

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान  
जयपुर

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY  
JAIPUR



# Agenda

## Senate

### 56<sup>th</sup> Meeting

**Date:** 27<sup>th</sup> November, 2024

**Time:** 4:00 PM

**Venue:** Niti Sabhagar, Prabha Bhawan  
MNIT Jaipur

**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**AGENDA FOR THE 56<sup>TH</sup> MEETING OF THE SENATE TO BE HELD ON  
27<sup>TH</sup> NOVEMBER 2024 (WEDNESDAY) AT 4.00 PM**

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**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान् जयपुर**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**Agenda for 56<sup>th</sup> Meeting of Senate**  
**(to be held on 27<sup>th</sup> November 2024 at 4.00 PM in the Niti Sabhagar, Prabha Bhawan, MNIT, Jaipur)**

**Item No. 56-1.0: To confirm the minutes of 55<sup>th</sup> meeting of the Senate.**

The minutes of the 55<sup>th</sup> meeting of the Senate, held on 28<sup>th</sup> August 2024, were circulated to all the members. No comments were received, the minutes are placed for confirmation at **Annexure-A** (Page-14 to 20).

*The minutes are placed before the Senate for confirmation.*

**Item No. 56-2.0: To note the “Action Taken” on the decisions taken in the 55<sup>th</sup> meeting of the Senate.**

Action Taken on the decisions made in the 55<sup>th</sup> meeting of the Senate.

**ACTION TAKEN REPORT (55<sup>th</sup> Senate meeting)**

<b>Item No.</b>	<b>Particulars</b>	<b>Decision</b>	<b>Action Taken</b>
55-1.0	To confirm the minutes of 54 <sup>th</sup> meeting of the Senate.	The Senate confirmed the minutes of 54 <sup>th</sup> meeting of Senate.	Noted
55-2.0	To note the “Action Taken” on the decisions taken in the 54 <sup>th</sup> meeting of the Senate.	The Senate noted the action taken report on the decision/resolutions taken in its 54 <sup>th</sup> meeting. Item No. 54-3.8 office order for the constitution of the committee is to be revised with modification as Prof. Vijay Laxmi, Department of Computer Science and Engineering, will be the Convener of the Committee. Item No. 54-3.9, the office order is to be revised; DREC composition should be as per the PG R&R 2024.	Noted Revised office order is issued. Recommendations of the Committee are awaited.

55-3.0	Items for consideration		
55-3.1	To consider course withdrawal in a semester two weeks before the End Term examination applicable to courses of Minor/Honors programs from the current academic session 2024-25.	<p><b>Resolution No. Senate-55/2024/01:</b> The Senate resolved that a student can withdraw from any course in a semester two weeks before the beginning of end-term examination to be effective from the odd semester of session 2024-25.</p> <p>Further, it was decided that all courses of the Minor/Honors program, irrespective of grades awarded (Pass or Fail) would be reflected in the grade sheet and transcripts.</p>	<p>Noted</p> <p>Implemented</p>
55-3.2	To consider the list of students eligible for award of degree in UG, PG, and Ph.D. programmes in the forthcoming Convocation.	<p><b>Resolution No. Senate-55/2024/02:</b> The Senate approved the lists of eligible students for the award of B.Tech./B.Arch./M.Tech./M.Plan./M.Sc./MBA and Ph.D. and recommended the same for consideration and approval of BoG. Further, the Senate authorized the Chairman Senate to approve additional names, if any, of eligible students who may complete the requirements for the award of the degree for the forthcoming 18<sup>th</sup> Convocation if no Senate meeting takes place before the Convocation.</p>	<p>Implemented</p> <p>Degrees were awarded in 18<sup>th</sup> Convocation held on 18<sup>th</sup> September 2024.</p>
55-3.3	To consider the name of students for the Director's Gold Medal and Board of Governor's Gold Medal award in the respective UG and PG programmes.	<p><b>Resolution No. Senate-55/2024/03:</b> The Senate approved the names of the students for the award of the Gold Medal who have secured the highest CGPA in their respective programs and recommended the same for consideration and approval of BoG. Senate also directed that a reason should be mentioned for awarding/not awarding the Gold Medal to the students.</p> <p>The Senate constituted the following committee to review the guidelines of MPDD programme:</p> <ul style="list-style-type: none"> <li>(i) Previous Dean Academic</li> <li>(ii) Dean Academic</li> <li>(iii) Prof. Rajesh Kumar</li> </ul>	<p>Implemented</p> <p>Gold Medals were awarded in 18<sup>th</sup> Convocation held on 18<sup>th</sup> September 2024.</p> <p>The Committee was revised vide order No.4246 dated 17.10.2024 the name of Prof. Rohit Bhakar is included as Prof. Rajesh Kumar is on long leave. The recommendations</p>

			of the Committee are awaited.
55-3.4	To consider the “Director’s Outstanding Gold Medal” for the graduating under graduate students.	<b>Resolution No. Senate-55/2024/04:</b> As the process of evaluation is under consideration of a committee the Senate authorized the Chairman Senate to approve the name of the student for the award of the “Director’s Outstanding Gold Medal” as per the recommendation of the committee.	Ms. Navya Kunwar (ID. 2020UCH1935) secured highest marks for the award of “Director’s Outstanding Gold Medal” for overall performance for the Academic Year 2023-24.
55-3.5	To consider the revision in the fee/charges for additional services to students/alumni/employers, etc., such as verification, Transcripts Postage, etc.	<b>Resolution No. Senate-55/2024/05:</b> The agenda was deferred.	No action required
55-3.6	To reconsider the proposals of the Department of Management Studies to offer a new program elective/open elective.	<b>Resolution No. Senate-55/2024/06:</b> The Senate approved the proposals of the Department of Management Studies to offer the following program/open electives: 1. Managing Supply Chain for Business as a Program Elective of 3 credit (3-0-0) 2. Survey Research Methods as an Open Elective for PG students and will continue as one of the option for the mandatory RM –II course for Ph.D. students of 3 credit (3-0-0) (Department may check the credit requirement as per UGC guidelines.) Decision Analytic as an Open Elective for PG students of 3 credit (3-0-0)	Implemented
55-3.7	To consider existing open elective courses offered by Department of Mathematics as program electives for M.Sc. Mathematics.	<b>Resolution No. Senate-55/2024/07:</b> Open electives are introductory and basic in nature, whereas program electives are tailored to the specific program and offer more advanced content; hence, the Senate directed the Department to revisit and review the scheme of M.Sc. Mathematics program and place the same in the next Senate meeting.	Noted and vide Endorsement No.4228 the department on Mathematics was informed.

55-3.8	To consider the presentation on the New Rules and Regulations Manual for UG programmes by the Committee Chairman, Prof. Himanshu Chaudhary.	The Committee Chairman Prof. Himanshu Chaudhary informed the Senate that he desired to have an Open house on the new Rules and Regulations Manual for the UG programs before presenting it to the Senate. The Senate directed to place the agenda in the next meeting after the Open house.	Two open house sessions were conducted and revised Rules and Regulations Manual for UG programmes are placed at Agenda Item No.56-3.1																																							
55-3.9	To consider the proposal to issue a one-page transcript to all the MNIT students at the time of Convocation along with the Degree Certificate.	<b>Resolution No. Senate-55/2024/08:</b> The Senate approved the proposal to issue a one-page transcript to all the graduating students at the time of Convocation along with the Degree Certificate from 2023-24.	Implemented																																							
55-3.10	To consider the matter of year back of UG students of 2021 and 2022 batch who failed to earn a minimum 30 credits for promotion to II year after opting the Year Back option once in I year.	<p><b>Resolution No. Senate-55/2024/09:</b> Senate approved the termination of enrollment of the following students from the Institute roles:</p> <table border="1" data-bbox="936 802 1787 1337"> <thead> <tr> <th>S. No.</th> <th>Student Id</th> <th>Student Name</th> </tr> </thead> <tbody> <tr><td>1</td><td>2021UCE1417</td><td>Aman Kumar Meena</td></tr> <tr><td>2</td><td>2021UCE1393</td><td>Ujjala Kumari</td></tr> <tr><td>3</td><td>2021UCP1194</td><td>Priyansh Nalwaya</td></tr> <tr><td>4</td><td>2021UMT1869</td><td>Harsh Meena</td></tr> <tr><td>5</td><td>2022UAR1414</td><td>Sumit Prakash Bamaniya</td></tr> <tr><td>6</td><td>2022UCP1036</td><td>Krishna Saraswat</td></tr> <tr><td>7</td><td>2022UCP1702</td><td>Prakash Choudhary</td></tr> <tr><td>8</td><td>2022UEE1275</td><td>Yashvi Jaiswal</td></tr> <tr><td>9</td><td>2022UEE1368</td><td>Ratiraj Chauhan</td></tr> <tr><td>10</td><td>2022UME1823</td><td>Mohammad Arif</td></tr> <tr><td>11</td><td>2022UMT1882</td><td>Harsh Meena</td></tr> <tr><td>12</td><td>2022UCE1658</td><td>Harshvardhan Singh</td></tr> </tbody> </table>	S. No.	Student Id	Student Name	1	2021UCE1417	Aman Kumar Meena	2	2021UCE1393	Ujjala Kumari	3	2021UCP1194	Priyansh Nalwaya	4	2021UMT1869	Harsh Meena	5	2022UAR1414	Sumit Prakash Bamaniya	6	2022UCP1036	Krishna Saraswat	7	2022UCP1702	Prakash Choudhary	8	2022UEE1275	Yashvi Jaiswal	9	2022UEE1368	Ratiraj Chauhan	10	2022UME1823	Mohammad Arif	11	2022UMT1882	Harsh Meena	12	2022UCE1658	Harshvardhan Singh	Termination orders issued vide order No. 4244 dated 17-10-2024.
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55-3.11	To consider the mercy request of students of UG/PhD.	<p><b>Resolution No. Senate-55/2024/10:</b> The Senate discussed all mercy appeals and resolved the following:</p> <table border="1" data-bbox="922 280 1818 1295"> <thead> <tr> <th data-bbox="922 280 1052 328">S. No.</th> <th data-bbox="1061 280 1393 328">Name &amp; ID</th> <th data-bbox="1402 280 1818 328">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="922 335 1052 587">1.</td> <td data-bbox="1061 335 1393 587"> <b>Shubham Kumar Gupta</b>            (2019RCP9049)            was terminated in 56<sup>th</sup> SPGB due to not registering in even semester 2022-23.         </td> <td data-bbox="1402 335 1818 587">The mercy request Shubham Kumar Gupta was not allowed.</td> </tr> <tr> <td data-bbox="922 593 1052 845">2.</td> <td data-bbox="1061 593 1393 845"> <b>Mohmad Arif</b>            (2022UME1823)            Department of Mechanical Engineering  <b>Case under termination</b> </td> <td data-bbox="1402 593 1818 845">The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.</td> </tr> <tr> <td data-bbox="922 852 1052 1295">3.</td> <td data-bbox="1061 852 1393 1295"> <b>Mr. Abdur Raof Khan</b>            (2017RAR9043)            requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.         </td> <td data-bbox="1402 852 1818 1295">The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.</td> </tr> </tbody> </table>	S. No.	Name & ID	Decision	1.	<b>Shubham Kumar Gupta</b> (2019RCP9049) was terminated in 56 <sup>th</sup> SPGB due to not registering in even semester 2022-23.	The mercy request Shubham Kumar Gupta was not allowed.	2.	<b>Mohmad Arif</b> (2022UME1823) Department of Mechanical Engineering <b>Case under termination</b>	The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.	3.	<b>Mr. Abdur Raof Khan</b> (2017RAR9043) requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.	The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.	The decision was informed vide office order No. 4222, 4223 and 4224 respectively.
S. No.	Name & ID	Decision													
1.	<b>Shubham Kumar Gupta</b> (2019RCP9049) was terminated in 56 <sup>th</sup> SPGB due to not registering in even semester 2022-23.	The mercy request Shubham Kumar Gupta was not allowed.													
2.	<b>Mohmad Arif</b> (2022UME1823) Department of Mechanical Engineering <b>Case under termination</b>	The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.													
3.	<b>Mr. Abdur Raof Khan</b> (2017RAR9043) requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.	The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.													
55-3.12	To consider the request of Ms. Ritu Verma (2018UEC1819), Department of	<b>Resolution No. Senate-55/2024/11:</b> The Senate allowed Ms. Ritu Verma (2018UEC1819), Department of Electronics and	Noted												

	Electronics and Communication Engineering, for registration in the odd semester 2024-25.	Communication Engineering, allowed three-semester withdrawals and registration in the odd semester 2024-25 without a late fine.							
55-3.13	To consider nomination of Senate nominees to the Board of Governors.	<b>Resolution No. Senate-55/2024/12:</b> The Senate authorized the Chairman Senate to nominate one Professor and one Associate Professor to the Board of Governors.	Noted						
55-4.0	Item for ratification								
55-4.1	To ratify the mercy request submitted by the students.	Noted and ratified	Noted						
55-5.0	Item for reporting								
55-5.1	To note the minutes of the 62 <sup>nd</sup> and 63 <sup>rd</sup> meeting of SPGB.	Noted	No action required						
55-5.2	To note the minutes of the 45 <sup>th</sup> meeting of SUGB.	Noted	No action required						
55-5.3	To note the minutes of the 41 <sup>st</sup> , 42 <sup>nd</sup> and 43 <sup>rd</sup> meetings of the Academic Affairs Committee.	Noted	No action required						
55-5.4	To note the minutes of the meetings of the Unfair Means Committee.	Noted	No action required						
55-5.5	To report the status of UG/PG and Ph.D. admissions in the academic year 2024-25.	Senate noted the status of UG/PG and Ph.D. admissions in the academic year 2024-25	No action required						
55-6.0	Any other items with permission of the Chair								
55-6.1	To consider the mercy request of Aman Kumar Meena (2021UCE1417) Department of Civil Engineering.	<b>Resolution No. Senate-55/2024/13:</b> The Senate discussed mercy appeal and resolved the following: <table border="1" data-bbox="927 1161 1814 1385"> <thead> <tr> <th>S. No.</th> <th>Name &amp; ID</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Aman Kumar Meena (2021UCE1417) Department of Civil Engineering</td> <td>The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.</td> </tr> </tbody> </table>	S. No.	Name & ID	Decision	1.	Aman Kumar Meena (2021UCE1417) Department of Civil Engineering	The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.	The decision was informed vide office order No. 4225
S. No.	Name & ID	Decision							
1.	Aman Kumar Meena (2021UCE1417) Department of Civil Engineering	The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.							

