

Ordinance for Undergraduate Programmes, 2024



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY

BHOPAL (M.P.) 462003

(An Institution of National Importance under Ministry of Education, GOI)

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List of Acronyms

Term	Definition
AIU	Association of Indian Universities
B.Arch.	Bachelor of Architecture
BOS	Board of Studies
B. Plan.	Bachelor of Planning
B.Tech.	Bachelor of Technology
CFTI	Centrally Funded Technical Institute
CGPA	Cumulative Grade Point Average
DASA	Direct Admission of Students Abroad
DUPC	Departmental Undergraduate Program Committee
EWS	Economically Weaker Section
GoI	Government of India
ICCR	Indian Council for Cultural Relations
IIT	Indian Institute of Information Technology
IIT	Indian Institute of Technology
MACT	Maulana Azad College of Technology
MANIT	Maulana Azad National Institute of Technology Bhopal
MEA	Ministry of External affairs
M.Tech.	Master of Technology
NIT	National Institute of Technology
NPTEL	National Programme on Technology Enhanced Learning
OBC	Other Backward Class
RPWD	Rights of People with Disabilities
PhD	Doctor of Philosophy
PWD	Person with a Disability
SAT	Scholastic Assessment Test
SC	Scheduled Caste
Senate	MANIT Academic Senate
SGPA	Semester Grade Point Average
SII	Study in India
ST	Scheduled Tribes
TA	Travelling Allowance
TPO	Training and Placement Office
UFM	Unfair Means
UG	Undergraduate

List of Contents

1. INTRODUCTION	1
1.1 Undergraduate Programmes	1
2. ACADEMIC SESSION	1
2.1 Academic Calendar.....	2
3. ADMISSIONS	2
3.1 Change of Programme and/or Branch	2
3.2 Cancellation of Admission	2
4. CURRICULUM	3
4.1 Course Credits.....	3
5. REGISTRATION	3
5.1 Registration Procedure	3
5.2 Late Registration	3
5.3 Adding and Dropping of Elective Courses.....	3
5.4 Academic Load for the Students	4
5.5 Registration of a Deficient Student	4
5.6 Remedial Classes.....	5
5.7 Fee relaxation for students from socially and economically weaker sections.....	5
5.8 Multiple Exit/Entry Options	5
5.9 Provision of AB/BA System	5
6. ACADEMIC TEACHING AND EVALUATION	6
6.1 Evaluation.....	6
6.2 Grading System	7
6.3 Institute Internship Policy.....	9
6.4 Online Courses	10
6.5 Rights of Persons with Disabilities.....	11
7. INADEQUATE ACADEMIC PERFORMANCE	11
7.1 Deficient Academic Performance.....	11
7.2 Warning	11
8. VARIOUS COMMITTEES	11
8.1 Senate	11
8.2 Disciplinary Committee.....	12
8.3 Departmental Under-graduate Programme Committee (DUPC).....	12
8.4 Senate Undergraduate Program Committee (SUPC).....	12
8.5 Board of Studies (BoS).....	13
9. LEAVE AND VACATIONS FOR THE STUDENTS	13

9.1 Leave during Semester	13
9.2 Mid-semester Breaks and Vacations	14
9.3 Permission to Proceed to other Institutions	14
10. REQUIREMENTS	15
10.1 Minimum and Maximum Residence Duration	15
10.2 Academic Requirement	15
10.3 Graduation	16
11. DEGREES	16
11.1 Award of Degrees/Certification.....	16
11.2 Withdrawal of the Degree/Certification	16
12. SCHOLARSHIPS, PRIZES, MEDALS, AND PROFICIENCY CERTIFICATES	16
12.1 Other Incentives to students	16
13. CONDUCT AND DISCIPLINE	17
13.1 Ragging of Students	17
13.2 General Rules of Conduct and Discipline	18
14. RIGHT TO AMEND AND INTERPRET	19
Annexure 1	20
Annexure 2	21

1. INTRODUCTION

Maulana Azad National Institute of Technology Bhopal (MANIT), Madhya Pradesh, formerly the Maulana Azad College of Technology (MACT), has been amongst the first eight Regional Engineering Colleges established in the country and was inaugurated on 4th September 1960. The Ministry of Human Resources Development (now The Ministry of Education), Government of India, New Delhi, has upgraded the institute as the National Institute of Technology (NIT), and has recognized it as “An Institution of National Importance”.

Set up over an area of 650 acres on a separate plateau, MANIT Bhopal campus comprises administrative and instructional buildings, residential and recreational accommodation for students and staff, and provides general amenities like Post Office, Bank, Shopping center, Dispensary, Auditorium, and Sports facilities on its campus.

As an Institution of National Importance, MANIT Bhopal offers undergraduate, postgraduate, dual degree and PhD programmes in various disciplines. These undergraduate programmes are designed to inculcate concepts and skills, courage and integrity, awareness and sensitivity to the needs and aspirations of Indian society with an aim to achieve objectives of:

- Providing highest level of education in technology and science,
- Promoting a spirit of free and objective enquiry in different fields of knowledge, and
- Making a significant contribution towards the development of skilled technical manpower to meet the growing demands of our nation.

