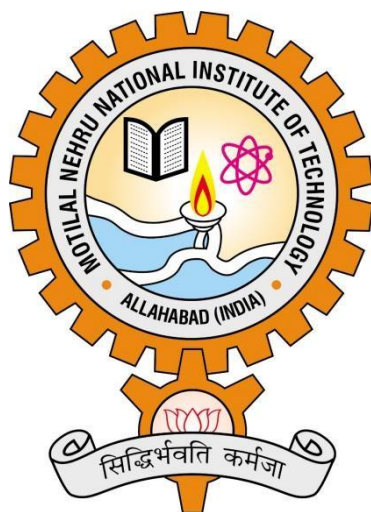


# ORDINANCES FOR MASTERS' PROGRAMMES



Approved by the Board of Governors in its Seventy-third (73<sup>rd</sup>) meeting held on August 10, 2023 vide Resolution No. 73.13 (A)

**Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj India**



## **Vision and Mission**

### **VISION**

- To attain a distinct identity for the Institute through technology innovation, knowledge creation and dissemination for the benefit of the society.

### **MISSION**

- To nurture an eco-system for continuous enhancement of value based teaching and learning process in the emerging areas of technology.
- To train quality human and knowledge resources in the service of society.
- To develop sustainable products and technologies.

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## *Preamble*

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

*These ordinances shall supersede all the earlier set of ordinances of the Institute, with all the amendments thereto, with effect from the date of approval of the Board of Governors, and shall be binding on the students admitted in the academic session after the approval. However, the students admitted in earlier years, shall be governed by the ordinances prevalent at the time of their admission.*

### **Nomenclature**

ACD	ACademic Deficiency
AS	Academic Session
MP	M.Tech. Programme
BoAc	Board of Academics
BoG	Board of Governors
BoS	Board of Studies
M.Tech.	Master of Technology
MBA	Master of Business Administration
MCA	Master of Computer Application
M.Sc.	Master of Science
MSW	Master of Social Work
CPI	Cumulative Performance Index
DASA	Direct Admission of Students Abroad
DMPC	Department Masters' Programme Committee
DMSC	Department Masters' Selection Committee
<i>g</i>	grade points associated with the letter grades awarded to a student
GoI	Government of India
ICCR	Indian Council of Cultural Relations
MEA	Ministry of External Affairs
MNNITA	Motilal Nehru National Institute of Technology Allahabad
MOOCs	Massive Open Online Courses
MoU	Memorandum of understanding
s/he	she or he
SMPC	Senate Masters' Programme Committee
SPI	Semester Performance Index
SUGC	Senate Under Graduate Committee
UFM	Unfair Means
<i>w</i>	weight or credit of the course



## **1. INTRODUCTION**

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

- To develop the scientific, engineering and managerial human resource of the highest quality to cater to the needs of the society.
- To be a leading R & D institution.
- To be a role model for other 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 and create 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, including theory, practical, seminars, project, industry internship, thesis and any other course deemed fit through which a student may develop his /her conceptual, analytical, 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.

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

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

- *Introduction of new Programmes of study.*
- *Modification of eligibility criteria for admission to PG Programmes of the Institute.*
- *Introduction of new Course(s) of instruction, Desirable modification/ deletion of Courses already approved.*
- *Modification of the credit value of the Courses.*
- *Modification of the rules governing the conduct of oral and written Examinations, Award of Degrees.*
- *All such functions, as mentioned in the ordinance.*
- *Any other matter 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 the 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 Committees (DMPCs).

### **1.3 Department Masters' Programme Committee (DMPC)**

Each Department shall have a Department Masters' Programme Committee (DMPC) consisting of the Head of the Department as ex-officio Chairperson, the Convener DUGC /DDPC, and 3 to 5 faculty members to be chosen from the Department, one professor from another Department and two departmental Masters' Programme students. One of the faculty members shall be nominated by the Head as convener DMPC. The student members shall be nominated for a period of one year by rotation. The faculty members from the department shall comprise of at least one Professor, one Associate Professor, and one Assistant Professor.

The DMPC shall be proposed by the Head of the Department. Officer In-charge of each specialization shall be decided by the DMPC for smooth running of different programmes offered by the specific department. The duration of the Committee shall be two years starting from the beginning of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student are being considered, although the students' opinion might be sought prior to taking any decision. The proposed DMPC shall be approved by the Chairperson SMPC.

The DMPC shall be responsible for the following:

- i. To address the issues of the students and advising them in academic matters.
- ii. To monitor the standard and quality of the overall programme.
- iii. Proposing and implementing new courses and desirable modification of courses already approved.
- iv. The recommendations of BoAc will be considered in DMPC and SMPC and submitted to Senate for approval.

The Chairperson DMPC shall hold at least two meetings every semester and keep record of the decisions/ recommendations.

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

The Dean (Academic) shall be responsible for implementing 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 Admission, Registration, Curricula, Courses offered, Examinations, Grades and Award of Degrees, Medals/Prizes, Academic Calendar, Semester leave, and Termination.
- (ii) disseminate information pertaining to all academic matters.
- (iii) issue necessary Memoranda/Orders.
- (iv) act as an additional 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.

