**

- 9.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/ tutorials, quizzes/ viva-voce, attendance, seminar presentation and reports etc. The marks for continuous assessment (sessional marks) shall be awarded at the end of the

semester. The end semester examination shall be comprised of written papers, practicals and viva-voce, inspection of certified course work in classes and laboratories, project work/ Dissertation (Part 1 & 2), design reports etc. or by means of any combination of these methods.

9.2 The distribution of marks for sessional, end semester theory papers, practicals and other examination, seminars and dissertation shall be as prescribed.

9.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

## **10. Eligibility of Passing**

10.1 A student who obtained Grades A to D shall be considered as passed. If a student secured “F” grade, he /she has to reappear for the examination. It is mandatory for a student to earn the required credits as mentioned in Section 4.4.

a. To pass in a Theory Subject, student must score 40% marks in sessional as well as end semester examination separately and aggregate (sessional + end semester) marks must be 50% in each subject.

b. To pass in a Practical/ Internship/ Project/ Dissertation/ Viva-voce etc. examination, a student shall secure a minimum of 50% of the maximum marks in practical sessional as well as end semester practical examination separately and aggregate (practical sessional + practical end semester) of 50% marks in each.

c. To pass in seminar / predissertation, as student shall secure a minimum of 50% of the maximum marks prescribed,

10.2 The students who do not satisfy the condition 10.1 or who remains absent in end semester examination shall be deemed to have failed in that subject and may reappear for carry over paper (COP) examination. However, the Sessional marks awarded to the student/s at previous attempt in the concerned subject will be carried forward.

10.3 The student who passes a course of a semester as per 10.1 shall not be allowed to appear again in the examination of same subject, unless he/she opts for *abandoning of results* as per 10.4-10.8.

10.4 A student may, at his/her desire, opt to abandon his/her performance of a semester in following manner-

(a) A student may opt to abandon his/her performance in End Semester Examination of any or both semesters of the same academic year only.

(b) A student may opt to abandon his/her Total Performance of the Semester which includes performance in End Semester Examination and Sessional Marks.

(c) A student shall be allowed to abandon the performance maximum twice during the entire programme of study.

(d) Performance of a semester, once abandoned, cannot be claimed again.

10.5 A student, who opts to abandon the performance of a semester as per clause 10.4 shall abandon performance in all the courses of that semester, irrespective of the fact whether the student has passed or failed in any subject of that semester

10.6 A student, who opts to abandon the total performance of the semester including sessional marks, has to take readmission for the relevant semester. Readmission to the First semester in such case shall not be considered as fresh admission i.e.,

the student will continue to have the same University Roll Number, which was allotted earlier

- 10.7 A student, who opted to abandon his/her performance only in the End Semester Examination of a semester and does not desire readmission, shall be permitted to re-appear in examinations of all the subjects of the semester in the subsequent examinations as an Ex-Student. However, the sessional marks obtained by the student in the abandoned semester shall be retained.
- 10.8 Such students who opted to abandon the performance at final semester are eligible for the award of Class and Distinction at the M. Tech. degree level, but are not eligible for the award of ranks.
- 10.9 A student shall be declared to have completed the programme of M.Tech. Degree, provided the student has undergone the stipulated course work as per the ordinances and has earned the total number of credits prescribed in evaluation scheme.

#### **11. Promotion and Eligibility for The Examination**

- 11.1 There shall not be any restriction for promotion from an odd semester to the next even semester.
- 11.2 For promotion from even semester to the next odd semester (i.e. of the next academic year) the student has to secure 50% credits in the immediately preceding two semesters including theory and practical credits.

#### **12. Carry Over System**

Following rules shall be followed for carry over papers:

- a) A candidate who does not satisfy the requirements of clause 10.1(a, b & c) will be required to appear in those theory papers / practical during Carry over examination
- b) Examinations for Carry over Papers (COP) will be conducted after the declaration of result of each semester examination.

#### **Re-Admission in the Institute**

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- 12.1 A candidate is declared failed.
- 12.2 A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.
- 12.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- 12.4 A candidate promoted with carry over subjects and he/she can opt for readmission.

