

# KAMLA NEHRU INSTITUTE OF TECHNOLOGY SULTANPUR

## ORDINANCES

For

### **Bachelor of Technology (B.Tech.) Programmes**

[Approved by Academic Council meeting dated -----]

(Effective from the Session – 2012-13\*)

#### **1. Admission :**

Admission to B. Tech. First Year in 1<sup>st</sup> semester and lateral admission to B. Tech. Second Year in 3<sup>rd</sup> semester (lateral entry candidates only) will be made as per the rules prescribed by the Academic Council of the G.B. Technical University, Lucknow.

#### **2. Eligibility for Admission :**

- 2.1 Admission to B. Tech. First Year through Entrance Examination and admission to B. Tech. Second Year through Lateral Entry Scheme will be as per norms of G.B. Technical University, Lucknow.
- 2.2 Admission on B. Tech. First Year seats remaining vacant after entrance examination counseling of G.B. Technical University, Lucknow may be filled up at the Institute level provided Government of U.P. /G.B. Technical University permits/notifies norms in above regard.
- 2.3 The G.B. Technical University, Lucknow shall have power to amend or repeal the eligibility criteria for admission as per the guidelines of All India Council for Technical Education (A.I.C.T.E.).

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\* The ordinances will come into force with effect from AY 2012-13 only for First Year students. The students admitted before the AY 2012-13 shall continue to be governed by the relevant rules/ordinances of G.B. Technical University, Lucknow.

### **3. Attendance :**

**3.1** Students are required to attend 100% classes. Any relaxations in attendance are subject to the satisfaction of concerned HOD/Director. Normally student shall not be allowed to appear in a semester examination unless he / she has an overall average 75% attendance and 60% attendance in each of the theory / practical subjects in that semester. Attendance for dissertation work shall be verified by the supervisor / guide. However, an additional shortage by an amount not exceeding 15% of the total number of lectures delivered or practical work done in each subject may be condoned for special reasons as given below.

(a) A shortage up-to 5% of the total number of lectures delivered or practical work done in each subject may be condoned by the Head of the Department.

(b) A further shortage upto 10% may be condoned by the Director of the Institute on the specific recommendation of the concerned Head of Department.

**3.2** No student will be allowed to appear in the end semester examination if he/she does not satisfy the overall average attendance requirements of Clause Nos. 3.1 and such candidate(s) shall be treated as having failed and will be further governed by clause no. 4.2 & 4.3.

**3.3** The attendance shall be counted from the date of admission in the Institute or start of academic session whichever is later.

**(Note: For the purpose of the attendance not more than three periods including lecture and tutorial in the same subject shall be counted on any one day).**

#### **4. Duration of Courses :**

- 4.1. Total duration of the B. Tech. Course shall be 4 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. from time to time.
- 4.2. A candidate, who has failed twice in first year due to any reason, including due to his/her non-appearance or he/she being not permitted to appear in semester examinations, shall not be allowed to continue his/her studies further subject to clause 9.

Provided further that if a student wishes to continue third time in first year he/she may be allowed on the recommendation of a committee constituted by the Director. However, the maximum time allowed for completing the course shall remain the same as in clause 4.3.

- 4.3. The maximum time allowed for a candidate admitted in 1<sup>st</sup> /3<sup>rd</sup> semester (for lateral entry) for completing the B. Tech. course shall be 7 (seven)/ 5 (five) years respectively, failing which he/she shall not be allowed to continue for his/her B. Tech. degree.

#### **5. Curriculum :**

- 5.1. The 4 year curriculum has been divided into 8 semester and shall include lectures, tutorials, practicals, seminars and projects etc. in addition to industrial training and educational tour etc. as defined in the scheme and executive instructions issued by the Institute from time to time.
- 5.2. The curriculum shall also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the Institute from time to time.

## **6. Change of Branch :**

- 6.1.** Change of branch may be allowed against the vacant seats at the following two stages, provided criteria in the following sub clauses are satisfied.
- (i) In first year, after the last date of admission to the B. Tech. 1<sup>st</sup> semester, on the basis of merit of entrance examination on vacant seats subject to clause 6.2.
  - (ii) In the second year, on the basis of merit at the B. Tech. first year examination for those who are passed without any carry over papers subject to clause 6.2.
- 6.2.** After change of branch, number of students in branch (s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of intake approved by A.I.C.T.E.
- 6.3.** Change of branch is not applicable to the candidates admitted in Second Year of B. Tech. courses (lateral entry) as per clause 2.
- 6.4.** The change of branch if allowed will become effective from B. Tech. 3<sup>rd</sup> semester.
- 6.5.** Further change of branch shall not be permitted.

