



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज -211004 [भारत]  
**Motilal Nehru National Institute of Technology Allahabad**  
**Prayagraj-211004 [India]**  
Website: <http://www.mnnit.ac.in>

Minutes of the Sixty-third [63<sup>rd</sup>] meeting of the Board of Governors held on November 27, 2020 at 03:00 p.m. through On-line mode [on Google Meet] as well as Conference Room, Babasaheb Bhimrao Ambedkar University, Lucknow.

Following members of the Board of Governors attended the meeting.

1. **Prof. Devendra Pratap Singh** Chairperson  
Distinguished Professor, IIT (BHU),  
Varanasi - 221005 (U.P.)
2. **Prof. Rajeev Tripathi** Member  
Director,  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj – 211004
3. **Shri Madan Mohan** Member  
Additional Director General [HE],  
Department of Higher Education, Ministry of Education,  
Government of India, Shastri Bhawan, New Delhi-110 001.  
[attended online]
4. **Smt. Darshana M Dabral** Member  
Joint Secretary and Financial Adviser, Integrated Finance Division,  
Ministry of Education, Government of India, Shastri Bhawan, New Delhi- 110 001  
[attended online]
5. **Prof. Neeraj Misra** Member  
Professor, Department of Mathematics & Statistics  
Indian Institute of Technology, Kanpur, Kanpur 208 016  
[nominee of Director, IIT Kanpur]  
[attended online]

*Wale*

*Wale*

- |    |  |           |
|----|--|-----------|
| 6. | <b>Shri Manish Kapoor</b><br>62, Gandhinagar, Sagra<br>Varanasi- 221010<br>[attended online]   | Member    |
| 7. | <b>Prof. M. M. Gore</b><br>Professor, Department of Computer Science & Engineering,<br>Motilal Nehru National Institute of Technology Allahabad,<br>Prayagraj – 211004.<br>[attended online]     | Member    |
| 8. | <b>Dr. Vandana Agrawal</b><br>Assistant Professor, Department of Mechanical Engineering,<br>Motilal Nehru National Institute of Technology Allahabad,<br>Prayagraj – 211004<br>[attended online] | Member    |
| 9. | <b>Dr. Sarvesh K Tiwari</b><br>Registrar<br>Motilal Nehru National Institute of Technology Allahabad,<br>Prayagraj – 211004  | Secretary |

The Chairperson extended a warm welcome to the members and thanked them for taking their time out to attend the meeting.

The Board of Governors deliberated on the agenda items, and agenda item-wise proceedings are as under:

**Item No. 63.01** : To confirm the minutes of the Sixty-second [62<sup>nd</sup>] meeting of the Board of Governors held on 30.09.2020.

**Resolution** : The Board of Governors considered the Institute proposal for confirmation of minutes of its Sixty-second [62<sup>nd</sup>] meeting held on 30.09.2020 and noted that no comments have been received, from any of the members.

Considering the above, the Board of Governors resolved to confirm the minutes of its Sixty-second [62<sup>nd</sup>] meeting held on 30.09.2020.



**Item No. 63.02** : To report the action taken on the decisions taken in the Sixty-second [62<sup>nd</sup>] meeting of the Board of Governors held on 30.09.2020.

**Resolution** : The Board of Governors perused the action taken by the Institute on the decisions taken in its Sixty-second [62<sup>nd</sup>] meeting held on 30.09.2020.

The Board of Governors resolved that action taken by the Institute on the decisions taken in its Sixty-second [62<sup>nd</sup>] meeting of the Board of Governors, as circulated along with the agenda papers be noted and taken on record.

**Item No. 63.03** : **Directors' Report.**

**Resolution** : The Director presented the report and apprised the Board of Governors about the activities and developments in the Institute, since the last meeting of the Board of Governors.

The Board of Governors expressed pleasure over the progress made by the Institute during the period.

The Board of Governors also expressed its pleasure on successfully organizing the activities of CSAB-2020 by the Institute.

The Board resolved that the presentation of the Director may be taken on record.

**Item No. 63.04** : To confirm and ratify the decisions of the Chairperson, Board of Governors on:

[A] Permission on request of faculty members for attending Conference outside India [approved on 26.10.2020]

[B] Letter F. No. 35-5/2017-TS.III, dated 27.10.2020 received from the Ministry of Education, on the subject "*Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations of the Board of Governors of the Institute-regarding*" in accordance with the decisions of the Council of NITSER taken in its 11<sup>th</sup> and 12<sup>th</sup> meetings and to adopt the same through circulation.



[C] Recommendations of the Departmental Promotion Committee for promotion / financial upgradation of Non-teaching staff of the Institute held on 30.10.2020.

Resolution : [A] The Board of Governors noted the approval accorded by the Chairperson, Board of Governors on the request of following faculty members for attending conferences outside India on 26.10.2020, as under:

- (i) Dr. Deepak Kumar, Assistant Professor (Grade-I), Department of Electrical Engineering for oral presentation and publication of his papers titled "(i) *Teaching-Learning Optimization based Dual-loop Two-Degree of Freedom Load Frequency Controller* & (ii) *Differential Evolution based IMC-PID Design for Load frequency control of two-area power systems*" in the proceedings of the 2020 Australia and New Zealand Control Conference (ANZCC), ANZCC 2020 to be held at Gold Coast, Australia, virtually from 26.11.2020 to 27.11.2020. [Proposal put up on 20.10.2020]
- (ii) Dr. Dinesh Kumar, Assistant Professor (Grade-II), Department of Computer Science & Engineering for oral presentation and publication of his papers titled "*A Multi-Criteria Framework for Smart Parking Recommender System*" in the proceedings of the 6<sup>th</sup> IEEE International Smart Cities Conference to be held at USA (virtual) from 28.09.2020 to 01.10.2020. [Proposal put up on 20.10.2020]

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

[B] The Board of Governors noted the approval accorded by the Chairperson, Board of Governors on 31.10.2020, on resolution for adoption of the letter F. No. 35-5/2017-TS.III, dated 27.10.2020 received from the Ministry of Education, on the subject "*Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations*"

of the Board of Governors of the Institute-regarding" in accordance with the decisions of the Council of NITSER taken in its 11<sup>th</sup> and 12<sup>th</sup> meetings, through circulation.

The resolution in the said matter as approved by the Chairperson, Board of Governors on 31.10.2020 is at ANNEXURE-I.

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

[C] The Board of Governors noted the approval accorded by the Chairperson, Board of Governors on 31.10.2020 on the recommendations of the Departmental Promotion Committee for promotion / financial upgradation of Non-teaching staff of the Institute held on 30.10.2020.

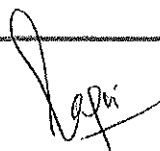
The resolution in the said matter was recommended by the members through circulation and the same was approved by the Chairperson, Board of Governors on 31.10.2020. A copy of the same is placed at ANNEXURE-II.