This UG ordinance sets out procedures and requirements of the undergraduate programmes of study at MANIT Bhopal.

1.1 Undergraduate Programmes

The institute currently offers the following UG programmes:

1. Four-year Bachelor of Technology (B.Tech.) in Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering, Materials and Metallurgical Engineering, and Mechanical Engineering.
2. Four-year - Bachelor of Planning.
3. Five-year - Bachelor of Architecture.
4. Five-year Dual Degree in Mathematics and Data Science (B.Tech. and M.Tech.)

2. ACADEMIC SESSION

The academic session normally begins in July every year and ends in May-June. It is divided into two semesters:

Semester I: July to November-December

Semester II: January to May-June

Each of the two semesters comprise around eighteen (18) weeks of study including a one-week mid-semester break. The last week of each semester is used for holding the end-semester examinations. There are about 16 working weeks in each semester.

2.1 Academic Calendar

Academic Calendar specifies all the important events during an academic session such as semester registration, scheduled commencement and end of classes, examination dates, submissions of grades, student events, mid-semester break, vacations, etc. Academic Calendar is approved by the Institute Senate for each academic session.

3. ADMISSIONS

Admissions to UG programmes are processed as per the policies and amendments laid down by the Ministry of Education, Government of India from time to time for admissions to various NITs/IITs/CFTIs.

Fifty percent of the total seats are reserved for candidates belonging to home State of Madhya Pradesh and remaining fifty percent are allotted to students from other States. The admissions are governed by Central Counseling Board constituted by MoE. The reservation of SC/ ST/ OBC/ PWD/ EWS/supernumerary quota for female candidates follows the GoI norms.

Apart from this, the Institute also offers admission to foreign students through DASA/ ICCR/ SII/ MEA as per the directives of Govt. of India. MANIT Bhopal has formulated its own eligibility criteria specifically for the students admitted through the ICCR/SII portal as detailed in Annexure 1.

3.1 Change of Programme and/or Branch

The students shall normally pursue the respective B.Tech./B.Arch./B.Plan./Dual Degree programme allocated at the time of admission. However, after the declaration of second semester result, the Senate may permit a limited number of academically meritorious students to change their programme/branch as per the applications received and vacant seats available that year in the particular category. Change of programme/branch is limited to students of B.Tech. and Dual Degree only.

3.2 Cancellation of Admission

The Institute may cancel the admission of any student who:

- fails to submit the prescribed documents by the specified date or
- fails to meet other stipulated requirement(s) such as payment of fee etc.

The Institute may also cancel the admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

4. CURRICULUM

Details of the curriculum for the undergraduate programmes are contained in the 'Schemes and Syllabus' updated and uploaded on Institute website from time to time. The task of updating the 'Schemes and Syllabus' lies with the Board of Studies (BOS) of the respective departments.

4.1 Course Credits

The Credits of an undergraduate course is /are determined as follows:

S. No.	Description	Credits
1.	A theory course with n lectures/tutorials per week	n
2.	If a theory course with n lectures/tutorials per week also has a laboratory component of a) 2 or 3 hours duration per week b) 4 or more hours duration per week	$n + 1$ $n + 2$
3.	Independent laboratory course of m hours duration per week	$m/2$ (rounded off to the next higher number)

A regular course may usually have credits ranging from 2 to 5.

5. REGISTRATION

Every student is required to register each semester for the courses to be pursued as per the prevailing scheme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. *The sole responsibility for registration rests with the student concerned.*

5.1 Registration Procedure

The student needs to register and pay fee as per the laid down procedure within the time limits setup by the Institute.

5.2 Late Registration

If, for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register till the late registration day specified in academic calendar on payment of stipulated late registration fee.

5.3 Adding and Dropping of Elective Courses

A student may add or drop course(s) during the first two weeks of the beginning of a semester without exceeding any last date specified in the Institute academic calendar to add or drop courses. For this, he/she must fill the appropriate form, get the endorsement of the Subject coordinator for the subject being added and dropped, and submit the form

through the DUPC of his/her UG Programme for approval of Dean (Academic). Adding a course shall be subject to the limited vacancy available in that course.

A student may also be required to drop a course if there is an unresolved clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any reason.

5.4 Academic Load for the Students

A student is normally expected to register for five/six courses every semester as per the respective scheme. Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures and tutorials) and/or laboratory hours.

However, beginning the third semester, a student may be permitted by the Dean (Academic) on the recommendation of Departmental Undergraduate Committee (DUPC) to take an overload of one course every semester to (a) enrich his/her knowledge or (b) clear backlogs. The student may choose if he/she wishes to audit or credit the overload.