## **7. Examination :**

- 7.1.** The performance of a student in a semester shall be evaluated through continuous class assessment and End Semester Examinations. The continuous assessment shall be based on class tests, assignments/tutorials and quizzes/viva-voce. The marks for continuous assessment (sessional marks) shall be awarded at the end of the semester. The End Semester Examination shall comprise of written papers, practicals, viva-voce, assignments, project work, and design reports or by means of any combination of these methods.
- 7.2.** The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminar, project, industrial training and general proficiency shall be as prescribed.

- 7.3. The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and sessional work.
- 7.4. To pass the Examination, a candidate shall be required to obtain in each examination at least.
- (i) 40% marks in each theory paper examination.
  - (ii) 40% marks in each practical/viva-voce examination.
  - (iii) 50% marks in project examination.
  - (iv) 50% marks in each of the sessional.
  - (v) 50% marks in the aggregate of autumn and spring semester examination of an Academic Year.
- 7.5. There shall be no pass marks in General Proficiency (G.P.) However; marks of General Proficiency shall be added to the result.

## **8. Moderation of Question Papers :**

- 8.1 All the question papers received by Controller of Examination shall be moderated by the concerned department. For all Engineering Departments, the committee shall comprise of:
- (i) Head of Department.
  - (ii) Two faculty members nominated by Director.
- 8.2 For Applied Science & Humanities Department, the committee will comprise of Head of the Department and one faculty member in each subject nominated by Director.
- 8.3 If any question paper is rejected or altered to the extent of more than 40%, the committee will submit a report to the Director citing the reason for rejection/alteration thereof.
- 8.4 Moderated papers shall be submitted to the Director directly by concern Head of Department. The Director will select one question paper for the each subject. While selecting a question paper for a subject, the following guidelines shall be followed:

- (i) Efforts shall be made that half the question papers for a departmental subjects are internal and rest half are external, provided that the external papers are available.
- (ii) Director's office shall maintain a record of external and internal papers of each semester, so that in the semester of following years, the external and internal paper subjects could be rotated.

### **9. Promotion :**

- 9.1.** A candidate satisfying all the requirements of clause 7 shall be promoted to the next Academic Year of study.
- 9.2.** A candidate shall not be eligible for the promotion to the next academic year of study if he/she fails to satisfy the requirements of clause 7.4 in more than **4 theory subjects and 2 practical/project subjects** on the basis of combined result of both semesters examination of a particular Academic Year.
- 9.3.** A candidate shall not be promoted to Third Year or Fourth Year unless he/she clears all the carry over papers of First Year or Second Year respectively.
- 9.4.** All other candidates who do not satisfy conditions laid down in clause 9 shall be declared as failed and shall be required to repeat the whole Academic Year after taking readmission. This facility is, however, subject to the time limits stipulated in clause 4.

### **10. Carryover System :**

- 10.1** A candidate who satisfies the requirements of clause 9.2 shall be required to appear in those theory papers/practicals in which he/she has failed. A student of First Year/Second Year will be allowed to appear in the subsequent semester examinations in those theory/practical subjects in which he/she failed in the First Year

examination, provided examination of those theory/practical subjects are held in subsequent semesters.

- 10.2** The marks awarded to a candidate in the carry over examination shall be the arithmetic mean of the minimum pass marks and the marks secured by the candidate in carry over examination. A remark regarding carry over paper examination shall be mentioned in the revised mark-sheet issued to the candidate. However, if the candidate fails to secure minimum pass marks prescribed for the subject in carry over examination, the original marks shall remain unchanged.

**11. Ex-studentship :**

- 11.1.** A candidate opting for ex-studentship shall be required to appear in all the theory & practical subjects in the End Semester Examinations of both semesters of the same Academic Year. However, the marks of Sessional, Industrial Training, Seminar and General Proficiency shall remain the same as those secured by him/her in the previous Academic Year(s).
- 11.2.** A candidate opting for ex-studentship shall be required to apply to the Institute by paying only examination fee within 15 days from the start of new session.

**12. Re-admission :**

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

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

### **13. Results :**

**13.1.** The result of a candidate shall be declared on the basis of performance of both semesters of the same Academic Year. However, a Final Year student who is not permitted in any one of the final year semester examinations due to shortage of attendance, will be permitted in that particular semester of the next Academic Year to study as a regular student and appear in that semester examination.

