RULES AND REGULATIONS MANUAL

FOR

UNDERGRADUATE PROGRAMS (B.Tech./B.Arch.)

2024

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

J.L.N. Marg, Jaipur - 302017 INDIA

1 INTRODUCTION

The Malaviya National Institute of Technology Jaipur (MNIT Jaipur) was established in 1963 as Malaviya Regional Engineering College (MREC) as a joint venture of the Government of India and the Government of Rajasthan. The Institute was granted the status of National Institute of Technology and Deemed University on 26th June 2002, and later was declared as an Institute of National Importance by Act of Parliament in 2007. The Institute is fully funded by Ministry of Education, Government of India. The Institute offers B.Tech./B.Arch./M.Tech./ M.Plan/M.Sc./MBA and Ph.D. programs through its various Departments and admits UG, PG and Ph.D. students. As per Clause 6 of the NIT Act 2007, MNIT Jaipur is empowered to conduct examinations and award degrees.

The main objectives of the undergraduate education at MNIT Jaipur are as follows:

- To create technical manpower for meeting the current and future demands with close interaction with industry
- To inculcate the concept of intellectual skills, courage, integrity, awareness, and sensitivity to the needs and aspirations of the society
- To enable students to undertake design, development, construction, production, managerial and entrepreneurial activities and pursue higher studies in chosen or allied interdisciplinary fields of study
- To promote a spirit of free and objective enquiry, creativity and innovation
- To provide opportunities to undertake research in cutting-edge technologies
- To develop leadership qualities with sensitivity to social development
- To grow into an internationally renowned Institute eying opportunities in a worldwide perspective

The undergraduate programs are designed to achieve these objectives and the curriculum lays stress on continuous learning and teaching. Efforts are made to encourage self-learning, creative thinking, critical evaluation, spirit of enquiry, and in imbibing the culture of lifelong learning. The bedrock of any academic institution is the quality of its faculty and in this area MNIT Jaipur is at the forefront. Quality teaching is what it aims at, so as to stimulate intellectual curiosity, creativity and innovation. The experienced faculty has a passion for teaching and an avowed commitment to research and development. The global perspective of the faculty makes this Institute, a premiere institute of learning in India.

This manual sets out the procedures and regulations of the B.Tech./B.Arch. (undergraduate) programs of study that fall under the jurisdiction of the **Senate Undergraduate Board (SUGB)**. The set of regulations, in this manual, are binding on all parties concerned, including students undergoing UG programs, faculty, staff, departments and institute authorities.
Senate, on recommendation of SUGB, may consider any issue or matter of concern relating to any or all of the academic activities of the Institute, for appropriate action, irrespective of
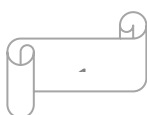
whether a reference is made (or the nature and extent of any reference, if so present) to the present set of regulations here or otherwise.

2   Academic Administration

Senate of the Institute is the supreme body on all academic matters. All relevant matters may be placed before the Senate, on recommendation of SUGB, for final approval or decision. UG programs are managed through various committees/officials at the institute and departmental level.

2.1   Senate

Senate is the primarily concerned with the academic affairs of the Institute. As per the National Institute of Technology Act, 2007, Senate is responsible for the maintenance of standards of instruction, education and examination in the Institute. Senate shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the statutes. The Ordinances of the Institute shall be made by the Senate and individual Ordinances shall become effective on dates specified by the Senate. Senate of MNIT Jaipur consists of Director, who shall be the Chairman of the Senate, Deputy Director, all Professors of the Institute, three external members and other members of the staff as may be laid down in the Statutes.

2.2   Chairman, Senate

Director of the institute is ex-officio Chairman of the Senate.

## 2.3   Dean (Academic)

Dean (Academic) advises the Director on academic matters as given in the Statutes for NITs and its amendments. Dean (Academic) is appointed by the Director and the term of appointment shall be as per the relevant NIT Act and Statutes. Dean (Academic) is responsible for the overall operation and management of the academic administration of the institute.

2.4   Senate Undergraduate Board (SUGB)

The SUGB is a sub-committee of the Senate, which shall consider all the academic matters recommended by the Department Undergraduate Committee (DUGC). The constitution of SUGB is as follows:

1. Dean Academic   Member

2. Associate Dean UG   Convener
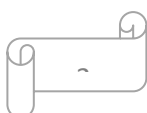
3.	Associate Dean PG	Member
4.	Conveners of DUGC(s) of all Departments	Members
5.	Chairperson, Senate Postgraduate Board (SPGB)	Member
6.	Immediate past Chairperson, SUGB, if not a member	Member
7.	Two faculty members as nominees to SUGB	Members
8.	Two student nominees to SUGB	Members

The nomination of faculty members to SUGB shall be made by Chairperson, Senate. Chairperson, SUGB shall also be nominated by the Chairperson, Senate from amongst the SUGB members. The term of all nominations by Chairperson, Senate shall be two years.

Academic section shall announce the student nominees at the beginning of the academic session. Nomination of student members shall be for one academic session. Nomination of student nominees shall be from the UG students as per the following:
1. Overall topper at the end of third year among all the UG programs
2. Branch topper at the end of second year by rotation (excluding the branch of overall topper at s.no. 1 above)

The SUGB shall have jurisdiction over the following matters pertaining to the undergraduate programs of the Institute for recommendation to the Senate:

- Approval of new courses
- Modifications of courses already approved
- Credit evaluation of courses
- Granting of degrees
- Evaluation of academic performance
- Other related matters as may be referred by the Senate
- Any other academic matter concerning the UG programs/students

The functions of the SUGB shall be to consider the broad framework of all policies related to the undergraduate programs as well as, to coordinate, review and recommend them to the Senate. However, the Senate retains the power of final review and to decide such matters as may be brought in appeal before it. In discharging its responsibilities, the SUGB shall make full use of the appraisals and recommendations of the concerned academic departments/DUGCs. SUGB shall meet at least 4 times during an academic year.
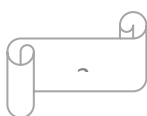
2.5 Academic Affairs Committee (AAC)

AAC examines the student cases like registration, admission, results, open electives and other related issues. AAC can take decisions on routine issues and help the Academic Section to dispose off the cases. AAC also acts as a grievance committee for students regarding academic matters. can take decisions on academic matters to provide immediate resolution when required. The constitution of AAC is as follows:

1.	Dean Academic	Chairman
2.	Chairperson, Senate Postgraduate Board (SPGB)	Member
3.	Chairperson, Senate Undergraduate Board (SUGB)	Member
4.	Associate Dean PG	Member
5.	Associate Dean UG	Convener
6.	Deputy Registrar, Academic	Secretary

All recommendations of the AAC shall be submitted to the Chairperson, Senate for approval and shall subsequently be ratified by the Senate.

2.6 Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC)

The SUGB has two standing sub-committees, namely Curriculum Committee (CC) and Academic Performance Evaluation Committee (APEC). These sub-committees are assisted by the DUGCs.

The CC oversees the curriculum and coordinates its various facets. The APEC evaluates the academic performance of the undergraduate students' and it makes recommendations regarding further programme of studies and action to be taken in the case of deficient students. Both these committees submit their recommendations to the SUGB.

The Chairperson of SUGB nominates the conveners of both CC and APEC. The CC and APEC shall be framed by the conveners of CC and APEC and these shall be approved by the SUGB Chairperson. The CC/APEC shall comprise of five faculty members out of which at least two shall also be members of SUGB.

2.7 Associate Dean (Undergraduate)

Associate Dean (Undergraduate) or ADUG is appointed by the Director. ADUG helps the Dean (Academic) in operation and management of the academic administration of the UG programs of the institute.
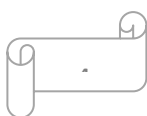
2.8   Office of the Dean (Academic)

Office of the Dean Academic (ODA or Academic Section) implements the decisions taken on academic matters by the Senate, SUGB and AAC. Its functions are as follows:

- Receives, processes and maintains all record relating to the undergraduate programs including curricula, courses offered, academic calendar, registration, examinations, grades and award of degrees, medals, etc.
- Disseminates information pertaining to all academic matters
- Issues necessary memoranda, orders, circulars, notices, etc.
- Acts as a channel of communication between the students, instructors, departments/ interdisciplinary programs and SUGB
- Coordinates all the meetings of AAC, Unfair Means Committee, SUGB, SPGB, and Senate

Academic Section also assists the SUGB and its sub-committees in their functioning.

2.9   Academic Departments/Centres

The academic departments involved in running various UG programs and teaching are as follows:

- Department of Architecture and Planning
- Department of Artificial Intelligence and Data Engineering
- Department of Chemical Engineering
- Department of Chemistry
- Department of Civil Engineering
- Department of Computer Science and Engineering
- Department of Electrical Engineering
- Department of Electronics and Communication Engineering
- Department of Humanities and Social Sciences
- Department of Management Studies
- Department of Mathematics
- Department of Mechanical Engineering
- Department of Metallurgical and Materials Engineering
- Department of Physics

The following centres are also involved in teaching UG students:

- Centre for Energy and Environment
- Material Research Centre
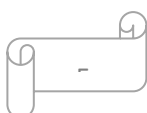
- National Centre for Disaster Mitigation and Management

2.10 Departmental Faculty Board (DFB)

The Departmental Faculty Board (DFB) shall consist of all faculty members of a department/centre.