The option of 'credit' would imply its inclusion in the calculation of CGPA with award of grades in the range A+ to F. These overload credits would be over and above the minimum credit requirement of the student's (departmental) programme except when the overloading is opted for reasons of clearing a backlog which the student is unable to clear in his/her own branch.

The option of 'audit' would imply an exclusion of the course from the calculation of CGPA, and also its exclusion from the regular grades A+ to F. Besides the regular courses, departments may offer exclusive 'Audit' courses approved by the Senate from time-to-time with credits as less as 1-2 to promote general awareness on topics related to enhancement, promotion, and dissemination of the 'Indian Knowledge System' and on topics related to current developments at the frontiers of scientific research.

Similar to the provision of overload, the Dean (Academic) on the recommendation of DUPC may allow a student, for *bona fide* reason such as academic deficiency, to undertake a reduced load to enable the student to clear his/her programme at a slower pace of convenience.

5.5 Registration of a Deficient Student

A deficient student is one who has a SGPA of less than 5. The deficiency may be due to poor grades, not attending course(s) for health and/ or other reason(s), etc. The students who are not able to get SGPA of 5.0 will be permitted to improve their grades by re-registering in courses where the student has been awarded grades below the "C" grade whenever these courses are offered again. Where a change of scheme occurs and the course is not offered again, the DUPC may replace the relevant course with its nearest

equivalent for possible improvement by the deficient student. Such students may also be permitted to opt for reduced load on the recommendation of their respective DUPC.

5.6 Remedial Classes

The Institute may offer and make provision of remedial classes for 'Deficient' students or for students requesting such classes for *bona fide* reason such as for serious medical reasons. The students would need to approach their respective course coordinators with request for remedial classes beyond the regular classes' timings. Such remedial classes shall be offered and notified by the concerned course coordinator under the approval of the concerned HOD. The attendance of remedial classes, however, shall not accrue to the student in the form of his regular attendance.

5.7 Fee relaxation for students from socially and economically weaker sections

The facility of relaxation in fee shall be extended to students from socially and economically weaker sections of society as per the GOI norms updated from time to time. The modalities shall follow the laid down Institute policy.

5.8 Multiple Exit/Entry Options

The student can avail options of multiple exits from the programme after successful completion of a minimum of four semesters. The Senate will prescribe the Certificate/ Diploma/ Advance Diploma/ Degree to be awarded to the student availing the exit option only upon the request of the concerned student, except where the student successfully completes his/ her programme to which the admission was initially made.

The exit option can be exercised with possibility of re-entry to the same course to complete higher stage of his/her remaining programme with an upper limit of gap from the time of exit to the time of re-joining, as prescribed by the Institute Senate. Normally the exit gap may not exceed a period of 3 years on every exit availed. This gap shall not be counted for computing the maximum permissible duration of the programme.

In case the scheme has changed at the time of reentry, the student shall be governed by the scheme in force at the time of his reentry into a specific semester. After successful completion of Certificate/ Diploma/ Advance Diploma/ Degree, the student shall be notified and awarded the appropriate certification with an appropriate remark about having availed the exit options.

5.9 Provision of AB/BA System

In order to facilitate a student who has missed an entire semester for some *bona fide* reason and to enable him/her to complete the programme in the shortest possible time, the student shall be allowed to register for the next semester without clearing the previous

semester in its entirety. On the recommendation of DUPC, and approval of Dean (Academic) such students will be allowed to subsequently complete their missed-out semester i.e., allowing a backward or BA movement relative to the normal AB movement of students into their successive semesters. While approving the BA movement, the DUPC may duly consider the prerequisites and may allow reduced load in such a case to be compensated by an overload in the subsequent semesters.

Such BA students may also be allowed the benefit of multiple exits, although their benefit will accrue in the odd semester.

6. ACADEMIC TEACHING AND EVALUATION

6.1 Evaluation

The evaluation of students in a course is a continuous process and is based on their performance in mid-semester examination, quizzes, assignments, laboratory work (if any), end-semester examination, etc. As guidelines, Annexure 2 exhibits typical distribution of marks in a continuous evaluation process.

With the help of a Senate Sub-Committee, the Senate may specify from time to time the marks distribution to be generally adhered by the course coordinators. A course coordinator who wishes to differ his/her evaluation from the general distribution, shall have to make a written request elaborating the reasons within 3 days of the beginning of the semester to the Dean (Academic), who with the help of a Senate Sub-Committee or otherwise may approve a modified distribution as suggested by the subject coordinator for the specific subject for which the request had been made.

a) Schedule of Examinations

All examinations shall usually be held during the periods/ days specified in the Academic Calendar. The schedule for the mid-semester examination and the end-semester examination would be declared by the respective departments.

b) Make-up Examination

If a student, for *bona fide* reasons, fails to appear in the Mid-Semester/ End Semester examination, he/ she may make a request to the concerned Course Coordinator for a make-up examination within three days of the date of the scheduled examination. Such a request must give reasons for the failure to appear in the examination with a certificate from a recognized Medical Officer of the Institute dispensary in case the failure to appear in the exam was due to illness. Such cases shall be kept in DUPC which may approve the make-up examination with due intimation to the Dean (Academic). The make-up exam shall be held within 2-weeks of the end-semester examination. The student in such make-up examinations shall be awarded a reduced or scaled-down marks fixed by the Senate (for instance, 80% of the actual scored marks as a guideline) in order to discourage the student from deliberately missing the exams for non bona-fide reasons. Deficient students with D+ and D grades may also

be permitted to undertake such make-up exams. However, the make-up exams shall not be open for a student getting F grade in the regular exam since in this case, the subject would need to be necessarily repeated.