		Case under termination	
55-6.2	To consider the matter regarding the pending course registration of the “CSS401-Training Seminar” course of Dommari Anitha (ID: 2020UCP1070).	<b>Resolution No. Senate-55/2024/14:</b> The Senate, after detailed deliberation, allowed Dommari Anitha (ID: 2020UCP1070), to register for the pending course “CSS401 Training Seminar” retrospectively.	Noted
55-6.3	To ratify the request of Surya Prakash (2022UCP1462) for change of grades in “22CST101 - Programming with Python” “22CSP102 - Programming with Python Lab”.	Noted and ratified.	Noted
55-6.4	To consider the panel of experts for faculty selections.	<b>Resolution No. Senate-55/2024/15:</b> The Senate approved the list of experts for faculty selections and also authorized the Chairman, Senate, to extend the list of experts with additional names as per additional requirements from time to time.	Noted

**Item No. 56-3.0: Items for consideration.**

**Item No. 56-3.1 To consider the presentation on the New Rules and Regulations Manual for UG programmes by the Committee Chairman Prof. Himanshu Chaudhary.**

The Committee held two Open House sessions to thoroughly review the new Rules and Regulations Manual for UG programs. The revised manual will be presented by the Chairman, Prof. Himanshu Chaudhary.

The new Rules and Regulations Manual for UG programmes is placed for consideration at **Annexure-B** (Page-21 to 64).

*Item is placed for consideration and approval*

**Item No. 56-3.2 To consider the proposal submitted by the Department of Civil Engineering regarding the Basic Management course for first year B.Tech.**

A proposal was submitted by the Department of Civil Engineering that the course 22BMT922: Management Principles for Engineers be taught to the UG first-year students of Civil Engineering instead of 22BT921: Basics of Management.

SUGB in its 46<sup>th</sup> meeting recommended the proposed change in the scheme (to be applicable from the next academic year) to the Senate.

Existing scheme of B.Tech. Civil Engineering, Syllabus of 22BMT922: Management Principles for Engineers and 22BT921: Basics of Management are placed at **Annexure-C** (Page-65 to 71).

*Item is placed for consideration and approval.*

**Item No. 56-3.3 To consider the updated format of Grade Sheet due for the introduction of Minor/Honors programs for UG students.**

The format of the Grade Sheet was discussed in the 46th SUGB meeting, where the SUGB recommended its approval by the Senate. This recommendation was made in light of the introduction of Minor/Honors programs for undergraduate students, which necessitated an updated grade sheet format.

The format of old and updated grade sheet is placed for consideration at **Annexure-D** (Page-72 to 73).

*Item is placed for consideration and approval.*

**Item No. 56-3.4 To consider the proposal submitted by the Department of Chemical Engineering to start two M. Tech. programme in the Department of Chemical Engineering.**

As per the institute rules, admission in the M.Tech. Chemical Engineering programme was stopped for two academic years, 2022-23 and 2023-24, due to fewer admissions. The Department of Chemical Engineering has proposed two new M.Tech. programmes, namely Chemical Engineering and Sustainability (CE&S) and Petrochemicals and Polymer Technology (PC&PT). The SPGB in its 64<sup>th</sup> meeting recommended the proposal to the Senate for 'in principle' approval.

The detailed schemes are placed at **Annexure-E** (Page-74 to 85).

*Item is placed for consideration.*

**Item No. 56-3.5 To consider proposal of the Department of Architecture and Planning for conducting a special supplementary examination after the odd semesters.**

In various Architectural Design courses, Thesis Preparatory Seminar and Introduction to Architecture and Basic Design, are pre-requisite for the immediate design courses in subsequent higher semesters. Accordingly, the Department has proposed conducting a special supplementary examination after the odd semesters in subjects which are a pre requisite for the registration in the following semester.

This will involve no extra burden at the institute level as the Department of Architecture and Planning is willing to conduct the special supplementary examinations solely at the department level in light of the COA gazette notification. The result of such special supplementary exams will be declared prior to the registration of the next semester.

The relevant DFB minutes are placed at **Annexure-F** (Page-86 to 94).

*Item is placed for consideration.*

**Item No. 56-3.6 To consider the extension of one semester for the Comprehensive Examination to Mr. Ankit Katiyar (2022RCE9535) in the Department of Civil Engineering.**

Mr. Ankit Katiyar (2022RCE9535) was admitted to the Ph.D. program in the Department of Civil Engineering under the supervision of Dr. Ruchi Sharma in the Even Semester 2022-23. In May 2024, on the request of the student and as per the recommendation of DPGC, the supervisor of Mr. Ankit Katiyar was changed to Dr. Nivedita Kaul. The stipulated time to complete the comprehensive examination was even semester 2023-24 (June 2024).

As per the PG RR, “Dean Academic is authorized to grant an extension of 03 months (beyond the stipulated time) to the student for completing the comprehensive exam on the recommendation of DPGC”.

The student submitted an application on 26-09-2024 for an extension of one semester to complete his Ph.D. comprehensive examination due to a change of supervisor. In this application, he mentioned that his supervisor sent an email on 27-06-2024 for rescheduling the comprehensive examination, but the recommendation of DPGC was not sent along with the email. The department sent the minutes of the DPGC meeting dated 07-10-2024 and recommended an extension of one semester (Odd semester 2024-25) till December 2024.

SPGB in its 64th meeting, deliberated and forwarded the proposal to the senate for consideration regarding granting Mr. Ankit Katiyar (2022RCE9535) an extension of one semester for his Comprehensive Examination. This extension is being considered as a special case, as the delay in conducting the comprehensive examination was due to change of his Supervisor.

*Item is placed for consideration.*

**Item No. 56-3.7 To consider the mercy appeal of Ph.D. student Sachin Dube (2017RCP9069) for an extension of the Ph.D. program beyond 14 semesters.**

Mr. Sachin Dube, a Ph.D. student of Department of Computer Science and Engineering has completed 7 years (14 Semesters) on July 21, 2024 under supervision of Dr. Dinesh Kumar Tyagi and Dr. Santosh Kumar Vipparthi. He took semester withdrawal in his XI and XII Semester because of severe Covid related health issues. He has completed 07 years of his registration in the Ph.D. program on 20-07-2024. He was required to submit the Ph.D. thesis before the completion of 07 years (the maximum stipulated time for the Ph.D. program) as per PG RR's.

Mr. Sachin Dube submitted a mercy appeal to allow for the thesis submission. The application was forwarded and recommended by the Supervisor(s) and DREC members.

The DPGC had recommended the mercy appeal of Mr. Sachin Dube (2017RCP9069) that he may be permitted to submit his thesis after 14 Semesters. He has three papers (two accepted and one published) in international conferences CVIP 2021, CVIP2024 and AWSS 2024. His thesis has been checked by the supervisors. DPGC recommended that Mr. Sachin Dube may be given a special permission to submit his thesis as he meets the required criteria.

***As per PG RRs. 2012 applicable to the student, It is required that at least, one paper should have been published (or accepted) in a reputed research journal or two papers in peer reviewed reputed conferences.***

SPGB deliberated on the matter, as the student has fulfilled the publication criterion of the PhD and the thesis is almost ready, forwarded the mercy case to the senate for consideration.

*Item is placed for consideration.*

**Item No. 56-4.0 Items for ratification**

**Item No. 56-4.1 To ratify the additional list of students eligible for the award of degrees in UG, PG and Ph.D. programs in the 18<sup>th</sup> Convocation was held on 18<sup>th</sup> September 2024.**

<b>Programme</b>	<b>Number of eligible degree recipients</b>
UG	11
PG	01
Ph.D.	17

The additional list of students is placed at **Annexure-G** (Page-95 to 96).

*Item is placed for ratification.*

**Item No. 56-4.2 To ratify the name of students for the award of the Director’s Outstanding Gold Medal” for overall performance (Academic year 2023-24) in the 18<sup>th</sup> Convocation was held on 18<sup>th</sup> September 2024.**

A Committee was constituted vide office order No.4125 dated 3/09/2024 to decide the name of the UG student for the award of the “Director’s Outstanding Gold Medal” for overall performance for the Academic Year 2023-24.

A total of 26 applications were received from the students; the committee evaluated all the applications on the basis of the criterion approved by the BoG under Item No. 56-5.25 for the selection for overall performance of UG student of MNIT Jaipur and prepared a merit list, **Ms. Navya Kunwar (ID. 2020UCH1935)** secured highest marks for the award of “Director’s Outstanding Gold Medal” for overall performance for the Academic Year 2023-24.

The Senate authorized the Chairman Senate to approve the name of the student for the award of the Director’s Outstanding Gould Medal. Accordingly, the name of Ms. Navya Kunwar (ID. 2020UCH1935) was approved and recommended by the Chairman Senate to the BoG.

*Item is placed for ratification.*

**Item No. 56-5.0 Items for reporting**

**Item No. 56-5.1 To note the minutes of the 64<sup>th</sup> meeting of SPGB.**

Minutes of the 64<sup>th</sup> meeting of SPGB held on 06.11.2024 are placed for information to the Senate. (**Annexure H**, Page-97 to 102).

*Item is placed for information.*

**Item No. 56-5.2 To note the minutes of the 46<sup>th</sup> meeting of SUGB.**

Minutes of the 46<sup>th</sup> meeting of SUGB held on 06.11.2024 are placed for information to the Senate. (**Annexure I**, Page-103 to 106).

*Item is placed for information.*

**Item No. 56-5.3 To note the minutes of the 44<sup>th</sup>, 45<sup>th</sup> and 46<sup>th</sup> meetings of the Academic Affairs Committee.**

The minutes of the 44<sup>th</sup>, 45<sup>th</sup> and 46<sup>th</sup> meetings of Academic Affairs Committee (AAC) meetings held on 21.08.2024, 17.09.2024 and 07.11.2024, respectively are placed for information to the Senate (**Annexure-J**, Page-107 to 110).

*Item is placed for information.*

**Item No. 56-5.4 To report the duplicate degree issued to students in UG and PG programme.**

<b>ID No.</b>	<b>Name</b>	<b>Branch</b>	<b>Remarks</b>
2018UMT1347	Reddi Jagadish	Metallurgical and Material Engineering	Lost his original degree
2014UCH1401	Nangkhrobor Shadap	Chemical Engineering	Degree was damaged
026927	Neeraj Gupta	Management Studies	Degree lost
2011PCY5052	Nitesh Kumar Trivedi	Chemistry	Name correction

*Item is placed for information.*

**Item No. 56-5.5 To note the permission granted to run postgraduate (PG) programmes with a lesser number of students than the minimum number approved by the Senate for the academic session 2024-25.**

In the following two programmes namely (1) Production Engineering offered by the Dept. of Mechanical Engineering and (2) Wireless and Optical Communication offered by the Dept. of Electronics and Communication Engineering, only 06 students are registered for the academic session 2024-25, in each programme.

The permission was granted by the competent authority to allow these programmes to continue for the currently registered students, thereby providing them with the opportunity to complete their studies without interruption.

The Senate, in its 46<sup>th</sup> meeting under Item No. 46-3.3, resolved that programme where less than 7 students found to be registered for two consecutive years shall automatically be kept under the category of zero admission the following two years. Given the Senate's resolution, both the Production Engineering and Wireless and Optical Communication programmes will be categorized as having zero admissions for the next two academic years due to having fewer than 7 students registered in both 2023-24 and 2024-25.

*Item is placed for information.*

**Item No. 56-6.0 Any other items with the permission of chair.**

# **Annexures**



**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर**  
**Malaviya National Institute of Technology Jaipur**  
 (An Institute of National Importance under Ministry of Education, Govt. of India)

**MINUTES OF 55<sup>TH</sup> SENATE MEETING HELD ON 28<sup>TH</sup> AUGUST 2024**

55<sup>th</sup> meeting of Senate was held on 28<sup>th</sup> August 2024 from 4:00 PM onwards in Niti Sabhagar, Prabha Bhawan of the Institute. The attendance list is enclosed as Annexure-A.

Chairman Senate, in his opening remarks, welcomed all the members attending the meeting. He welcomed Prof. D. Boolchandani as Dean Academic and thanked the outgoing Dean Academic Prof. Jyotirmay Mathur for conducting Senate meetings smoothly and for his valuable contribution as Dean Academic.

The agenda items were taken one by one, the resolutions of which are as follows:

<b>Item No. 55-1.0</b>	<b>:</b>	<b>To confirm the minutes of 54<sup>th</sup> meeting of the Senate.</b>
		The Senate confirmed the minutes of the 54th meeting of the Senate with minor modifications in Resolution No. Senate 54/2024/01 that "Pass and Fail grades be reflected in the grade sheet and transcript. The student can withdraw from any course in a semester two weeks before the beginning of End Term examination."
<b>Item No. 55-1.0</b>	<b>:</b>	<b>To note the "Action Taken" on the decisions taken in the 54<sup>th</sup> meeting of the Senate.</b>
		The Senate noted the action taken report on the decision/resolutions taken in its 54 <sup>th</sup> meeting. Regarding Item No. 54-3.8 Prof. Vijay Laxmi, Department of Computer Science and Engineering, will be the Convener of the Committee. Regarding Item No. 54-3.9, DREC composition shall be as per the PG R&R 2024.
<b>Item No. 55-3.0</b>	<b>:</b>	<b>Item for consideration</b>
<b>Item No. 55-3.1</b>	<b>:</b>	<b>To consider course withdrawal in a semester two weeks before the End Term examination applicable to courses of Minor/Honors programs from the current academic session 2024-25.</b>
		<b>Resolution No. Senate-55/2024/01:</b> The Senate resolved that a student can withdraw from any course in a semester two weeks before the beginning of end-term examination to be effective from the odd semester of session 2024-25. Further, it was decided that all courses of the Minor/Honors program, irrespective of grades awarded (Pass or Fail) would be reflected in the grade sheet and transcripts.
<b>Item No. 55-3.2</b>	<b>:</b>	<b>To consider the list of students eligible for award of degree in UG, PG, and Ph.D. programmes in the forthcoming Convocation.</b>
		<b>Resolution No. Senate-55/2024/02:</b> The Senate approved the lists of eligible students for the award of B.Tech./B.Arch./M.Tech./M.Plan./