2.11 Departmental Undergraduate Committee (DUGC)

Departmental Undergraduate Committee (DUGC) shall be constituted by the DFB to look into all academic matters pertaining to the undergraduate program(s) offered by the department. The constitution of the aforesaid committee shall be communicated to the Office of Dean (Academic) at the beginning of each academic session.

The constitution of DUGC is as follows:

1.	Convener, DUGC	- Convener
2.	Head of the Department	- Member
3.	Convener, DPGC	- Member
4.	Minimum four faculty members or all Program Advisors of the UG program of the department	-Members
5.	Two student representatives	-Members

The Convener DUGC shall be nominated by the DFB for a term of two years. The duration of the committee shall be two years. Fifty percent of the initial members of the committee shall be re-nominated after one year.

The DUGC shall advise the UG students in their respective department/centre and shall make recommendations to the SUGB on all academic matters.

The responsibilities of the DUGC are:

- Supervision and conduct of lectures, tutorials and practical classes
- Supervision of conduct of class tests, quizzes, practical/laboratory tests, etc.
- Supervision and conduct of mid-term examination (MTE), end-term examination (ETE), projects(mini/minor/major), seminar, etc. and ensuring the quality
- Monitoring quality of instruction to the students
- To analyse the feedback submitted by the students for improvement/ corrective measures
- Proposing new courses for consideration of competent authority and their implementation
- Advising and counselling students in their academic matters
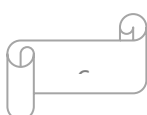
- To make recommendations on mercy appeals, submitted by UG students
- To consider the requests for semester long internship and submit its recommendation to the Academic Section

The DUGC is expected to have its meetings regularly and the minutes of the meetings shall be communicated to the Academic Section. The DUGC shall ensure that all the rules and procedures given in this manual are adhered to and implemented without any violation. Any matter that does not have any mention in this UG Manual, shall be forwarded to the SUGB for consideration/directions.

2.12 First-Year Class Coordinator

The First-Year Class Coordinator shall coordinate the time schedule for classes of first-year B. Tech. and shall perform duties assigned by the Dean (Academic)/Chairperson, SUGB, related to the academics of first-year B. Tech. students. First-Year Class Coordinator shall be appointed by the Dean (Academic).

2.13 Program Advisor

to advice students on registration of courses in any semester

Each department shall appoint a *Program Advisor* for each year of the UG program. The students are expected to consult the program advisor on any matter relating to their academic performance. Program advisor advice the students on registration of courses in the respective semester. The role of program advisor is outlined below:

- Guide the students about the rules and regulations governing the courses of study.
- Advice the students to register for courses as per the curriculum and their academic standing.
- Approve the course registration of the students.
- Pay special attention to weak students and carefully monitor the performance of students recommended for the slow track option.
- Advice students on Course Adjustment / Drop during the Semester within the stipulated time frame given in the Academic calendar.
- Advice students seeking a semester drop about rules and regulations laid down for this purpose and recommend these cases to the UGAPEC through the DUGC, for consideration.
- Consider and recommend to the DUGC, applications for course/ credit requirements for the students for exchange programmes.
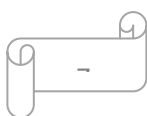
- To ensure that students are not permitted to re-register for courses, which they have already passed.
- Inform students that grades will not be awarded for any academic activity (course/ Lab./ seminar/ project/ non credit requirement etc.) without approved registration.

3 ADMISSION

The Institute offers the following undergraduate programs [or as decided by the Institute with approval from appropriate bodies, i.e., Senate/Board of Governors (BoG) from time to time]. The Institute currently offers following UG programs

a. Bachelor of Technology (B.Tech.) in following disciplines- 4 years program (Duration: 8 Semesters)
- Artificial Intelligence and Data Engineering
- Chemical Engineering
- Civil Engineering
- Computer Science and Engineering
- Electrical Engineering
- Electronics & Communication Engineering
- Mechanical Engineering
- Metallurgical & Materials Engineering

b. Bachelor of Architecture (B.Arch.) - 5 years program (Duration: 10 Semesters)

Admission to any UG program requires that the applicant is eligible for admission, fulfils the laid-down admission procedure, and makes payment of the prescribed fees.

3.1 Seats of the UG Program

The number of seats in the UG programs are to be decided by the Senate as per the guidelines issued by Ministry of Education from time to time. The number of seats in B. Arch. program is also approved by the Council of Architecture (CoA).

For admission to UG programs, the Institute shall follow the reservation policy as notified by Ministry of Education (MoE), Government of India. In case of B. Arch. Program, the number of students to be admitted in the program will also be governed as per sanction given by the CoA. All admissions to the UG programs should be reported to the Senate.
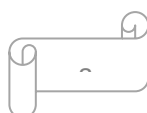
3.2   Admission of Candidates under JoSAA/ CSAB

Admissions to all UG programs of Engineering/Technology/Architecture shall be made through Joint Entrance Examination (JEE)-Main or any other such similar examination as approved by the MoE, Government of India and/or BoG of the institute.

3.3   Admission under DASA Program

Students of foreign nationality, residing in India or abroad, or Indian nationals residing abroad may be admitted to UG program under the Direct Admission of Students Abroad (DASA) scheme according to the policy guidelines laid down by the MoE, Government of India. Few admissions are also given through the Ministry of External Affairs based on self-financing scheme as decided by the MoE. Eligibility conditions for admission in this category shall be same as those for admission through JoSAA/CSAB. Admissions under this category are over and above the seat matrix for admission through JoSAA/CSAB.

## 3.4   Admission under Cultural Exchange Program

Admissions are also offered under the Cultural Exchange Fellowship Program of the Government of India, administered by the Indian Council of Cultural Relations (ICCR) through the Ministry of External Affairs and as decided by the MoE. The candidates are required to apply through the Indian High Commission/Embassy in their respective countries for these admissions. Eligibility conditions for admission in this category shall be same as those for admission through JoSAA/CSAB. Admissions under this category are over and above the seat matrix for admission through JoSAA/CSAB.

3.5   Admission as an Exchange Student

A student registered for a degree in a recognized Academic Institution/R&D Organization/ University in India or abroad may be allowed to attend classes and laboratories as an *Exchange Student* if sponsored officially by the Academic Institution/R&D Organization/ University. However, the maximum period for which an exchange student will be allowed to avail this provision, shall not exceed one year.

3.6   Admission through Ministry of External Affairs

Students are also admitted through the self-financing scheme of the Ministry of External Affairs based on the seats as decided by the MoE. Eligibility conditions for admission in this category shall be same as those for admission through JoSAA/CSAB. Admissions under this category are over and above the seat matrix for admission through JoSAA/CSAB.
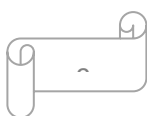
3.7 Admission under Study in India Program

Admissions are also offered under the *Study in India* program. The initiative is helmed by EdCIL (Educational Consultants of India), a Central Public Sector Enterprises (CPSE) under MoE. This initiative aims to make India a preferred education hub for students all across the globe, by elevating its position in the global educational landscape. It is a unique initiative of the Government of India to facilitate student fraternity from all across the globe to come and experience the best of academic learning from the top institutions in India. This would help accommodate the growing quality educational needs of students across the world. Eligibility conditions for admission in this category shall be same as those for admission through JoSAA/CSAB. Admissions under this category are over and above the seat matrix for admission through JoSAA/CSAB.

4   ACADEMIC SESSION

The Academic Session normally begins in July[*] and ends in May as per the academic calendar. The Academic Session comprises of two semesters i.e., 'Odd semester' and 'Even semester'.

Actual date of start of the semester is as per the approved academic calendar of the Institute.

* Academic Session of first semester students is decided as per the counselling schedule of Joint Seat Allocation Authority (JoSAA)/Central Seat Allocation Board (CSAB).

5   CURRICULUM

Institute follows credit system for all the academic programs. Details of the curriculum for the UG programs, as approved by the Senate on the recommendations of SUGB, are published periodically by the Institute. The medium of instruction, examination and project reports is English. The Institute shall strive to design all programs focusing on learning - based outcomes in order to ensure quality and technical competence of the students enrolled in a program. The curriculum shall be revised periodically as per the needs of the Industry/technological advancements as well as the policies of the Government of India.

5.1   B.Tech./B. Arch. Programs

The curricular structure of the UG programmes is divided into two distinct but compatible parts called core and elective courses. Core courses are further divided into *Institute Core* (IC) and *Program Core* (PC). All B. Tech. students are required to study all IC courses, irrespective of their UG program. IC courses consist of a package of courses in Physics, Chemistry, Mathematics, Computing, Electronics Engineering, Electrical Engineering, Engineering Drawing, Environmental Science, English, Economics, Management, Workshop Practice, etc.
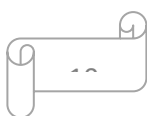
Besides these courses, all students are also required to earn non-graded credits through extracurricular activities which include Physical Education, Creative Arts, NSS, etc., and a few other courses as approved by the Senate on the recommendations of the SUGB from time to time. PC courses are specific to the UG program and all students of that UG program are required to earn credits through these courses. The students are required to study two types of elective courses, *Program Elective* (PE) and *Open Elective* (OE) courses. All students of a UG program can choose to register for required number of credits through PE courses offered by the department. The students also have to register and earn credits through OE courses which are offered by any department other than the department in which they study. The departments may also organize educational tours and training as part of their curriculum.