Only one make-up examination, for the mid-semester OR end-semester examination shall be allowed per course. In case of failure to appear in both mid and end semester examinations, the student shall be deemed to have withdrawn from the course and shall be awarded 'W' grade.

6.2 Grading System

a) Credits, Grades, Semester and Cumulative Grade Point Average

At the end of the semester, a student shall be awarded a letter grade based on relative performance in each of his/her courses by the concerned Subject coordinator taking into account student's performance in various examinations, quizzes, assignments, laboratory work (if any), etc. The grades shall be displayed to the students and officially submitted by the concerned Subject coordinator within prescribed time-limit after the end-semester examination.

The Institute prescribes thirteen letter grades: A(+), A, B(+), B, C(+), C, D(+), D, F, I, NP, NF and W. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Grade	Points	Description of performance
A (+)	10	Outstanding
A	9	Excellent
B (+)	8	Very Good
B	7	Good
C (+)	6	Satisfactory
C	5	Average
D (+)	4	Below Average
D	2	Marginal
F	0	Fail
I	-	Incomplete
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal

- b) Fail Grade "F":** A student who is awarded 'F' grade shall have to repeat the course whenever it is offered again. Where the student is unable to repeat the course for reasons beyond his control such as the non-offering of an elective or a change of scheme, the DUPC shall replace the relevant course with its nearest equivalent for completion by the student. However, if in the repeat course or its equivalent the student once again ends up earning 'F' grade, then he/she shall have to opt for a

replacement/differing course with the approval of DUPC of the concerned department for completing the required credits.

- c) **Incomplete Grade “I”:** A student may be awarded the grade ‘I’ (Incomplete) in a course if he/she has missed, for a *bona-fide* reason, a minor part of the course requirement but has done satisfactorily in all other parts. An ‘I’ grade may be awarded for not appearing in Mid-Semester/End-Semester exam because of medical/unforeseen reasons and for instances of use of Unfair Means (UFM) in the exams. An ‘I’ grade shall remain a temporary grade, and must, be converted by the Subject coordinator into an appropriate letter grade and communicated to the COE office by the last date specified (usually 3 days after the make-up examination). Any ‘I’ grade still outstanding three days after the last scheduled make-up-examination shall be automatically converted into the ‘W’ grade, and the student will be deemed to have withdrawn from the course.

All instances of UFM cases shall be dealt in separately by the Senate-sub-Committee SUPC that may invite the HOD of the concerned department, Prof. I/c (Exam) of concerned department, Subject Coordinator and invigilators for helping to arrive at a decision. Depending upon the gravity of offense, the committee may recommend withdrawal from the course with grade ‘W’ / award of barely passing grade/ one-lower grade/ penalization of 5-20% marks etc. to arrive at a grade that would eventually replace the ‘I’ grade awarded earlier.

- d) **Withdrawal Grade ‘W’:** A student who is deemed to have officially withdrawn from a course for which he/she had earlier registered shall be awarded a ‘W’ grade. This grade may be awarded because of reasons such as extreme shortage of attendance and/or punitive action on disciplinary ground or on ground of serious UFM practices adopted. In all such cases the student shall be deemed to have undergone a forced withdrawal from a course with a letter grade ‘W’ awarded. The student may also voluntarily choose to withdraw from a course upto until the beginning of mid-semester examination by informing the course coordinator in writing. In case of ‘W’ grade, the student may have to opt to repeat the entire course whenever it is offered next time if it is a core course deemed necessary for the programme by the DUPC. Where a change of scheme occurs and the course is not offered again, the DUPC shall replace the relevant course with its nearest equivalent.
- e) **‘NP/NF’ grades:** Beginning the Third semester, a student may audit courses with the permission of the subject coordinators and the DUPC. Overall, courses worth upto 15 Credits may be audited during the stay at MANIT and this load shall be in addition to the normal academic load required in the semester. Auditing a course shall imply that the course shall not be included in the SGPA/CGPA calculations, and only Audit Pass (NP) / Audit Fail (NF) grades shall be awarded to the student.
- f) **Change of Grade Already Awarded:** A letter grade once awarded shall not be changed unless a request for change is made by the subject coordinator of the course and the same is approved by Chairman, Senate on grounds of serious discrepancy on the part of the course coordinator in the award of grade. Any such request for change of grade must, however, be made within four weeks of the start of next-semester in the prescribed form with all relevant records placed for justification.