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		M.Sc./MBA and Ph.D. and recommended the same for consideration and approval of BoG. Further, the Senate authorized the Chairman Senate to approve additional names, if any, of eligible students who may complete the requirements for the award of the degree for the forthcoming 18 <sup>th</sup> Convocation if no Senate meeting takes place before the Convocation.
Item No. 55-3.3	:	<p>To consider the name of students for the Director's Gold Medal and Board of Governor's Gold Medal award in the respective UG and PG programmes.</p> <p><b>Resolution No. Senate-55/2024/03:</b> The Senate approved the names of the students for the award of the Gold Medal who have secured the highest CGPA in their respective programs and recommended the same for consideration and approval of BoG. The Senate suggested that a reason may be mentioned for not awarding the Gold Medal in a respective programme.</p> <p>The Senate constituted the following Committee to review the guidelines of MPDD programme:</p> <ul style="list-style-type: none"> <li>(i) Previous Dean Academic</li> <li>(ii) Dean Academic</li> <li>(iii) Prof. Rajesh Kumar</li> </ul>
Item No. 55-3.4	:	<p>To consider the "Director's Outstanding Gold Medal" for the graduating under graduate students.</p> <p><b>Resolution No. Senate-55/2024/04:</b> As the process of evaluation is under consideration of a committee the Senate authorized the Chairman Senate to approve the name of the student for the award of the "Director's Outstanding Gold Medal" as per the recommendation of the committee.</p>
Item No. 55-3.5	:	<p>To consider the revision in the fee/charges for additional services to students/alumni/employers, etc., such as verification, Transcripts Postage, etc.</p> <p><b>Resolution No. Senate-55/2024/05:</b> The agenda was deferred.</p>
Item No. 55-3.6	:	<p>To reconsider the proposals of the Department of Management Studies to offer a new program elective/open elective.</p> <p><b>Resolution No. Senate-55/2024/06:</b> The Senate approved the proposals of the Department of Management Studies to offer the following program/open electives :</p> <ol style="list-style-type: none"> <li>1. Managing Supply Chain for Business as a Program Elective of 3 credit (3-0-0)</li> <li>2. Survey Research Methods as an Open Elective for PG students and will continue as one of the option for the mandatory RM –II course for Ph.D. students of 3 credit (3-0-0) (Department may check the credit requirement as per UGC guidelines.)</li> <li>3. Decision Analytic as an Open Elective for PG students of 3 credit</li> </ol>

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Item No. 55-3.7	:	<p><b>To consider existing open elective courses offered by Department of Mathematics as program electives for M.Sc. Mathematics.</b></p> <p><b>Resolution No. Senate-55/2024/07:</b> Open electives are introductory and basic in nature, whereas program electives are tailored to the specific program and offer more advanced content; hence, the Senate directed the Department to revisit and review the scheme of M.Sc. Mathematics program, and placed the same in the next Senate meeting.</p>																																							
Item No. 55-3.8	:	<p><b>To consider the presentation on the New Rules and Regulations Manual for UG programmes by the Committee Chairman, Prof. Himanshu Chaudhary.</b></p> <p>The Committee Chairman, Prof. Himanshu Chaudhary, informed the Senate that he desired to have an Open house on the new Rules and Regulations Manual for the UG programs before presenting it to the Senate. The Senate directed to place the agenda in the next meeting after the Open house.</p>																																							
Item No. 55-3.9	:	<p><b>To consider the proposal to issue a one-page transcript to all the MNIT students at the time of Convocation along with the Degree Certificate.</b></p> <p><b>Resolution No. Senate-55/2024/08:</b> The Senate approved the proposal to issue a one-page transcript to all the graduating students at the time of Convocation along with the Degree Certificate from 2023-24.</p>																																							
Item No. 55-3.10	:	<p><b>To consider the matter of year back of UG students of 2021 and 2022 batch who failed to earn a minimum 30 credits for promotion to II year after opting the Year Back option once in I year.</b></p> <p><b>Resolution No. Senate-55/2024/09:</b> Senate approved the termination of enrollment of the following students from the Institute roles:</p> <table border="1" data-bbox="512 1274 1342 1762"> <thead> <tr> <th>S. No.</th> <th>Student Id</th> <th>Student Name</th> </tr> </thead> <tbody> <tr><td>1</td><td>2021UCE1417</td><td>Aman Kumar Meena</td></tr> <tr><td>2</td><td>2021UCE1393</td><td>Ujjala Kumari</td></tr> <tr><td>3</td><td>2021UCP1194</td><td>Priyansh Nalwaya</td></tr> <tr><td>4</td><td>2021UMT1869</td><td>Harsh Meena</td></tr> <tr><td>5</td><td>2022UAR1414</td><td>Sumit Prakash Bamaniya</td></tr> <tr><td>6</td><td>2022UCP1036</td><td>Krishna Saraswat</td></tr> <tr><td>7</td><td>2022UCP1702</td><td>Prakash Choudhary</td></tr> <tr><td>8</td><td>2022UEE1275</td><td>Yashvi Jaiswal</td></tr> <tr><td>9</td><td>2022UEE1368</td><td>Ratiraj Chauhan</td></tr> <tr><td>10</td><td>2022UME1823</td><td>Mohammad Arif</td></tr> <tr><td>11</td><td>2022UMT1882</td><td>Harsh Meena</td></tr> <tr><td>12</td><td>2022UCE1658</td><td>Harshvardhan Singh</td></tr> </tbody> </table>	S. No.	Student Id	Student Name	1	2021UCE1417	Aman Kumar Meena	2	2021UCE1393	Ujjala Kumari	3	2021UCP1194	Priyansh Nalwaya	4	2021UMT1869	Harsh Meena	5	2022UAR1414	Sumit Prakash Bamaniya	6	2022UCP1036	Krishna Saraswat	7	2022UCP1702	Prakash Choudhary	8	2022UEE1275	Yashvi Jaiswal	9	2022UEE1368	Ratiraj Chauhan	10	2022UME1823	Mohammad Arif	11	2022UMT1882	Harsh Meena	12	2022UCE1658	Harshvardhan Singh
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Item No. 55-3.11	<p>: To consider the mercy request of students of UG/PhD.</p> <p><b>Resolution No. Senate-55/2024/10:</b> The Senate discussed all mercy appeals and resolved the following:</p> <table border="1" data-bbox="507 488 1337 1182"> <thead> <tr> <th data-bbox="512 488 603 555">S. No.</th> <th data-bbox="603 488 962 555">Name &amp; ID</th> <th data-bbox="962 488 1337 555">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="512 555 603 723">1.</td> <td data-bbox="603 555 962 723"><b>Shubham Kumar Gupta</b> (2019RCP9049) was terminated in 56<sup>th</sup> SPGB due to not registering in even semester 2022-23.</td> <td data-bbox="962 555 1337 723">The mercy request Shubham Kumar Gupta was not allowed.</td> </tr> <tr> <td data-bbox="512 723 603 902">2.</td> <td data-bbox="603 723 962 902">Mohmad Arif (2022UME1823) Department of Mechanical Engineering <b>Case under termination</b></td> <td data-bbox="962 723 1337 902">The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.</td> </tr> <tr> <td data-bbox="512 902 603 1182">3.</td> <td data-bbox="603 902 962 1182"><b>Mr. Abdur Raof Khan</b> (2017RAR9043) requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.</td> <td data-bbox="962 902 1337 1182">The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.</td> </tr> </tbody> </table>	S. No.	Name & ID	Decision	1.	<b>Shubham Kumar Gupta</b> (2019RCP9049) was terminated in 56 <sup>th</sup> SPGB due to not registering in even semester 2022-23.	The mercy request Shubham Kumar Gupta was not allowed.	2.	Mohmad Arif (2022UME1823) Department of Mechanical Engineering <b>Case under termination</b>	The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.	3.	<b>Mr. Abdur Raof Khan</b> (2017RAR9043) requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.	The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.
S. No.	Name & ID	Decision											
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2.	Mohmad Arif (2022UME1823) Department of Mechanical Engineering <b>Case under termination</b>	The Senate allowed the mercy request of Mohmad Arif to register as a year-back student once again with all applicable UG Regulations.											
3.	<b>Mr. Abdur Raof Khan</b> (2017RAR9043) requested to extend the submission of PhD thesis by two weeks. He completed 7 years of Ph.D. programme on July 19, 2024 and submitted his thesis on 30.07.2024.	The Senate allowed the mercy request to extend the duration of the academic program beyond the maximum permissible duration for submitting the Ph.D. thesis report by ten days.											
Item No. 55-3.12	<p>: To consider the request of Ms. Ritu Verma (2018UEC1819), Department of Electronics and Communication Engineering, for registration in the odd semester 2024-25.</p> <p><b>Resolution No. Senate-55/2024/11:</b> The Senate allowed Ms. Ritu Verma (2018UEC1819), Department of Electronics and Communication Engineering, allowed three-semester withdrawals and registration in the odd semester 2024-25 without a late fine.</p>												
Item No. 55-3.13	<p>: To consider nomination of Senate nominees to the Board of Governors.</p> <p><b>Resolution No. Senate-55/2024/12:</b> The Senate authorized the Chairman Senate to nominate one Professor and one Associate Professor to the Board of Governors.</p>												
Item No. 55-4.0	: Items for ratification												
Item No. 55-4.1	<p>: To ratify the mercy request submitted by the students.</p> <p>Noted and ratified</p>												
Item No. 55-5.0	: Items for reporting												
Item No. 55-5.1	<p>: To note the minutes of the 62<sup>nd</sup> and 63<sup>rd</sup> meeting of SPGB.</p> <p>Noted</p>												
Item No. 55-5.2	<p>: To note the minutes of the 45<sup>th</sup> meeting of SUGB.</p> <p>Noted</p>												

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Item No. 55-5.3	: To note the minutes of the 41 <sup>st</sup> , 42 <sup>nd</sup> and 43 <sup>rd</sup> meetings of the Academic Affairs Committee.						
	Noted						
Item No. 55-5.4	: To note the minutes of the meetings of the Unfair Means Committee.						
	Noted						
Item No. 55-5.5	: To report the status of UG/PG and Ph.D. admissions in the academic year 2024-25.						
	Senate noted the status of UG/PG and Ph.D. admissions in the academic year 2024-25						
Item No. 55-6.0	: Items with permission of the chair						
Item No. 55-6.1	: To consider the mercy request of Aman Kumar Meena (2021UCE1417) Department of Civil Engineering.						
	Resolution No. Senate-55/2024/13: The Senate discussed mercy appeal and resolved the following:						
	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Name &amp; ID</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Aman Kumar Meena (2021UCE1417) Department of Civil Engineering Case under termination</td> <td>The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.</td> </tr> </tbody> </table>	S. No.	Name & ID	Decision	1.	Aman Kumar Meena (2021UCE1417) Department of Civil Engineering Case under termination	The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.
S. No.	Name & ID	Decision					
1.	Aman Kumar Meena (2021UCE1417) Department of Civil Engineering Case under termination	The Senate allowed Aman Kumar Meena to register as a year-back student once again with all applicable UG Regulations.					
Item No. 55-6.2	: To consider the matter regarding the pending course registration of the "CSS401-Training Seminar" course of Dommari Anitha (ID: 2020UCP1070).						
	Resolution No. Senate-55/2024/14: The Senate, after detailed deliberation, allowed Dommari Anitha (ID: 2020UCP1070), to register for the pending course "CSS401 Training Seminar" retrospectively.						
Item No. 55-6.3	: To ratify the request of Surya Prakash (2022UCP1462) for change of grades in "22CST101 - Programming with Python" "22CSP102 - Programming with Python Lab".						
	Noted and ratified.						
Item No. 55-6.4	: To consider the panel of experts for faculty selections.						
	Resolution No. Senate-55/2024/15: The Senate approved the list of experts for faculty selections and also authorized the Chairman, Senate, to extend the list of experts with additional names as per additional requirements from time to time.						

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Annexure-A

List of Senate members who attended the 55<sup>th</sup> Senate meeting Offline/online:

S. No.	Name
1.	Prof. N. P. Padhy
2.	Prof. Shuchi Srivastava
3.	Prof. A. K. Vyas
4.	Prof. A. P. S. Rathore
5.	Prof. Ajay Singh Jethoo
6.	Prof. Amar Patnaik
7.	Prof. Arun Gaur
8.	Prof. D. Boolchandani
9.	Prof. Dilip Sharma
10.	Prof. G. D. Agarwal
11.	Prof. Ghanshyam Singh
12.	Prof. Girdhari Singh
13.	Prof. Gunwant Sharma
14.	Prof. Harlal Singh Mali
15.	Prof. Himanshu Chaudhary
16.	Prof. Jyoti Joshi
17.	Prof. Jyotirmay Mathur
18.	Prof. K. K. Sharma
19.	Prof. Kailash Singh
20.	Prof. Kanupriya Sachdev
21.	Prof. Lava Bhargava
22.	Prof. M. K. Shrimali
23.	Prof. M. L. Mittal
24.	Prof. M. M. Sharma
25.	Prof. Mahender Choudhary
26.	Prof. Mahesh Kumar Jat
27.	Prof. Manish Vashishtha
28.	Prof. Manju Singh
29.	Prof. Manoj Fozdar
30.	Prof. Madhu Agarwal
31.	Prof. Monica Sharma
32.	Prof. Nikhil Gupta
33.	Prof. R. P. Yadav
34.	Prof. Ragini Gupta
35.	Prof. Rajeev Shringi
36.	Prof. Rajendra Kumar Goyal
37.	Prof. Rajesh Kumar
38.	Prof. Rajive Tiwari
39.	Prof. Rakesh Jain
40.	Prof. Rohit Goyal
41.	Prof. Rohit Bhakar
42.	Prof. S. P. Chaurasia
43.	Prof. Sanjay Mathur
44.	Prof. Suja George

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04/10/2024

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45.	Prof. Sumit Khandelwal
46.	Prof. Susanta Kumar Jana
47.	Prof. Tarush Chandra
48.	Prof. Upendra Pandel
49.	Prof. Vijay Janyani
50.	Prof. Vijay Laxmi
51.	Prof. Y. P. Mathur
52.	Dr. Kapil Pareek
53.	Dr. Dinesh Gopalani
54.	Dr. Nisha Verma
55.	Dr. Namita Mittal
56.	Dr. Preeti Bhatt
57.	Dr. Sushant Upadhyaya
58.	Dr. Deepak Verma
59.	Dr. Santosh Chaudhary
60.	Dr. Sumanta Kuma Meher
61.	Dr. Nishant Roy
62.	Dr. Kamendra Awasti
63.	Dr Yogesh Kumar Meena (ADPG) Special invitee
64.	Dr. Ram Dayal (ADUG) Special invitee

The list of members who had submitted leave of absence:

S. No.	Name
1.	Prof. Ashok Kumar Pradhan
2.	Prof. Vipul Rastogi
3.	Prof. Nupur Tandon
4.	Prof. R. C. Gupta
5.	Prof. S. D. Bharti
6.	Prof. Vibhuti Singh Shekhawat
7.	Prof. Vineet Sahula

The list of members who could not attend the 55<sup>th</sup> Senate meeting:

S. No.	Name
1.	Prof. A. B. Gupta
2.	Prof. B. L. Swami
3.	Prof. G. S. Dangayach
4.	Prof. K. R. Niazi
5.	Prof. Nirutpam Rohtagi
6.	Prof. Raj Kumar Vyas
7.	Prof. Ravindra Nagar
8.	Prof. S. K. Tiwari
9.	Prof. Sudhir Kumar
10.	Prof. T. C. Gupta
11.	Prof. Urmila Brighu

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4/10/2024

**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 26<sup>th</sup> 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 eyeing 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 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 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.