The Board of Governors resolved to confirm and ratify the approval accorded by the Chairperson, Board of Governors, on the above.

**Item No. 63.05 :** To consider the recommendations of the Senate for the Revised Ordinances for Masters' and Doctoral programmes of Institute.

**Resolution :** The Board of Governors considered the recommendations of the Senate on the revised Ordinances on Masters' and Doctoral programmes of the Institute for adoption and implementation in the Institute.

The Board of Governors was apprised of the comparative study of the existing Ordinances and the proposed Ordinances for Masters' and Doctoral programmes. The Board of Governors also noted the modifications in these Ordinances in respect of Ordinances having financial implications. The Board advised the Institute, wherever proposals having financial implications are placed before the Board, the



same need to be routed through the Finance Committee.

Considering the above and details presented before it, the Board resolved to approve the recommendations of the Senate on the revised Ordinances of Masters' and Doctoral programmes of the Institute for adoption and implementation in the Institute, subject to incorporation of above suggestions.

The Ordinances for Masters' and Doctoral programmes as recommended by the Senate and approved by the Board of Governors is at ANNEXURE-III and ANNEXURE-IV respectively.

**Item No. 63.06** : To consider the recommendations of Senate for starting a new Merit-cum-Means Scholarship sponsored by Prof. Geetika, Professor, School of Management Studies to be awarded to the students for M.B.A programme of the Institute to be known as "*Satya Vijay Scholarship*".

**Resolution** : The Board of Governors considered the recommendations of Senate for starting a new Merit-cum-Means Scholarship sponsored by Prof. Geetika, Professor, School of Management Studies to be awarded to the students for M.B.A programme of the Institute to be known as "*Satya Vijay Scholarship*".

The Board considering the details presented before it resolved to approve the same.

The Board of Governors also deliberated on the financial implications on the Institute in implementing such Merit-cum-Means sponsored scholarships and desired that the Institute may prepare a policy for optimum utilization of endowments for disbursement of scholarships as well as to meet out its operational expenses. The Board of Governors advised the Institute that the draft policy so prepared be put up before the Board of Governors in its next meeting.

**Item No. 63.07** : To consider the recommendations of the Senate on the list of the Degree recipients and Medal recipients of the Seventeenth [17<sup>th</sup>] Annual Convocation of the Institute.



**Resolution** : The Board of Governors considered the recommendations of the Sixty-eighth (68<sup>th</sup>) meeting of the Senate held on 28.10.2020, on the list of students who have completed all the requirements to receive UG, PG and Ph.D. degrees and Medals, to be awarded by the Institute in the Seventeenth [17<sup>th</sup>] Annual Convocation of the Institute proposed to be scheduled during first/second week of December, 2020.

The Board of Governors considering the above resolved to approve the recommendations of the Sixty-eighth (68<sup>th</sup>) meeting of the Senate held on 28.10.2020, on list of degree (UG, PG and Ph.D.) and Medal recipients to be awarded in the Seventeenth [17<sup>th</sup>] Annual Convocation of the Institute.

The Board also considered the recommendations of the Senate for authorizing the Chairman, Senate to approve the award of Ph. D. degrees to those students, whose Ph. D. Oral Boards will be completed upto a suitable date after finalization of date of Seventeenth [17<sup>th</sup>] Annual Convocation and resolved to accept the same.



The Board resolved to confirm the resolution on this agenda item and authorize the Institute to take action immediately.

**Item No. 63.08** : To consider and review the performance of the Institute in terms of the provisions of the Memorandum of Understanding (MoU) executed between the Institute and the Ministry of Education (formerly Ministry of HRD).

**Resolution** : The Board of Governors considered the performance of the Institute in terms of the provisions of the Memorandum of Understanding (MoU) executed between the Institute and the Ministry of Education for the periods as under:

- (a) Year 2019-2020.
- (b) First Quarter of 2020-21 [i.e, April, 2020-June, 2020].
- (c) Second Quarter of 2020-21 [i.e, July, 2020-September, 2020].

The Board of Governors reviewed the performance of the Institute on the various parameters as per Annexure-I of the MoU for the above mentioned periods. The Board noted the score and overall rating of the Institute as under:

Period	Consolidated Score	Rating
Year 2019-2020.	91.49	Excellent
First Quarter of 2020-21 [i.e, April, 2020-June, 2020].	81.32	Very Good
Second Quarter of 2020-21 [i.e, July, 2020-September, 2020].	92.86	Excellent

The Board expressed its satisfaction on the performance of the Institute for the said periods.

**Item No. 63.09** : To consider and approve the recommendations of the Departmental Promotion Committee for promotion of Non-faculty members of the Institute proposed to be held on November 19, 2020.

**Resolution** : The Board of Governors considered the recommendations of the meetings of the Departmental Promotion Committees held on November 19, 2020 for promotion of Non-faculty members of the Institute.

The Board was apprised that the Institute has followed the guidelines notified by the Ministry of Education [formerly Ministry of HRD] vide letter No. F.35-5/2018-TS.III, dated February 20, 2019 & April 4, 2019 and letter F. No. 2-3/2020-TS.III, dated 29.10.2020. The Board was further apprised that in accordance with the advice of the Ministry of Education vide its letter dated 29.10.2020, the Institute has conducted interview for all the positions as per provisions of the Statute 23(5)(d) and Statute 23 (12). The Board was also apprised of the details of the procedures/steps followed by the Institute for conducting DPC.

The Board was informed that before considering the cases of eligible staff members by the respective DPCs, vigilance clearance in respect of each of them has been taken from the CVO of the Institute and the DPC has given due consideration to the ongoing inquiries/ penalty imposed while considering the cases of such members of the staff in terms of DoPT O.M.s No. 22011/4/2007-Estt. (D) dated 21.11.2016 and No. 22011/4/2007-Estt. (D) dated 28.04.2014, 22011/4/91-Estt. (A) dated 14.09.1992.





The Board was further apprised that Selection Committees of different posts for different departments/ sections were constituted as per Statutes 23 (5)(d).

The Board considering the above details presented before it, resolved to approve the recommendations of the Departmental Promotion Committee for promotion of staff members on various positions in different departments/ sections.

The Board further resolved that the effective date of grant of promotion will be the date of approval of the Board.

The Board also resolved to confirm this resolution and allowed the Institute to issue letters accordingly.

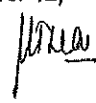
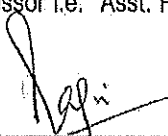
**Item No. 63.10** : To consider the matter of conducting faculty recruitment through on-line mode at the level of Assistant Professor [Assistant Professor (Grade-II) – Academic Level 10 /11 (on contract) and Assistant Professor (Grade-I) – Academic Level 12] in various Departments of the Institute advertised vide advertisement No.06/2019, Dated August 28, 2019.