#### **1.5 Board of Academics (BoAc)**

There will be a Board of Academics, hereinafter, referred to as BoAc, for every Department. The constitution and role of the BoAc shall be as per guidelines of NIT Statutes, as amended from time to time. The BoAc will scrutinize the changes in existing curriculum or new proposals. The recommendations of BoAc will be considered in DMPC and SMPC, and submitted to Senate for approval.

### **2. ACADEMIC SESSION (AS)**

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 mid-July, and the Even Semester from the last week of December (or the first week of January) every year. The duration of each regular Semester (Odd and Even) shall be normally seventy days /fourteen weeks for the purpose of instructions.

#### **2.1 Academic Calendar**

The exact dates of all the important events such as, registration, orientation, late registration, commencement of classes, declaration of the list of registered students, shortage of attendance, examinations, submission of grades, vacation, mid-semester break, official student activities during the Academic Session shall

be specified in the Academic Calendar of the Institute. The Dean (Academic) will notify the Academic Calendar of each Semester after approval of the Senate. Any modification /change in the academic calendar due to an emergent situation shall be proposed by the Dean (Academic), approved by the Chairperson, Senate, and reported to Senate for ratification.

### **3. ADMISSION**

#### **3.1 Admission Calendar**

Admission shall normally be made in the odd Semester. However, the Senate may decide to admit students in the Even Semester in case of vacant seats (if any).

#### **3.2 Department Masters' Selection Committee (DMSC)**

The DMSC shall be constituted every year in the month of April for admissions to Masters' Programmes for the forthcoming session. The DMSC shall consist of at least four faculty members, comprising at least two professors, one of whom shall be from another Department. The Head of the Department shall be the Chairperson DMSC (ex officio). The constitution of the Selection Committee shall be proposed by the Head of the Department and approved by Chairperson SMPC.

#### **3.3 Eligibility for Admission**

- i. 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 Chairperson Senate.
- ii. 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 the qualifying examination (institute will not apply/accept any conversion formula from CPI to percentage or vice versa. The grade/marks awarding system as appeared on candidate's award sheet shall be acceptable). For SC/ST candidate's eligibility in specified minimum marks /CPI shall be relaxed as per the Government of India norms).

Eligibility of candidates under ICCR scheme of GoI will be verified by Department Masters' Selection Committee (DMSC) on the basis of eligibility criteria set up for regular Master's programmes. However, GATE/NET/JAM/CUCET etc. qualification will not be applicable for these candidates, but they must have valid GRE Score.

iii. Reservation in the Programme shall be done as per the Government of India rules.

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

Bachelor's degree with minor / honours or equivalent in the appropriate branch of Engineering /Technology OR Master Degree in the appropriate discipline of Science.

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

Bachelor's degree or equivalent of a minimum three years duration in any discipline.

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

Bachelor's degree of minimum three years duration in Science with Mathematics as one of the main subjects.

### **3.3.4 Master of Science (M.Sc.)**

Bachelor's degree of Science (in respective discipline) /Computer Science /Engineering/ Technology (as per the eligibility conditions decided by the respective department).

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

Bachelor's degree in any discipline with minimum of three years duration.

## **3.4 Categories of Masters' Students/Programmes**

Followings are different categories of Master's programme

### **3.4.1 Full-Time Students**

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

#### **3.4.1.1 Full-Time Stipendiary**

This category of Masters' students shall be eligible for financial assistance in the form of stipend/fellowship at the approved rates and guidelines as notified by Gol from time to time. The stipend/fellowship 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 and attendance record.

#### **3.4.1.2 Full-Time Non-Stipendiary**

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

#### **3.4.1.3 Full-Time Sponsored**

Full-Time sponsored Masters' programmes students are those who receive financial support from AICTE under QIP scheme OR from Government /Semi-Government organizations /institutions, OR Research and Development organizations of national repute, OR companies listed with any of the national stock exchanges OR AICTE recognized educational Institutions having presence since last 25 years, 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 date as on the last date of application. Candidates in service are to be released on authorized leave from the organization for full-time research work at the Institute and must furnish proof of sponsorship along with No-Objection certificate from the employer.

#### **3.4.2 Part-Time Students**

These students are admitted for the Master's programmes 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 as on the last date of the application for admission. The part-time classes shall be held in the evening on working days and/or on weekends. The 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 Allahabad, Prayagraj district and adjoining districts in Government/Semi-Government Organizations/institutions, or Research and Development organizations of national repute, or companies listed with any of the national exchanges or AICTE recognized educational Institutions having presence since last 25 years.

This programme is a self-financed programme and minimum number of candidates required to run this programme shall be decided on cost basis by the School of Non Formal and Continuing Education (SNFCE). This shall be notified at the time of admission process.