B.Arch. program consists of professional courses along with the courses from other departments such as Civil Engineering, Humanities, Social Sciences and Management. Educational tours during the entire program and practical training are an integral part of the curriculum.

The structure of the programs may be amended in accordance with the decisions of the Senate and the Board of Governors and also in accordance with CoA guidelines (in case of B.Arch.) and notifications published from time to time in the Gazette of India.

5.2   Honors and Minor Specialization

The students have an opportunity to learn significantly, and thus specialize to some extent, in any area of his/her choice. This is offered through *Honors* or *Minor Specialization* to earn specialization in parent discipline or outside the parent discipline/program, respectively. Honors courses are either advanced level courses in parent department or courses designed to give more exposure of a specific area out of the different areas of the parent department. Honors courses help to get deeper knowledge in a certain specialized area to better prepare a student for higher studies or to take a job in that area.

The students also have an opportunity to take part in interdisciplinary learning through *Minor Specialization* offered by any department other than the parent department. Provision of minor specialization adds value to the core degree as well as it can also open opportunities in the field of minor specialization.

5.3   Starting a New Program/ Interdisciplinary Program

Board of Governors on recommendation of Senate may approve the starting of a new program or phase out an existing program. An interdisciplinary program may be proposed by a department in consultation with other participating department(s). A new program shall be
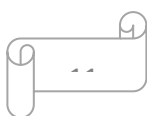
submitted for consideration of the SUGB and subsequently to the Senate for its recommendation.

6 ACADEMIC CALENDAR

The date of all major events during the academic session, such as orientation, registration, late registration, schedule of depositing institute, tuition and other fees (except hostel fees), late fee, commencement of classes, submission of documents, mid-term/end-term/project/thesis examinations, progress report presentations, submission/display of grades, vacation, mid-semester break, etc., are specified in the **Academic Calendar** of the Institute. Academic calendar for both odd and even semesters shall be finalized before beginning of an academic session.

The academic calendar is prepared by the Academic Section. Academic Section will circulate the draft academic calendar to all the departments/centres, well in advance, before the beginning of new academic session/semester. Draft academic calendar along with the comments received from the departments/centres will be placed for the approval of the Senate. Any deviations from the academic calendar shall be approved by the Chairman, Senate, on the recommendation of AAC.

# 7 TEACHING

7.1 Approval of Courses

Each course along with its credits is approved by the Senate on recommendation of the SUGB. Only approved courses shall be offered during any semester.

7.2 Courses to be taught

DUGC of every department/centre shall finalize the list of courses to be offered before the beginning of every semester. Convener, DUGC shall add/update the courses on ERP, to be run during a semester, and shall also assign/update course coordinators for all the courses.

7.3 Conduct of Courses

Every course offered by a department/centre shall be coordinated by a *Course Coordinator* assigned by the DUGC of the Department/Centre. The Course Coordinator may be assisted by a number of *Course Instructors*, if required. Course Coordinator shall have full responsibility for the course taught by all Instructors. He/she shall coordinate the work of allcourse instructors involved in the course, including conducting the course, continuous evaluation of
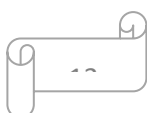
the students through tests, quizzes, assignments, Mid-Term and End-Term examinations and award of grades.

7.4 Audit Courses

Audit Courses are in addition to the prescribed academic load requirement and a student may opt to register for an audit course with the permission of the course coordinator. There will be no obligation on the Department/Centre to reschedule the time-table if any clash arises. The student simply completes the audit course and NO grade will be awarded for an audit course. The course coordinator may issue a certificate of completion of the audit course, if required.

7.5 Course Credits

Each course shall have an integer number of credits assigned to it that reflects its weightage. Course credit is calculated depending upon the academic load of the course and is assessed on the basis of weekly contact hours of lecture(s), tutorial(s), studio(s), design and laboratory class(es).

The number of credits of a course shall be calculated as:

$$\text{Credits} = L + T + S + \frac{P}{2}$$

where, *L*: number of lecture hours; *T*: number of tutorial hours; *S*: number of studio hours; and *P*: number of practical hours(laboratory/design/drawing),in a week. The fraction is to be rounded off to the next integer value.

8 REGISTRATION

Academic programs in the institute follow semester system: *Odd* and *Even* semester. A student shall register during each semester till he/she has earned the required number of credits specified for the award of the degree for which the student has been admitted. In each semester a number of courses shall be offered as per the course structure approved by the Senate. Registration for any semester comprises of following stages:

a. Payment of fees (institute fees, hostel fees and tuition fees as applicable) for that semester and clearance of any outstanding dues (fees and/or penalties) of the previous semester

b. Registration of courses in consultation with the Program Advisor, on Academic Module of MNIT ERP
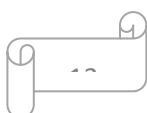
c. Physical reporting and signing on the list available at the office of the respective Program Advisor of the department/centre

All students must complete the registration process as per the schedule of registration notified in the Academic Calendar. ***The responsibility for registration rests solely with the student concerned.***

Course registration of the students is to be approved by the Program Advisor. The students will receive an email on approval of the course registration in which they will receive a confirmation on the approved courses, also called *Registered Courses*. The students can modify the registered courses during the ADD/DROP window as per the Academic Calendar and the same shall be approved by the Program Advisor. All modification in course registration is confirmed through email. The students will be allowed to appear in the examination of these approved courses only. No credit shall be given if a student attends a course for which he/she is not registered.

A student will not be permitted to register a course, if he/she has not earned the credits for the course(s) which is (are) a prerequisite for the course which is to be registered. A B. Arch. student will not be permitted to enrol for the Architectural Design course in a semester unless he/she has completed the Architectural Design Course of the previous semester. Registration of *TWO* Architectural Design courses in a semester is *NOT* permitted. A B.Arch. student will not be permitted to register for Thesis Project of X semester unless he/she has completed all Architectural Design courses and Thesis Preparatory Seminar of IX semester.

8.1 Pre-registration

Pre-registration is essential to facilitate proper planning of academic activities of a particular semester. Pre-registration window on ERP will be active as per the academic calendar usually before the completion of a semester. The students shall declare their intent, to pursue honors/minor specialization program as well as their intent to register for various elective slots in, advance, before the actual start of academic session/semester, through the process of pre-registration. Pre-registration is mandatory for all students who wish to pursue honors/minor specialization program. It is also mandatory for students who wish to submit their preference(s) for elective courses that they wish to register during the subsequent semester. Allotment of courses, against elective slots, will be done after completion of preregistration process, on the basis of preference submitted by the student for the courses offered and CGPA of the student. The course allotment will automatically be carried forward in the main registration for the elective courses and will be visible as approved courses during the course registration of the next semester. The students will be required to register the
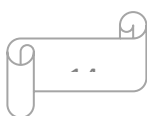
remaining course that they have to pursue during next semester during the registration of the next semester.

8.2 Semester Load Requirements

A student has to register for a minimum of 15 credits and a maximum of 30 credits in any semester, except in the final year. The maximum credit limit, including minor/major/mini project, in each semester of final year will be 36. These limits pertain to graded courses only and non-graded/audit courses are excluded from these limits. B. Arch. students will register for a minimum of 12 credits of Practical Training during VIII semester. The performance of a student in all the courses for which he/she has registered will reflect in his/her grade sheet.

8.3 Late Registration

All students are expected to complete the registration process comprising of payment of fees and course registration. Registration shall be completed before the start of the classes in any semester and is called regular registration. Registration is also allowed after start of the classes, which is called late registration. Late registration is allowed till the last date of registration by depositing late fee as decided by the Institute. Schedule of late registration is specified in the Academic Calendar. Request for waiver of late fee shall be submitted to the Academic Section and the AAC may waive the late fee on a case-to-case basis. In no case, the student will be permitted to register after the last date of registration.

8.4 Add/Drop of Courses

A student can add or drop courses from course registration in the add/drop window as per the academic calendar. Only those students, who have registered one or more courses during regular/late registration will be permitted to Add/Drop courses during Add/drop window. Addition of course(s) to the course registration is not allowed after the last date of registration.

8.5 Details of Honors and Minor Specialization programs

Allotment and continuation of honors/ minor specialization programs shall be made after pre-registration on the basis of CGPA of the student. The guidelines given below shall be followed

  a. Honors and Minor specialization programs start from V semester.
  b. Minimum CGPA requirement for registration is 7.5 at the end of IV semester.
  c. Students may submit their choices/preferences for Honors/Minor Specialization program during the pre-registration which will be carried out before the completion of even semester every year.
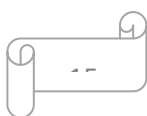
d. The allotment of students in the Honors/Minor specialization shall be on the basis of CGPA.

e. The minimum and maximum number of students in any honors/minor program shall be 7 and 30, respectively.

f. The student shall earn prescribed 18 credits, in addition to the credits required to earn the UG degree to which they have been enrolled, to obtain Honors or Minor specialization.

g. The course of Honors/Minor specialization shall be completed by the end of VIII semester.

h. The student will not be allowed to continue/register for Honors/ Minor specialization if his/her CGPA falls below 7.5. The CGPA will be calculated on the basis of all the registered courses and the grades secured in the courses of honors/minor specialization will be considered for CGPA calculations. In case, his/her CGPA improves to 7.5 or higher in subsequent semester(s), he/she may be allowed to continue. In such a case, the student may complete the honors/minor specialization after completion of the UG degree.

i. A student may withdraw from honors/minor specialization at any point of time.

j. Students should be prepared to write more than one examination in a day.