## 2.7 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.

## **2.8 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

## **2.9 Departmental Faculty Board (DFB)**

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

## **2.10 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. | Immediate past Convener, DUGC  | - Member |
| 5. | Minimum four faculty members or all Program Advisors of the UG program of the department | -Members |
| 6. | 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.

### **2.11 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).

### 2.12 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.

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 before the AAC which will

approve the academic calendar. Any deviations from the academic calendar shall be approved by the Chairman, 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 all course 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

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 basic UG program only 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 advise 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 Cancellation of Registration**

Absence for a period of more than four weeks at a stretch during a semester shall result in cancellation of registration of the student from all the courses in that semester. The course coordinator will inform the name(s) of such students to the Convener, DUGC, who will compile the status for other courses in which the student has registered. The names of such students shall be informed to the Dean (Academic) by the Head of the department on the recommendations of the DUGC. Such students shall be considered on '*Forced Withdrawal*' for the semester.

### **8.9 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.

### 8.10 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 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.

### 8.11 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 (can be exercised during the counselling process on JoSAA/CSAB portal)	Entire fee after deduction of institute processing charges
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). 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 <sub>i</sub> )
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. A student shall not be awarded pass grade in a theory course, if he/she has not secured 35% marks in combined total marks of MTE and ETE components.
- h. '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'.
- i. 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.
- j. For courses with zero weightage in CGPA, only S or X grades are to be awarded.

- k. 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≤	AA	≤ 100
80≤	AB	<90
70≤	BB	<80
60≤	BC	<70
50≤	CC	<60
40≤	CD	<50
35≤	DD	<40
0≤	FP	<35

### 10.4 Statistical Method for the Award of Grades

The mean and standard deviation ( $\sigma$ ) 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  $0.5 \sigma$ ).

Table 5: Statistical Method for Grading

Lower Range of Marks	Grade Awarded, if marks falls in range	Upper Range of Marks
Mean + 1.5 $\sigma$ ≤	AA	≤ 100
Mean + 1.0 $\sigma$ ≤	AB	< Mean + 1.5 $\sigma$
Mean + 0.5 $\sigma$ ≤	BB	< Mean + 1.0 $\sigma$
Mean ≤	BC	< Mean + 0.5 $\sigma$

Mean – 0.5 $\sigma$ ≤	CC	< Mean
Mean – 1.0 $\sigma$ ≤	CD	< Mean – 0.5 $\sigma$
Mean – 1.5 $\sigma$ ≤	DD	< Mean – 1.0 $\sigma$
0 ≤	FP	< 35/Mean – 1.5 $\sigma$

### 10.5 Grade Moderation Committee (GMC)

Moderation of grades is mandatory for all courses of UG programs. Constitution of GMC for courses of 1<sup>st</sup> 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 1 <sup>st</sup> year | Members     |

Constitution of GMC for B.Tech. programs (except 1<sup>st</sup> 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:

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

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

where,

- $C_i$             Number of credits of the  $i^{th}$  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)

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

where,

$C_j$  Number of credits of the  $j^{th}$  course

$G_j$  Grade points earned in the  $j^{th}$  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.

- Supplementary Examination is not meant for improvement of grades.
- Schedule of the supplementary examination would be announced by the office of Dean (Academic) as per the Academic Calendar.
- 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.
- A student can register for 18 credits or credit corresponding to 6 courses, whichever is less.
- 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.
- A separate grade sheet will be issued for the performance in supplementary examination.
- 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
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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;

$$\% \text{ Marks} = \text{CGPA} \times 10$$

## 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/extracurricular 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 by 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:

- Even and Odd semesters of an academic year can ONLY be registered semesters.
- The semester, when a student has been granted semester withdrawal will NOT be considered as a registered semester.
- The semester, when a student is suspended from the Institute on disciplinary grounds will NOT be considered as a registered semester.
- 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. (Engg.) 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, debaring 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

Special invitee

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.

DRAFT

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## Department of Management Studies

## MANAGEMENT COURSE-1

<b>Course Title: "Management Principles for Engineers"</b>				
Department: Department of Management Studies	L	T	P	C
Prerequisite: None	3	0	0	3
<b>Course Learning Objectives</b>				
By the end of this course student will be able to:				
1. Understand the global transition towards a new normal of management.				
2. Demonstrate the managerial roles, skills and functions for responsible management.				
2. Develop the understanding and cognizance of the importance of Professional management (ethical, responsible, and sustainable).				
3. Perform various tools and techniques to be used in the performance of the managerial job.				
4. Make effective application of acquired knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.				
5. Diagnose and communicate the complexities associated with management of various issues in the organizations and integrate the learning in handling these complexities.				
<b>Course Content</b>				
<ul style="list-style-type: none"> <li>• Management: Nature, Scope and Functions, Managerial Roles and Levels of Management;</li> <li>• General Management Processes and Principles, Management Practices;</li> <li>• Essentials of Planning; Strategies, policies and planning premises; Decision making;</li> <li>• Organizing: Organizational Design &amp; Organizational Structures;</li> <li>• Leading: Motivation; Leadership, Power and Authority; Leadership Styles;</li> <li>• Controlling; Steps and types of Control Process;</li> <li>• Dimensions of Management: Ethical management, Responsible Management, Sustainable Management.</li> </ul>				
<b>References</b>				
1.	Robbins, Stephen P. and Coulter, Mary ( 2019) 'Management', 14th edition, Prentice Hall of India			
2.	Laasch, O. (2021). Principles of Management-Practicing Ethics, Responsibility, Sustainability, 2nd Edition, Sage Publications,			
3.	Hill, Charles W L and McShane, Steven L. (2017) Principles of Management, Special Indian Edition, McGraw Hill Education			
4.	Robbins, Stephen P., Decenzo, David A. & Bhattacharya, Sanghamitra (2009) Fundamentals of Management, latest edition, Pearson Education			
5.	Koontz, Harold and Weihrich, Heinz & Ramachandra Aryasri A. (2016). Principles of			



# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

## Department of Management Studies

### Management Course-2

<b>Course Title: "Basics of Management"</b>				
Department: Department of Management Studies	L	T	P	C
Prerequisite: None	3	0	0	3
<p><b>Course Learning Objectives</b></p> <p>By the end of this course student will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate the roles, skills and functions of managers.</li> <li>2. Develop the understanding and cognizance of the importance of management principles.</li> <li>3. Make effective application of acquired knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.</li> <li>4. Understand seven Ps of marketing and digital marketing strategies</li> <li>5. Get to know about key people management processes.</li> <li>6. Understand the decisions and processes in operations management.</li> <li>7. Gain knowledge of financial systems, institutions, regulators and instruments.</li> <li>8. Diagnose and communicate the complexities associated with management of various issues in the organizations and integrate the learning in handling these complexities</li> </ol>				
<b>Course Content</b>				
<ul style="list-style-type: none"> <li>• General Management Processes and Principles: - Concept, Functions and Principles of Management, Roles and skills of Managers;</li> <li>• Functions of Management: Planning, Decision Making; Organizing: Organizational Design &amp; Organizational Structures; Leading, Motivation, Communication and Controlling;</li> <li>• Introduction to Human Resource and Marketing Management: Trends and Practices in People Management; Marketing Management Process and decisions, Marketing Mix;</li> <li>• Introduction to Finance and Operations Management: Overview of Financial Systems, Financial Institutions, Markets and Instruments; Decisions &amp; processes in Operations Management.</li> </ul>				
<b>References</b>				
1.	Robbins, Stephen P. and Coulter, Mary ( 2019) 'Management', 14th edition, Prentice Hall of India			
2.	Dessler, G. & Varkkey, B. (2018). Human Resource Management, 15e, Pearson.			
3.	Laasch, O. (2021). Principles of Management-Practicing Ethics, Responsibility, Sustainability, 2nd Edition, Sage Publications.			
4.	Hill, Charles W L and McShane, Steven L. (2017) Principles of Management, Special			

	Indian Edition, McGraw Hill Education
5.	Khan, M. Y. and Jain P. K. (Latest edition). Financial Management, Text, Problems & Cases. Tata McGraw Hill Company, New Delhi.
6.	Philip Kotler. (Latest edition). Marketing Management: Analysis, Planning, Implementation & Control. Prentice Hall of India.
7.	Koontz, Harold and Wehrich, Heinz & Ramachandra Aryasri A. (2016). Principles of Management, Latest edition, McGraw Hill Education

**PROPOSED SCHEME FOR B.TECH PROGRAM IN CIVIL ENGINEERING AS PER NEP2020**

Code	Course Name	Credits	LTP
INSTITUTE CORE COURSES (18 CREDITS)			
	Basic Management	3	3 0 0
22CET103	Surveying	3	3 0 0
22CEP104	Surveying Lab	1	0 0 2
	<b>TOTAL</b>	<b>25</b>	

Code	Course Name	Credits	LTP
INSTITUTE CORE COURSES (19 CREDITS)			
22CET106	Mechanics of Solids	4	3 1 0
22CET107	Engineering Geology	3	3 0 0
22CEP108	Geology Lab	1	0 0 2
	<b>TOTAL</b>	<b>27</b>	

Code	Course Name	Credits	LTP
SEM III			
	Construction Materials	3	3 0 0
	Construction Materials Lab	1	0 0 2
	Fluid Mechanics	4	3 1 0
	Fluid Mechanics Lab	1	0 0 2
	Structural Analysis	4	3 1 0
	Structural Analysis Lab	1	0 0 2
	Building Technology	2	2 0 0
	Building Drawing - I	1	0 0 2
	Introduction to Satellite Based Positioning	2	2 0 0
	Advanced Surveying	2	2 0 0
	Advanced Surveying & GNSS Lab	1	0 0 2
P/UEAS	Numerical Methods and Optimization	3	3 0 0
	<b>TOTAL</b>	<b>25</b>	<b>15 2 10</b>

Code	Course Name	Credits	LTP
SEM IV			
	Design of RCC Structures	3	3 0 0
	RCC Design, Drawing, and Detailing	1	0 0 2
	Hydraulic Engineering	4	3 1 0
	Hydraulics Lab	1	0 0 2
	Geotechnical Engineering I	4	3 1 0
	Soil Mechanics Lab	1	0 0 2
	Environmental Engineering I	3	3 0 0
	Public Health Engineering Lab	1	0 0 2
	Transportation Engineering I	3	3 0 0
	Highway Materials Lab	1	0 0 2
	Building Planning and Services	2	2 0 0
P/UEAS	Building Drawing - II	1	0 0 2
	<b>TOTAL</b>	<b>25</b>	<b>17 2 12</b>

**PROPOSED SCHEME FOR B.TECH PROGRAM IN CIVIL ENGINEERING AS PER NEP2020**

Code	Course Name	Credits	L T P
	Design of RCC Systems	4	3 1 0
	Design of Steel Structures	4	3 1 0
	Structural Design & Drawing	1	0 0 2
	Environmental Engineering II	3	3 0 0
	Environmental Engineering Lab	1	0 0 2
	Geotechnical Engineering II	4	3 1 0
	Geotechnical Engineering Lab	1	0 0 2
	Hydrology	4	3 1 0
	<b>TOTAL</b>	<b>22</b>	<b>15 4 6</b>
	MINOR / HONOURS COURSE 1	3	3 0 0
	MINOR / HONOURS COURSE 2	3	3 0 0

Code	Course Name	Credits	L T P
	Transportation Engineering II	3	2 1 0
	Environmental System Design	1	0 2 0
	Water Resources Engineering	3	3 0 0
	Water Resources Engineering Lab	1	0 0 2
	Estimation and Costing	4	3 1 0
	Construction Project Management	3	3 0 0
	Construction Management Lab	1	0 0 2
	Civil Engineering Practical Applications	1	0 0 2
	Soft Skills and Personality Development	2	2 0 0
	Soft Skills Lab	1	0 0 2
	<b>TOTAL</b>	<b>20</b>	<b>13 4 8</b>
	MINOR / HONOURS COURSE 3	3	3 0 0
	MINOR / HONOURS COURSE 4	3	3 0 0

Code	Course Name	Credits	L T P
	Training Seminar	2	0 0 4
	Program Elective 1 (CEPE01)	3	3 0 0
	Program Elective 2 (CEPE02)	3	3 0 0
	Program Elective 3 (CEPE03)	3	3 0 0
	Open Elective 1	3	3 0 0
	Minor Project	3	0 0 6
	<b>TOTAL</b>	<b>17</b>	<b>12 0 10</b>
	MINOR / HONOURS COURSE 5	3	3 0 0

Code	Course Name	Credits	L T P
	Program Elective 4 (CEPE04)	3	3 0 0
	Program Elective 5 (CEPE05)	3	3 0 0
	Open Elective 2	3	3 0 0
	1 Major Project OR 3 EL	9	0 0 18 or (9 0 0)
	<b>TOTAL</b>	<b>18</b>	<b>9 0 18</b>
	MINOR / HONOURS COURSE 6	3	3 0 0

**TOTAL CREDITS FOR B.TECH IN CIVIL ENGINEERING:**

**179**

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THE HONOURS PROGRAM IN CIVIL ENGINEERING OFFERS TWO (2) TRACKS:

TRACK 1 PROFESSIONAL TRACK*			TRACK 2 INDUSTRIAL TRACK**		
Course	Course Name	L T P	Course	Course Name	L T P
✓ Course 1	Advanced Foundation Design	3 3 0.0	✓ Course 1	Urban Water Conveyance System Design	3 3 0.0
✓ Course 2	Design of Hydraulic Structures	3 3 0.0	✓ Course 2	Introduction of Spatial Data Collection and Analysis	3 3 0.0
✓ Course 3	Ground Improvement Techniques	3 3 0.0	✓ Course 3	Construction Information Modeling and Automation	3* 2 1.0
✓ Course 4	Air & Noise Pollution	3 3 0.0	✓ Course 4	Finite Element Method	3 2 1.0
✓ Course 5	Design of Masonry Structures	3 2 1.0	✓ Course 5	Structural Analysis - II	3 2 1.0
✓ Course 6	Solid Waste Management	3 3 0.0	✓ Course 6	Design of Steel Structural Systems	3 2 1.0
✓ Course 7	Dynamics of Structures	3 2 1.0	✓ Course 7	Industrial Waste Treatment	3 3 0.0
✓ Course 8	Railway and Airport Engineering	3 3 0.0	✓ Course 8	Concrete Technology	3 3 0.0
			✓ Course 9	Sustainable Building Project Delivery	3 3 0.0