- g) **Semester Grade Point Average (SGPA):** The Semester Grade Point Average (SGPA) 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.

$$SGPA = \frac{\sum_{Semester} (Course\ credits \times Grade\ point)}{\sum_{Semester} (Course\ credits)}$$

- h) **Cumulative Grade Point Average (CGPA) -** The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPA, considering all the courses, and is given by

$$CGPA = \frac{\sum_{All\ Semesters} (Course\ credits \times Grade\ point)}{\sum_{All\ Semesters} (Course\ credits)}$$

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

- i) **Withholding of Grades –** The semester grades of a student may be temporary withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her till the matter get resolved.
- j) **Course evaluation-** The DUPC shall have the authority to make provisions of internal or external course evaluation for project-based subjects.

6.3 Institute Internship Policy

MANIT Bhopal encourages its students to undertake internships within India or abroad.

Eligibility:

1. B. Tech./B. Plan./Dual Degree Students shall be eligible for internships of varying durations, no less than two weeks, as per their choice and convenience. For B. Arch. students, a full-semester chosen internship is mandatory.
2. During the pre-final year, the student can undertake internship either in the summer and/or winter vacations limited to the duration of vacations.
3. A full semester long internship can only be undertaken in final year of the B. Tech. /B. Plan./Dual Degree programmes.

Duration:

The duration of the internship shall be of minimum of two weeks and maximum of one semester plus a part of vacations, after completion of which the candidate must mandatorily report back to the Institute.

Norms and Procedure:

- Interested students shall submit application with an offer letter, and fill up an undertaking in the prescribed format for submitting to the respective HoD.
- The DUPC shall assign a supervisor of relevant specialization to the student who shall track the student's regular progress.
- The recommendations of DUPC alongwith the name of assigned supervisor shall be forwarded to office of TPO for necessary approval of the Competent Authority and issuance of order.
- Candidate shall report his/her fortnightly (15-day) progress to the Supervisor through online presentation/video conferencing/physical presence whichever is feasible.
- Where the student avails a one-semester long internship, the student shall still have to mandatorily undergo regular registration at the Institute by paying the requisite fee besides fulfilling due academic requirements prescribed by the Institute
- After the successful completion of the Internship, the student shall submit a report of the work carried out to his/her Supervisor duly countersigned by Industry mentor/ authorized person with certificate of successful completion of the Internship.
- Final evaluation of the internship shall be made through presentation by the student and its evaluation by a project committee which shall also include the concerned Internal Supervisor of the student.

6.4 Online Courses

Student can register for online courses against an elective as per the approved scheme of the programme based on the recommendation of DUPC. The Online courses must be from sources such as NPTEL / SWAYAM and other agencies as approved by the respective DUPC. Credits will be earned only when such courses are of minimum 36 hours / 12 weeks duration and are evaluated by the agency offering the online course. Corresponding Institute grades will be decided by the DUPC. However, a 'Fail' in the course shall be deemed to be 'F' grade at the Institute with the student requiring to undertake a replacement online/offline course approved by the DUPC.

In case an online course is not evaluated by the offering agency i.e., grades are not provided, the students will have to appear in examination conducted by the department for evaluation and grading purpose. DUPC will appoint a faculty of relevant specialization to evaluate such students and to provide an appropriate grade.

Norms and Procedure:

- The students shall be permitted to opt for online courses from their V Semester onwards. These courses should be aligned with list of electives as per the prevailing scheme.
- The DUPC of the Department shall make its recommendation of the online courses to be taken by the student equivalent to the courses of the respective semester.

Progress & Evaluation:

- Upon satisfactory completion of the course, the grade issued online shall be submitted to DUPC for onward compilation of results.
- The students shall bear all the costs associated with online courses. Institute shall not be liable to any such costs.
- The students proceeding on Internships of full semester duration shall have to opt compulsorily for online courses only in order to fulfill the academic requirement.

6.5 Rights of Persons with Disabilities

Institute is committed to make necessary provisions by way of various Assistive Technologies and relevant physical and digital Infrastructure to facilitate students admitted under PWD category as per RPWD Act 2016 of the GOI.

7. INADEQUATE ACADEMIC PERFORMANCE**7.1 Deficient Academic Performance**

A deficient student having SGPA of less than 5, may be placed on *Warning*, or his/her academic programme may be *Terminated* depending on the degree of inadequacy.

7.2 Warning

A deficient student shall be placed first on ‘warning’ with a letter to the effect issued by the Dean (Academic) to the student, a copy of which shall be sent to his/her parents/guardian. Such a student would be required to sign an undertaking incorporating the following terms and conditions:

- i) His/Her academic load may be reduced by at least one course,
- ii) He/She shall obtain a minimum SGPA of 5.0 in the succeeding semester
- iii) He/She shall not hold any office in the Hostels, Students Council or any other organization/body during academic probation.
- iv) Any other term/condition as laid down by Senate.