### **3.4.3 Conversion from M.Tech. (Full-time) to M.Tech. (Part-Time)**

A full-time M.Tech. student, who has completed course work and is registered in 3<sup>rd</sup> semester, may convert M.Tech. (Full-time) into M.Tech. (Part-Time), if he /she has got a job / any genuine reason. For conversion, the student shall fill out form MP-01 through the supervisor and DMPC. On approval of the Chairperson SMPC, his /her full-time programme may change into part-time programme. The candidate will be required to produce a certificate [self /organization] regarding engagement during the part time registration period.

### **3.4.4 Foreign Students**

The eligibility of Foreign students shall be verified by DMSC as per Section 3.3 and other relevant sections. In addition, the candidate must have a valid GRE score in Place of GATE/NET.

#### **3.4.4.1 Sponsored Foreign students.**

Foreign students shall be sponsored by their Government or employer or awarded a scholarship by the Government of India, the Indian Council for Culture Relations (ICCR), GoI, or other such Agencies /organizations.

#### **3.4.4.2 Self-financed Foreign students**

These students may apply to the Institute through DASA /Ministry of External Affairs. Detailed guidelines satisfying the condition given in this Ordinances for admission of foreign students shall be proposed by Dean (Academic) and approved by the chairperson Senate/Senate.

### **3.5. Admission Procedure**

1. All admissions except those which are made through Centralized Counseling Process including full-time MCA, full-time M.Tech. stipendiary and M.Sc. shall be made only after approval of the Chairperson Senate on the recommendations of the duly constituted Department Masters' Selection Committee (DMSC) and Chairperson SMPC.
2. Reservation for various categories shall be applicable as per Government of India rules.
3. On approval by the Chairperson Senate, the Head of the Department shall issue the admission letter to the candidates, by Institute admission process (not for the candidates who are admitted through Centralized Counseling). The



candidate shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.

4. 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.

5. The offer of admission shall also stand withdrawn if the candidate fails to register by the last date of physical registration after accepting the offer of admission.

6. 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. In special cases, relaxation to this date may be given by Chairperson Senate through Head of the Department and Dean Academic.

7. Admission through the Indian Council of Cultural Relations (ICCR), Direct Admission of Students Abroad (DASA) and Ministry of External Affairs (MEA) shall be as per rules of respective scheme. Eligibility of the candidates shall be verified by DMSC.

### **3.5.1 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 10% of the total intake in that programme. The fee for course work and Infrastructure and Experimental work shall be decided by the School for Non-Formal and Continuing Education (SNFCE).

3. Students so admitted will be governed by all the rules, regulations and discipline of the Institute.

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

Admission shall be done by DMSC on the basis of screening considering candidate's experience, employment record and employee's recommendation followed by interview. Their eligibility for admission shall be as per Clause 3.3 and other academic requirements for completing the degree shall remain same as that for full time students. The detailed procedure shall be proposed as per ordinances by Dean (Academic).

### **3.5.3 Cancellation of Admission**

The Dean (Academic) with approval of the Senate/Chairperson Senate 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). 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 and departments. A student shall register in 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 available at the department/ office of Dean (Academic) (as provided by Dean (Academic) office) for physical registration without which registration process shall remain incomplete.

2. All the students including those who are on authorized leave shall continue to register till they complete all the requirements of the programme. Those students who are on authorized /admissible academic leave shall be required to register through online process for zero credits.

3. Those students who, after registering for the Semester, desire to avail leave for days more than as permissible in the Ordinance must be advised for Semester leave.

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

#### **4.1 Late Registration**

No registration shall be allowed after the notified last date of registration during the semester except in special cases with the permission of the Dean (Academic) / Chairperson, Senate.

#### **4.2 Academic Advising**

A student shall be advised in the selection of courses by the DMPC of the concerned Department. 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 minimum 20 credits for full-time and 8-12 credits for part-time Masters' students.

### **5. LEAVE RULES**

Full-time students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor (if allotted) and Convener DMPC. Application in the prescribed format (Form: MP-02) must be submitted well in advance of the date of commencement of the leave requested.

#### **5.1 Annual 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 shall be entitled to annual leave of maximum eight days in a semester or maximum 15 days in an academic calendar, excluding Institute holidays.
3. In addition, the students shall be entitled to maximum 15 days on authorized/ admissible leave in one academic year for prescribed training, or any academic work related to the thesis, assigned by the Supervisor, recommended by Convener DMPC, and approved by the Chairperson SMPC. Any such

assignment for more than this period shall require prior approval of the Chairperson Senate through DMPC and SMPC.

## **5.2 Semester Leave**

Semester leave up to a maximum of two Semesters may be sanctioned for valid reasons in the entire duration of the programme. Semester leave may be sanctioned on recommendation of DMPC and SMPC and approval of Dean (Academic). Leave for more than one semester at a time shall not be granted.

## **5.3. Medical Leave**

For serious / exceptional medical condition, accident, etc. (to be endorsed by the institute medical officer / Govt. Hospitals/ Specialized Hospitals), a student may be granted a medical leave of maximum 15 days in an academic year ( in addition to normal annual leave (5.1)) with a stipend (if applicable) upon recommendation of Supervisor(s)/Convener DMPC and approval of the concerned Head of the Department.