**Resolution** : The Board of Governors considered the Institute proposal for conducting faculty recruitment through on-line mode at the level of Assistant Professor [Assistant Professor (Grade-II) in Academic Level 10 /11 (on contract) and Assistant Professor (Grade-I) in Academic Level 12] in various departments of the Institute advertised vide advertisement No.06/2019, Dated August 28, 2019.

The Board of Governors was apprised that the Institute has implemented the reservation at the level of Assistant Professor [Level 10/11/12] in the said advertisement according to the reservation roster prepared for the position.

The Board advised the Institute that separate rosters for all the three positions of Assistant Professor [Assistant Professor (Grade-II) in Academic Level 10 /11 (On contract) and Assistant Professor (Grade-I) in Academic Level 12] be prepared.

In view of the above, the Institute proposed that the distribution of number of positions at the three levels of the Assistant Professor i.e. Asst. Professor [Gr.-I] in Level 12,



Assistant Professor [Gr.-II] in Level 11 and Asst. Professor [Grade-II] in Level 10 may be in the ratio of 4:2:1, and accordingly reservation rosters may be prepared. The Institute also proposed that the vacant positions at the three levels of Assistant Professors will be calculated category-wise and published on the Institute website as a part of this advertisement for information of applicants.

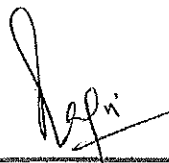
The Board resolved to accept the above proposals of the Institute.

The Board of Governors also considering the present situation of COVID-19, resolved to allow the Institute for conducting the selection process for the advertised posts of faculty through on-line mode.

**Confidential**



**Confidential**



- Item No. 63.14 : [A] To note the minutes of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee scheduled to be held on 27.11.2020.
- [B] To consider the following recommendations of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee scheduled to be held on 27.11.2020 for approval:
- (i) To consider the Revised Budget Estimates for the year 2020-21 and the Budget Estimates for the year 2021-22.
  - (ii) To consider the proposal for extending the facility of reimbursement in respect of Newspapers purchased/ supplied to faculty members and Officers of the Institute at their residence, in accordance with the Department of Expenditure, Ministry of Finance Office Memorandum No. 25(12)/E. Coord-2018, dated 03.04.2018.
  - (iii) To consider the proposal for extending the provisions of telephone facilities and reimbursement to faculty members and officers of the Institute, in accordance to the Department of Expenditure, Ministry of Finance Office Memorandum No. 24(3)/E. Coord-2018, dated 26.03.2018.

- Resolution : [A] The Board of Governors considered the minutes of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee held on 27.11.2020.  
A copy of the minutes of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee is at ANNEXURE- V.  
The Board of Governors resolved to note and take on record the minutes of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee held on 27.11.2020.
- [B] [I] The Board of Governors considered the recommendations of the Finance Committee regarding the Revised Budget Estimates for the year 2020-21 and the Budget Estimates for the year 2021-22.



The Board resolved to approve the recommendations of the Finance Committee on the Revised Budget Estimates for the year 2020-21 and the Budget Estimates for the year 2021-22.

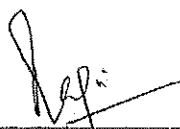
- [ii] The Board of Governors considered the recommendations of the Finance Committee on the proposal of the Institute for extending the facility of reimbursement in respect of Newspapers purchased/ supplied to faculty members and Officers of the Institute at their residence, in accordance with the Department of Expenditure, Ministry of Finance Office Memorandum No. 25(12)/E. Coord-2018, dated 03.04.2018 and noted that the proposal has not been recommended by the Finance Committee.

The Board resolved to approve the above recommendations of the Finance Committee in the matter.

- [iii] The Board of Governors considered the recommendations of the Finance Committee on the proposal of the Institute for extending the provisions of telephone facilities and reimbursement to faculty members and officers of the Institute, in accordance to the Department of Expenditure, Ministry of Finance Office Memorandum No. 24(3)/E. Coord-2018, dated 26.03.2018 and noted that the proposal has not been recommended by the Finance Committee.

The Board also noted that the Finance Committee has also recommended that the Institute may put up a proposal for extending these facilities to the faculty/officers holding administrative positions on functional basis, in the next meeting of the Finance Committee/Board of Governors.

The Board resolved to approve the above recommendations of the Finance Committee in the matter.




# Confidential

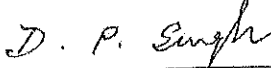
During the meeting, the Board was informed about the sad demise of Prof. Shyam Lal Soni, Director, NIT Uttarakhand due to suffering from COVID-19. The Board members remembered the contributions made by Late (Prof.) Shyam Lal Soni in the NITs system. The Board expressed its condolences to the family of the departed soul.

The meeting ended with thanks to the Chair.

  
16/12/2020  
[Sarvesh K Tiwari]  
Registrar/ Secretary

  
16/12/2020  
[Rajeev Tripathi]  
Director, MNNIT Allahabad

Approved

  
17/12/2020  
[Devendra Pratap Singh]  
Chairperson, Board of Governors  
MNNIT Allahabad



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
 प्रयागराज -211004 [भारत]  
**Motilal Nehru National Institute of Technology Allahabad**  
**Prayagraj-211004 [India]**  
 Website: <http://www.mnnit.ac.in>

Resolution of the Board of Governors on the Ministry of Education letter F. No. 35-5/2017-TS.III, dated 27.10.2020 on the subject "*Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations of the Board of Governors of the Institute-regarding*".

**"Agenda :** To consider the letter F. No. 35-5/2017-TS.III, dated 27.10.2020 received from the Ministry of Education, on the subject "*Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations of the Board of Governors of the Institute-regarding*" in accordance with the decisions of the Council of NITSER taken in its 11<sup>th</sup> and 12<sup>th</sup> meetings respectively and to adopt the same through circulation.

**Resolution :** The Board of Governors considered the letter F. No. 35-5/2017-TS.III, dated 27.10.2020 received from the Ministry of Education, on the subject "*Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations of the Board of Governors of the Institute-regarding*" in accordance with the decisions of the Council of NITSER taken in its 11<sup>th</sup> and 12<sup>th</sup> meetings respectively to adopt the same, through circulation.