8.6 Registration of a Deficient Student

A student who fails to earn 15 credits in a semester (except in first Year or VIII Semester in B. Arch.) will be placed on probation and considered as *Academically Deficient* student. A faculty mentor will be assigned for such students who will advice the student on course registration as well as will monitor the progress of the student during the semester.

All students have to earn a minimum of 30 credits in the first year. If a student does not meet this criterion, his/her performance is classified as *Academically Deficient*. Such students will be put on *Year-Back* and will have to register for all the courses of first year or the student may opt to withdraw from the program. The option of *Year-Back* is available only once in the first year and if an year-back student is not able to earn 30 credits in the first year, then he/she will be terminated from the program (more details regarding deficient students are given in para 13.3).

8.7 Continuation of Registration after a gap of one or more semesters

A student will be considered on semester withdrawal, if he/she does not register in a semester. ERP profile of the student, who have not registered in a semester, shall be changed to inactive after last date of registration. Continuation of registration after the gap semester can be done after payment of applicable institute fees for the gap semester(s) + Institute fee and tuition fee for the semester which is being registered + a penalty of Rs. 10,000.
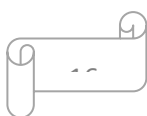
The maximum number of gap semesters will be limited to *TWO* only. The list of such students who do not register even after a gap of two semesters will be placed before SUGB for recommending it to the Senate for termination from the program.

8.8 Semester Withdrawal

Semester withdrawal means withdrawal from all the registered courses of a semester. A student, who is unable to attend classes for more than four weeks in a semester or for any other reason, may apply for semester withdrawal to the DUGC of his/her department. DUGC shall forward the recommendation to ADUG. Tuition fees will not be charged if the request for semester withdrawal is submitted before the beginning of MTE. Semester withdrawal is not permitted if a student has appeared in ETE of one or more courses. A maximum of two semester withdrawals can be availed in the entire duration of the program. Suspension for one or more semester(s) shall be treated as forced semester withdrawal and shall appear in the grade sheet as semester withdrawal.

8.9 Course Withdrawal

A student who does not want to pursue a registered course after the add/drop window is closed, can apply for course withdrawal. Withdrawal of course(s) can be done up to two weeks before the ETE by submitting a request to the DUGC of student's department. DUGC shall forward the recommendation to ADUG before the beginning of the ETE. The withdrawal request will be recorded in the registration record of the student and the same will be intimated to the concerned course coordinator. The student will be awarded a withdrawal grade (W) in the course.

8.10 Refund of Fees

Refund of fees and any other amount deposited by a student shall be processed as per the following withdrawal categories. *No fee shall be refunded in case a student is rusticated/suspended for a semester or his/her semester exams are cancelled on account of unfair means.*

8.11.1 REFUND OF FEES for NEW ENTRANTS

S. No.	Category	Refundable amount
1.	If withdrawal by the candidate does not result into vacant seat, i.e. the seat is included for allotment in subsequent rounds by JoSAA/CSAB	Entire fee after deduction of institute processing charges
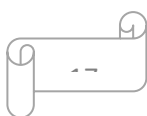
	(can be exercised during the counselling process on JoSAA/CSAB portal)	
2.	If withdrawal by the candidate results into vacant seat, i.e. withdrawal is requested after completion of seat allotment by JoSAA/CSAB	Only the caution money will be refunded

8.11.2 REFUND OF FEES IN CASE OF SEMESTER WITHDRAWAL

Fee refund policy of the students who are permitted semester withdrawal is as follows:

| S. No.	Category	Refundable amount
1.	The student has paid the semester fee but not registered for even a single course and applies for semester withdrawal.	Only the Tuition Fee shall be refunded.
2.	The student has paid the semester fee and registered for one or more courses and applies for semester withdrawal prior to start of the Mid-Term Exam.	Only the Tuition Fee shall be refunded.
3.	The student has paid the semester fee and registered for one or more courses and applies for the semester withdrawal after the start of Mid-Term Exam.	No refund admissible

8.11.3 REFUND OF FEES IN CASE WITHDRAW FROM THE INSTITUTE

For all cases of institute withdrawal/termination from the program, only caution money shall be refunded on submission of no dues.

9 EVALUATION SYSTEM

9.1 Continuous Assessment and Scheme of Examination

The evaluation of students in a course is a continuous process. For theory courses, it is based on the performance of the student in *Class Work Sessionals* (CWS), *Mid-Term Examination*
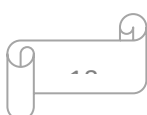
(MTE), and *End-Term Examination* (ETE). CWS may include quizzes/tutorials/home assignments/seminars/group activities, etc. and may be conducted by the Course Instructor/Coordinator as per the course plan. Evaluation of laboratory courses is based on the performance of the student in *Practical Sessionals* (PRS) such as practicals/field work, etc., *Practical Mid-Term Examination* (PRM) and *Practical End-Term Examination* (PRE). The weightage of each component shall be announced by the Course Coordinator at the beginning of the course. The duration of MTE shall be one and a half hour. The duration of the ETE shall be two and a half hours. It is mandatory for a student to appear in ETE/PRE, failing which the student shall be awarded 'FP' grade irrespective of the marks obtained in other components of evaluation.

In case of B. Arch. courses the duration of mid-term examination and end-term examination for practical and studio courses will be as given in the teaching scheme. An internal viva-voce shall be conducted in the courses, Working Drawing, Practical Training, and Thesis Preparatory Seminar. An external viva-voce shall be conducted in the courses, Introduction to Architecture and Basic Design, Architectural Design, and Thesis Project. It is mandatory for a B. Arch. student to appear in the all internal and external viva- voce examinations.

The weightage distribution for a particular course shall be within the framework approved by the Senate.

Various modes of assessment for theory and laboratory courses along with recommended relative weightage of various components during continuous assessment is suggested in the table below. A large departure from the recommended modes of assessments and weightage will require prior approval from Dean Academics.

S. No.	Theory Course		Laboratory/Studio/Project/Seminar Course	
	Evaluation Component	Weightage	Evaluation Component	Weightage
1	CWS	20-30%	PRS	40-60%
2	MTE	20-40%	PRM	20-30%
3	ETE	30-50%	PRE	20-30%

9.2   Evaluation Procedure

The Course Coordinator is responsible for setting the question paper and maintaining its secrecy, conduct of the examination, evaluation and awarding the grades. Complete transparency shall be maintained in the evaluation process. The Course Coordinator will ensure coverage of all the contents of a course taught during the semester. The end-term examination question paper shall cover the entire syllabus of the course. The Course Coordinator will prepare the complete course file having following documents:

- Course objectives
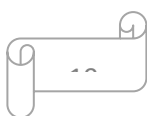
- Lecture wise breakup of syllabus (Course Plan)

- Attendance record

- Tutorial/Assignment sheets (with model answer sheet)

- Question papers of MTE/ETE/practicals, etc.

- Quizzes

- Component wise marks with final grades

The graded scripts of quizzes/tests/exams shall be shown to the students as per the Academic Calendar, and discrepancies, as may be pointed out by any student, may be rectified by the Course Coordinator and thereafter the result may be finalized.

Industrial/Field/Practical training and Seminar shall be evaluated through the quality of work carried out, the report submissions, contents and presentation(s) and shall be evaluated only once during a semester. Evaluation of Practical Training of B.Arch. students shall be carried out, after the scheduled ETE of VIII semester but before the regular registration for IX semester. The evaluation and award of grades of Industrial/Field/Practical training and Seminar shall be done by the course coordinator in consultation with other coordinators.

The evaluation and award of grades of minor/major project shall be done by a committee comprising of:

- Project Coordinator(s)
- Minimum two faculty members of the department/centre (to be nominated by the HOD)
- One faculty member from other department/centre (to be nominated by the HOD)
- External Examiner (s) (approved by Chairperson, SUGB from the panel of examiners submitted by Convener, DUGC). The External Examiner(s) may be decided on the basis of sub-specializations in the department.

The committee for mid-term evaluation of B.Tech. Project(s)/B.Arch. thesis shall be same as above excluding the external examiner(s). The evaluation and award of grades of Industrial/Field/Practical Training shall be done by a committee comprising of:

- Course Coordinator(s)
- Minimum two faculty members of the department/centre (to be nominated by the HOD)
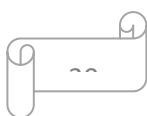
Supervisor of the student for seminar/minor/major project shall be present during the evaluation. However, the supervisor will not be a part of the evaluation committee. Supervisor will award PRS component for the project work. The grades awarded by the evaluation committee shall be posted on ERP by the course coordinator.