For extraordinary situations requiring the leave beyond 15 days, the application may be decided by the DMPC on case to case basis.

All other academic requirements must be fulfilled by the student.

## **5.4 Absence without Sanctioned Leave**

Absence without sanctioned leave shall entail a loss of financial assistantship for the period of absence in case of stipendiary students.

Long absence without sanctioned leave (as per 5.1) may result in the termination of the student's Programme on the recommendation of the DMPC and SMPC and approval of the (Dean Academic). The head of the Department shall issue the termination letter with a copy to the office of Dean (Academic).

## **5.5 Study Leave**

An eligible student shall be allowed study leave as per Clause No. 6.

## **6. PROVISION FOR JOINING OTHER ACADEMIC INSTITUTIONS AS A NON-DEGREE STUDENT**

Rules and procedures to join / visit other academic / research Institutions of repute, in India or abroad, as non-degree students are as follows:

1. Only those Masters' Students who have spent at least two semesters and completed course work, are eligible to proceed as non-degree students elsewhere. The Student's are required to give a presentation on the research /industrial proposal before proceeding on non degree status.
2. An eligible student shall submit an application to the Chairperson SMPC through the DMPC and the thesis supervisor in the prescribed format (Form: MP-03), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department /Institution and acceptance letter from that Institute /Organization.
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. However, he /she shall be treated on authorized leave during the absence from the Institution.
4. The duly Constituted Thesis Examination Board (Clause 11.2) shall evaluate the work done by the student for establishing equivalence with the academic performance requirements of the Master's programme of the Institute. The evaluation shall be done on the basis of the record of attendance as provided by the host institution/organization (where student worked as non-degree student), performance evaluation at the host institution (Form: MP-04) and a detailed report along with a presentation by the student on the work done at the host institution.
5. A stipendiary student shall be entitled to receive stipend on the condition that he/she shall submit the proof that he/she is not receiving any financial assistance at the host institution. However, his/her financial assistantship shall be released after he/she joins back the Department and on the recommendation of the committee as per point 4 above.
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 at a later date. He/She shall have to complete the other registration steps within the time specified, if permitted by Dean Academic on the recommendation of Head of the Department.

## 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:

Prog.	Min. Total credits	Min. credits through course work	Min. Credits through Research	Minimum Residence Period (in semesters) Full time / Parttime	Max. duration Full Time (in semester)	Max. duration Part Time (in semester)	Converted From Full Time To part time
M.Tech.	80	40	40	Two/Four	Seven	Ten	Seven
MBA	80	60	20	Four/Five	Seven	Ten	NA
MCA	120	100	20*	Five	Nine	Twelve	NA
M.Sc.	80	60	20	Four	Seven	NA	NA
MSW	80	60	20	Four	Seven	Ten	NA

**\*industry/academic internship or equivalent**

"Course Work" includes only Masters' course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be completed 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.

Further, as per National Education Policy 2020 multiple exit points with some kind of certification may be introduced by the Senate.

### 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 shall be finalized before the beginning of the Semester by the concerned Head, taking into consideration all the requirements and the recommendations of the /BoAC /BoS / Chairperson SMPC, related to that specific specialization.
- (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, evaluating the performance of the students, and submitting the grades to the Office of the Dean (Academic) within the prescribed time limit.
- (iv) At the beginning of the classes, the course coordinator shall provide lecture plan and scheme of teacher assessment (class test) to the class under intimation to the Head of the department.
- (v) 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.
- (vi) 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 and intimation to Dean (Academic). 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 such 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 shall be based on their performance in the quizzes /class tests, tutorials, assignments, laboratory work, and any other evaluation process as adopted by the course coordinator along with the mid-semester examination [1.5 Hrs] and end-semester examination [2.5 Hrs]. In order to maintain transparency, the course coordinator shall allow the students to see their answer books within the prescribed time limit.

The relative weights of Mid-Semester Examination, End-Semester Examination, and Teacher Assessment in the award of Grades shall be as follows:

Sl. No.	Course	Mid Semester	Teachers Assessment	End Semester
1	Theory	25%	25%	50%
2	Practical/Seminar/ Project/ Internship /Thesis	-	50% *	50% **

\* This component has to be exclusively from the thesis supervisor.

\*\* This component has to be from the examination board.

Teachers' assessment marks shall be awarded on the basis of attendance, tutorials, quizzes, assignments, surprise tests, competition in national level events, etc.

**Note:** A Master student may be allowed to complete his /her thesis/ project in an industry /organization.

### 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 the 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 Grade Improvement Examination in theory courses shall be prepared and announced by the Dean (Academic). The schedule for laboratory examination shall be announced by the Head of the Department. All the Examinations, including laboratory examinations shall be usually held during the period /days specified in the Academic Calendar.

### 8.2.4 Grade Improvement Examination

There shall be a Grade Improvement Examination every year during the period/days specified in the academic calendar.