\* For students preparing for GATE, UPSC, and other competitive exams

\*\* For students aspiring for core Civil Engineering jobs as a career option

Offered to	Course Name	Credits	L T P S
✓ Institute Core	✓ Environmental Science	2	2 0 0
	✓ Engg Dwg & Sketching	1	1 0 0
	✓ Engg Dwg & Sketching Lab	1	0 0 2
✓ Arch. & Plan. (PL-EAS)	✓ Environmental Science	2	2 0 0 0
	✓ Surveying	2	2 0 0 0
	✓ Surveying Lab	1	0 0 2 0
	✓ Architectural Structures I	4	2 0 0 2
	✓ Architectural Structures II	3	2 1 0 0
	✓ Architectural Structures III	4	2 0 0 2
	✓ Architectural Structures IV	3	2 1 0 0

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**मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  
(Institute of National Importance under NIT Act, Established by Govt. of India)  
J. L. N. Marg, Jaipur – 302017 (INDIA)

**Semester Grade Sheet**

Name	ID No.	Semester	Year
Mother's Name :		Father's Name :	
Department :		Programme :	
APAAR ID :			

S. No.	Course Code	Course Title	Course Credits	Grade	Exam
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
<b>Total</b>					

	CURRENT SEMESTER			CUMULATIVE		
	CREDITS REGISTERED	CREDITS EARNED	SGPA	CREDITS REGISTERED	CREDITS EARNED	CGPA
REGULAR DEGREE						
MINOR/ HONOR						
AUDIT COURSE			-			-

Checked By  
Date :

Asstt. Registrar  
(Academic)

Deputy Registrar  
(Academic)





# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(Institution of National Importance under NIT Act, Established by Govt. of India)

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

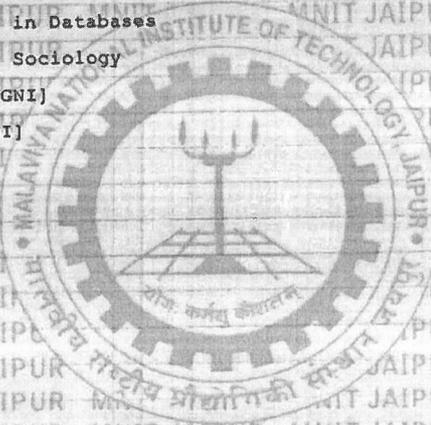
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### Semester Grade Sheet

Name	ID No	Semester	Year
PATEL JEEL NRUPESHKUMAR	2020UCP1798	VIII	2023-24
Mother's Name:	ASHABEN NRUPESHKUMAR PATEL	Father's Name: NRUPESHKUMAR KANTILAL PATEL	
Department:	COMPUTER SCIENCE AND ENGINEERING	Programme: B.Tech - COMPUTER SCIENCE AND ENGINEERING	



S.No.	Course Code	Course Title	Course Credits	Grade	Exam
1	BMT499	Basic Management	3	BB	[REG]
2	CHT415	Non-Conventional Energy Sources	3	WR	[REG]
3	CST402	Deep Learning	4	WR	[REG]
4	CST440	Advanced Topics in Databases	4	WR	[REG]
5	HST401	Introduction to Sociology	3	WR	[REG]
6	CSD402	Major Project [GNI]	12	AB	[REG]
7	ICP402	DISCIPLINE [GNI]	1	S	[REG]
			<b>Total</b>	<b>30</b>	
			<b>CURRENT SEMESTER</b>	<b>CUMULATIVE</b>	
<b>CREDITS REGISTERED</b>	<b>CREDITS EARNED</b>	<b>SGPA</b>	<b>CREDITS REGISTERED</b>	<b>CREDITS EARNED</b>	<b>CGPA</b>
30	30	8.00	200	200	7.99



*[Signature]*  
Checked By

Date: 08 JUL 2024

*[Signature]*  
Asstt. Registrar  
(Academic)



*[Signature]*  
Deputy Registrar  
(Academic)



Format for Submission of Agenda for the Meeting of SPGB

1	Meeting	SPGB
2	Department	Chemical Engineering Department
3	Agenda Item No	Serial no. as per the agenda item of the department for e.g. (2024/SPGB/CE/1)
4	Agenda	Proposal to start two new M. Tech programs in the Department of Chemical Engineering
5	Background of the Agenda	Due to fewer admissions in the previous M. Tech program of chemical engineering, admission in this course has been stopped for two academic years 2022-23, & 2023-24 as per the institute rules. Now the Department of Chemical Engineering recommends two new M. Tech programs, namely Chemical Engineering and Sustainability (CE&S) and Petrochemicals and Polymer Technology (PC&PT).
6	Justification of the Agenda	Considering expertise of the faculty members and ongoing significance of the programs, two M. Tech. programs are recommended commencing from the upcoming academic year, i.e., 2025-26.
	Enclosures	The tentative Course curriculum and scheme of the course are attached.



Signature

Name: Rajeev K. Dohare

Designation: DPGC Convener

3462  
4/11/24

FTS/009613  
4/11/24

Dean Academic

Dohare  
5/11/2024

→ AD (Pg)

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Department of Chemical Engineering

Date: 04.11.2024

Minutes of DFB Meeting (04.11.2024)

A DFB meeting was held on 04.11.2024 at 3.30 PM in the HOD office. The names of members who attended the meeting is enclosed as Annexure – I.

The Head of Department chaired the DFB meeting. The following agenda points were discussed and resolved:

**1. Proposal of Two New M.Tech Program**

Referring to the DFB meeting held on 20.08.2024 (copy attached as Annexure-II), two new M.Tech programs were proposed as listed below:

- a) Chemical Engineering and Sustainability
- b) Petrochemicals and Polymer Technology

The DFB had recommended to make a draft of the program scheme and curriculum by a Curriculum Development Committee for further review. Accordingly, a DPGC meeting was held on 25.10.2024 (copy attached as Annexure-III) for in-depth discussion and deliberation on the draft submitted by the Curriculum Development Committee. The DFB after thorough discussion unanimously recommended these two M.Tech. programs to be run from the upcoming academic year 2025-26 and put up to the Senate through SPGB for consideration and approval.

**2. Upgradation of COMSOL Multiphysics and new modules**

Looking at the need of modelling and simulation requirement for research and teaching by the faculty, there is a need of upgradation of the software COMSOL Multiphysics and add-on modules namely Microfluidics and Fuel Cell & Electrolyzer. The total estimated cost of this is Rs. 7,35,140/- including GST. The DFB strongly recommended to purchase the same.

Meeting ended with vote of thanks to the Chair.

3462  
4/11/24  
AFS/109613  
4/11/24  
Oye  
04/11/2024  
(Dr. Md Oayes Midda)

DFB Secretary

Sushant  
4/11/24  
(Dr. Sushant Upadhyaya)

DFB Chairman and HOD

Copy to:

1. Director for kind information
2. Dean Academics
3. DFB meeting file
4. All the faculty members by e-mail
5. Departmental Circular File

# ANNEXURE-D

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

### Department of Chemical Engineering

Date: 02.09.2024

#### Minutes of DFB Meeting (20.08.2024)

A DFB meeting was held on 20.08.2024 at 12.30 PM in the HOD office. The names of members who attended the meeting is enclosed as Annexure – I.

The Head of Department convened the DFB meeting and the following agenda points were discussed and finalized.

#### **1. Procurement Update of Analytical Research Equipment**

In reference to the DFB meeting held on 09.07.2024 (copy attached) regarding the procurement of four analytical research instruments (ICP-OES, GCMS, Laminar Flow Hood, and Life Cycle Assessment Software), the designated committee submitted the necessary documents, including technical specifications and the total approximate budget of Rs. 1.84 crore (copy attached), for review by the DFB members. After a thorough discussion and review of all four documents, the DFB recommended proceeding with the purchase of all four pieces of equipment. Additionally, the DFB suggested that the committee, if feasible, extend the warranty or AMC of the equipment to five years to improve the longevity and reliability of the instruments. Moreover, the DFB decided to include an additional piece of equipment, a UV-Vis Multipurpose Spectrophotometer (with an integrating sphere accessory capable of measuring both diffuse and specular reflectance) for analyzing liquid and solid samples. The estimated cost of this equipment is Rs. 20 lakh, and a committee has been formed to oversee its procurement, as outlined in **Annexure – II**.

As a result, the total estimated cost for the procurement of all five pieces of equipment is approximately Rs. 2.04 crore for the current financial year. The HoD informed the DFB members that total procurement for this financial year has already been done amounting Rs. 1.52 crore, which includes the purchase of four pieces of equipment (HPLC, TPX, TOC, and Electrochemical Workstation) carried over from the last financial year 2023-24, leaving an available balance of Rs. 28 lakh (document attached) in current financial year. To proceed with the procurement of this years proposed equipment, an additional budget of approximately Rs. 1.76 crore is required for the financial year 2024-25. Consequently, the DFB recommended revising the total sanctioned budget from Rs. 1.8 crore to Rs. 3.56 crore for the financial year 2024-25, with the request to be submitted for administrative and financial approval from the competent authority.

#### **2. Revival of M.Tech Program**

In reference to the DPGC meeting held on 29.07.2024 (copy attached), a departmental committee was framed with the objective to revive the M.Tech in Chemical Engineering program along with revised nomenclature, program scheme, etc. In this context, the committee submitted documents outlining four potential M.Tech programs, each with a proposed name. Following extensive discussions, the DFB finalized two M.Tech programs for revival, whose names are listed below. Consequently, two separate departmental committees were formed to work on preparing the curriculum, as detailed in **Annexure – III**.

- a) Chemical Engineering and Sustainable Technology
- b) Petrochemicals and Polymer Technology

*Agree* *Approved*

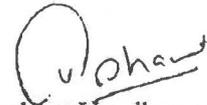
The curriculum development committee is instructed to submit the draft program scheme and curriculum by 30.09.2024 for further discussion in DFB.

### 3. Renewal of Grammarly Software

In response to the Central Library's request for consent to renew the Grammarly software, the DFB has reviewed its usage and has recommended the renewal of the Grammarly software for the 2024-25 academic year.

Meeting ended with a vote of thanks to the Chair.

  
(Dr. Md Oayes Midda)  
DFB Secretary

  
(Dr. Sushant Upadhyaya)  
DFB Chairman and HOD

Copy to:

1. Director for kind information
2. Dean Academics
3. DFB meeting file
4. All the faculty members by e-mail
5. Departmental Circular File

**Committee for preparing the draft curriculum of two M.Tech Program**

Sl. No.	Name of Equipment	Committee Members
1	Chemical Engineering and Sustainable Technology	1. Prof. Madhu Agarwal 2. Dr. Vikas K. Sangal 3. Dr. Ramdayal Panda 4. Dr. Bikashbindu Das
2	Petrochemicals and Polymer Technology	1. Prof. Manish Vashishtha 2. Dr. Shiv Om Meena 3. Dr. Sushant Upadhyaya 4. Dr. Rohidas G. Bhoi

*Aje*  
02/09/2024

*W. S. Bhoi*

# ANNEXURE-III

## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR Department of Chemical Engineering

Dated: 01/11/2024

### Minutes of DPGC meeting held on 25/10/2024

A DPGC meeting was held on 25/10/2024 at 04:00 pm in the computer lab of the Chemical Engg. Dept. The following members attended the meeting.

1. Dr. Rajeev Kumar Dohare (DPGC Convener)
2. Dr. Sushant Upadhyaya (HOD)
3. Dr. U.K. Arun Kumar (member)
4. Prof. Suja George (member)
5. Prof. Kailash Singh (member)
6. Prof. Madhu Agarwal (member)
7. Dr. Ramdayal Panda (member)
8. Dr. Pooja Jangir (member)
9. Dr. Shiv Om Meena (member)
10. Prof. Monica Sharma (member)
11. Mr. Udit Kumar (Student member)
12. Mr. Garima Pal (Student member)
13. Prof. Manish Vashishtha (Special Invitee member)
14. Dr. Vikas Kumar Sangal (Special Invitee member)
15. Dr. Rohidas Bhoi (Special Invitee member)
16. Dr. Bikasbindu Das (Special Invitee member)

The DPGC convener welcomed the members, and the following agenda points were discussed and deliberated in the DPGC meeting.

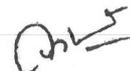
#### **Proposal of two New M.Tech Program**

As per the DFB minutes dated 2-9-24 (copy attached), the two committees were framed to prepare the curriculum of two new M.Tech Programs, namely Chemical Engineering and Sustainable Technology, and Petrochemicals and Polymer Technology, respectively. After extensive discussion and deliberation, the name of the first proposed M.Tech course is changed from Chemical Engineering and Sustainable Technology to Chemical Engineering and Sustainability. The curriculum of both programs has been discussed and finalized after incorporating the opinions and suggestions of the DPGC members. The final curriculum of both courses with proper justification is given in annexure -I and annexure-II.

#### **Justification of M.Tech Course: Chemical Engineering and Sustainability**

In view of the current industry scenario and demand for employment, the newly proposed M.Tech course incorporates subjects from the environment, renewal energy, and biochemical to prepare the students as per the industry demand. It directly reflects the placement opportunity for the M.Tech students.

  
79



The proposed course meets the Government of India's goal of Sustainable Development. The NITI Aayog is the nodal institution for achieving SDGs in the country, leading the 2030 Agenda with the spirit of cooperative and competitive federalism.

### Justification of M.Tech Course: Petrochemicals and Polymer Technology

In view of the current industry scenario and demand for employment, the newly proposed M.Tech course incorporates subjects from the Petrochemical, petroleum products, and polymer to prepare the students as per the industry demand. It directly reflects the placement opportunity for the M.Tech students.

### Eligibility Criteria for both M.Tech Programs:

The student must have passed the GATE examination in one of the following GATE papers:

Group	Qualifying Degree	GATE Paper
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	AG-Agricultural Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	BM-Biomedical Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	BT- Biotechnology
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	CH- Chemical Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	ES-Environmental Science and Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	MN- Mining Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	MT-Metallurgical Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	PE-Petroleum Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	PI-Production and Industrial Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	TF-Textile Engineering and Fibre Science
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	XE- Engineering Sciences
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	ME-Mechanical Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	IN-Instrumentation Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	CE- Civil Engineering
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	EY- Ecology and Evolution
G1	T999- B.E./B.Tech. in Any of the disciplines in B.E./B.Tech. degree	XL-Life Sciences

*D. Sharma*

*D. Sharma*

G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	CY- Chemistry
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	XE- Engineering Sciences
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	MA- Mathematics
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	XE- Engineering Sciences
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	PH- Physics
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	XE- Engineering Sciences
G1	S599- M.Sc. in Any of the disciplines in M.Sc. Degree	ST- Statistics

**Seat Allocation in each category of GATE paper:**

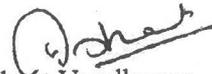
<b>Chemical Engineering and Sustainability</b>	
<b>Group</b>	<b>Seats</b>
G1	15
<b>Petrochemicals and Polymer Technology</b>	
G1	15

The candidate must have Mathematics as one of the subject in class 12 or equivalent.