10 GRADING SYSTEM

10.1 Grades and Grade Points

The academic performance of a student shall be graded on a ten-point scale. Course coordinator is the best judge in awarding the grades. However, he/she has to be impartial, logical, consistent, and shall maintain complete transparency while awarding grades. At the end of each semester, a student is awarded double letter grade in each of the registered courses, taking into account student's performance in the various evaluation components. The grades may be awarded based on absolute cut-off or statistical cut-off of marks according to the number of the registered students in a particular course. The grades are to be posted on ERP by the course coordinator, after the moderation of grades by the *Grade Moderation Committee* (GMC). The course coordinator will apply *Primary Lock*, and the Convener, DUGC shall apply the *Final Lock* to the grades on the ERP, thereby indicating that the grades are approved by the GMC. The First Year Class Coordinator shall perform grade moderation for students of I year B.Tech. as Convener, DUGC and apply final lock to the grades of all courses of I Year B.Tech.

A student may be awarded any of the nine double letter grades in a course: **AA, AB, BB, BC, CC, CD, DD**,**FA** and **FP**, that have grade points with values distributed on a 10 point scale as given in Table 3. In addition to these, the letter grades **I, W** and **WR** are used which stand for Incomplete, Withdrawal and Waiver grades in a course, respectively. **S** and **X** grades are referred to Satisfactory or Unsatisfactory, respectively, wherever applicable.

Table 3: Grades and Grade Points

Academic Performance	Grades	Grade Points (G_i)
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8
Good	BC	7
Average	CC	6
Below Average	CD	5
Marginal	DD	4
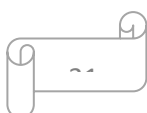
|		
Fail due to poor performance	FP	-
Fail due to attendance shortage	FA	-
Waiver	WR	-
Incomplete	I	-
Withdrawal	W	-
Satisfactory	S	-
Unsatisfactory	X	-

'FP' grade: It denotes that the student has failed to earn credits for that course i.e. the student has not passed in that course. This grade is also awarded if a student does not appear in the ETE/PRE or the subsequent special end-term examination. The course(s) in which a student has earned FP grade will be termed as back-log course(s). Course with FP grade maybe registered for the supplementary examination. Course with FP grade can also be registered during the regular semester when the course is offered. The evaluation of all the components of the course will be done with the regular students, however, fulfilling the attendance requirement is not mandatory for students registered for backlog courses with 'FP' grade. If a student obtains FP grade for the elective courses, then he/she may register the same course or any other elective course from the same category.

'FA' grade: it also denotes that the student has failed to earn credits for that course i.e. the student has not passed in that course. FA grade is awarded to a student who is not allowed to appear in the ETE/PRE of a particular course due to shortage of attendance, though he/she might have been evaluated for other components such as mid-term examination, assignments, class tests, projects, etc. The course(s) in which a student has been awarded FA grade will also be termed as back-log course(s). The student with FA grade in a course will not be allowed to register that course in the supplementary examination. The student will be required to register the course(s) during regular semester ONLY. The evaluation of all the components of the course will be done with the regular student and he/she must fulfil the attendance requirement.

FA/FP grade secured in any course stay permanently on the grade sheet. The CGPA calculation shall also incorporate FA/FP grades. However, once the student clears that course, CGPA will be updated based on new grades.

The grade sheet may also reflect the following abbreviations as required:

REP: for repeating a course in which FP/FA grade was obtained earlier
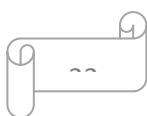
SUB: for substituting an elective course by another elective course

GNI: grade not included in the calculation of CGPA and SGPA (such as audit courses, discipline etc.)

'I' grade: It is a temporary grade and refers to *Incomplete* grade, which is required to be converted into a regular double letter grade. A student may be awarded 'I' grade in a course if he/she has missed the ETE/PRE, for a genuine reason which is in the knowledge of DUGC and the concerned course coordinator/instructor. 'I' grade is not awarded simply because a student has failed to appear in ETE/PRE. The student has to inform the course coordinator(s)about missing the examination by the last date of ETE. The special end-term examination shall be conducted within two weeks of the last date of ETE. The course coordinator shall communicate final grade to the Academic Section within one week of the special examination. 'I' grade will be automatically converted to FP grade before the beginning of the subsequent supplementary/regular registration.

'IW' grade: It refers to *Incomplete work* grade and maybe given only for major/minor/mini project. The student will have to complete the work by continuing with the same project or he/she may work on addition/extension of the original project. The student will present his/her work before the Project Evaluation Committee before the beginning of the next Semester, after which 'IW' grade will be converted to a regular double letter grade, which shall not be higher than 'BB'. If the work is not completed up to the last date of regular registration for the next semester, then the DUGC shall advise the student to formally register the project course in the next semester.

'WR' grade: It refers to *Waiver* grade and maybe given only when a student has completed semester long internship. The process of awarding WR grade has been given within the internship guidelines.

10.2 General Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

a. All evaluation of different components of a course announced in the course plan shall be done in marks for each student.
b. The marks of various components shall be added to get the total marks secured on a 100-point scale.
c. All the students registered in a course shall be awarded a double letter grade on the basis of marks obtained on a 100-point scale.
d. For less than 30 students in a course, the absolute method shall be used for the award of grades using the natural cut-off as given in Table 4.
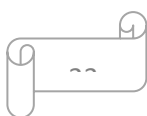
e. For more than 30 students in a course, the absolute or statistical method shall be used for award of grades, with or without marginal adjustment in the cut-off. The overall distribution of different grades must be as indicated in the statistical distribution.

f. AA grade shall not be awarded for percentage of marks less than 80 under any circumstances. There shall not be more than 10% students securing 'AA' grade in any course.

g. 'DD' grade shall not be awarded for less than 35% marks in any case. Further, no student having 40% or more marks would be awarded failing grade 'FP'.

h. The provisional grades shall be awarded by the Course Coordinator in consultation with all the course instructors involved in that course. The course coordinator shall have full responsibility for this purpose.

i. For courses with zero weightage in CGPA, only S or X grades are to be awarded.

j. The awarded grades shall be approved by the Grade Moderation Committee before display of the grades. The GMC may moderate the Grades, if required. The GMC shall be responsible for adherence to the guidelines for the award of grades and shall be responsible for the display of grades. Convener, DUGC shall also retain the record of marks and grades along with the statistical parameters for all the courses.

## 10.3 Absolute Method for Award of Grades

The award of grades based on absolute marks out of 100 shall be based on the natural cut-off as given in Table 4.

Table 4: Grades according to Absolute Marks

Marks	Grade	Marks
90$\leq$	AA	$\leq$ 100
80$\leq$	AB	<90
70$\leq$	BB	<80
60$\leq$	BC	<70
50$\leq$	CC	<60
40$\leq$	CD	<50
35$\leq$	DD	<40
0$\leq$	FP	<35

10.4 Statistical Method for the Award of Grades

The mean and standard deviation (σ) of marks obtained by all the students in a course shall be calculated. Award of grades shall be based on the cut-off depending upon the mean and
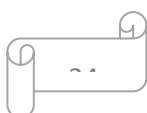
standard deviation as given in Table 5. The cut-off range in Table 5 can be used with or without marginal adjustment (not more than 0.5 σ).

Table 5: Statistical Method for Grading

| Lower Range of Marks	Grade Awarded, if marks falls in range	Upper Range of Marks
Mean + 1.5 σ≤	**AA**	≤ 100
Mean + 1.0σ ≤	**AB**	< Mean + 1.5 σ
Mean + 0.5 σ ≤	**BB**	< Mean + 1.0σ
Mean ≤	**BC**	< Mean + 0.5 σ
Mean – 0.5 σ ≤	**CC**	< Mean
Mean – 1.0 σ ≤	**CD**	< Mean – 0.5 σ
Mean – 1.5 σ ≤	**DD**	< Mean – 1.0 σ
0 ≤	**FP**	< 35/Mean – 1.5 σ

10.5 Grade Moderation Committee (GMC)

Moderation of grades is mandatory for all courses of UG programs. Constitution of GMC for courses of 1st year B.Tech. will be as given below:

1. Associate Dean (UG)   Chairperson
2. First Year Class Coordinator   Convener
3. All course coordinators for all courses of 1st year   Members

Constitution of GMC for B.Tech. programs (except 1st year) and for B.Arch. will be as given below:

1. Head of the Department or his nominee   Chairperson
2. Convener, DUGC   Convener
3. Two members from the DUGC   Members
4. Course coordinator of all the courses of the respective batch/year   Members

Departments are also required to invite the coordinators of courses offered by other departments for moderation of grades of their students. Moderation of grades of open elective courses shall be carried out by the department offering the course.
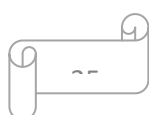
The grades for NCC/NSS/Sports, Creative Arts and Discipline shall be moderated by the GMC comprising of Dean, Student Welfare (as Chairperson) and Course Coordinators (as members).