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

- I. Only those students who were registered for the Courses during the regular semester but could not appear or were not allowed to appear in the Examination due to any reason or have been awarded ACD shall be eligible to appear in the Grade Improvement Examination.
- II. A student can appear for a maximum of five courses in any combination of theory and laboratory every year in the Grade Improvement Examination.
- III. The weightage of different components for the Computation of Grades of the Course for which the student appears in the Grade Improvement Examination, shall be as follows:

Sl. No.	Course	Teachers Assessment	Grade Improvement Examination
1	Theory	25%	75%
2	Practical/Seminar/ Project	50%	50%

IV. The records of the Teacher's Assessment marks of the students will be retained by Head of the concerned Department for the above purpose.

### 8.2.5 Make-up Examination

If a student, for bonafide reasons which are beyond control such as illness, demise of parents etc., fails to appear in the mid semester examination and /or end- semester examinations in one or more course(s), he/she may make a request to the SMPC Chairperson for a make-up examination within seven days of the last scheduled examination. Such a request must be made on the prescribed form. In the case of the makeup test for the mid-semester examination upper limit for awarding marks will be 70% of the maximum marks irrespective of marks secured in the make-up examination.

### 8.3. Grading System

Grades and Grade Points: At the end of the End Semester / Grade Improvement Examination, a student is awarded a letter grade in each of his/her Courses by the 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 shall be submitted through online process along with the duly signed printout of the grade sheet to the office of the Dean (Academic) positively within the prescribed time limit after the End-Semester/ Grade Improvement Examination.

#### 8.3.1 Grade and Grade Point

A student shall be awarded a letter grade in each Course/Research Seminar/Mini-project in which he/she is registered for, indicating his/her overall performance in that Course. There are nine Letter Grades: A+, A, B+, B, C, D, F, N and ABS. The correspondence between grades and points (on a 10-point scale)/rating is given below:

Letter Grade	A+	A	B+	B	C	D	F/N/ABS
Grade Points	10	9	8	7	6	4	0

A student, who is not allowed to appear in the end-semester examination for any reason, such as shortage of attendance / disciplinary action / or alike, shall be awarded N grade. A student, who could not appear in end semester examination for reasons other than shortage of attendance/ disciplinary action/ or alike shall be awarded ABS grade.

In order to have appropriate evaluation correspondence with online courses / courses from other institutions, etc., it is desirable that A+ may be awarded to the students securing more than or equal to 85% marks and a student securing less than 30% marks may be awarded grade F.

*In addition, there are additional three Letter Grades, viz., S, X, W which stand for Satisfactory, Unsatisfactory, and Withheld Temporarily, to appear in examination respectively.*

The system of grading to be followed shall be Relative Grading System. The HoD shall ensure that the course instructor/coordinator uses normal distribution curve to award, ensuring that majority of the students fall in the middle range of the grades.

*Such students shall be required to clear his/her D/N/F/ABS grade by appearing in the subsequent Grade Improvement examination.*

An ACD student shall be allowed to clear his/her ACD by repeating the course in which he/she has attained F or N or ABS or D grade; or may be advised to replace the course with another course on the recommendation of the Supervisor and DMPC, subject to:

- (i) His/her SPI/CPI is less than the prescribed minimum and the student is allowed to continue in the Programme, and
- (ii) He/She has completed all the courses as prescribed by the Department.

In case a student appears in the Grade Improvement Examination, the SPI and CPI shall be calculated after replacing better of the old and new grades obtained by such a student to remove the academic deficiency. All the courses attended by the students shall appear on the transcript.

The letter grades shall be awarded for M.Tech. thesis through an assessment by the Examination Board (constituted as per para 11.2) at the end of the 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 shall replace the better of the old and new letter Grades in the computation of the CPI but both the Grades shall appear on his/her Grade Report and transcript.

### **8.3.4 Grading Online Courses**

The grades equivalence of the marks obtained (as stated in the marks sheet of the student) by a student in a course work through online courses / MOOCs / courses offered by other Institutions under MoU shall be adopted as given below.

Equivalent Grades	A+	A	B+	B	C	D	F
% Marks obtained (as per the marks sheet of the student) by a student in a course work, through MOOCs	≥85	84-75	74-65	64-55	54-45	44-40	<40

The SMPC, on the basis of recommendation of DMPC shall decide on other matter pertaining to credits, duration, normalization of marks etc. of the online course.

**8.3.5 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.

**8.3.6 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/her entire duration of Master Programme including the Courses which have been repeated and/or replaced. It also includes the record of Semester Leave.

**8.3.7 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 SPI/CPI requirement for continuing in the programme is equal to 5.5.

2. A student who secures SPI less than 5.5 in the first semester shall be called ACD. Such a student shall be allowed to register for the second semester without stipend /fellowship.

3. A student will be allowed to register in the third semester and subsequent odd semesters if the following conditions are met by him/her.

(a) His/Her CPI is equal to or greater than 5.5 at the end of the academic session.

(b) He/she does not have ABS or W or F / N or X grade in any registered course.