The meeting ended with a vote of thanks to the chair.



(Dr. Rajeev Kumar Dohare)  
DPGC Convener



Dr. Sushant Upadhyaya  
(HOD)

Copy to,

1. Dean, Academics
2. HOD, Chemical Engg. Dept.
3. Circular File
4. DPGC file
5. All Faculty members by email

**Malaviya National Institute of Technology Jaipur****Proposed Curriculum of M. Tech. in Chemical Engineering**

Proposed M.Tech. Program Name: Chemical Engineering and Sustainability

**M. Tech I Semester (Chemical Engineering and Sustainability)**

S. No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHT-XX	Advanced Transport Phenomena	PC	Theory	3	3	0	0
2.	CHT-XX	Catalysis Science and Technology	PC	Theory	3	3	0	0
3.	CHT-XX	Separation Processes and Innovation	PC	Theory	3	3	0	0
4.	CHT-XX	Clean Technologies for Pollution Control	PC	Theory	3	3	0	0
5.	CHT-XX	Life Cycle Assessment Study	PC	Theory	3	3	0	0
6.	CHT-XX	Advanced Material Characterization	PC	Theory	3	3	0	0
Total Credits					18			

**M. Tech. II Semester (Chemical Engineering and Sustainability)**

S. No.	Course Code	Course Title	Category	Type	Credit	L	T	P
7.	CHT-XX	Sustainable Waste Management: Regulations and Practices	PE	Theory	3	3	0	0
	CHT-XX	Carbon management and upcycling	PE	Theory	3	3	0	0
8.	CHT-XX	Hydrogen Economy and Fuel Cell Technologies	PE	Theory	3	3	0	0
	CHT-XX	Renewable Energy Technologies	PE	Theory	3	3	0	0
9.	CHT-XX	Sustainable Process Design: Modeling and Simulation	PE	Theory	3	3	0	0
	CHT-XX	Computational Methods for Sustainable processes	PE	Theory	3	3	0	0
10.	CHT-XX	Process modifications for green technologies and energy integration	PE	Theory	3	3	0	0
	CHT-XX	Process Safety and hazard Management	PE	Theory	3	3	0	0
11.	CHT-XX	Biochemical Engineering	PE	Theory	3	3	0	0
	CHT-XX	Biopolymer Engineering	PE	Theory	3	3	0	0
12	CHT-XX	AI & ML in Process Engineering	PC	Theory	3	3	0	0
Total Credits					18			

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18/10/2024

**M. Tech. III Semester (Chemical Engineering and Sustainability)**

S.No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHS-	Seminar	PC	-	2	-	-	-
2.	CHD-	Dissertation-I	PC	-	8	-	-	-

**M. Tech. IV Semester (Chemical Engineering and Sustainability)**

S.No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHD-	Dissertation-II	PC	Theory	14	-	-	-

L=Lecture hours/week P=Practical hours/week T=Tutorial hours/we

PC= Program Core PE= Program Elective

  
18/10/2024  
Prof. Madhu Agarwal

Dr. Vikas Kumar Sangal

  
Dr. Bikashbindu Das

  
Dr. Ramdayal Panda

**Malaviya National Institute of Technology Jaipur****Proposed Curriculum of M. Tech. in Chemical Engineering****Proposed M.Tech. Program Name: Petrochemicals & Polymer Technology****M. Tech I Semester (Petrochemicals & Polymer Technology)**

S. No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHT-XX	Petroleum Refining Engineering	PC	Theory	3	3	0	0
2.	CHT-XX	Petroleum Product Manufacturing Processes	PC	Theory	3	3	0	0
3.	CHT-XX	Advanced Reaction Engineering	PC	Theory	3	3	0	0
4.	CHT-XX	Polymer Technology	PC	Theory	3	3	0	0
5.	CHT-XX	Advanced Polymer Processing	PC	Theory	3	3	0	0
6.	CHP-YY	Polymer Characterization and Testing	PC	Theory	3	3	0	0
Total Credits					18			

**M. Tech. II Semester (Petrochemicals & Polymer Technology)**

S. No.	Course Code	Course Title	Category	Type	Credit	L	T	P
7.	CHT-XX	Industrial Polymers	PE	Theory	3	3	0	0
	CHT-XX	Polymer Composites	PE	Theory	3	3	0	0
8.	CHT-XX	Polymer Alloys and Blends	PE	Theory	3	3	0	0
	CHT-XX	Polymer Processing Modelling	PE	Theory	3	3	0	0
9.	CHT-XX	Safety and Risk Management in Petrochemical Industries	PE	Theory	3	3	0	0
	CHT-XX	Waste Management in Petroleum Industries	PE	Theory	3	3	0	0
10.	CHT-XX	Petroleum Economics and Management	PE	Theory	3	3	0	0
	CHT-XX	Energy Management in Petrochemical Industries	PE	Theory	3	3	0	0
11.	CIIT-XX	Design of Experiments	PE	Theory	3	3	0	0
	CHT-XX	Computational Techniques	PE	Theory	3	3	0	0
12	CHP-YY	Advanced Process Instrumentation	PE	Theory	3	3	0	0
		AI & ML in Process Engineering	PE	Theory	3	3	0	0
Total Credits					18			

*Srinam*  
24/10/24

*Rakesh*  
23/10/24

*Abhis*  
23/10/24

*Ram*  
23/10/24

**M. Tech. III Semester (Petrochemicals & Polymer Technology)**

S.No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHS-	Seminar	PC	-	2	-	-	-
2.	CHD-	Dissertation-I	PC	-	8	-	-	-

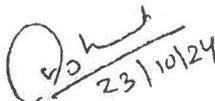
**M. Tech. IV Semester (Petrochemicals & Polymer Technology)**

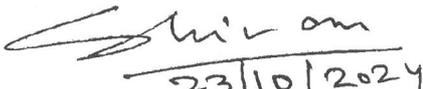
S.No.	Course Code	Course Title	Category	Type	Credit	L	T	P
1.	CHD-	Dissertation-II	PC	Theory	14	-	-	-

L=Lecture hours/week P=Practical hours/week T=Tutorial hours/we

PC= Program Core PE= Program Elective

  
23/10/24  
Prof. Manish Vashishtha

  
23/10/24  
Dr. Sushant Upadhyaya

  
23/10/2024  
Dr. Shiv Om Meena

  
23/10/24  
Dr. Rohidas Gangaram Bhoi

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR****DEPARTMENT OF ARCHITECTURE AND PLANNING****Minutes of the DFB Meeting held on Wednesday, 06.11.2024 at 2:00 PM**

A DFB meeting held on 06.11.2024 was attended by the following faculty members.

Prof. Rajeev Shringi (HOD)  
Prof. Tarush Chandra  
Ar R. N. Sharma  
Dr. Kalpana Pandit  
Ar. Meenu Varshney  
Dr. Nand Kumar  
Dr. Niruti Gupta  
Dr. Bhavna Shrivastava  
Dr. Gireendra Kumar  
Dr. Yash Mittal  
Ar. Sunita Doddamani  
Ar Sangeeth Pillai  
Ar. Himanshu Yogi  
Ar. Tarun Verma and  
Ar. Ujjal Halder

After discussions and deliberations on the revised teaching scheme and syllabus of B. Arch courses as approved in the 51<sup>st</sup> senate meeting following observations are made

1. **22 ARP 110 Introduction to Architecture and Basic Design** is a pre-requisite for registering in **22 ARS 153 Arch Design I**
2. **22 ARS 153 Architectural Design I** is a pre-requisite for registering in **22 ARS 204 Arch Design II**
3. **22 ARS 204 Architectural Design II** is a pre-requisite for registering in **22 ARP 253 Arch Design III**
4. **22 ARP253 Architectural Design III** is a pre-requisite for registering in **22 ARS 304 Arch Design IV**
5. **22 ARS 304 Architectural Design IV** is a pre-requisite for registering in **22 ARP 352 Arch Design V**
6. **22 ARP 352 Architectural Design V** is a pre-requisite for registering in **22 ARS 403 Arch Design VI**
7. **22 ARS 403 Architectural Design VI** is a pre-requisite for registering in **22 ARS502 Architectural design VII**
8. **22 ARS403 Architectural Design VI** and **22 ARP405 Practical Training** is a pre-requisite for registering in **22 ARS503 Thesis Preparatory Seminar**
9. **22 ARS502 Architectural Design VII, 22 ARP405 Practical Training** and **22 ARS503 Thesis Preparatory Seminar** is a pre-requisite for registering in **22 ARS505 Thesis Project**

*RN*

*Rajeev Shringi*  
*R. N. Sharma*  
*Kalpana Pandit*

*86 Tarun*  
*Tarush Chandra*  
*Ujjal Halder*

*Meenu Varshney*  
*Nand Kumar*

*Niruti Gupta*  
*Bhavna Shrivastava*



MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR  
DEPARTMENT OF ARCHITECTURE AND PLANNING

Teaching Scheme for B.Arch

Semester I

S. No	Course Code	Course Title	Category	Type	Credits	L-T-P-S	Hours/Week
1		Environmental Science	IC	Theory	2	2-0-0-0	2
2	22CET106	Architectural Structures (Statics) - I	PL	Theory	3	2-1-0-0	3
3	22ARP101	Architectural Presentation Technique & Model Making - I	PC	Practical	2	0-0-4-0	4
4	22ARS102	Architectural Drawing	PC	Studio	5	2-0-0-3	5
5	22ARS103	Building Construction & Materials - I	PC	Studio	5	2-0-0-3	5
6	22ARS104	Introduction to Architecture and Basic Design	AD	Studio	6	2-0-0-4	6
Total Credits & Teaching hours/ semester					23		25

Educational Tour as part of Basic Design Studio

Semester II

S. No	Course Code	Course Title	Category	Type	Credits	L-T-P-S	Hours/Week
1	22ART105	History of Architecture - I	PC	Theory	4	2-2-0-0	4
2	22CET110	Architectural Structure - II	PL	Theory	3	2-1-0-0	3
3	22CET111	Surveying and Introduction to GIS	PL	Theory	2	2-0-0-0	2
	22CEP112	Surveying and Introduction to GIS Lab	PL	Practical	1	0-0-2-0	2
4	22ARP106	Architecture Presentation Techniques & Model Making - II	PC	Practical	2	0-0-4-0	4
5	22ARS107	Architectural Design - I (Pre-requisite- Introduction to Architecture and Basic Design)	AD	Studio	7	1-0-0-6	7
6	22ARS108	Building Construction & Materials - II	PC	Studio	5	2-0-0-3	5
7		BIS	PL	Audit Course	0		
Total Credits & Teaching hours/ semester					24		27

Note: Visiting industry/practicing architects for design & construction studios

∞ ∞

RSharma  
 07/32mm  
 Ravi Surojan Jindani 6/11/24.  
 Yash Kumar.  
 Tanya  
 Ch













MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR  
ACADEMIC SECTION

"XVIII CONVOCATION" 2024 Graduating UG/ PG Students

Annexure-A

Sl. No.	Reg. No.	Name of the Candidate	Branch	Grade	Percentage
1	2020UEE1483	KOMAL KSHIRSAGAR	ELECTRICAL ENGINEERING	200	6.65
2	2020UEE1185	PRERIT JAIN	ELECTRICAL ENGINEERING	200	8.76
3	2019UCP1370	DIVYA RATHORE	COMPUTER SCIENCE AND ENGINEERING	200	6.2
4	2020UCP1739	ARYAN JAIN	COMPUTER SCIENCE AND ENGINEERING	200	8.33
5	2020UCP1810	PARAG JAIN	COMPUTER SCIENCE AND ENGINEERING	200	7.75
6	2020UEC1614	ATHARVA RAJESH DHURI	ELECTRONICS AND COMMUNICATION	201	7.1
7	2020UME1146	RUHANG KORIYA	MECHANICAL ENGINEERING	197	7.69
8	2020UME1029	RAGHAV GARG	MECHANICAL ENGINEERING	199	7.23
9	2020UME1122	SAHU HARSH RAMESH	MECHANICAL ENGINEERING	198	7.14
10	2020UEE1189	DEEPAK BHARDWAJ	ELECTRICAL ENGINEERING	200	7.74
11	2020UCP1070	DOMMARI ANITHA	COMPUTER SCIENCE AND ENGINEERING	202	6.87
12	2022PCD5105	SUMENDRA MEENA	CIVIL ENGINEERING (DISASTER ASSESSMENT AND MITIGATION)	60	6.6

*Prerit Jain*

List of 17 more Ph.D. students (in addition to 62 already approved) for award of Ph.D. degree in 18th Convocation

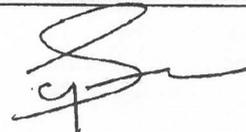
S.No.	ID No.	Name	Dept.	Gender	Date of Viva-Voce
1	2019RCH9039	TIKEKAR KETAKI JAYANT	CHEMICAL ENGINEERING	F	09-09-2024
2	2019RCH9157	PRAITHWIRAJ MEENA	CHEMICAL ENGINEERING	M	09-09-2024
3	2019RCH9026	SURABHI SINGH	CHEMICAL ENGINEERING	F	06-09-2024
4	2016RCY9044	RUCHIKA SHARMA	CHEMISTRY	F	12-09-2024
5	2020RCE9516	SAURABH SINGH	CIVIL ENGINEERING	M	09-09-2024
6	2020RCP9583	JYOTI NAGPAL	COMPUTER SCIENCE AND ENGINEERING	F	09-09-2024
7	2019RCP9544	PAWANKUMAR BALKISHAN LAHOTI	COMPUTER SCIENCE AND ENGINEERING	M	12-09-2024
8	2018RCP9013	ABHISHEK MARWARIA	COMPUTER SCIENCE AND ENGINEERING	M	09-09-2024
9	2020REE9026	ANIL JAKHAR	ELECTRICAL ENGINEERING	M	07-09-2024
10	2019REC9508	RIYA SEN	ELECTRONICS AND COMMUNICATION ENGINEERING	F	28-08-2024
11	2018REC9015	SUDARSHAN KUMAR JAIN	ELECTRONICS AND COMMUNICATION ENGINEERING	M	06-09-2024
12	2018REC9093	PUNEET SHARMA	ELECTRONICS AND COMMUNICATION ENGINEERING	M	12-09-2024
13	2019REC9146	DIMPAL JANU	ELECTRONICS AND COMMUNICATION ENGINEERING	F	12-09-2024
14	2020RMR9611	MANISH SHARMA	MATERIAL RESEARCH CENTER	M	12-09-2024
15	2019RME9018	ALOK BIHARI SINGH	MECHANICAL ENGINEERING	M	06-09-2024
16	2019RMT9040	MANSHA MOHAN	METALLURGICAL AND MATERIALS ENGINEERING	F	06-09-2024
17	2019RPV9105	YOGITA	PHYSICS	F	10-09-2024

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR****MINUTES OF THE 64<sup>th</sup> MEETING OF THE SPGB HELD ON 06<sup>th</sup> NOVEMBER 2024**

The 64<sup>th</sup> meeting of the SPGB was held on 06<sup>th</sup> November 2024 at 04:30 PM in the NKN-1, Prabha Bhawan, MNIT Jaipur.