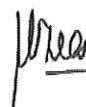
The Board of Governors was apprised that the following comments/ observations have been received from the members:

Sl. No.	Name	Comments / Observations
1.	Prof. Rajeev Tripathi, Member [Director, MNNIT Allahabad]	I agree with the proposal.
2.	Shri Madan Mohan, Member [Additional Director General (HE), Department of Higher Education, Ministry of Education]	The clause-wise amendments in the First Statutes of NITs, IEST-Shibpur and NIT, Andhra Pradesh in accordance with the decisions taken by the Council of NITSER on the

*Handwritten signature/initials*

		recommendations of the Oversight Committee for faculty recruitment, as also communicated vide MoE's communication dated 27 <sup>th</sup> October, 2020, may be adopted in toto.
3.	Prof. Neeraj Misra, Member [Professor, IIT, Kanpur, (nominee of Director, IIT Kanpur)]	I am in support of adopting the advise of the Council of NITSER for amendments in Statutes of MNNIT Allahabad, as annexed with the circulated agenda. However, before sending the proposed amendments to the Visitor for his approval it would be appropriate to seek a legal vetting (e.g., from Ministry of Law and Justice) on the amendments proposed by the Board so as to avoid any conflicts with other provisions of NITSER Act and MNNIT Statutes.
4.	Shri Manish Kapoor, Member [Nominee of Government of U.P.]	Noted and approved.
5.	Prof. M. M. Gore, Member [Professor, MNNIT Allahabad]	It's ok with me.
6.	Dr. Vandana Agrawal, Member [Assistant Professor, MNNIT Allahabad]	I agree for the agenda for the adoption of the letter F. No. 35-5/2017-TS.III, dated 27.10.2020 from the Ministry of Education, on the subject "Amendment in the Statutes of NITs and IEST, Shibpur-request to convey recommendations of the Board of Governors of the Institute-regarding".

The Board of Governors in consideration of the above, resolved to adopt the amendment in the Statutes of NITs and IEST, Shibpur as communicated by the Ministry of Education vide letter F. No. 35-5/2017-TS.III, dated 27.10.2020.






Further, the Board of Governors considering the importance and urgency resolved to confirm the resolution and authorize the Institute to take action immediately."

  
31/12/2020  
[Sarvesh K Tiwari]  
Registrar/ Secretary

Approved

  
31/12/20  
[Rajeev Tripathi]  
Director, MNNIT Allahabad

[Devendra Pratap Singh]  
Chairperson, Board of Governors  
MNNIT Allahabad



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
 प्रयागराज -211004 [भारत]  
**Motilal Nehru National Institute of Technology Allahabad**  
**Prayagraj-211004 [India]**  
 Website: <http://www.mnnit.ac.in>

**Resolution of the Board of Governors on the Departmental Promotion Committee for promotion / financial upgradation of Non-teaching staff of the Institute held on 30.10.2020.**

**Agenda :** To consider and approve the recommendations of the Departmental Promotion Committee for promotion / financial upgradation of Non-teaching staff of the Institute held on 30.10.2020.

**Resolution :** The Board of Governors was apprised of the letter F. No. 2-3/2020-TS.III, dated 29.10.2020 received from the Ministry of Education, on the subject "*Clarification sought by MNNIT, Allahabad on procedure to be followed by the Departmental Promotion Committee (DPC) during promotion / financial upgradation for certain posts.*".

The Board of Governors was apprised that as per the Ministry of Education letter F. No. 2-3/2020-TS.III, dated 29.10.2020, the DPC was conducted on 30.10.2020 as per the provisions prescribed under the non-faculty RRs (2019) and the provisions under the Statutes, for those staff of the Institute who are due for promotion/ financial up-gradation and were retiring from the services of the Institute on October 31, 2020.

The recommendations of the DPC were circulated to the members of the Board for the comments/ observations /acceptance. In response to the same, the following comments/ observations were received from the members:

Sl. No.	Name	Comments / Observations
1.	Prof. Rajeev Tripathi, Member [Director, MNNIT Allahabad]	I agree with the proposal.
2.	Prof. Neeraj Misra, Member [Professor, IIT, Kanpur, (nominee of Director, IIT Kanpur)]	I am in support of approving the recommendation of the Departmental Promotion Committee for promotion/financial up-gradation as

*Dr*


Motilal Nehru National Institute of Technology Allahabad [MNNIT Allahabad]

		annexed with the circulated agenda item.
3.	Shri Manish Kapoor, Member [Nominee of Government of U.P.]	Recommendation dt 30.10.2020 of DPC approved.
4.	Prof. M. M. Gore, Member [Professor, MNNIT Allahabad]	The resolution is Ok with me.
5.	Dr. Vandana Agrawal, Member [Assistant Professor, MNNIT Allahabad]	I accept the agenda mentioned in the subject.

The Board of Governors in consideration of the above, resolved to approve the recommendations of the Departmental Promotion Committee for promotion / financial upgradation of Non-teaching employee of the Institute held on 30.10.2020.

The Board further resolved that the effective date of grant of promotion will be the date of approval of the Board.

  
31/10/2020  
[Sarvesh K Tiwari]  
Registrar/ Secretary

  
31/10/20  
[Rajeev Tripathi]  
Director, MNNIT Allahabad

Approved

[Devendra Pratap Singh]  
Chairperson, Board of Governors  
MNNIT Allahabad

For consideration in  
Sixty-third [63<sup>rd</sup>]  
Meeting of the  
Board of Governors

# ORDINANCES FOR MASTERS' PROGRAMMES



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
Motilal Nehru National Institute of Technology Allahabad  
प्रयागराज/Prayagraj-211004

---

# Ordinances for Masters' Programmes



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

## Table of Contents

	Page No.
1.0 INTRODUCTION	02
1.1 Masters' Programmes	02
1.2 Senate Masters' Programme Committee (SMPC)	03
1.3 Department Masters' Programme Committee (DMPC)	04
1.4 Office of the Dean (Academic)	05
1.5 Board of Academic (BoAc)	05
2 ACADEMIC SESSION	05
2.1 Academic Calendar	05
3 Admission	06
3.1 Admission Calendar	06
3.2 Department Master's Selection Committee(DMSC)	06
3.3 Eligibility for Admission	06
3.3.1 Master of Technology (M.Tech.)	07
3.3.2 Master of Business Administration (MBA)	07
3.3.3 Master of Computer Application (MCA)	07
3.3.4 Master of Science in Mathematics and Scientific Computing(M.Sc.)	07
3.3.5 Master of Social Works (MSW)	07
3.4 Categories of Masters' Students/Programmes	07
3.4.1 Full-Time Students	07
3.4.1.1 Full Time-Stipendiary	07
3.4.1.2 Full Time Non-Stipendiary	08
3.4.1.3 Full-Time Sponsored	08
3.4.2 Part-Time Students	08
3.4.3 Conversion from M.Tech. (Full time) to M.Tech. (Part Time)	09
3.4.4 Foreign Students	09
3.4.4.1 Sponsored Foreign students.	09
3.5. Admission Procedure	09
3.5.1 Admission of Non-Degree Students	10
3.5.2 Admission of Part-Time Students	11
3.5.3 Cancellation of Admission	11