4. A Masters' student who does not fulfill either or both of the above (a) and (b) conditions shall be categorized as "Academically Deficient (ACD)". The following guidelines and rules shall be applicable to 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 such as repeating a course/ replacing a course/ appearing in subsequent Grade Improvement examination or repeating a semester where applicables.

(ii) He/She shall clear N or F grade acquired in first or second semester, in the subsequent Grade Improvement /semester examination until his/her SPI/CPI is

equal to or greater than 5.5 after removal of academic deficiency.

(iii) 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, wherever applicable.

5. If any Masters' (Full-time/ Part-time) student is not able to submit his/her thesis for evaluation due to not in completion of work at the end of final semester, he/she shall be granted an extension of two months (without having to register) by Chairperson, SMPC subject to the maximum duration allowed for the programme as per Clause 7.1. His/her thesis work shall be evaluated within two months as intermediate semester and report of examination shall be submitted in MP-09b form. Under this condition, the marks submitted by thesis oral board on MP-09b will be entered and corresponding grade will be awarded. The Form MP-09a shall also be used for evaluation of work in intermediate semesters.

## **10. Termination of Programme**

1. At the end of each semester the office of the Dean [Academic] shall provide a copy of the results to the Head of the Departments.

2. A student who has not been able to clear academic deficiency at the end of second semester (as per clause 9) shall be terminated from the programme.

3. Long absence without sanctioned leave (as per 5.1) may result in the termination of the student's Programme on the recommendation of the DMPC and SMPC and approval of the Chairperson Senate.

4. A student having ACD who has completed the maximum duration of the programme (as per Clause 7.1), shall be considered to be terminated automatically.

5. A student having not registered for more than one semester shall be considered to be terminated automatically.

6. Any act of indiscipline may lead to termination on recommendation of Proctorial Board.

7. Chairperson 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.

8. The termination letter shall be issued by Head of the Department after approval of Chairperson Senate/Director with copy to Chairperson, SMPC, Dean SW and Chief Warden.

9. A student, whose programme is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Chairperson Senate for reconsideration through DMPC and SMPC (Form : MP-05). 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.

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

### **11.1. Appointment of Thesis Supervisor(s)**

1. Students shall be allotted Thesis Supervisor from the faculty of the Institute before the registration in the second/ Third semester, in a transparent and uniform manner.

2. A student shall not have more than two supervisors at any given time, and one of the supervisors shall be from the department where the student is enrolled.

3. A student can have a co-supervisor from outside the Institute on the basis of recommendation of the DMPC & the SMPC.

4. The change or addition of supervisor(s) shall be allowed by DMPC and shall be communicated to the Chairperson SMPC by the Convener DMPC within one week time along with the minutes of the DMPC meeting.

5. If a faculty proceeds on long leave (for more than 6 months) or retires or resigns or ceases to be a faculty of the Institute and if there is only one supervisor, then prior to proceeding on leave, following shall be the responsibility of the existing supervisor in consultation with the Convener DMPC, Head of the Department and the student:

(i) To appoint a Co-supervisor/ new supervisor, if thesis work is incomplete, to ensure that the student does not suffer in his/her absence.

(ii) To appoint a Thesis Coordinator, if all research work and related analysis is complete except writing of the thesis. The Thesis coordinator shall take care of the formalities of thesis submission and evaluation in consultation with thesis supervisor.

6. If a faculty proceeds on long leave or retires or resigns or ceases to be a faculty of the Institute and there are two supervisors of the student, the faculty proceeding on leave may continue to be the supervisor if he/she so desires.

7. The Department shall adopt a transparent system for the allotment of PG students amongst all the Faculty Members in the Department.

### **11.2 Constitution of Thesis Examination Board**

The Thesis Examination Board 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 Dean (Academic).

1. 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.

The examination board shall be formed in the beginning of third /fourth semester.

## **12. THESIS SUBMISSION AND EXAMINATION**

### **12.1 Thesis submission and notification**

1. A student shall be allowed to submit thesis if he/she has completed academic requirement as per clause 9.

2. Thesis has to be prepared according to the format prescribed in Form: GL-1, and sufficient copies have to be submitted (one for each examiner) in soft bound to Thesis Supervisor(s).



3. If a student has not been able to complete thesis writing he/she shall seek an extension as per clause 9 (III).
4. The Thesis Supervisor shall issue notice for conduct of oral examination in advance and shall arrange to send the copies of thesis to the examiners.
5. After the final oral examination the modifications suggested, if any, by the Examination Board, shall be incorporated and modified thesis along with soft copy in CD shall be submitted to the Departmental library through Thesis Supervisor(s).
6. The final results shall be declared after the thesis supervisor uploads the signed soft copy of the final thesis along with plagiarism check report on the institute portal.

## **12.2 Plagiarism**

Plagiarism is a serious offence and the Institute is committed to protecting IPR of everyone. To ensure this the IPR Cell of the Institute is entrusted with the task of checking similarity through software. The IPR Cell shall issue a certificate as per Form: MP-08 which shall be a pre-condition for submission of Thesis. Further a Certificate that states “no part of the Thesis is plagiarized” has to be submitted by the student in prescribed format.