The parents/guardian will be required to countersign the undertaking.

8. VARIOUS COMMITTEES**8.1 Senate**

The Senate of MANIT Bhopal is the apex academic body set up under the NIT’s ACT 2007, and deals with all academic matters governing the Institute. The Senate controls, regulates, and maintains the standards of instructions, education, and examination in the Institute and exercises such other powers and performs such other duties as may be

conferred or imposed upon it by the NIT Statutes. The Director of the Institute acts as the ex-officio Chairman of the Senate.

The Senate of MANIT Bhopal conducts itself through specific Senate Sub-Committees set-up by the Chairman Senate from time to time.

8.2 Disciplinary Committee

A disciplinary committee shall handle all cases related to student indiscipline. This committee comprises the Dean (Student Welfare), Chairman Council of Warden, Concerned HOD, Concerned Wardens, Proctor and Assistant Proctor(s). The committee meets as and when required and sends the recommendation to the Director of the Institute for final approval.

8.3 Departmental Under-graduate Programme Committee (DUPC)

The Departmental Under-Graduate Program Committee (DUPC) shall be responsible for implementation and monitoring of all academic matters related to individual UG programmes. If an issue cannot be resolved amicably in the DUPC, the matter has to be referred to the Senate Undergraduate Programme Committee (SUPC) whose decision will be binding upon the DUPC. The DUPC is expected to have its meeting regularly and to keep record of its decisions.

Constitution of DUPC:

1.	Chairman	HOD of concerned department.
2.	Members	Two Professors, One Associate Professor and One Assistant Professor form the Department/ Centre. In case of lack of member at a particular cadre, the same may be opted from the other cadre. In case the quorum is not available in the parent department, the members can be opted from other department/ Centre. One Professor/ Associate Professor from other department Two student representatives (preferably one male and one female student, from two different batches of the UG prog, except the first and the final year) nominated by the HOD
3.	Coordinator	A member of DUPC nominated by concerned HOD.

8.4 Senate Undergraduate Program Committee (SUPC)

The Senate Under-Graduate Program Committee (SUPC) shall be responsible for implementation and monitoring of all academic matters related to UG Programmes offered at MANIT. It shall act as Senate sub-committee to address and resolve academic

matters related to UG programmes, forwarded by DUPC (if not resolved at the level of DUPC).

Constitution of SUPC:

1.	Chairman	Dean (Academic).
2.	Members	Chairman, DUPC of all the Departments offering UG programmes. Two UG student representatives (preferably one male and one female student from pre-final year) nominated by Dean Academic
3.	Convener	Associate Dean (UG).

8.5 Board of Studies (BoS)

The BOS is constituted for every Department/Centre with Dean (Academic) acting as the Chairperson and the HOD of the relevant department/center acting as the Convener. The BOS shall have external and internal members nominated by the Chairman Senate as per the norms laid down by the Senate from time to time. Typical constitution of the BOS shall be as per the following

- Dean Academic (Chairperson)
- Head of the Department/Centre (Convener)
- One External Academic expert from Institution of National Importance, preferably IITs
- One External Industry/National Research Laboratory expert
- One Distinguished alumni of the concerned discipline
- All faculty members of the concerned Department/Centre

The BOS will have the following roles:

- Revision, modification, and vetting of the Scheme and Syllabus related to department.
- Addition, deletion, and renaming of courses and electives
- Proposing new programmes or closing the existing programmes within the department.
- Any other relevant academic matter.

The HOD shall ensure thorough discussion and consensus on the agenda of BOS in a Department faculty meeting before taking the matter on the agenda of the BOS.

9. LEAVE AND VACATIONS FOR THE STUDENTS

9.1 Leave during Semester

Leave during semester shall be strongly discouraged for all registered students. However, only for *bona fide* reasons, a student may be granted authorized leave of absence by DUPC during the semester as under:

Maximum of 15 days on proven medical grounds

Maximum of 15 days for any other valid and proven reason

The above shall be subject to minimum requirement of attendance as prescribed by the Institute Senate from time to time.

A student who avails authorized leave of absence due to medical reasons shall be required to submit a certificate from the MANIT dispensary doctor in case the medical exigency arises during his/her stay at Bhopal.

Unauthorized leave of absence from the Institute for a period exceeding 3 weeks at a stretch will result in automatic withdrawal of the student from all courses in that semester. In such cases, the concerned teacher would need to inform the DUPC of prolonged unauthorized absenteeism of specific student. DUPC would subsequently initiate action on the concerned non-reporting student.

9.2 Mid-semester Breaks and Vacations

Undergraduate students are entitled to avail mid-semester breaks during the semester and vacations at the end of semesters as specified in the Academic Calendar.

9.3 Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon, he/she may be permitted to proceed to premier academic institutions in India or abroad as a non-degree student.