4	REGISTRATION	11
4.1	Late Registration	12
4.2	Academic Advising	12
4.3	Semester Load Requirements	12
5.	LEAVE RULES	12
5.1	Annual Leave	12
5.2	Semester Leave	13
5.3.	Medical Leave	13
5.4	Absence without Sanctioned Leave	13
5.5	Study Leave	14
6.	PROVISION FOR JOINING OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENT	14
7.	PROGRAMME REQUIREMENTS	15
7.1	Attendance, Minimum Residence, Maximum Duration and Extension Requirements	15
7.2	Extension of Programme	16
8	Teaching and Evaluation	16
8.1	Teaching	16
8.2	Evaluation	17
8.2.1	Evaluation Process	17
8.2.2	Paper Setting	18
8.2.3	Schedule of Examination	18
8.2.4	Supplementary Examination	18
8.2.5	Make-up Examination	19
8.3.	Grading System	19
8.3.1	Grade and Grade Point	19
8.3.2	Semester Performance Index (SPI)	21
8.3.3	Cumulative Performance Index (CPI)	21
8.3.5	Grade Report	21
8.3.6	Transcript	22
8.3.7	Withholding of Grade Report	22

9	ACADEMIC PERFORMANCE REQUIREMENTS	22
10.	Termination of Programme	23
10.1	Appeal Against Termination	23
11	APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF THESIS EXAMINATION BOARD	24
11.1.	Appointment of M. Tech. Thesis Supervisor(s)	24
11.2	Constitution of M. Tech. Thesis Examination Board	25
12	THESIS SUBMISSION AND EXAMINATION	25
12.1	Mech. Thesis submission and notification	25
12.2	Plagiarism	26
12.3.	M. Tech. Thesis Oral Examination	26
13	DEGREE REQUIREMENTS	27
13.1.	Award of Degree	27
13.2	Withdrawal of the Degree	27
14	SCHOLARSHIPS, PRIZES AND MEDALS	28
14.1.	Stipends/Fellowship	28
14.2	Prizes, Medals, Scholarships	28
15	CONDUCT AND DISCIPLINE	29
15.1.	Code of Conduct	29
15.2.	Disciplinary Actions and Related Matter	29
15.3.	Unfair Means (UFM)	30
16	WAIVER OF REQUIREMENTS IN SPECIAL CASES	32
	Forms: MP 01 to MP-10	33-44



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

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

## **1. INTRODUCTION**

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

- To develop the scientific, engineering and managerial human resource of the highest quality to cater to the needs of the society,
- To be a leading R & D institution
- To be a role model of educational institutions in the country,
- To provide a broad grasp of the fundamental principles of sciences, management and technological methods through its curriculum,
- To provide a deep understanding of the area of specialization
- To provide and create an innovative ability to solve new problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups.
- To develop the students with a capacity for free and objective enquiry, courage and integrity and, awareness and sensitivity to the needs and aspirations of society.

With these goals in view, the Masters' Programmes are designed to include courses of study, including, theory, practical, seminars, project, industry internship, thesis and any other course deemed fit through which a student may develop his/her conceptual, analytical, and intellectual skills.

The procedures and requirements stated in the ordinance embody the philosophy of the Masters Programmes and ensure a high standard of performance at the Institute.

### **1.1 Masters' Programmes**

The Institute offers following Masters' Programmes through different departments:

1. Master of Technology (M.Tech.)
2. Master of Business Administration (MBA)
3. Master of Computer Application (MCA)
4. Master of Science (M.Sc.) (Mathematics & Scientific Computing)

## 5. Master of Social Works (MSW)

and any other Masters' Programme as approved by the Senate from time to time.

### **1.2 Senate Masters' Programme Committee (SMPC)**

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

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

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

The functions of the SMPC shall be of general policy determination coordination and review, but the Senate shall retain the power of final decision. In the discharge of its

responsibilities the Committee shall make full use of the appraisals and recommendations of the various Academic Departments. This Committee shall be assisted by the Department Masters' Programme Committees (DMPCs).

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

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

The DMPC shall be proposed by the Head of Department along with recommendation of department faculty advisory committee. The duration of the Committee shall be two years starting from the beginning of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student is being considered, although the students' opinion might be sought prior to taking any decision. The proposed DMPC shall be approved by the Chairperson SMPC.

The DMPC shall be responsible for the following:

- i. Monitoring of quality of instructions. and evaluation
- ii. Proposing and implementing new Courses. And desirable modification of courses already approved.
- iii. Board of Academics (BoAc) will scrutinize the changes in existing or new proposals. The recommendations of BoAc will be considered in DMPC and SMPC and submitted to Senate for approval.
- iv. Initiating proposals for starting/removing Master's programme.
- v. Attending the problems of Masters' programme students and advising them in academic matters.
- vi. Provide feedback on the performance appraisal to the course instructors.

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

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

The Dean (Academic) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and the SMPC. The office of the Dean (Academic) through his/her office shall:

(i) receive, process and maintain all records related to the Masters' Programmes including Admission, Registration, Curricula, Courses offered, Examinations, Grades and Award of Degrees, Medals/Prizes, Academic Calendar, semester leave and termination

(ii) disseminate information pertaining to all academic matters,

(iii) issue necessary Memoranda/Orders,

(iv) act as an additional channel of communication between the Students, Instructors/Supervisor(s), Departments/ Interdisciplinary Programme/ Schools/ Cells/ Centers and SMPC. The Masters' Programmes Section of the office of Dean (Academic) shall assist the SMPC in its functioning.

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

There will be a Board of Academics for every department. The constitution of BoAc shall be as per guidelines of NIT statutes.

## **2. ACADEMIC SESSION**

The Academic Session of the Institute shall be divided into two Regular Semesters, termed as Odd and Even Semesters. The Odd Semester shall normally commence from the mid-July, and the Even Semester from the last week of December (or first week of January) every year. The duration of each regular Semester (Odd and Even) shall be normally of seventy days/fourteen weeks for the purpose of instructions.

### **2.1 Academic Calendar**

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

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

### **3. ADMISSION**

#### **3.1 Admission Calendar**

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

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

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

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

- i. The eligibility conditions given below shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairperson Senate.
- ii. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections shall imply a minimum of 60% aggregate marks or CPI of 6.5 at qualifying Examination. (Institute will not apply/accept any conversion formula from CPI to percentage or vice versa. The grade/marks awarding system as appeared on candidate's award sheet shall be acceptable). For SC/ST candidate's eligibility in specified minimum marks/CPI shall be relaxed as per the Government of India norms.

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

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

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

Bachelor Degree or equivalent degree in appropriate branch of Engineering/Technology OR Master Degree in appropriate discipline of Science.

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

Bachelor Degree or equivalent of minimum three years duration in any discipline.

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

Bachelor Degree of minimum three years duration in Science with Mathematics as one of the main subject.

#### **3.3.4 Master of Science in Mathematics and Scientific Computing (M.Sc.)**

Bachelor degree of Science, with Mathematics as one subject, of minimum three years duration.

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

Bachelor Degree in any discipline with minimum three years duration.

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

Following are different categories of Master's programme

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

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

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

This category of Masters' students shall be eligible for financial assistance in the form of stipend/fellowship at the approved rates and guidelines as notified by Gol from time to time. The stipend/fellowship shall be awarded to the students of this category on a Semester-to-Semester basis on the recommendation of the Head of the Department. The renewal of the stipend is dependent on the satisfactory academic performance of the student and attendance record.