## **12.3. Thesis Oral Examination**

1. The Thesis Oral Examination shall be conducted within the time frame as given in the academic calendar.
2. If a student, after submission of final thesis fails to appear in the Oral Examination on the specified date, his/her programme would be given W grade. He will have to register in the subsequent semester to clear W grade by defending the thesis. This shall be allowed till the maximum duration of the programme.
3. Report of thesis evaluation of the students who have been allowed extension as per point 2 above shall be submitted in Format MP-09a. Final thesis examination report shall be submitted on MP-09b form.
4. A thesis shall be considered to have been accepted if the student is awarded grade C or above and all Members of the Examination Board recommend it.
5. If a thesis is awarded D or F grade and 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 Chairperson, SMPC. If the re-submitted thesis is rejected, the matter shall be reported to the Dean (Academic) through DMPC for appropriate action.

### **13. DEGREE REQUIREMENTS**

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

1. Defended final thesis as per clause 12.
2. Earned at least minimum credits as specified in section 7.1.
3. Attained the minimum required SPI/CPI with no Course having F or N or X grade (Clause 9).
4. Satisfied the minimum academic and residence requirements.
5. Satisfied all the requirements specified by the Senate and the Ordinances.
6. Paid all the dues of the Institute and has no pending case of indiscipline.

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

A student who completes all the graduation requirements specified in Section 13 above 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. However a student may be provided a provisional certificate of completion of Programme by the Dean Academic till the Convocation is held.

#### **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. STIPEND/FELLOWSHIP, SCHOLARSHIPS, PRIZES AND MEDALS**

The Senate shall determine the general policy regarding recommendations for

the award of different types of Scholarships, Stipends/fellowship, Medals and Prizes to the students of the Institute. The detailed norms and conditions for the award of various Scholarships, Prizes and Medals established by the Institute or through endowments/grants received shall be framed by the Senate from time to time and approved by Board of Governors.

#### **14.1. Stipends/Fellowship**

1. Stipendiary Masters' students shall be getting financial assistance in the form of stipend/fellowship at the approved rates and guidelines as notified by the Government from time to time. These stipend/fellowship is liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

2. An academically deficient student [Clause 9] shall not receive stipend till he/she has cleared academic deficiency. The stipend for the period of ACD shall be released after the student clears ACD. Stipendiary students will be entitled to get fellowship/stipend for up to a maximum period of two years or as notified time to time by the funding agency.

3. 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 stipend/fellowship, received during the Academic Session in which he/she leaves the programme. The Dean Students Welfare shall initiate the process after receiving the information from Dean Academic and Head of the Department.

#### **14.2 Prizes, Medals and Scholarships**

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, number of scholarships/medals/awards may be established by the Institute on its own or through endowments/grants made by donors. Such prizes, medals, scholarships shall be considered by the Senate and approved by 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 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 neighborly behavior 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), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered a serious criminal offence and violation of the code of conduct.

Involvement of a student in ragging and/or any of the above mentioned activities and/or any other act of indiscipline shall invite disciplinary action and may 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 expulsion from the Hostel and/or Institute.

An act of serious Violation of the Code of Conduct may be reported to Chief Procter for necessary disciplinary action on approval of the Director.

For indiscipline of a student in a class, the course instructor may debar him from few subsequent classes for which he/she shall not be liable to get relaxation in attendance.

### **15.3. Unfair Means (UFM)**

*Unfair means shall comprise of following:*

- (i) Possession of mobile phones, smart phones, smart watches, any device capable of storing information and any relevant material.
- (ii) Copying from the papers/mobile/electronic equipment, or materials in the possession of the student.

- (iii) Copying from the answer book of neighboring students and/or consulting fellow examinees.
- (iv) Disturbing the smooth conduct of Examination.
- (v) Misbehavior with the invigilator.
- (vi) Act unbecoming of an examinee of the Institute.

### **Constitution of Unfair Means Committee**

Unfair means committee shall consist of:

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

The procedure to deal with the cases of Unfair Means (UFM):

1. Any use of UFM detected by Course Instructor/Invigilators /Members of Observer Committee/flying squad shall be reported to Dean (Academic) in the Form MP-10.
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. However the mobile phone or other electronic storage devices shall be returned to the student and the duly filled Form MP-10 along with the answer book and question paper shall be kept in an envelope.
3. Dean (Academic) shall send the sealed envelope to Head of the Department, who shall 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 three days and the same may be given to Course instructor for getting his/her comments.
4. The Course Instructor shall present the case to the Unfair Means Committee.

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) Mere possession of any electronic storage device as mentioned above shall amount to usage of Unfair Means, hence may result in award of F grade in that subject.

(ii) If the course instructor reports similarity in the materials in the possession of the student and content of the course, shall also result in award of F grade in that subject and/or may be debarred from appearing in the subsequent Grade Improvement examination of that particular session.

(iii) Copying from the answer book of neighboring student, shall be treated on case to case basis.