## 10.6 Change of Grade after display of grades

In the rare event that the grades entered on the ERP need to be modified, following mechanism will be adopted for change in grade after it is displayed:

a. Students should apply for a change in grade within 3 working days of the display of grades.

b. Such applications (dated and signed by the student) shall be submitted to the course coordinator, with a copy to the Associate Dean (UG). The course coordinator shall look into the request of the student.

c. In case, there is a change in grade of any student; the course coordinator shall provide a report of the same to the DUGC. The course coordinator shall provide all the relevant documents like copy of the answer book, calculation of marks before and after the display of grades and cut off of different grades, along with the revised grade sheet.

d. The DUGC shall check all the relevant documents and shall send its recommendation to the ADUG.

e. The Dean (Academic) will be competent authority for approval of change in grades submitted within 7 working days of the display of grades.

f. Any case of change in grades submitted after the above deadline shall need the approval of the Chairperson, Senate.

g. In case, any discrepancy is noted even after declaration of result, the same shall be corrected and grades will be revised accordingly. This would require permission of Chairperson, Seante after detailed review of supporting documents.

10.7 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The letter grades awarded to a student in all courses (except audit courses) shall be used to calculate semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), respectively.

SGPA is an indicator of the overall academic performance of a student in all the courses that he/she has registered during any semester. Courses with S, X and letter grades with GNI are ignored for SGPA calculation. Similarly, CGPA indicates the overall academic performance of a student in all registered courses up to and including the latest completed semester/ supplementary examination. SGPA and CGPA are computed as follows:
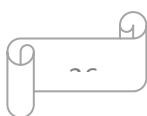
Equation 1 : *Calculation of Semester Grade Point Average (SGPA)*

$$\text{SGPA} = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

where,

C_i	Number of credits of the ith course of semester for which SGPA is to be calculated
G_i	Grade point earned in i^{th} course, as given in Table 3
n	total number of courses registered in the concerned semester

Equation 2 : *Calculation of Cumulative Grade Point Average (CGPA)*

$$\text{CGPA} = \frac{\sum_{j=1}^{m} C_j G_j}{\sum_{j=1}^{m} C_j}$$

where,

C_j	Number of credits of the jth course
G_j	Grade points earned in the jth course, as given in table 3
m	Total number of courses in which a student has registered up to the semester till which CGPA is to be calculated

10.8 Supplementary Examination

Supplementary examination will be conducted before the beginning of odd semester every year and its result would be declared before the deadline for regular registration of the odd semester.

a. Supplementary Examination is not meant for improvement of grades.

b. Schedule of the supplementary examination would be announced by the office of Dean (Academic) as per the Academic Calendar.

c. A student can register for only those courses in which 'FP' Grade (Failed due to Poor Performance) has been awarded. Course(s) in which 'FA' grade (failed due to shortage of attendance) has been awarded shall be registered during the regular semester.

d. A student can register for 18 credits or credit corresponding to 6 courses, whichever is less.

e. A student can register for the backlog courses within the time stipulated in the Academic Calendar after payment of fees as approved by the Senate. A student who wishes to appear in the supplementary examination has to pay a consolidated fee of Rs. 500/- for one course and Rs.1000/- for more than one course.

f. A separate grade sheet will be issued for the performance in supplementary
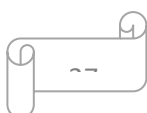
examination.

g. Weightage of different components for the computation of grades in the supplementary examination shall be as per **Table 1**.

Table 1: Weightage of different components for Supplementary Exam

Component	Weightage	Remarks
Theory Courses:		
Examination duration – Three-hours	100%	Grade to be awarded on the basic of marks secured in the supplementary examination
Practical Courses:		
Supplementary Examination	50%	Grade to be awarded on the basic of marks secured in the supplementary examination and carried forward marks of regular semester
Practical/Sessional from the regular semester	50%	

h. The maximum grade that can be earned in supplementary examination is limited to 'DD'.

i. If 'FP' grade is awarded in supplementary examination, then the student can register such course in regular semester or in the supplementary examination to be held next year.

10.9 Credit transfer of SWAYAM/ NPTEL courses

Online courses have become a major source of learning and these course gives an option to students to register a wide variety of courses. Students can register for these courses to earn a certificate. The credit transfer of courses completed through SWAYAM National Program of Technology Enhanced Learning (NPTEL) shall be done as per the following

a. B.Tech./B.Arch. students can earn a maximum of 6 credits through NPTEL courses.

b. Any student of the institute can opt for NPTEL course only if it is not being offered at the institute or if the student has joined semester long internship.

c. Institute core or program core courses shall not be enrolled through NPTEL.

d. The student shall submit a request to the DUGC of their department to permit enrolment of NPTEL course(s).
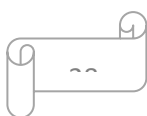
e. Grades secured corresponding to any NPTEL courses will be accepted only when the enrolment of the course is approved by the DUGC.

f. Credits as assigned to a NPTEL course shall be accepted without any change.

g. Mapping of NPTEL score and certificate category to MNIT Jaipur grades shall be done as per the following

S. No.	NPTEL Score and Certificate category		Mapping to MNIT Grades
1	<40%	No certificate	FP / FA (fail grade)
2	40% - 59%	Successfully completed	< 45% DD
			< 50% CD
			< 60 % CC
3	60% - 89%	Successfully completed	< 70% BC
			< 80% BB
			< 90 % AB
4	>= 90%	Successfully completed	AA

10.10 Notional Conversion of CGPA into percentage marks

CGPA is the primary mode of evaluation of students' performance. In case of a specific query by student or employer regarding conversion of CGPA into percentage marks, following formula shall be adopted;

$$\textbf{\% Marks = CGPA x 10}$$

11 ATTENDANCE, ABSENCE AND LEAVE

11.1 Attendance Requirement

All the undergraduate students are expected to be present in every class scheduled for them. A student must have a minimum attendance of **seventy five percent** (75%) of the total number of classes held in a course in order to be eligible to appear in the End-Term Examination for that course. A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever, including participation/representing the institute in sports/cultural/extra-curricular activities within the institute or outside. The course coordinator shall display the attendance of the students, registered in their course during the MTE, which will serve as due warning to students. Attendance of the students shall be monitored and displayed during a semester as per the guidelines approved by the SUGB.

The list of students who do not fulfil the attendance requirement will be communicated by the course coordinator to the concerned students, Convener, DUGC/First Year Class Coordinator and ADUG, before the start of the ETE and shall detain such students from
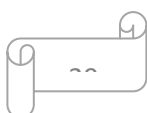
appearing in the ETE/PRE. The detained students shall be awarded FA grade irrespective of their performance in different components of evaluation.

11.2 Absence in Mid-Term/ End-Term Examination

If a student is absent during ETE/PRE of a course due to medical reasons (supported by Medical Certificate) or other special circumstances, he/she has to inform the course coordinator within three days of the last date of ETE. Such student will be awarded 'I' grade and may be permitted to appear in a special end-term examination. Special end-term examination shall be conducted within two weeks of the last date of the ETE, if the course coordinator finds the reason of absence justified. Similarly, if a student fails to appear in the MTE/PRM, he/she may be permitted to appear in a special MTE which shall be conducted within two weeks of the last date of MTE. Only 75% of the marks scored by the student in special exams shall be considered in determination of the grades.

# 12 EXCHANGE PROGRAM/INTERNSHIP AS A NON-DEGREE STUDENT

The New Education Policy 2020 strongly recommends that practical exposure, vocational training, internships shall be an integral part of the curriculum. Students of the Institute may proceed to other Academic Institutions/R&D Organizations/Industry in India or abroad as non-degree students under semester long internship. Semester long internship can be of one or two semester(s) duration and can be permitted in the final year of the B. Tech. program. DUGC of the department shall recommend the cases of internships on the basis of approved norms given below.

A student shall proceed for internship only after due approval. The student must submit the request in the prescribed format to the DUGC of his/her department. He/she must also attach the offer letter of internship along with the request. The DUGC shall process the request looking into the offer letter and nature of internship and may recommend for internship:

   a. With credit waiver
   b. Without credit waiver
   c. Without credit waiver with waiver from attendance (as in self-study mode)

An office order will be issued by the Academic Section subsequently on the recommendation of DUGC after approval from Dean (Academic). Students shall proceed for internship only after the Office Order is issued from the Academic Section.

The student shall submit the certificate of completion and report of internship to the Convener, DUGC. The Convener, DUGC shall fix a suitable date for presentation of the work
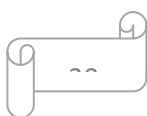
carried out during the internship. The DUGC will evaluate the performance of the student and may or may not recommend for waiver up to 16 credits. Waiver grade (WR) would appear on the transcript against each recommended elective course only with an explanatory note. All such waiver grades shall be deemed to carry zero weightage for SGPA/ CGPA calculations.

12.1 Norms for Internship in VII Semester only

a.   The student must have completed all courses of I to VI semester.
b.   The student should not have any active backlogs.
c.   The student may be allowed course waiver of up to 16 credits in lieu of internship.
d.   Internship in VII semester can also be in continuation of summer internship after VI semester.

12.2 Norms for Internship in VIII Semester only

a.   The student must have completed all courses of I to VII semester.
b.   The student should not have any active backlogs.
c.   The student may be allowed course waiver of up to 16 credits in lieu of internship.
d.   The student will have to complete Minor/Major Project under supervision of MNIT faculty and a mentor (optional) from the internship organization.