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

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

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

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

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

These students are admitted for the Master's programmes which are being offered on part-time basis. A Part-time candidate must have been in full time service for at least two years after completion of qualifying degree as on the last date of the application for admission. The part-time classes shall be held in the evening on working days and/or on weekends. The semester load requirements for course work shall be about half of the full time course. The minimum duration of such course shall be of three years and maximum duration of the course shall be of five years. These courses are for the professionals working in Allahabad district and adjoining districts in Government/Semi-Government Organizations/institutions, or Research and Development organizations of national repute, or companies listed with any of the national exchanges or AICTE recognized educational Institutions having presence since last 25 years.

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



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

A full time M.Tech. student, who has completed course work and is registered in IV semester may convert M.Tech. (Full time) into M.Tech. (Part Time), if he/she has got a job. For conversion, the student shall fill form MP-01 through supervisor and DMPC. On approval of Chairperson SMPC his/her full time programme may change into Part Time programme. The maximum duration of the programme and other conditions will remain same as of the M.Tech. (Full Time). The candidate has to produce No Objection Certificate from his/her employer to continue the programme.

### **3.4.4 Foreign Students**

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

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

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

#### **3.4.4.1 Self-financed Foreign students**

These students may apply to the Institute through DASA/ Ministry of External Affairs.

A detailed guidelines satisfying the condition given in this Ordinances for admission of foreign students shall be proposed by Dean (Academic) and approved by chairperson Senate/Senate.

### **3.5. Admission Procedure**

1. All admissions except those which are made through Centralized Counseling Process including full-time MCA, full-time M.Tech. stipendiary and M.Sc. (Mathematics and Scientific Computing) shall be made only after approval of the Chairperson Senate on the recommendations of the duly constituted Department Masters' Selection Committee (DMSC) and Chairperson SMPC.

2. Reservation for various categories shall be applicable as per Government of India Rules.

3. On approval by the Chairperson Senate, the Head of the Department shall issue the admission letter to the candidates, by Institute admission process (not for the candidates who are admitted through Centralized Counseling). The candidate shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.

4. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission shall stand automatically withdrawn, and the admission may be offered to the candidates in the waiting list, if any.

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

6. The selected candidate, who has completed all the pre-requisites of qualifying degree before the date of registration but is unable to produce the certificate of proof of having passed and secured the minimum specified qualifying marks, shall be considered for provisional admission. However, if admitted provisionally, he/she shall be required to produce the evidence of his/her having passed the qualifying degree examination within six weeks from the last date of registration, failing which the admission shall automatically be cancelled. In special cases relaxation to this date may be given by Chairperson Senate through Head of the Department and Dean Academic.

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

### **3.5.1 Admission of Non-Degree Students**

1. A non-degree student is a student who is registered for a Degree in any other recognized Institute or University in India or abroad, and who is officially sponsored by that Institute or University to complete part of his/her academic requirements at MNNIT Allahabad. For that purpose the non-degree student may carry out research/course work/and use other academic facilities. Credits earned by such student (if any) may be transferred to the parent Institute, if required.

2. The strength of non-degree students in any programme shall not be more than 10% of the total intake in that programme. The fee for course work and for Infrastructure and Experimental work shall be decided by School for Non Formal and Continuing Education (SNFCE).

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

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

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

### **3.5.3 Cancellation of Admission**

The Dean (Academic) with approval of the Senate/Chairperson Senate may cancel the admission of any student who fails to submit the prescribed documents by the specified date or fails to meet other stipulated requirement(s). The Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

The Senate may resolve appropriate amendments in curriculum according the guidelines of National education policy 2020.

## **4. REGISTRATION**

The office of the Dean (Academic) shall coordinate the registration process with the assistance of the Conveners of DMPC and departments. A student shall register in each Semester for the Courses/Projects /Thesis Performance Credits that he/she intends to pursue in that Semester.

1. The registration process shall involve payment of fees for that Semester and clearance of any outstanding dues of the previous Semester, and signing the registration roll available at the department (as provided by Dean(Academic) office) for physical registration without which registration process shall remain incomplete.

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

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

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

#### **4.1 Late Registration**

No registration shall be allowed after the notified last date of registration during the semester except in special cases with the permission of Chairperson Senate.

#### **4.2 Academic Advising**

A student shall be advised in the selection of courses by the DMPC of the concerned Department. A student registering for thesis credits must have a thesis supervisor assigned to him/her. The request for repeat or substitution of a course must be given in writing duly endorsed by the DMPC to the Dean (Academic) at the time of registration.

#### **4.3 Semester Load Requirements**

A semester load shall be minimum 20 credits for full-time and 8-12 credits for part-time Masters' students.

### **5. LEAVE RULES**

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

#### **5.1 Annual Leave**

1. All non-stipendiary Masters' student shall be entitled for Institute Holidays, mid-semester recess and vacations as specified in the academic calendar.

2. Stipendiary Masters' students shall be entitled to annual leave of maximum seven days in a semester or maximum 15 days in an academic calendar, excluding Institute holidays.

3. The students shall be entitled to maximum 15 days on-duty leave in one academic year for prescribed training, or any academic work related to the thesis, assigned by the Supervisor, recommended by Convener DMPC and approved by the Chairperson SDPC. Any such assignment for more than this period shall require prior approval of the Chairperson Senate through DMPC and SMPC.

### **5.2 Semester Leave**

Semester leave up to a maximum of two Semesters may be sanctioned for valid reasons in the entire duration of the programme. Semester leave may be sanctioned on recommendation of DMPC and SMPC and approval of Chairperson Senate, to be reported in subsequent meeting of the Senate. Leave for more than one semester at a time shall not be granted.

### **5.3. Medical Leave**

A student may be granted medical leave of maximum 15 days in an academic year, in addition to normal annual leave (5.1) with stipend (if applicable) on the recommendation of DMPC, SMPC and approval of Chairperson Senate under any one of the following conditions:

(i) Student is under treatment at Health Centre of the Institute or has been referred to listed hospitals.

(ii) Medical certificate is issued by AIIMS, SGPGI and similar other Institutions. This medical certificate shall be verified by the Medical Officer of the Institute.

### **5.4 Absence without Sanctioned Leave**

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

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

## 5.5 Study Leave

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

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

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

1. Only those Masters' Students who have spent at least two semesters, completed course work and state of the art/defined his/her research work are eligible to proceed as non-degree students elsewhere.
2. An eligible student shall submit an application to the Chairperson SMPC through the DMPC and the thesis supervisor in the prescribed format (Form: MP-03), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and acceptance letter from that Institute /Organization.
3. Permission to proceed to an Institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNNIT Allahabad. However, he/she shall be treated on authorized leave during the absence from the Institution.
4. The duly Constituted Thesis Examination Board (Clause 11.2) shall evaluate the work done by the student for establishing equivalence with the academic performance requirements of the Master's programme of the Institute. The evaluation shall be done on basis of record of attendance as provided by the host institution/organization (where student worked as non-degree student), performance evaluation at the host institution (Form: MP-04) and a detailed report along with a presentation by the student on the work done at the host institution.
5. A stipendiary student shall be entitled to receive stipend on the condition that he/she shall submit the proof that he/she is not receiving any financial assistance at the host institution. However, his/her financial assistantship shall be released after he/she joins back the Department and on the recommendation of the committee as per point 4 above.