#### **13. Courses**

- 13.1 There will be four types of courses.
- a) **Core Courses:** This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirements of a program in a said discipline of study.
  - b) **Elective Courses:** This is course, which can be chosen from the pool of papers. It may be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student proficiency skills.
  - c) **Seminar:** This is a course in which the student will have to prepare a report and make a presentation on the topic decided in consultation with

the faculty member(s).

d) **Dissertation:** In dissertation the student will have to work on a research topic under the guidance of supervisor(s). Write a dissertation report and make a presentation of the research work carried out through the semester(s).

13.2 The minimum number of students to be registered for an Elective to be offered shall be not less than 05.

13.3 A student shall exercise his/her option in respect of the electives and register for the same at the beginning of the concerned semester. The student may be permitted to opt for change of elective subject within 15 days from the date of commencement of the semester as per the calendar of the Institute.

#### 14. **Computation of SGPV and CGPA**

14.1 An absolute grading system wherein the marks earned by a student in a subject shall be converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated every semester, except the first semester. The grading system is with the following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Pass	Fail
Letter Grade	A+	A	B	C	D	F
Grade Points	10	9	8	7	6	0
Score (Marks)	≥ 90	<90 ≥ 80	<80, ≥ 70	<70, ≥ 60	<60, ≥ 50	<50
Range(%)	(90-100)	(80-89)	(70-79)	(60-69)	(50-59)	(0-49)

#### **For Practical Subjects- ( M.Tech)**

Level	Outstanding	Excellent	Very Good	Good	Average	Fail
Letter Grade	A+	A	B+	B	C	F
Grade Points	10	9	8	7	6	00
Score (Marks)	≥ 90	<90 ≥ 80	<80 ≥ 70	<70 ≥ 60	<60 ≥ 50	< 50
Range (%)	(90-100)	(80-89)	(70-79)	(60-69)	(50-59)	(0-49)

14.2 A student obtaining Grade “F” shall be considered failed and will be required to reappear in the examination. Such students after passing the failed subject in subsequent examination/s will be awarded with grade according to marks he/she scores in the subsequent examination/s. Number of attempts taken to clear a subject/s shall be shown in the transcripts.

14.3 The Institute has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks in to letter grades on the basis of the result statistics of the Institute as in usual

- practice.
- 14.4 The modality for moderation of marks before the declaration of result shall be decided by the examination committee.
- 14.5 The modality for moderation of marks if needed after the declaration of result shall be decided by the examination committee.
- 14.6 If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason & in case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
- 14.7 The Examination Committee shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 14.6.

14.8 **Computation of SGPA and CGPA.**

The following procedure will be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- (a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{i.e SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- (b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student till the end of semester of assessment,

$$\text{i.e. CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- (c) The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

**Illustration for Computation of SGPA and CGPA**  
**Illustration No.1**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	C	7	3x7 = 21
Course 2	3	C	7	3x7 = 21
Course 3	3	D	6	3x6 = 18
Course 4	3	A	9	3x9 = 27
Course 5	3	C	7	3x7 = 21
Course 6	2	D	6	2x6 = 12
Course 7	1	A+	10	1x10 = 10
<b>Total</b>	<b>18</b>			<b>130</b>

Thus SGPA =  $130/18 = 7.22$

**Illustration No.2**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	C	7	3x7 = 21
Course 2	3	C	7	3x7 = 21
Course 3	3	F	0	3x0 = 00
Course 4	3	A	9	3x9 = 27
Course 5	3	C	7	3x7 = 21

Course 6	2	D	6	2x6 = 12
Course 7	1	A+	10	1x10 = 10
<b>Total</b>	<b>18</b>			<b>112</b>

Thus SGPA= 112/18= 6.22

**Illustration No.2 (a)**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 3	3	D	6	3x6 = 18

Ci (First Attempt)-112 + Ci (subsequent attempt)-18 = 130 Thus, SGPA= 130/18=7.22

(SGPA for EVEN Semester will also be calculated in a similar manner)