The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters in any academic institution of repute in India or abroad with prior permission of Dean (Academic).

a) Eligibility -

- i) Completion of first four semesters of course work,
- ii) CGPA of at least 8.0

- b) Procedure -** The student shall make an application to the Dean (Academic) through the concerned DUPC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The Dean (Academic) with the help of a Senate Sub-Committee or otherwise shall examine the student's application to determine whether the proposed programme is of a nature, both in quality and quantity, which on successful completion will justify the permission to proceed to other Institution. On the recommendation of the Dean (Academic), the Senate may approve the proposal and grant permission

to the student applicant to proceed as a non-degree student to the permitted institution. Prior to joining the other Institute, the student shall submit at MANIT all relevant documents related to his/her temporary admission in other Institute, and upon his joining the other Institute the student shall send all his/her academic load details. MANIT shall then proceed for granting equivalent academic credits on his/her return.

- c) **Transfer of Credits and Waiver in-lieu thereof-** Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.

When the student returns from the course, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the Dean (Academic) may require for evaluation. The Dean (Academic) will determine, by whatever means he/she deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

Against each course or requirement for which a waiver is granted, a “*Waiver*” would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses undertaken at the selected Institution elsewhere.

Those students who are allowed, by way of prescribed rules and procedures, to proceed under an Institutional Exchange Programme will also be governed by the above clauses for transfer of academic credits and related waivers etc.

10. REQUIREMENTS

10.1 Minimum and Maximum Residence Duration

The minimum and maximum residence duration requirements for various undergraduate programmes are as follows:

UG Program	Minimum Residence	Maximum Duration
B.Tech and B.Plan	Four Years	Seven Years
B.Arch and Dual Degree	Five Years	Eight Years

10.2 Academic Requirement

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and attain a minimum level of academic performance, i.e., obtain a minimum CGPA of 5.0

10.3 Graduation

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

- a) earned prescribed minimum number of credits as per the prevailing scheme of study
- b) met the residence and academic requirements outlined in Sections 10.1 and 10.2
- c) satisfied additional requirements, if any, of the concerned department,
- d) cleared all the dues of the Institute and the Hostels, and
- e) no case of indiscipline is pending against him/her.

11. DEGREES

11.1 Award of Degrees/Certification

A student who completes all the graduation requirements specified in Section 10.3 shall be recommended by the Senate for the award of the appropriate degree/certification in the ensuing convocation.

11.2 Withdrawal of the Degree/Certification

Under exceptional circumstances where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors, withdrawal of a degree/certification already awarded.

12. SCHOLARSHIPS, PRIZES, MEDALS, AND PROFICIENCY CERTIFICATES

A Senate sub-Committee on Scholarships and Prizes Committee (SSPC) shall determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals, and prizes awarded to Institute students. The Committee shall detail norms and conditions for the award of various scholarships, prizes and medals from time to time, and make recommendations to the Senate for its final approval.

12.1 Other Incentives to students

Incentives for Attending Short-Term Courses/Seminars/Conferences/Workshops/Symposiums etc.

1. UG Students may be reimbursed the registration fee and expenses of travel for Paper presentation/ short-term courses/ seminars/ conferences/ workshops/ symposiums etc.
2. For any such events, the Department must justify the need for participation of the student and certify if the event is of such importance (for instance, if the conference is Scopus/Non-Scopus) as to merit financial incentive to the student as well as his/her authorized leave of absence from ongoing classes.

3. The quality of publication/presentation shall be scrutinized by DUPC, which shall thereafter make recommendation with due justification to be forwarded to Dean (Academic).
4. Student can preferably avail institute financial support from Sponsored Research/Consultancy Projects of his/her mentor. In case of non-availability of such support, based on the merit of the proposal, the Dean (Academic) may approve financial support as per the prevailing Institute norms.

Award for research and patents

The Institute shall encourage and incentivize research and patents by the students through scholarships, prizes, medals, and proficiency certificates and shall provide limited financial support for all meritorious activities related to research and patents.

Incentives For Start-ups

The Institute has its Start-up policies and mechanisms in place that incentivize and encourage student start-ups, and facilitate them with mentorship, incubation, and seed funding at MANIT ROLTA Incubation Centre.

Students showing potential interest towards working for Startups and/or Entrepreneurship activities shall be encouraged and facilitated in raising seed money or prototype funding. Students may also earn academic credits for pursuing startup-related activities at MANIT Bhopal under the category of 'project-based' labs with equivalent course credits awarded on the recommendation of MANIT ROLTA Incubation Centre and its subsequent approval by the Institute Senate.

Students interested to work for technology development with the help of incubated startups already existing with MANIT Bhopal or outside of Institute are encouraged to do so with mutual agreement between the parties facilitated by the Institute. If a student wishes to get credit for the work carried out in other startups and innovation projects, then the same may be awarded on a case-to-case basis for a maximum of credits assigned to 'project-based' labs in the scheme after due evaluation of the work by the MANIT ROLTA Incubation Centre which shall make recommendation to the Dean (Academic) in order to secure approval of Senate.