(iv) If the student has misbehaved with invigilator, the matter may be referred to the Proctorial Board for suitable recommendations.

(v) The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairperson Senate/Director/ Dean (Academic).

(vi) 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.

A student who is not satisfied with the punishment awarded may, however, appeal to the Chairperson 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 3.3 (Eligibility for Admissions) and section 9 (Academic Performance Requirement) may be waived off in special circumstances by the Chairperson Senate on the recommendation of the DMPC and SMPC. All such exceptions shall be reported to the Senate.

**Motilal Nehru National Institute of Technology Allahabad**

**Conversion from Full time to Part time**

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

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

Name of the Supervisor(s):.....

Present Registration Status:.....

C.P.I. in second Semester:.....

Justification/Reason for Conversion :.....

.....

**(Signature of the Student)**

**Comment and recommendation of the Supervisor(s):**

**(Signature of the Supervisor(s))**

Date and Ref No of DMPC meeting\*:

**Recommendedby:**

**Convener DMPC**

**Head of theDepartment**

**Approvedby:**

**Chairperson SMPC**

\* Minutes of DMPC should be enclosed.

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:**

**Registratio 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**  
**Application for proceeding as 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):.....

**Comment of the Supervisor(s):**

**(Signature of the Student)**

**(Signature of the Supervisor(s))**

Reference No. DMPC Meeting with date

Recommended by:

**Convener-DMPC**

**Head of Department**

Approved by:

**Chairman SMPC**

Enclose minutes of the DMPC Meeting.

Motilal Nehru National Institute of Technology Allahabad  
**Performance evaluation at host Institution/Industry**  
[For Non-degree students]

1. Registration No:.....
2. Name of the Student:.....
3. Program(M.Tech./MCA/MBA/MSc/MSW):.....
4. Branch:.....
5. Present Semester:.....
6. Department:.....
7. Thesis Title:.....
8. Name and address of the Host Institution/Industry.....
9. Report from the host Institute/ Industry(Attach detailed report).....
- Marks awarded in 50:.....

Name of the Mentors and Signature with seal

(Final grade to be awarded in form MP-09a/MP-09(b) by thesis evaluation board)

**Name and signature of the committee members**

**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 .....

6. Academic Record

Semester	SPI	CPI

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**  
**Addition of Co-Supervisor from outside the Institute**

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

Department:.....

Name of the Existing Supervisor(s): .....

Present Status of the work:.....

Suggested Supervisor(s): .....

Reason for change:.....

.....

(Signature of the Student)

Comment & No objection of Existing Supervisor(s):

(Signature of the Supervisor(s))

Consent and signature of the suggested Supervisor(s)

Ref. No. and Date of the DMPC meeting (minutes enclosed):

Forwarded by:

Convener DMPC

Head of the Department

Recommended by:

Chairperson (SMPC)

Approved by:

Chairperson Senate

Enclosures: In case of a Supervisor from outside MNNITA, consent of the Supervisor and NoC from the Employer.

**Motilal Nehru National Institute of Technology Allahabad**  
**List of Suggested Examiners for M.Tech./MCA/MBA/M.Sc./MSW Thesis**  
**Examination Board**

Name of the Student: .....

Reg No.: .....

Department:.....

Thesis Title (in capitals).....

<b>Sl. No.</b>	<b>Name of Examiners</b>	<b>Department</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		

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**  
**Prayagraj-211004 (India)**

**CERTIFICATE**

On basis of the “TURNITIN” software the thesis title  
“ \_\_\_\_\_ ”  
\_\_\_\_\_ by  
\_\_\_\_\_ Reg. No. \_\_\_\_\_ comprises \_\_\_\_ % of text  
similar to material against permissible limit of below <15% (as decided by the Senate).

The thesis may be accepted for evaluation in its present form.

OR

The thesis may be sent back to the supervisor for review.

(Convener, DMPC)

(Chairperson, DMPC)

Copy to:

- Supervisor(s)
- Dean Academic
- Head of the Department

**Motilal Nehru National Institute of Technology Allahabad**  
**REPORT OF M.Tech./MCA/MBA/M.Sc./MSW THESIS EXAMINATION BOARD**  
**(Interim)**

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

Programme: \_\_\_\_\_

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

Date of Examination: \_\_\_\_\_

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

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: \_\_\_\_\_

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**  
**REPORT OF M.Tech./MCA/MBA/M.Sc./MSW THESIS**  
**EXAMINATION BOARD**

Name of Student: \_\_\_\_\_ Registration No. \_\_\_\_\_  
Department/ Programme: \_\_\_\_\_  
Date of Registration in the Programme: \_\_\_\_\_  
Date of Thesis Submission: \_\_\_\_\_  
Date of Examination: \_\_\_\_\_  
Thesis Supervisor(s): \_\_\_\_\_  
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:

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/Flying Squad:**

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 unfairmeans or shown disorderly conduct.

Subject	Subject Code

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.

(IV) Possession of programmable device

Date.....

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

**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.

## Notes

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