<b>CGPA</b>	<b>(SGPA Sem-1 * Credit + SGPA Sem-2 * Credit)</b>
	<b>(Sem-1 Credit + Sem-2 Credit)</b>

Thus CGPA= (7.22 x 18 + 7.22 x 18) / 36 = 7.22

**Illustration No.3**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	B	8	3x8 = 24
Course 2	15	A	9	15x9=135
Total	18			159

Thus SGPA= 159/18= 8.83

<b>CGPA</b>	<b>(SGPA Sem-1 * Credit + SGPA Sem-2 * Credit + SGPA Sem-3 * Credit)</b>
	<b>(Sem-1 Credit + Sem-2 Credit + Sem-3 Credit)</b>

Thus CGPA= (7.33 x 18 + 7.33 x 18 + 8.83 x 18) / 54 =7.83

**Illustration No.4**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	18	B	8	18x8 = 144
Total	18			159

Thus SGPA= 144/18= 8.00

**SGPA after Final Semester**

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 18	Credit : 18	Credit : 18	Credit : 18
SGPA : 7.22	SGPA : 7.22	SGPA : 8.83	SGPA : 8.0

Thus CGPA= (7.22 x 18 + 7.22 x 18 + 8.83 x 18 + 8 x 18)/72= 7.82

- 14.5 **Transcript (Format):** Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.



**15. Conversion of Grades Into Percentage**

15.1 Conversion formula for the conversion of CGPA into Percentage is:

$$\text{CGPA Earned] } \times 10 = \text{Percentage of marks scored}$$

**Illustration:** [CGPA Earned 8.2] x 10 = 82.0%

**16. Award of Division, Ranking and Medals**

16.1 Division shall be awarded only after the Fourth and final semester examination based on integrated performance of the candidate for all the four semesters as per following details.

(a) A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years and in addition secures a CGPA of 7.5 and above shall be declared to have passed the examination in FIRST DIVISION WITH HONOURS.

(b) A candidate who qualifies for the award of the degree by securing E or above grades in all subjects of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and secures CGPA not less than 6.5 shall be declared to have passed the examination in FIRST DIVISION.

(c) All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of four semesters as applicable, after his/her commencement of study in the 1<sup>st</sup> semester shall be declared to have passed the examination in SECOND DIVISION.

16.2 For award of ranks in a branch, a minimum of 10 students should have appeared in the final semester dissertation examination. The total number of ranks awarded shall be 10% of total number of students appeared in final semester dissertation examination or 10 students, whichever is less in that branch.

**17. Scrutiny and Revaluation**

17.1 Scrutiny shall be allowed in only theory papers.

17.2 Revaluation of theory/practical papers is permitted only with certain conditions as laid down by the institute.

**18. Unfair means**

Cases of unfair means shall be dealt as per the rules of the institute.

**19. Award of Sessional Marks**

19.1 Sessional marks for theory subjects, practical and seminar shall be awarded in the following manner:

**a) Theory Subjects:**

(a) Class test will comprise two third weight-age with two mid-term tests of equal weight-age

(b) Teacher Assessment Tutorial/Assignment/ Quizzes/ Attendance will comprise one third weight-age

**b) Practical:**

- (a) Two mid-term viva-voce/tests of equal weight-age 50%
- (b) Teacher Assessment: Lab Record 25%, Attendance 25%
- c) Make-up test may be held only for those students who could not appear in any one of mid-term class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the subject teacher up to that time.
- d) The marks of Seminar shall be awarded on the following basis:
  - (a) Write-up / Report 50%
  - (b) Presentation 50%