13. CONDUCT AND DISCIPLINE

13.1 Ragging of Students

In accordance with the decision of the Hon'ble Supreme Court vide Writ Petition (Civil) No. 656 of 1998, Ragging is an undesirable offence which is totally banned in the Institute. Broadly speaking ragging is 'any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the student to do any act or perform

something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student'. Any act of physical and mental abuse (including bullying and exclusion) targeted at junior freshers on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background shall be deemed to have been carried out under the umbrella of 'Ragging'.

MANIT Bhopal strictly and completely bans all forms of ragging, a breach of which attracts punishments as per the decision of the Hon'ble Supreme Court. The punishment rendered shall depend upon the degree of severity of violation and may include the following:

- Debarring from appearing in any sessional/examination or withholding of results
- Suspension from attending classes and academic privileges
- Withdrawal of scholarships and other benefits
- Suspension from the Institute for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty-five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment – When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

13.2 General Rules of Conduct and Discipline

In order to maintain the reputation and image of the Institute, the students are required to maintain discipline in the campus.

The following shall be treated as acts of indiscipline:

- Willfully damaging or stealthily removing any property belonging to the Institute or to the fellow students.
- Taking part in strikes and/or actively provoking and promoting mass-absenteeism from classes.
- Non-sportsman like behavior during the indoor/outdoor games
- Possession, consumption, or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- Possession of fire-arms or lethal weapons in the Institute premises/hostels, examination hall etc.
- Indulgence in any kind of political activity within the Institute premises.

- Addressing the press without permission.
- Forming society/ association/ organization without permission of appropriate authority.
- Inviting any outsider to conduct a disruptive meeting without permission of the appropriate authority.
- Involvement in agitation of any kind which may lead to breach of peace within the campus.

A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:

(i) Warning (ii) Censure (iii) Fine (iv) Reduction/ Cancellation of scholarship/stipend/Fellowship (v) Recovery in part or full of losses or damages to the Institute property or property of others caused by the delinquent student (vi) Suspension from availing of any of the Institute amenities and services or from class (vii) Rustication, from the Institute or hostel (ix) Withholding of character certificate (x) Ban on holding post in Student Council/ Association/ Hostel committees (xi) No financial assistance for attending conferences etc, (xii) debarring from appearing in job placement.

14. RIGHT TO AMEND AND INTERPRET

In case the provisions of this Ordinance need urgent revision or amendment for smooth conduction of academic requirements, the same can be done by Chairman Senate, whose decision shall be ratified in the subsequent senate meeting.

In case of difference of opinion in understanding/interpretation of any rule/regulation, the decision of the Chairman, Senate shall be final and binding.

Notwithstanding anything contained in this ordinance, the Senate of MANIT Bhopal reserves the right to amend and revise without notice the procedures, requirements, and rules pertaining to its undergraduate programmes at any point of time it deems fit.

Annexure 1

Eligibility Criterion for admission of foreign students through ICCR/SII portal

1. Applicant's maximum age as on October 1st of that calendar year is 25 years.
2. Applicant must have passed the qualifying examination in English i.e. Senior Secondary (10+2) or equivalent from any system of education as recognized by Association of Indian Universities (AIU).
3. Applicant should have successfully completed the Mathematics, Physics and any of the subject (Chemistry, Biotechnology, Computer Science or Biology) in 11th and/or 12th as applicable in respective Board/ System in English Medium.
4. Applicant must have secured as least 60% aggregate marks (average of all subjects of qualification examination taken examination taken together) or 6.5 CGPA (on a 10-point scale) or equivalent in qualifying examination. In case if grades are only awarded, percentage of CGPA equivalence certificate by the principal examination authorities will be essential.
5. Applicant must have a minimum SAT score of 1440 with Subjects – Mathematics level 2 Physics and Chemistry. For the applicants who have taken multiple attempts, the best valid score in each above subject will be considered for arriving at total minimum SAT score.

Applicant must have studied from level 8 to 12 for Physics, Chemistry, Biology and Maths courses in English medium. A certificate by the principal examination authority should be provided for the same.

Annexure 2

Guidelines for Scheme of Evaluation

Theory

Mid-Semester Exam- 20 Marks (1 Hour)

Assignments and /or Quizzes - 30 Marks (Best of five)

Attendance-10 Marks

End-Semester - 40 Marks (2 Hours)

Practical:

Mid-Semester Evaluation- 20 Marks

Practical records + Viva- 30 Marks (Best of five)

Attendance-10 Marks

End-Semester Evaluation- 40 Marks

Studio Based Subjects:

Mid-Semester Evaluation- 20 Marks

Continuous Evaluation- 30 Marks

Attendance-10 Marks

End-Semester Evaluation- 40 Marks