6. In case, the student could not physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed for physical reporting at a later date. He/She shall have to complete the other registration steps within the time specified, if permitted by Dean Academic on the recommendation of Head of Department.

7. This clause shall also be applicable on students going on internship for minimum one semester.

## 7. PROGRAMME REQUIREMENTS

### 7.1 Attendance, Minimum Residence, Maximum Duration and Extension Requirements

Students with less than 75% attendance in a subject shall not be allowed to appear in the End Semester Examination of that subject. This implies that 25% shortage of attendance includes absence due to sports/games activity, Campus interviews, Medical and any other type of leaves, etc. The following table lists the minimum residence and maximum duration allowed in the Programme, and units requirements for graduation in the various programmes:

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

"Course Work" includes only Masters' course credits unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be completed over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all Masters' courses taken by the student.

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

## **7.2 Extension of Programme**

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Senate on the recommendations of the DMPC and SMPC.

## **8. Teaching and Evaluation**

### **8.1 Teaching**

(i) Medium - The medium of instruction shall be English.

(ii) List of Courses -The list of courses to be offered by a Department/Interdisciplinary Programme shall be finalized before the beginning of the Semester by the concerned Head, taking into consideration all the requirements and the recommendations of the Senate.

(iii) Conduct of Courses - Each course is conducted by the Course Coordinator with the assistance of the required number of Faculty Members. The Course Coordinator is responsible for conducting the course, evaluating the performance of the students, and submitting the grades to the Office of the Dean (Academic) within the prescribed time limit.

At the beginning of the classes, the course coordinator shall ensure to provide lesson plan and scheme of teacher assessment (class test) to the class under intimation to the Head of the department.

iv. Teaching Assignments - The Course Coordinator and associated Faculty Members for all the courses offered by a Department during the Semester are decided by the concerned Head. For courses of interdisciplinary nature, the Course Coordinator and associated Faculty Members shall be decided mutually by the Heads of the concerned Departments.

v. Audit Courses - A student may audit a course in addition to the prescribed Academic Load requirement with the permission of the concerned Head of the Department and intimation to Dean (Academic). There will, however, be no obligation on the part of department to reschedule the time-table if any clash arises.



Under this arrangement, the student is simply auditing the course and the grade (if any) awarded to him/her in such courses shall be entered in his/her Grade Report, but shall not be considered for SPI/CPI calculation.

## 8.2 Evaluation

### 8.2.1 Evaluation Process

The evaluation of students in a Theory/Practical Course shall be a continuous process and shall be based on their performance in the Quizzes/class tests, Tutorials, Assignments, Laboratory work, and any other evaluation process as adopted by the course coordinator along with Mid Semester Examination and End-Semester Examination. In order to maintain transparency, the course coordinator shall allow the students to see their answer books within the prescribed time limit.

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

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

Teachers Assessment marks shall be declared before the beginning of End-Semester Examination as per the following guidelines:

#### 1. Theory Courses:

- (i) 5% shall be for attendance to be awarded on pro rata basis
- (ii) 10% marks shall be for Class Test/Quizzes,
- (iii) 10% for Assignments and Tutorials etc.

#### 2. Laboratory Courses:

- (i) 10% shall be for Attendance to be awarded on pro rata basis
- (ii) 10% shall be awarded for quizzes
- (iii) 30% marks shall be for the day-to-day assessment of performance in all the Lab Sessions evaluated through daily preparedness and regularity for conducting Experiments, class Interaction, Report Writing and submission.

### **3. Thesis/ Project:**

A Masters student may be allowed to complete his/her thesis/ project in an industry /organization through internship.

#### **8.2.2 Paper Setting**

For each Theory Course there shall be a Course Coordinator, appointed by the Head of the respective Department, who shall normally set the paper in consultation with associated Faculty Members. Apart from this the Dean (Academic) in consultation with the Head of Department may form a moderation Committee, if required.

#### **8.2.3 Schedule of Examination**

The Schedule for the Mid-Semester Examination, the End-Semester Examination and the Supplementary Examination in theory courses shall be prepared and announced by the Dean (Academic). The schedule for laboratory examination shall be announced by the Head of the Department. All the Examinations including laboratory examinations shall be usually held during the period/days specified in the Academic Calendar. The course instructor/coordinator shall show the evaluated answer book to the students as per academic calendar.

#### **8.2.4 Supplementary Examination**

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

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

I. Only those students who were registered for the Courses during the regular Semester, but could not appear or were not allowed to appear in the Examination due to any reason, or have been awarded ACD shall be eligible to appear in the Supplementary Examination.

II. A student can appear for a maximum of three Theory Courses and two Practical/laboratory Courses every year in the Supplementary Examination.

III. The weightages of different components for the computation of Grades of the Course for which the student appears in the Supplementary Examination, shall be as follows:

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

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

### 8.2.5 Make-up Examination

*If a student, for bona fide reasons which are beyond control such as illness, demise of parents etc., fails to appear in the mid semester examination and/or end-semester examinations in one or more course(s), he/she may make a request to the SMPC Chairperson for a make-up examination within seven days of the last scheduled examination. Such a request must be made on the prescribed form available from the Dean (Academic) site. In case of makeup test for mid semester examination upper limit for awarding marks will be 60% of the maximum marks irrespective of marks secured in the make-up examination.*

### 8.3. Grading System

Grades and Grade Points: At the end of the End Semester/Supplementary Examination, a student is awarded a letter grade in each of his/her Courses by Course Coordinator taking into account his/her performance in the various Examinations, Quizzes, Assignments, Laboratory Work (if any), etc. besides regularity of attendance in classes. The grades shall be submitted through online process along with duly signed print out of the grade sheet to the office of Dean (Academic) positively within the prescribed time limit after the End-Semester/Supplementary Examination.

#### 8.3.1 Grade and Grade Point

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

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

*In addition, there are additional four Letter Grades, viz., S, X, W and N which stand for Satisfactory, Unsatisfactory, Withheld temporarily, and Not allowed to appear in Examination respectively.*

The System of grading to be followed shall be Relative Grading System. With the objective to maintain high standards of education and learning, it is desirable that A+ may be awarded to the students securing more than or equal to 85% marks and a student securing less than 30% marks may be awarded grade F. The course instructor/coordinator shall use normal distribution curve to award grades, ensuring that majority of the students fall in the middle range of the grades.