12.3 Norms for Internship in both VII and VIII Semester

a.   This internship may be permitted only with the approval of Chairperson, Senate.
b.   This internship can be undertaken only for Fortune 500 companies or companies listed in NIFTY 50.
c.   The student must have completed all courses of I to VI semester.
d.   The student should not have any active backlogs.
e.   The student may be allowed course waiver of up to 8 credits from each of the VII and VIII semesters in lieu of internship.
f.   The student will have to complete Major Project under supervision of MNIT faculty and a mentor (optional) from the internship organization.
g.   A maximum of 20% of total students in the class may only be permitted.

12.4 Additional Norms for Internship

a.   It is mandatory to complete course registration even if a student is opting for internship.
b.   All the **Core** courses in VII or VIII Semester shall be converted into self-study mode. The student shall have to appear in the ETE/PRE and the grades shall be awarded on the basis of performance in the ETE/PRE only. The student can appear in the scheduled ETE or after the ETE at mutual convenience of course coordinator and student.
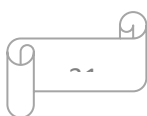
c. The student is permitted to complete any remaining elective courses from MOOCs/ SWAYAM/ NPTEL, etc. The certificate from NPTEL will be converted to equivalent grade as approved by the Senate. The subjects would appear in marks sheet and counted towards CGPA.

d. The student may also be permitted to complete elective courses in the self-study mode similar to the core courses at **'b'** above.

e. B. Tech. Minor/Major Project shall be under the supervision of MNIT faculty and a mentor (optional) from the internship organization. The project(s)may be decided by the supervisor from MNIT in consultation with the mentor from internship organization. The project(s) shall be examined at the end of the semester along with other students of the batch or later, at mutual convenience of the student and the evaluation committee.

f. In case the supervisor/evaluation committee is not satisfied with the progress of the project, the project evaluation/submission may be extended till 15th July.

g. If the progress is not satisfactory even after extension, then the student will have to register in IX semester to complete the project. This should be made clear to the students by the department/centre.

h. In case, a student is unable to complete the course requirements in the final semester, he/she will have to register in the subsequent semesters and required to pay the requisite fees.

i. In case, non-disclosure agreement (NDA) is signed by the student with the organization, project(s) and internship shall be treated separately. However, if NDA is not signed then project(s) and internship may be treated same but it is not mandatory.

j. Opportunity to avail placements through institute will be available to the students pursuing internship.

12.5 Exchange/Joint Degree Program

a. When a student goes for study/research work, under exchange/non-degree/joint degree program, to an Institutions/R&D organization/industry/university with which MNIT Jaipur has MOU agreement for academic collaboration, the transfer of credits earned by the student in the host/partner institution/university, will be taken into consideration for the award of the degree based on the evaluation received from the partner institution/university. In such cases, stay period and credits earned by the student in the host/partner institution/university will be taken into consideration towards minimum stay period and minimum credit requirement at MNIT Jaipur.

b. When a student goes for study/research work, under exchange/non-degree/joint degree program, to an Institutions/R&D organization/industry/university with which MNIT Jaipur does not have a formal MOU/agreement for academic collaboration,
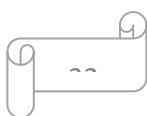
the evaluation of the work, accounting/transfer of credits earned and other requirements will be governed as per norms for internship.

c. Work done at an Institution with which MNIT Jaipur has an academic collaboration, residential and academic requirements will count automatically.

d. The credits of the internship undertaken by a student in an incubation centre/ startup/academic institution/R&D organization/industry will be added towards award of the degree, however the grades of the same shall not be taken into consideration for computation of SGPA/CGPA of the student.

13 ACADEMIC PERFORMANCE REQUIREMENT

13.1 Academic Requirements

A student shall register all the courses that he/she is eligible to register and shall work hard to earn credits corresponding to all the registered courses. Each student shall fulfil the performance requirements as given below

a. A student is expected to earn minimum 30 credits at the end of the First Year in order to be allowed to register in the third semester. If a student does not meet this criterion, his/her performance is classified as "Academically Deficient", and he/she will be put on Year-Back, or else his/her registration will be terminated. Year-back implies that the credits earned by the student in first year will be cancelled and the student will be required to study all courses of first year as a fresh student. Year Back will be allowed only once to any student and if a student is not able to earn minimum 30 credits even after year-back then his/her registration will be terminated.

b. A student is expected to earn at least 15 credits in the remaining registered semesters after first year. If the performance of a student at the end of any registered semester is below this level, then he/she will be placed on probation. A warning shall be given to him/her and an intimation will be sent to the parents by the Academic Section.

c. A student placed on probation shall be monitored by ensuring attendance in classes, giving special tutorials and mentoring. Academic performance of each academically deficient student shall be monitored by a Mentor nominated by the DUGC.

d. If the performance of a student on probation, after first year, does not meet the criterion mentioned in point b) above, then registration of such student would be
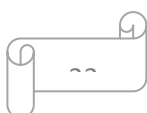
terminated. However, the registration may be permitted by the Dean (Academic) on the recommendation by the Mentor and DUGC on a case-to-case basis. The recommendation shall be prepared after consultation with the student, and should include:

i.   Feasibility of completing the program requirements and
ii. Identification of remedial measures for the problems that have led to the poor performance of the student.

13.2 Academic Probation

A student shall be termed as an Academically Deficient Student if he/she is not able to earn a minimum of 15 credits in a semester (except VIII semester B.Arch. students).

a. A student on probation will be put under a Mentor Faculty as a special advisor. The mentor shall be identified by the DUGC and the mentor is expected to monitor the progress of the student on probation in a personalized manner. Normally, a mentor shall be assigned a maximum of 3 students at a time. The assignment of mentor shall be done before the start of the semester.

b. A meeting of the mentors with Dean (Academic) shall be held at the beginning of each semester for coordination of the advising process.

c. A student on probation is expected to be in close contact with the mentor by meeting him/her at least once every 2 weeks for the entire period during which the student continues to remain on probation.

d. The mentor, in consultation with the parents and Student Counsellor, if required, will make a student-specific academic plan. The mentor is expected to

- Closely interact with the student on probation and his/her parents
- Formulate an individualised academic plan
- Manage and track the counselling process of the student, if any, in coordination with the Associate Dean, UG
- Recommend the course registration of the student
- Manage the recommendation/appeal for termination/continuation process in consultation with DUGC and Dean (Academic)
- Intimate the performance of the student on probation to the concerned Head of the Department/Centre and the Course Coordinators of the courses in which the student is currently registered

e. At the time of registration for a semester, the student should meet his/her mentor with parents, if possible, to
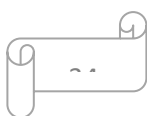
- Identify specific problems and ways to mitigate the same
- Formulate an academic plan and target(s) for the semester
- Help DUGC in processing the student's appeal against termination, if applicable
- Recommend the course registration of the student

f. While considering any appeal from an academically deficient student for continuation of his/her registration, Dean (Academic) would consider the following:

- Whether he/she has met his/her mentor (and counsellor, if applicable) at the scheduled time on a regular basis and
- Whether he/she is regular in help sessions

g. Registration of a student under probation will not be approved for the next semester if he/she does not comply with the process of meeting the mentor. He/she will then be required to withdraw from the semester.

13.3 MINIMUM AND MAXIMUM DURATION

Minimum and maximum duration for each academic program will be determined in terms of the number of *Registered Semesters*. Any semester in which a student has registered one or more course(s) will be considered as registered semester subject to the following:

a. Even and Odd semesters of an academic year can ONLY be registered semesters.
b. The semester, when a student has been granted semester withdrawal will NOT be considered as a registered semester.
c. The semester, when a student is suspended from the Institute on disciplinary grounds will NOT be considered as a registered semester.
d. A semester in which a student is allowed by the Institute to undergo semester-long internship will be considered as a registered semester.

A student shall register for minimum 8 semesters, in addition to complete the credit requirements, for award of B.Tech. degree (10 semesters for B.Arch.). A student must complete all degree requirements in a maximum of 14 semesters for award of a B.Tech. degree (16 semesters for B.Arch.). The maximum duration for a student for complying with the degree requirement is EIGHT years (NINE years for B. Arch.) from the date of admission including semester withdrawal(s) and suspension(s), if any.

13.4 AWARD OF THE DEGREE

A student shall fulfil credit requirements as per the respective program, to be eligible for the award of the degree. The credits for the courses in which a student has obtained 'DD' grade
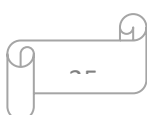
(minimum passing grade for a course) or higher, shall be counted as credits earned. The name of all such students who have completed the credit requirements for award of the respective degree shall be placed before the SUGB to recommend the same to the Senate. Degree shall be awarded to all the eligible students in the convocation.

13.5 EXIT OPTIONS

A student can avail following exit options, if he/she is not able to continue his/her studies due to any reasons.

Table 3: Exit options and eligibility condition

S. No.	Exit option with	Eligibility Condition
1	Diploma Certificate	After successfully completing all courses of I to IV semesters or Total 100 credits have been earned through graded courses
2	B.Sc. Degree	After successfully completing all courses of I to VI semesters or Total 142 credits have been earned through graded courses
3	B.Tech. Degree	After successfully completing all courses of I to VIII semester B.Tech.
4	B.Arch. Degree	After successfully completing all courses of I to X semester B.Arch.