**20. Dissertation Submission**

20.1 The medium of expression for the dissertation shall be English language.

20.2 The dissertation shall satisfy the following conditions:

- a) It should be satisfactory as far as its scientific/technical/literary presentation is concerned.
- b) The dissertation should be submitted along with the ‘Originality Report’ using an anti-plagiarism software e.g. Turn it in or similar software. The student shall also provide a certificate of non-plagiarism duly countersigned by the dissertation supervisor/ guide. The department will forward the M.Tech thesis along with Turn it in or similar software plagiarism check report having similarity less than 20 %.
- c) It is presumed that a candidate would endeavor to present quality work in the dissertation leading to get the results published in one International Journal (SCI/SCOPUS indexed/ Web of Science) or two International conference papers (e.g. IEEE reviewed conference or equivalent). The thesis evaluation panel will give due consideration on this point while awarding marks for dissertation. An additional 30 & 50 mark respectively will be awarded for one SCI/SCOPUS indexed journal paper and more papers.
- d) The dissertation shall be typed as per the prescribed format and specifications. For the final submission of Dissertation, at least 3 Presentation must be conducted by the department. Dissertation work will be evaluated on the basis of Quality of work, Product development, Innovativeness/Novelty, Individual Contribution and Publication.
- e) The Dissertation work will be evaluated by following committee before final submission
  - Head of the Department
  - External Member from other Department of the Institute/  
Other Institute
  - Concerned Officer –In charge.

- Supervisor/ Guide
- Senior Faculty Members of the department nominated by the  
Head of the Department

**21. Award of Dissertation Marks**

- 21.1 Sessional marks for the dissertation shall be awarded jointly by the supervisor(s)/guide, Head of the Department and a senior faculty member of the department.
- 21.2 An external examiner will carry out final dissertation evaluation. The external examiner appointed by the Institute shall award the marks. Final viva voce of the final dissertation will be conducted in the presence of External Examiner appointed by the institute and supervisor(s)/guide.

**22. Cancellation of Admission**

- 22.1 The admission of a student at any stage of study shall be cancelled if:
- a) He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the University
  - or
  - b) He / She is found unable to complete the course within the stipulated time as prescribed in clause 4.2
  - or
  - c) He / She is found involved in creating indiscipline in the Institution / College or in the University.

**23. Scholarships, Prizes and Certificates**

- 23.1 The institute shall award the Merit-Cum-Means (MCM) scholarships, fee waivers and such other scholarships, award and prizes as approved by the Academic Council/ Governing Body. Announcements of these scholarships/ assistantships stating eligibility and the number and value of scholarships/ assistantships etc. shall be made while inviting applications from time to time from the students of the Institutes.
- 23.2 A student may draw scholarships or stipends from outside sources with the necessary permission from the Director of the Institutes.

**24. Interpretation of Ordinances**

Not with standing anything contained in the Ordinances, the Director may, on behalf of the Academic Council/Governing Body approve the amendment, modification of the Ordinance (s), which in his/her opinion is necessary or expedient for smooth running of a programme and reports it to the next meeting of the Academic Council/Governing Body. In case of any dispute, difference of opinion in interpretation of these Ordinances or any other matter not covered in these Ordinances, the decision of the Director/ Academic Council/Governing Body shall be final and binding.

## ANNEXURE-I

### **Statues of Detained Students**

#### **Following amendments have been approved for status of detained students in any semester**

- I. An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in a given semester.
- II. Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semester) as laid down in clause 8.4 and repeat the entire year course in the next academic year OR to abandon only the ODD semester as laid down in section 8.4 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 8.5 and 8.6 of the ordinance.
- III. If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 9.2 (From the performance of only EVEN semester), he/she then have to study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for Promotion in EVEN semester he/she will be considered FAIL in entire year and will have to repeat both semesters in the subsequent year.
- IV. Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semester) as laid down in clause 8.4 and repeat the entire year course in the next academic year OR to abandon only the EVEN semester as laid down in section 8.4 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 8.5 and 8.6 of the ordinance.
- V. If such a student abandons only the EVEN semester performance then it will be verified whether he/she has attained the minimum credits required to be promoted to next year as given in clause 9.2 (From the performance of only ODD semester). If he/she did then he/she has to study only the EVEN semester (in which the student was detained) in the subsequent academic year as a re-admitted student. Otherwise he/she will be considered fail in entire year and will have to repeat both semesters in the subsequent year.