The following agenda items were discussed, and the recommendations are as follows:

<b>Item No. 64-1.0</b>	<b>To confirm the minutes of the 63<sup>rd</sup> meeting of the SPGB held on 02.08.2024.</b>  The minutes of the 63 <sup>rd</sup> meeting of the SPGB held on 02.08.2024 were confirmed.
<b>Item No. 64-2.0</b>	<b>To note the "Action Taken" on the decisions taken in the 63<sup>rd</sup> meeting of the SPGB.</b>  The SPGB noted the action taken report on the decisions taken in the 63 <sup>rd</sup> meeting.
<b>Item No.64-3.0</b>	<b>Items for Consideration.</b>
<b>Item No. 64-3.1</b>	<b>To consider the recommendations of the committee constituted to decide the implementation of the modalities to permit students for internship.</b>  SPGB, after detailed deliberation, decided that the recommendations of the committee regarding the implementation of the modalities to permit students for the internship may be sent to the respective DPGCs/HoDs to discuss the matter in their DFBs, and the comments on the proposal will be discussed, in the next SPGB meeting.
<b>Item No. 64-3.2</b>	<b>To consider the proposal of the Department of Computer Science and Engineering to offer a new open/department elective titled 'Generative AI' for PG students.</b>  SPGB constituted the following Committee to discuss the proposal and give its recommendations considering the comments obtained during circulation and authorize the Chairman SPGB to approve the same –  <ol style="list-style-type: none"><li>1. HoD, Computer Science and Engineering</li><li>2. DPGC Convener, Computer Science and Engineering- Convener</li><li>3. DPGC Convener, Electrical Engineering</li><li>4. DPGC Convener, Electronics and Communication Engineering</li></ol>
<b>Item No. 64-3.3</b>	<b>To consider the proposal submitted by the Centre for Energy and Environment for relaxation in the rules for awarding the Gold Medal to a Department/Branch topper.</b>  The proposal was not recommended.
<b>Item No. 64-3.4</b>	<b>To consider the extension of one semester for the Comprehensive Examination to Mr. Ankit Katiyar (2022RCE9535) in the Department of Civil Engineering.</b>  As per the rule, "Dean Academic is authorized to grant an extension of 03 months (beyond the stipulated time) to the student for completing the comprehensive exam on the recommendation of DPGC".  The SPGB deliberated and forwarded the proposal to the senate for consideration regarding granting Mr. Ankit Katiyar (2022RCE9535) an extension of one semester for his



	<p>Comprehensive Examination. This extension is being considered as a special case, as the request for a one-semester extension to conduct the Comprehensive Examination is due to the change in his supervisor.</p>
<p><b>Item No. 64-3.5</b></p>	<p><b>To consider the Conversion of the Ph.D. program from full-time to part-time for Ph.D. scholar Ms. Meghna Kumawat (2023REC9034) in the Department of Electronics and Communication Engineering.</b></p> <p>As per PG RR 2022 6.1, effective for the student admitted in the year 2023, the minimum residency requirement for converting the Ph.D. program from full-time to part-time is 2 years (4 semesters).</p> <p><i>As per PG RRs "Residence period" requirements reflect the time duration within which a PhD student is expected to complete the course work, take a comprehensive exam, and present the state-of-the-art seminar/research proposal.</i></p> <p>Though the student has already completed the course work, comprehensive examination, and state-of-the-art seminar/research proposal, the prevailing PG RRs 2022 do not permit conversion before the completion of 4 semesters. Therefore, the SPGB has suggested forwarding the proposal to the Senate, recommending that the case be considered as a mercy request for conversion of the Ph.D. program from full-time to part-time, upon receiving a formal mercy request from the student.</p>
<p><b>Item No 64-3.6</b></p>	<p><b>To consider the change of supervisors of Ph.D. student Ms. Sheetal (2022RMA9501) in the Dept. of Mathematics, MNIT Jaipur.</b></p> <p>Ms. Sheetal (2022RMA9501) has again submitted another request for a change of supervisor, accompanied by a recommendation from the DPGC. The student stated that the current supervisor arrangement is hindering her research progress, as a significant portion of her work would need to be discarded due to a mismatch between the research areas of the assigned co-supervisor and the main supervisor. Additionally, due to this issue, her comprehensive exam has not been conducted to date.</p> <p>In its 63<sup>rd</sup> meeting, the SPGB had rejected the same request from Ms. Sheetal and her supervisor to reinstate the previous supervisor status, which had been in place before Ms. Geetanjali, the primary supervisor, went on leave for more than six months. This decision was based on the fact that there is no provision in the PG Rules and Regulations (PG RR) to remove a co-supervisor once assigned to a student.</p> <p>In the 64<sup>th</sup> SPGB meeting, the DPGC convener acknowledged that it was a mistake on the part of the DPGC to assign a caretaker supervisor, assuming it was only a temporary arrangement. After detailed deliberation, SPGB recommended the matter to the Chairman Senate for consideration of supervisor change as an exceptional case. SPGB emphasized that DPGC's must ensure that co-supervisors assigned by the DPGC to PhD students have relevant expertise in the students' research topic. Additionally, it was stated that adding a co-supervisor should not result in any change to the original PhD topic. The SPGB also mentioned that this should not set a precedent for future cases of supervisor changes.</p>

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Item No 64-3.7	<p><b>To consider the cases of Ph.D. students for termination from the Institute roles.</b></p> <p>SPGB discussed the matter and approved the termination of enrolment of the following Student</p>		
S. No.	Student ID	Student Name	<p align="center"><b>Termination of enrolment due to following PG Rules and Regulations</b></p>
1.	2019REE9061	Nitish Verma	PG RR Clause 11.7 (b&c):- Absence without Authorized Leave
2.	2022RCY9007	Monika	PG RR Clause 11.7 (b&c):- Absence without Authorized Leave
3.	2023RAR9024	Sachin	PG RR Clause 11.7 (b&c):- Absence without Authorized Leave
4.	2017RCE9047	Deepak Mathur	PG RR 14.1:- Completed Minimum Residency and Maximum Duration of PhD Program
5.	2023RCY9546	Wajid Ali	As per PG RR 14.7:- Minimum Academic Performance for Semester Promotion in PhD Program
6.	2021RCE9503	Pramod Kumar Meena	PG RR Clause 11.7 (b&c):- Absence without Authorized Leave
7.	2017RCP9069	Sachin Dube	PG RR 14.1:- Completed Maximum Duration of PhD Program
Item No 64-3.8	<p><b>To consider the mercy appeal of Ph.D. student Sachin Dube (2017RCP9069) for an extension of the Ph.D. program beyond seven years.</b></p>		
<p>The DPGC had recommended the mercy appeal of Mr. Sachin Dube (2017RCP9069) that he may be permitted to submit his thesis after 14 Semesters. He has three papers (two accepted and one published) in international conferences CVIP 2021, CVIP2024 and AWSS 2024. His thesis has been checked by the supervisors. DPGC recommended that Mr. Sachin Dube may be given a special permission to submit his thesis as he meets the required criteria.</p>			
<p><i>As per PG RRs. 2012 applicable to the student, It is required that at least, one paper should have been published (or accepted) in a reputed research journal or two papers in peer reviewed reputed conferences.</i></p>			
<p>SPGB deliberated on the matter, as the student has fulfilled the publication criterion of the PhD and the thesis is almost ready, forwarded the mercy case to the Senate for consideration.</p>			
Item No 64-3.9	<p><b>To consider the proposal submitted by the Department of Chemical Engineering to start two M. Tech. programme in the Department of Chemical Engineering.</b></p>		
<p>The SPGB recommended the proposal to the Senate for 'in principle' approval of the two new M. Tech. programs, namely "Chemical Engineering and Sustainability" (CE&amp;S) and "Petrochemicals and Polymer Technology (PC&amp;PT)" proposed by the Chemical Engineering Department.</p>			

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Item No 64-3.10	<p>To consider the proposal submitted by the Centre for Energy and Environment and the Department of Electronics and Communication Engineering to allow students without GATE scores for Ph.D. admission (Full-Time with Institute Assistantship).</p> <p>SPGB, after detailed deliberation, constituted a committee of the following to discuss the matter as per rules and give its recommendation in the next SPGB meeting.</p> <ol style="list-style-type: none"> <li>1. Prof. Amar Patnaik - Convener</li> <li>2. Dr. Ritu Sharma - Member</li> <li>3. Dr. Manoj Kumar - Member</li> </ol>
Item No 64-3.11	<p><b>Proposal for an Interdisciplinary Academic Structure for PG Programmes.</b></p> <p>SPGB after detailed deliberation constituted the following committee to revise the proposal including the modalities for executing the proposed Interdisciplinary Academic Structure for PG Programmes and give its recommendation in the next SPGB meeting.</p> <ol style="list-style-type: none"> <li>1. Prof. Rohit Bhakar - Convener</li> <li>2. Dr. Pilli Emmanuel Shuhakar - Member</li> <li>3. Dr. Bhagwati Sharma - Member</li> <li>4. Dr. Sumit Kumar Sonkar - Member</li> </ol>
Item No 64-4.0	<b>Items for Ratification</b>
Item No 64-4.1	<p>To ratify the list of students eligible for award of degree in PG and Ph.D. programmes in the 18<sup>th</sup> Convocation held on 18<sup>th</sup> September 2024.</p> <p>Ratified</p>
Item No 64-5.0	<b>Items for Reporting</b>
Item No 64-5.1	<p>To note the list of PG students permitted for Internship in other Institute.</p> <p>Noted</p>
Item No 64-5.2	<p>To note the list of Ph.D. students whose supervisors (Internal/External).</p> <p>Noted</p>
Item No 64-5.3	<p>To note the list of Ph.D. students converted from Full-time to Part-time.</p> <p>Noted</p>
Item No 64-5.4	<p>To note the list of the Ph.D. students permitted for Semester Withdrawal.</p> <p>Noted</p>
Item No 64-5.5	<p>To note the list of Ph.D. students permitted for research work in other institutes.</p> <p>Noted</p>

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Item No 64-5.6	To note the list of the faculty permitted to supervise Ph.D. students of other institutes.  Noted
Item No 64-5.7	To note the list of the Ph.D. Students permitted for semester extension from July 2024 to December 2024.  Noted
Item No 64-5.8	To note the list of the Ph.D. students of change of supervisor.  Noted
Item No 64-6.0	Any other item with the permission of the Chair

The meeting ended with a vote of thanks to the Chair.

  
Chairman SPGB

  
Associate Dean (PG)

Following members attend the meeting 64<sup>th</sup> SPGB Meeting held on 06/11/2024:

S. No.	Name of Faculty	Designation
1.	Prof. Suja George	Chairman, SPGB
2.	Prof. Lava Bhargava	Chairman, SUGB
3.	Prof. D. Boolchandani	Dean Academic
4.	Prof. R. K. Vyas	Nominee, Chairman Senate
5.	Dr. Yogesh Meena	Associate Dean, PG
6.	Dr. Ram Dayal	Associate Dean, UG
7.	Dr. Gireendra Kumar	Convener DPGC, Architecture and Planning
8.	Dr. Satyendra Singh Chouhan	Convener DPGC, Artificial Intelligence and Data Engineering
9.	Dr. Amartya Chowdhury	Convener DPGC, Centre For Energy and Environment
10.	Dr. Rajeev Kumar Dohare	Convener DPGC, Chemical Engineering
11.	Dr. Sumit Kumar Sonkar	Convener DPGC, Chemistry
12.	Dr. Arun Gaur	Convener DPGC, Civil Engineering
13.	Dr. Pilli Emmanuel Shubhakar	Convener DPGC, Computer Science and Engineering
14.	Dr. Neeli Satyanarayana	Convener DPGC, Electrical Engineering
15.	Dr. Ritu Sharma	Convener DPGC, Electronics and Communication Engineering
16.	Prof. Vibhuti Singh Shekhawat	Convener DPGC, Humanities and Social Science
17.	Dr. Bhagwati Sharma	Convener DPGC, Material Research Center
18.	Dr. Ritu Agarwal	Convener DPGC, Mathematics
19.	Dr. Amar Patnaik	Convener DPGC, Mechanical Engineering
20.	Dr. Manoj Kumar	Convener DPGC, Physics

The following members could not attend the meeting:

1.	Prof. Dilip Sharma	Ex-Chairman, SPGB
2.	Dr. Makkhan Lal Meena	Convener DPGC, Centre For Rural Development
3.	Dr. Reeta Singh	Convener DPGC, Management Studies
4.	Dr. Jyotirmaya Kar	Convener DPGC, Metallurgical and Materials Engineering
5.	Prof. M. K. Shrimali	Convener DPGC, National Centre For Disaster Mitigation and Management
6.	Shilpa Priyadarshni Das (2022PWC5409)	Student nominee
7.	Manisha Prajapat (2022REC9501)	Student nominee

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**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR****MINUTES OF THE 46<sup>th</sup> MEETING OF SUGB HELD ON 6<sup>th</sup> November 2024**

46<sup>th</sup> Meeting of SUGB held on 6<sup>th</sup> November 2024 at 03:30 PM in the NKN-I Prabha Bhawan MNIT Jaipur.