**13.2.** Result of the final year shall be declared on the basis of working out Grand Total by adding marks of all the years of study in the following ways:

(a) For Candidates admitted to B. Tech. (four year course):

I Year	25% of aggregate marks
II Year	50% of aggregate marks
III Year	75% of aggregate marks
IV Year	100% of aggregate marks

(b) Candidates admitted in III Semester of B. Tech. course (lateral entry):

II Year	50% of aggregate marks
III Year	75% of aggregate marks
IV Year	100% of aggregate marks

### **14. Award of Division :**

**14.1.** The division shall be awarded on the basis of Final Year result.

**14.2.** If a candidate passes all examinations and secures 50% or more marks but less than 60% marks, he/she shall be placed in **SECOND DIVISION**.

**14.3.** If a candidate passes all examinations and secures 60% or more marks, he/she shall be placed in **FIRST DIVISION**.

**14.4** If a candidate passes all examinations in first attempt without grace marks and secures 75% or more marks, he/she shall be placed in **FIRST DIVISION WITH HONOURS**.



## **15. Grace Marks :**

- 15.1.** A candidate may be awarded grace marks up to a maximum of 10 marks in maximum of four subjects provided deficiency in any of the subjects does not exceed five marks which shall include all theory papers, practical exams, projects, sessionals in each Academic Year with a further provision that he/she can be declared to have passed in that Academic Year by the award of these grace marks.
- 15.2.** The grace marks can only be availed by the candidate if he/she has secured 50% or more marks in the respective Academic Year. However, the grace marks so availed shall not be added to concerned subjects and grand total.

## **16. Scrutiny and Re-Evaluation :**

- 16.1** Scrutiny shall be permitted within two weeks after declaration of result and will only be allowed in theory papers on the request of a student after deposition of prescribed fee for each subject decided by the Institute.
- 16.2** Re-evaluation of theory/practical papers is not permitted. However, challenge evaluation may be exercised by a student.
- 16.3** The challenge evaluation of theory papers shall be allowed under following circumstances, on the request of a student after deposition of prescribed fee for each subject decided by institute.
- (i) After having got scrutiny of a subject done if a student is not satisfied, he can opt for challenge evaluation within a week of the scrutiny result.
  - (ii) The student can apply for challenge evaluation on a prescribed format.
  - (iii) The challenge evaluation shall be done by two experts of the subject appointed by the Director from the approved list of

examiners and/or on the recommendation of concerned Head of Department.

- (iv) The student will be awarded arithmetic mean of the marks awarded by the two subject experts.
- (v) The marks awarded by the original examiner shall stand null & void.
- (vi) If the variation between marks originally awarded and arithmetic mean of those awarded by two experts is of 10 marks or more, challenge evaluation fee shall be refunded to the student.

**17. Unfair means :**

Cases of unfair means in the End Semester Examinations and Mid-Term Tests shall be dealt as per the rules of the Institute given in **appendix A** and The U.P. Public Examination. (Prevention of Unfair means) Act.

**18. Award of Sessional Marks :**

Sessional marks for theory subjects, practicals and projects shall be awarded as prescribed in scheme of courses, the break-up of sessional marks shall be as follows:

- (a) Theory Subjects:
  - (i) Class test which will comprise of 60%  
Two mid-term tests of equal weightage
  - (ii) Teacher's Assessment through 40%  
Tutorial/Assignment/Quizzes
- (b) Practical:
  - (i) Two mid-term viva-voce/tests of 50%  
equal weightage
  - (ii) Teacher's Assessment through 50%  
Lab, Record, Attendance

- (c) Only one make-Up test may be held for those students who could not appear in any one (or both) of the Mid-Term tests due to genuine reasons for which the prior permission from the Head of the Department was taken or for those who wish to improve their performance in sessional marks. Make-up test shall be conducted by the concerned subject teacher and ordinarily be held about two weeks before the End Semester Examination. The syllabus for the make-up test shall be the whole syllabus of the subject. For awarding the sessional marks, two best test performances shall be taken into consideration.
- (d) If any student obtains less than 50% marks in sessional marks, the case of such student(s) shall be reported by concerned teacher in writing along with award sheet to the concerned Head of the Department. The Head of the Department shall form a scrutiny committee comprising of three faculty members of the department. The scrutiny committee shall evaluate the awarded marks on the basis of records provided by concerned teacher. The marks awarded by scrutiny committee shall be final.