## ANNEXURE-II

### Instructions and Penalty for Using Unfairmeans

#### **Procedure to be followed by the invigilator / centre superintendent / observer in case of unfair means:**

- i. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the Examination Center Superintendent of the examination center as well as the Observer appointed by the institute.
- ii. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate a second Answer Book.

- iii. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. “(A): UFM-Main Answer Script” should be written on the page cover of the main answer script and “(B): UFM- Second Answer Script” on the cover page of the second answer book.
  - iv. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
  - v. Centre Superintendent shall also give his statement in specified UFM format.
  - vi. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
  - vii. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
  - viii. The Examination Center Superintendent / Observer shall also provide the details of the UFM case to the control room of the Institute though E-mail ONLY.
  - ix. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
  - x. No extra time will be given for completing the Examination as a result of this procedure.
  - xi. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED **UFM** TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF INSTITUTE.
- II. In case a candidate has smuggled out an Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non availability of the Answer Book, the matter should be reported to the police and a copy of the FIR is sent to the office of the Controller of Examination along with the statement of the Invigilator present in the room, statement of the observer and also of the candidate (if candidate is available).
- i. In case of impersonation, the Centre Superintendent shall report the matter to the POLICE. Center superintendent shall also report the incident to the Controller of Examination of the Institute along with the detailed report with necessary documents duly countersigned by the observer.
  - ii. In cases of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.
  - iii. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be submitted to the Institute.

**Convening of Committee on Unfairmeans:**

A Committee (Standing Committee) appointed by the Chief Controller of Examination/Director shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the

committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Chief Controller of Examination/Director for consideration and necessary orders.

**Table Showing Punishment Details for Unfairmeans w.e.f. From Odd Semester of Session 2020-2021 of the Institute:**

A	1.	Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" Grade.
	2.	Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	
	3.	Any sort of writing on the question paper except the Roll No. at the given space.	
	4.	Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend / Observer / invigilator.	
	5.	Use of indecent or abusing words in the answer book.	
	6.	Attempts to remove Encrypted code / Bar Code or any sticker from the answer book.	
	7.	Indulges in writing the matter relevant to subject before commencement of examination	
	8.	Attempts oral communication with another examinee	
	9.	Indecent behavior at the examination centre or in the examination hall.	
B	1.	If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
	2.	Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.	
	3.	Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings.	
	4.	Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	5.	Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor.	

	6.	Any sort of writing on the question paper regarding solution of the questions.	
C	1.	Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or “F” grades.
	2.	Examinee has indulged in exchange of answer book with other examinee.	
	3.	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	
	4.	If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee	
	5.	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act	
	6.	Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof	
	7.	If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee	
	8.	If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	
	9.	If the examiner reports about missing pages or additional pages in the answer book of examinee	
	10.	If the examinee obstructs the process of conducting the examination in any way.	
	11.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
	12.	If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book	
	13.	If the examination committee is satisfied with the report of the examiner that the candidate has copied from one another or from any other sources or involved in mass copying during the examination.	
	14.	Possesses any sort of exam relevant material written/printed on compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc.	
D.	1.	If the examinee obstructs/threatens orally or assaults the	Cancellation of result of

		invigilator or any competent authority on exam duty.	the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or “F” grades).
	2.	Tries to bring duly written answer book or supplementary from outside	
	3.	If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.	
E	1.	If a person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled. (All the theory and practical papers will be awarded ZERO marks or “F” grades in that semester).
	2.	If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	
	3.	Leaves the examination hall without submitting his answer book or tries to destroy it.	
	4.	If the examinee is not appearing in that particular examination but who is a candidate of other examination of the institute behaves in an in disciplinary manner during particular examination or helps other examinee in using unfair means.	
F	1.	Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	Cancellation of result of the all the theory papers and practical examinations (i.e. the papers and practical examination will be awarded ZERO marks or “F” grades) in that YEAR and candidate has to repeat that session.
	2.	Physically assaulting invigilator or any competent authority on exam duty.	
G.		( <i>In a Carryover Paper</i> ). If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	The candidate shall be awarded zero marks or ‘F’ grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.		If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.



*The result of the student will be declared after implementation of the decision of examination committee*