The following agenda items were discussed, and the recommendations are as follows:

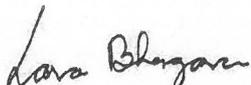
Item No. 46-1.0	<b>To confirm the minutes of the 45th meeting of SUGB held on 31st July 2024.</b>  The minutes were confirmed.
Item No. 46-2.0	<b>To Note the "Action Taken" on the decisions taken in 45th meeting of the SUGB.</b>  Action taken on the decision made were noted
Item No. 42-3.0	<b>Items for Consideration.</b>
Item No. 46-3.1	<b>To consider the recommendations of the committee constituted to decide the implementation of the modalities to permit students for internship.</b> SUGB, after detailed deliberation, decided that the recommendations of the committee regarding the implementation of the modalities to permit students for internship may be sent to the respective DUGCs/HoDs to discuss the matter in their DFBs and the comments on the proposal will be discussed in next SUGB meeting.
Item No. 46-3.2	<b>To consider the proposal submitted by the Department of Physics to float new Open Elective Courses for UG Students.</b>  SUGB discussed the proposal submitted by the Department of Physics to float new Open Elective Courses for UG Students. It was observed that similar courses are also offered by the Department of Electronics and Communication and Computer Science Engineering. The SUGB decided to constitute a committee of Convener DUGC of Electronics and Communication, Computer Science Engineering and Physics to see the course contents and possible overlaps, if any, before proposing an open elective course. "Quantum Computing with Quantum Physics" and place it in next SUGB meeting.
Item No. 46-3.3	<b>To consider the proposal of Implementation of Mid-Term Feedback.</b>  It was decided to send the proposed Mid-Term Feedback form to the Departments to discuss in their DFBs and place the proposal with the suggestions received from the departments in the next SUGB.
Item No. 46-3.4	<b>To consider the proposal of Implementation of Exit Feedback.</b>  It was decided to send the proposed Exit Feedback form to the Departments to discuss in their DFBs and place the proposal with the suggestions received from the departments in the next SUGB.
Item No. 46-3.5	<b>To consider change in the appointment of Program Advisor for Each Year to Each Batch of the UG program.</b>

	SUGB, after detailed deliberation advised to seek the recommendations of departments through their DFBs and place the proposal with the suggestions received from the departments in the next SUGB.
Item No. 46-3.6	<b>To consider the proposal submitted by the Department of Civil Engineering to teach Management course 22BMT922: Management Principles for Engineers to UG first-year students in place of 22BT921: Basics of Management.</b>  SUGB deliberated and recommended the proposal to the Senate and advised that the change in Scheme may be applicable from the next academic year.
Item No. 46-3.7	<b>To consider the Common Framework and Guidelines for Audit Courses.</b>  It was decided to send the proposal of Common Framework and Guidelines for Audit Courses to the Departments to discuss in their DFBs and place the proposal with the feedback received from the departments in the next SUGB.
Item No. 46-3.8	<b>To consider the updated format of the Grade Sheet due to the introduction of Minor/Honors programs for UG students.</b>  SUGB deliberated and recommended to the Senate the proposed updated format of the Grade Sheet. It was made in light of the introduction of Minor/Honors programs for UG students, which necessitated an updated grade sheet format.
Item No. 46-4.0	<b>Items for Reporting</b>
Item No. 46-4.1	<b>To report the list of UG students permitted for internship during the Academic Year 2024-25 (Odd Semester).</b> Noted
Item No. 46-5.0	<b>Items for Ratifications</b>
Item No. 46-5.1	<b>To ratify the permission to run two Open Electives courses of the Odd semester 2024-25 with less registered students from the approved lower limit.</b> Item was Ratified
Item No. 46-5.2	<b>To ratify the list of students eligible for award of degree in UG programmes in the 18<sup>th</sup> Convocation held on 18<sup>th</sup> September 2024.</b>  Item was Ratified
Item No. 46-6.0	<b>Table Agenda</b>
Item No. 46-6.1	<b>To consider the Scheme/Syllabus of the new UG course Human Values and Professional Ethics. (Item no. 45-3.1 in the attached Minutes of the 45th Meeting of the SUGB held on July 31, 2024).</b>  SUGB, after detailed deliberation, requested the department to address the following points and submit its recommendation:- 1. What will be the effect on the present semester-wise credit distribution of the existing scheme? 2. Any overlaps with the courses already offered by the departments CSE, AIDE and ECE

Laxmi Bhargava  
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<b>Item No.</b> 46-6.2	<p>To consider the Scheme/Syllabus of the two courses - <i>Soft Skills: Foundational Training</i>, and <i>Soft Skills: Advanced Training Courses</i> for B.Tech programme, submitted by the Dept. of HSS (Item no. 45-3.2 in the attached Minutes of the 45th Meeting of the SUGB held on July 31, 2024)</p> <p>SUGB, after detailed deliberation, requested the department to address the following points and submit its recommendation:-</p> <ol style="list-style-type: none"><li>1. What will be the effect on the present semester-wise credit distribution of the existing scheme?</li><li>2. Any overlaps with the courses already offered by the Department of Civil Engineering.</li><li>3. Availability of labs for conducting classes.</li></ol>
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Lara Bhargava  
Chairman SUGB

  
Associate Dean (UG)

The meeting was attended by the following members:

S. No.	Name of Faculty	Designation
1.	Prof. Lava Bhargava	Chairman SUGB
2.	Prof. Suja George	Chairman SPGB
3.	Prof. D. Boolchandani	Dean Academic
4.	Dr. Yogesh Meena	Associate Dean PG
5.	Dr. Ram Dayal	Associate Dean UG
6.	Dr. Preeti Bhatt	Head, Department of Humanities and Social Science
7.	Dr. Mahipal Prithvisinh Jadeja	Convener DUGC, Department of Artificial Intelligence and Data Engineering
8.	Dr. Sunanda Sinha	Convener DUGC, Department of Centre for Energy and Environment
9.	Dr. Arka Prokash Mazumdar	Convener DUGC, Department of Computer Science and Engineering
10.	Dr. Vinay Pratap Singh	Convener DUGC, Department of Electrical Engineering
11.	Dr. Kuleep Singh	Convener DUGC, Department of Electronics and Communication Engineering
12.	Dr. Niraja Saraswat	Convener DUGC, Department of Humanities and Social Science
13.	Dr. Aakanksha Kataria	Convener DUGC, Department of Management Studies
14.	Dr. Sanjay Bhattar	Convener DUGC, Department of Mathematics
15.	Dr. Gunjan Soni	Convener DUGC, Department of Mechanical Engineering
16.	Dr. Krishna Kumar	Convener DUGC, Department of Metallurgical and Materials Engineering
17.	Dr. Anirban Dutta	Convener DUGC, Department of Physics
18.	Dr. Nidhi Bansal	Assistant Professor, Department of Humanities and Social Sciences
19.	Himanshu Kushwaha (2022UCP1186)	Student Nominee

Following members couldn't attend the meeting:

S. No.	Name of Faculty	Designation
1.	Prof. Rajeev Shringi	Ex-Chairman, SUGB
2.	Dr. Nivedita Kaul	Nominee Chairman Senate
3.	Ms. Kalpana Pandit	Convener DUGC, Department of Architecture and Planning
4.	Prof. Rohit Goyal	Convener DUGC, Department of Civil Engineering
5.	Dr. U. K. Arun Kumar	Convener DUGC, Department of Chemical Engineering
6.	Dr. Pradeep Kumar	Convener DUGC, Department of Chemistry
7.	Dr. Kamakshi Pandey	Convener DUGC, Department of Material Research Center
8.	Manvendra Singh (2021UCH1649)	Student Nominee

Lava Bhargava



## MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Minutes of the 44<sup>th</sup> Meeting of the Academic Affairs Committee (AAC)

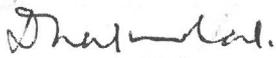
The 44<sup>th</sup> Academic Affairs Committee (AAC) meeting was held on 21<sup>st</sup> August 2024 at 3:00 PM in Meeting Room-1, Near Deans office, Prabha Bhawan. The following members attended the meeting:

1. Prof. D. Boolchandani (Dean, Academics)
2. Prof. Lava Bhargava (Chairman, SUGB)
3. Dr. Yogesh Kumar Meena (Associate Dean PG)
4. Dr. Ram Dayal (Associate Dean UG)

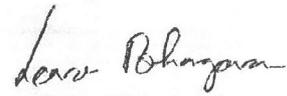
Item No.	Particular
44-1.0	<b>Items for Consideration.</b>
44-1.1	<p><b>To consider the Academic Calendar for UG/PG first year (Odd) Semester 2024-25.</b></p> <p>AAC approved the Academic Calendar for UG/PG first (odd) semester 2024-25. AAC also decided that the Syllabus for UG/PG first semester Mid Term exams will be 40%.</p>
44-1.2	<p><b>To consider the request of Mr. Ambuj Singh (2019UME1291) for semester withdrawal without late fee and to allow him to register for current semester.</b></p> <p>AAC deliberated the case and recommended the post facto Semester withdrawal for the 10<sup>th</sup> Semester (Jan 2024 to June 2024). The candidate has to deposit the due fee with a late fee of Rs.10,000/-.</p> <p>For the current semester (July 2024-Dec. 2024), he submitted an application on 23.07.24. (last date without late was 22.07.2024). So he may be permitted to register with a late fee payment of Rs.1,000/-.</p>
44-1.3	<p><b>To consider the request of Mr. Deepanshu Nehra (2020UME1109) to waive the fee of 7<sup>th</sup> Semester.</b></p> <p>Mr. Deepanshu Nehra (2020UME1109) was admitted in the Academic Year 2020-21 in the Department of Mechanical Engineering. As decided by the 39<sup>th</sup> AAC, he was suspended for a semester during the 7<sup>th</sup> Semester, and as per the decision, his suspension period was considered a forced withdrawal, and he had to deposit a fee similar to the cases of semester withdrawal i.e. Institute fee. Accordingly, he was intimated several times, but to date, he has not deposited his Institute fee for the 7<sup>th</sup> Semester.</p> <p>A request dated 08-08-2024 was submitted by Mr. Deepanshu Nehra (2020UME1109) to waive the Institute fee for the 7<sup>th</sup> semester. Presently, he is in the IX semester, and his status is inactive due to non-payment of fees for the 7<sup>th</sup> semester.</p> <p>AAC deliberated the matter and decided to permit him to withdraw from the 7<sup>th</sup> Semester without late fee as it was forced withdrawal.</p>
44-1.4	<p><b>To consider the waiver of the late fee of semester withdrawal of Mr. Jangale Abhishek Yogesh (2019UEE1262).</b></p> <p>Mr. Jangale Abhishek Yogesh was admitted in the Academic Year 2019-20 in the Department of Electrical Engineering. He applied for the semester withdrawal of the XI semester on July 16, 2024, and then on August 1, 2024. DUGC, in his email dated August 2,</p>

	<p>2024, recommended for the Semester withdrawal. His semester withdrawal was approved on August 7, 2024.</p> <p>AAC considered the waiver of the late fee for the semester withdrawal of Mr. Jangale Abhishek Yogesh (2019UEE1262) considering the delay due to language ambiguity in mail by the student.</p>
44-2.0	<b>Any other items with the permission of the chair.</b>

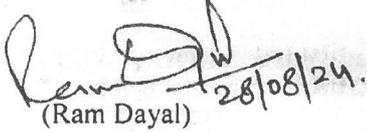
The meeting ended with a vote of thanks to the chair.



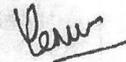
(D. Boolchandani)  
Dean Academic



(Lava Bhargava)  
Chairman SUGB

 28/08/24.

(Ram Dayal)  
Associate Dean UG



(Yogesh Kumar Meena)  
Associate Dean PG

# MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

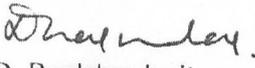
## Minutes of 45<sup>th</sup> Meeting of Academic Affairs Committee (AAC)

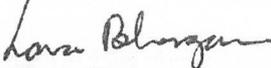
The 45<sup>th</sup> Academic Affairs Committee (AAC) meeting was held on 17<sup>th</sup> September 2024 at 10:00 AM in the office of the Dean Academic, Prabha Bhawan. The following members attended the meeting:

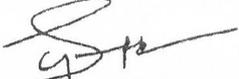
1. Prof. D. Boolchandani (Dean, Academics)
2. Prof. Lava Bhargava (Chairman, SUGB)
3. Prof. Suja George (Chairman, SPGB)
4. Dr. Yogesh Kumar Meena (Associate Dean PG)
5. Dr. Ram Dayal (Associate Dean UG)

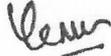
Item No.	Particular
45-1.0	Items for Consideration.
45-1.1	<p><b>To consider the Degree Certificate Template of Ph.D. for Uploading and Publication on NAD Digi Locker.</b></p> <p>In the 42<sup>nd</sup> AAC meeting, suggestions were given for modifying the format of Ph.D. degree which is to be uploaded on NAD Digi Locker. Now, the modified format is available on NAD portal, and the same is approved.</p>

The meeting ended with a vote of thanks to the chair.

  
(D. Boolchandani)  
Dean Academic

  
(Lava Bhargava)  
Chairman SUGB

  
(Suja George)  
Chairman SPGB

  
(Yogesh Kumar Meena)  
Associate Dean PG

  
(Ram Dayal)  
Associate Dean UG

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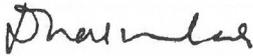
## Minutes of the 46<sup>th</sup> Meeting of the Academic Affairs Committee (AAC)

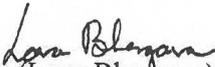
The 46<sup>th</sup> Academic Affairs Committee (AAC) meeting was held on 07 November 2024 at 4:00 PM in the office of Dean Academic, Prabha Bhawan. The following members attended the meeting:

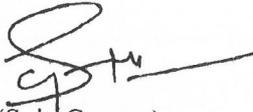
1. Prof. D. Boolchandani (Dean, Academics)
2. Prof. Lava Bhargava (Chairman, SUGB)
3. Prof. Suja George (Chairman, SPGB)
4. Dr. Yogesh Kumar Meena (Associate Dean PG)
5. Dr. Ram Dayal (Associate Dean UG)

Item No.	Particular
46-1.0	<p>To confirm the minutes of the 45<sup>th</sup> meeting of the AAC held on 17th September 2024 at 10:00 AM.</p> <p>The AAC confirmed the minutes of the 45<sup>th</sup> meeting of the AAC held on 17th September 2024.</p>
46-2.0	<p>To note the "Action Taken" on the decisions taken in the 45<sup>th</sup> meeting of the AAC.</p> <p>The AAC noted the action taken report on the decision taken in its 45<sup>th</sup> meeting.</p>
46-3.0	<p><b>Items for Consideration.</b></p>
46-3.1	<p>To consider Minor change in the Academic Calendar of odd Semester 2024-2025.</p> <p>The statement "End Term Examinations (ETE) of Laboratory and Theory Courses. (Exam of practical courses will be conducted after theory courses)" <b>be read as</b> "End Term Examinations (ETE) of Laboratory and Theory Courses. (Exam of practical courses will be conducted <b>Before</b> theory courses)" this change is applicable to all UG/PG/PhD students except First year UG and PG students.</p>
46-3.2	<p>To consider the case of pending documents of newly admitted UG/PG/PhD students.</p> <p>AAC discussed and approved that the Migration/Cast certificate's issued digitally and can be verifiable online may be accepted, and the students be informed that they may submit the pending documents by 18th November 2024 positively; otherwise, they will not be allowed to appear in the END Term examination, and their admission shall be canceled.</p>

The meeting ended with a vote of thanks to the chair.

  
(D. Boolchandani)  
Dean Academic

  
(Lava Bhargava)  
Chairman SUGB

  
(Suja George)  
Chairman SPGB

  
(Ram Dayal)  
Associate Dean UG

  
(Yogesh Kumar Meena)  
Associate Dean PG