In addition to the above exit options, students can also earn a degree with honors and minor specialization as per the following

a. After successful completion of the requirements of the Honors program in addition to the successful completion of the requirements of the UG program, the student will be awarded a degree in "name of the program" with "Honors" (e.g. *Bachelor of Technology in Civil Engineering with Honors in Environmental Engineering* or *Bachelor of Technology in Mechanical Engineering with Honors in Robotics and Automation* etc.).

b. After successful completion of the requirements of the Minor specialization in addition to the successful completion of the requirements of the UG program, the student will be awarded a degree in "name of the program" with minor specialization in "name of the minor specialization" (e.g. *Bachelor of Technology in Electrical Engineering with Minor Specialization in Environmental Engineering* or *Bachelor of Technology in Computer Science and Engineering with Minor Specialization in Quantum Mechanics* etc.).
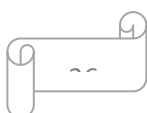
14 TERMINATION OF ENROLMENT TO THE PROGRAM

Enrolment of a student of the UG program may be terminated by the Senate if

a. the student is on academic probation and fails to satisfy the conditions thereof in a particular semester
b. the student is involved in violation of code of conduct/ ragging, etc., and is recommended for termination by the Institute Disciplinary Committee.
c. the student does not register and report in the Institute for more than 2 semesters consecutively.
d. the student is unable to earn 30 credits in first year of UG program even after being placed on year back.

The list of students to be terminated shall be placed before SUGB for recommending to the Senate. The communication regarding termination of enrolment shall be issued by the Academic Section.

14.1 Appeal against Termination

A student, whose enrolment has been terminated, may apply for mercy to the concerned DUGC giving justifications for reconsideration within 15 days from the date of issuance of the communication of termination. If the appeal is considered favourably, his/her registration and enrolment shall be restored.
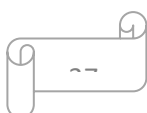
15 GRADUATION

A student is deemed to have completed the requirements of graduation if he/she has met all the academic requirements of the concerned program and has paid all dues to the Institute and the hostels, and no case of indiscipline is pending against him/her.

16 Degrees & Transcripts

16.1 Award of Degrees

The degree is awarded after the approval of the Board of Governors. The list of students who have completed all the graduation requirements is placed before SUGB and the recommendation of SUGB is then placed before the Senate which, recommends for the consideration of the Board of Governors for the award of the appropriate degree in the ensuing Convocation.

16.2 Withdrawal of the Degree

Board of Governors, on the recommendation of the Senate, may withdraw a degree that has been awarded to a student. Withdrawal of degree may be done if violation of the graduation requirements is detected at a later stage.

16.3 Transcripts, Degrees and other Certificates

Additional transcripts, duplicate degrees/certificate can be obtained on the payment of prescribed charges.

17 Scholarships, Prizes and Medals

The Institute shall award the Merit-Cum-Means (MCM) scholarships, fee-waivers, SC/ST category Institute scholarship and such other scholarships as may be approved by the Senate. The other scholarships may be instituted by grants from individuals, trusts, organizations and the Government with a view to provide financial assistance to needy students under the terms and conditions specified by the Institute/ granting organization. Announcements of these scholarships stating eligibility and the number and value of scholarships, etc., shall be made by the Dean, Student Welfare.

17.1 Director's Gold Medal

Director's Gold Medal shall be awarded to all the students who have secured highest CGPA in each batch of a UG program. This Gold medal is awarded to only those students who have completed the program in minimum duration specified and all the courses have been cleared in one attempt only. This medal shall be awarded in or after the Convocation Ceremony.

17.2 Director's Outstanding Gold Medal

Director's Outstanding Gold Medal shall be awarded to all-rounder UG student who has showcased excellence in sports, extracurricular activities, outreach activities and social responsibilities or any other significant contributions, in addition to the academics. Self-nominations shall be invited for the medal and the selection shall be done as per the relevant guidelines of the Senate. This medal shall be awarded in or after the Convocation Ceremony.
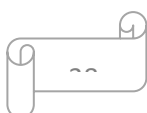
18 CONDUCT AND DISCIPLINE

18.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is not expected to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (within or outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the Code of Conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

## 18.2 Disciplinary Action and Related Matters

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration, and even expulsion from the Institute.

18.2.1 Indiscipline

The course instructor/course coordinator shall have the power to take appropriate action against a student, who misbehaves in his/ her class, with intimation to DUGC and Dean Academic. The matter may also be forwarded to the Institute Disciplinary Committee.

18.2.2 Unfair Means

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. If a student is detected using unfair means, the course coordinator/ course instructor/invigilator/faculty member/flying squad shall prepare a case by filling the Unfair Means Form. The student shall be provided with a new answer sheet and the old answer sheet shall be cancelled. The Unfair Means Form along with all the relevant proofs and the cancelled answer sheet shall be forwarded to the DUGC of the department which has offered
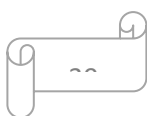
the course during which the case of unfair means has been reported. The DUGC shall discuss the matter and impose a penalty as per the approved guidelines. The recommendation of the DUGC shall be forwarded to the standing Committee (Unfair Means Committee) consisting of the following officials:

•	Dean (Academic)	Chairperson
•	Chairperson SPGB	Member
•	Chairperson SUGB	Member
•	Associate Dean, Undergraduate	Member
•	Associate Dean, Postgraduate	Member
•	Head of the concerned Department	Member

Here "candidate" means an examinee taking an examination and "examination" means any examination such as but not limited to MTE/PRM/ETE/PRE, quizzes, etc., which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject.

Unfair Means shall include the following:

1. During examination time having in possession or access to:
   a. Any paper, book, notebook or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
   b. Mobile phone or any electronic gadget other than calculator, even in switch off mode, which can potentially be used for communication or copying.
   c. Anything written on any instrument or on any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
   d. Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief, etc., which may have relevance to the syllabus of the examination paper concerned.
   e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside, during the examination hours.
3. Talking to another candidate or any unauthorised person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
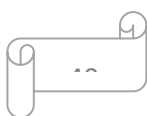
4. Swallowing/ attempting to swallow/ destroying/ attempting to destroy a note or paper or any other material.

5. Impersonating any candidate or getting impersonated by any person for taking the examination.

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to the Unfair Means Committee. The Committee after consideration of the case as referred to it can award punishment to the concerned student. The punishment awarded by this Committee may be in addition to the punishment that may have already been awarded by the DUGC with one or more of the following:

   a. Cancellation of the examination of the paper in respect of which he/she is found to be guilty; and/or

   b. Cancellation of the examination of the semester examination for which he/she was a candidate and/or debarring from examination for future semester(s).

   c. Any other punishment deemed suitable by the Committee.

All cases of unfair means shall be processed by the DUGC and Unfair Means Committee as per the following norms for punishment.

   a. If the candidate is found having in his/her possession any material relevant to the syllabus of the examination/ paper concerned but has not copied from or used it. The punishment in such a case will be the cancellation of the examination of that particular paper and he/she will be awarded FP grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is of insignificant nature, the DUGC may permit the course coordinator to evaluate both the cancelled and new answer sheets and the candidate may be awarded grade as per the performance.

   b. If a candidate is found to have copied from or used the material caught. The punishment in this case will be the cancellation of the present semester examination and he/she shall be awarded FP grade in all the papers of that semester with all the consequences to follow.

   c. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator, his/her examination in that paper may be cancelled and he/she will be awarded FP grade in that paper with all the consequences to follow.
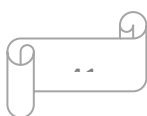
d. If the candidate is found reading or possessing some incriminating material, relevant to the examination in the corridor, verandah, urinal, etc. his/her examination in that particular paper or his/her one or more exams of the entire semester, depending on the gravity of the offence, shall be cancelled.

e. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and FP grade will be awarded in that paper with all the consequences to follow.

f. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced, according to the gravity of the offence, as deemed fit by the Unfair Means Committee.

All the cases of unfair means and the recommendation of the Unfair Means Committee shall be reported to the Senate in its subsequent meeting.

18.2.3 Stay at Hostels

The Dean (Student Welfare and Alumni Affairs), Chief Warden, Warden-in-Charge of a Hostel has the power to reprimand, impose a fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to the Institute Disciplinary Committee or any other Institute level committee which has been constituted to handle such matters.

A student, teacher or other functionary of the Institution can refer a case to this Committee for consideration. Further, in exceptional circumstances, the Chairperson (Senate) may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairperson, Senate for approval.

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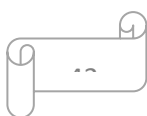
19 WAIVER CLAUSE

The procedures and requirements set out in this Manual, for the Ordinances and Regulations other than in Sections 3, 9, 10, 11.1, 13, 14, 15 and 16 may be waived in special circumstances by the Chairperson, Senate on the recommendation of the SUGB. However, all such exceptions are to be reported to the Senate.

20 MIGRATION

Migration from and to any other institution/University shall not be permitted during the duration of the UG program.

21 AMENDMENTS

Notwithstanding anything contained in this Manual, the Senate of the Malaviya National Institute of Technology Jaipur, reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its UG programs.

22 INTERPRETATION

Any doubt or dispute arising about the interpretation of the Rules & Regulations shall be referred to the Chairperson, Senate whose decision shall be the final.