**19. Award of General Proficiency Marks :**

**19.1** The marks in General Proficiency shall be awarded on the following basis:

- |       |  |     |
|-------|--|-----|
| (i)   | Head of concerned Department   | 30% |
| (ii)  | Co-curricular & Extra-curricular activities (Games, Sports, Cultural and literary activities etc.)<br>(to be awarded by the Chairman, CSA) | 40% |
| (iii) | Discipline (Inside and Outside Institute campus)<br>(to be awarded by the DSW)   | 30% |

**19.2** The marks of General Proficiency will be compiled by the Dean Students Welfare.

**20. Award of Seminar Industrial Training, Educational Tour Marks :**

**20.1** The marks in Seminar, Industrial Training and Educational Tour shall be awarded by a committee consisting of following members:

- (i) Head of the Department or his/her nominee.
- (ii) Concerned Faculty.
- (iii) One senior Faculty Member of the department nominated by the Head of Department.

**20.2** The marks shall be awarded on the following basis:

- (i) Write-up/Report 50%
- (ii) Presentation 50%

**21. Cancellation of Admission :**

The admission of a student at any stage of study shall stand cancelled if:

- (i) He/she is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University.

or

- (ii) If he/she fails to submit qualifying examination result/mark sheet after getting admission to B. Tech. First Semester/Third Semester (lateral entry) within a prescribed time.

or

- (iii) He/she is found unable to complete the course within the stipulated time as prescribed in clause 4.2.

or

- (iv) He/she is found involved in creating indiscipline in the Institute.

**22. Award of Medals :**

The following medals shall be awarded to passing out meritorious students of the institute with a provision that the prospective medal recipients fulfill the conditions laid down in clause 13.

- (i) Vice Chancellor's Gold, Silver and Bronze Medals for first three overall toppers of the institute.
- (ii) Institute's Gold, Silver and Bronze Medals for first three toppers in each branch of Engineering.
- (iii) Kamla Nehru Gold, Silver and Bronze Medals for first three overall toppers among the girl students of the institute.
- (iv) Any other medal instituted by staff of the institute and/or eminent person of the society.

**23.** The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation

**24.** Any legal issues arising out of the rules/provisions contained in the ordinances shall fall under the sole jurisdiction of District Sultanpur.

## APPENDIX - A

The cases of examinees using unfair means/act(s) of indiscipline in the examination shall be dealt with according to the following rules.

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1.	(i) If an examinee is found to have on his/her person, material not related to any one of the subjects in that particular end semester examination.	No punishment
	OR	
	(ii) If the committee feels that the Statement/statements or supervisory staff is/(are)contradictory.	
2.	If an examinee is found to have on his/her person, material, related to the subject/paper, whether asked in the paper or not but has NOT USED the materials as per report of the examiner.	Examination in that paper shall only be cancelled. He/she shall be allowed to appear in the concerned paper in next Academic Year/ Examination.
3.	(i) If an examinee is found to have on his person, material related to the subject/paper & has USED the material as per examiner's report. AND/OR	Whole examination of that year be cancelled.
	(ii) If an examinee is found helping another examinee/receiving help from another person (orally or otherwise) or found copying form any material (such as written on palm, clothe etc. which cannot be produced as a tangible evidence.	
	(iii) If the UFM is confirmed after Scrutiny of answer book by the Examiner.	
4.	(i) If an examinee is found using UFM second time either in the Same paper or in any other Paper of the examination.	Whole examination of that year be cancelled and be debarred from appearing in any examination and also for the subsequent year.
	(ii) If an examinee is found Misbehaving with staff (Invigilator etc.)	

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<p>5. (i)</p> <p>(ii)</p>	<p>If an examinee is found guilty Of indulging in any immoral Act(s) (such as replacement of Answer book or part there of or Insertion of extra relevant Material).</p> <p>If an examinee is found in Possession of any weapon.</p>	<p>Whole examination of that year be cancelled and be debarred from appearing in any examination for TWO Subsequent year.</p>
<p>6.</p>	<p>If an examinee is found Using UFM three or more Times in the same paper/ In other paper(s) of the Examination.</p>	<p>Whole examination of that year be cancelled and be debarred from appearing in any examination for THREE Subsequent years.</p>
<p>7. (i)</p> <p>(ii)</p>	<p>If an examinee is found using A weapon or attacking any person concerned with the examination.</p> <p>If any examinee assaults/tries to physically assault/threaten any person concerned with the examination even after the examination Hours whether within or outside the Institute campus and if the concerned person reports the matter to Institute/ District authority</p>	<p>Whole examination of that year be canceled and be debarred from appearing in any examination of the Institute for FIVE subsequent Years.</p>