Notes:

- (i) *A student, who is not able to appear in the End-semester Examination for any reason, shall be awarded N grade irrespective of his/her performance in the Mid-semester Examination and teacher assessment and shall be treated as ACD.*
- (ii) *A student, who is not allowed to appear in the End-semester Examination for any reason, shall be awarded F grade irrespective of his/her performance in the Mid-semester Examination and teacher assessment and shall be treated as ACD.*

*Such student shall be required to clear his/her N/F grade by appearing in the subsequent supplementary examination.*

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

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

In case a student appears in the Supplementary Examination, The SPI and CPI shall be calculated after replacing better of the old and new grades obtained by such a

student to remove academic deficiency. All the courses attended by the student shall appear on the transcript.

The letter grades shall be awarded for M. Tech. thesis through an assessment by Examination Board (constituted as per para 11.2) at the end of Semester.

### **8.3.2 Semester Performance Index (SPI)**

The Semester Performance Index (SPI) is a weighted average of the Grade Points earned by a student in all the Courses credited and describes his/her Academic Performance in a Semester. If the grade points associated with the letter grades awarded to a student are  $g_1, g_2, g_3, \dots, g_m$  in  $m$  Courses and the corresponding weights (or credits of the courses) are  $w_1, w_2, w_3, \dots, w_m$ , the SPI is given by

$$SPI = \frac{\sum_{i=1}^m w_i g_i}{\sum_{i=1}^m w_i}$$

S and X grades shall not be considered in the computation of the SPI.

### **8.3.3 Cumulative Performance Index (CPI)**

The Cumulative Performance Index (CPI) indicates the overall Academic Performance of a student in all the Courses registered up to and including the latest completed Semester term. It shall be computed in the same manner as the SPI, considering all the courses (say,  $n$ ), and is given by

$$CPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

**8.3.4.** Whenever a student is permitted to repeat or substitute a Course, the new letter Grade shall replace the better of the old and new letter Grades in the computation of the CPI but both the Grades shall appear on his/her Grade Report and transcript.

**8.3.5 Grade Report** –A copy of the Grade Report shall be issued to each student at the end of the Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

**8.3.6 Transcript** –A Transcript contains the record of the Grades obtained in each and all Courses, Thesis, Project and Seminar registered by a student during his/her entire duration of Master Programme including the Courses which have been repeated and/or replaced. It also includes the record of Semester Leave.

**8.3.7 Withholding of Grade Report** –The grade report of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

## **9. ACADEMIC PERFORMANCE REQUIREMENTS**

1. The minimum SPI/CPI requirement for continuing in the programme is equal to 5.5.

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

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

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

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

4. A Masters' student who does not fulfill either or both of the above (a) and (b) conditions shall be categorized as "Academically Deficient (ACD)". The following guidelines and rules shall be applicable to such students:

(i) The Head of The Department and the DMPC convener shall advise the students regarding remedial actions to be undertaken to remove the academic deficiencies such as repeating a course/ replacing a course/ appearing in subsequent supplementary examination or repeating a semester where applicable.

(ii) He/She shall clear N or F grade acquired in first or second semester, in the subsequent supplementary/semester examination His/Her SPI/CPI equal to or greater than 5.5 after removal of academic deficiency.

(iii) The SPI/CPI are calculated after replacing better of old and new grades obtained by him/her if academic deficiency is removed. Similar rule would be applicable for fifth semester registration, wherever applicable.

5. If a student is not able to submit his/her thesis for evaluation due to not completion of work at the end of IV semester (VI for M.Tech. Part Time), he/she shall be granted an extension subject to the maximum duration allowed for the programme as per Clause 7.1. His/her thesis work shall be evaluated as intermediate semester and report of examination shall be submitted in MP-05a form. Under this condition, the marks submitted by thesis oral board on MP-09a will be entered and corresponding grade will be awarded. On successful presentation of thesis, this grade will be replaced by the new grade. Form MP-09a shall also be used for evaluation of work in third (v for M.Tech Part time) semester.

## **10. Termination of Programme**

1. At the end of each semester the office of the Dean [Academic] shall provide a copy of the results to the Head of the Departments.
2. A student who has not been able to clear academic deficiency at the end of second semester (as per clause 9) shall be terminated from the programme.
3. Long absence without sanctioned leave (as per 5.1) may result in the termination of the student's Programme on the recommendation of the DMPC and SMPC and approval of the Chairperson Senate.
4. Any act of indiscipline may lead to termination on recommendation of Proctorial Board.
5. Chairperson SMPC shall convene a meeting of SMPC to discuss and decide those cases of termination which are permissible to continue in the programme on the recommendation of the DMPC on valid reasons.
6. The termination letter shall be issued by Head of Department after approval of Chairperson Senate/Director with copy to Chairperson, SMPC, Dean (Academic), Dean SW and Chief Warden.

### **10.1 Appeal Against Termination**

A student, whose programme is terminated on account of inadequate Academic Performance or otherwise, may appeal to the Chairperson Senate for reconsideration through DMPC and SMPC (Form : MP-05). While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position merits reconsideration. The

Senate shall take a final decision after considering all the available inputs. The Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Senate shall not entertain the appeal more than two times from the same student.

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

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

1. M.Tech. students shall be allotted Thesis Supervisor from the faculty of the Institute before the registration in the third semester or latest by the first week after registration in the third semester, in a transparent and uniform manner.
2. A student shall not have more than two supervisors at any given time, and one of the supervisors shall be from the department where the student is enrolled.
3. A student can have a co-supervisor from outside the Institute on the basis of recommendation of the DMPC, the SMPC and approval of the Chairperson Senate. The application for inclusion of a co-supervisor from outside the Institute in the Form MP-06 must include NOC from the employer of the proposed supervisor.
4. The change or addition of supervisor(s) shall be allowed by DMPC and shall be communicated to the Chairperson SMPC by the Convener DMPC within one week time along with the minutes of the DMPC meeting.
5. In case, there has been a change/addition in the supervisor(s), the Masters' thesis shall not be submitted earlier than three months from the date of such change.
6. If a faculty proceeds on long leave (for more than 6 months) or retires or resigns or ceases to be a faculty of the Institute and if there is only one supervisor, then prior to proceeding on leave, following shall be the responsibility of the existing supervisor in consultation with the DMPC Convener, Head of Department and the student:
  - (i) To appoint a Co-supervisor/ new supervisor, if thesis work is incomplete, to ensure that the student does not suffer in his/her absence.
  - (ii) To appoint a Thesis Coordinator, if all research work and related analysis is complete except writing of the thesis. The Thesis coordinator shall take care of the



formalities of thesis submission and evaluation in consultation with thesis supervisor.

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

8. Normally, a Faculty Member shall not supervise more than Five M. Tech. students.

9. The Department shall adopt a transparent system for the allotment of M. Tech. students amongst all the Faculty Members in the Department.

### **11.2 Constitution of M. Tech. Thesis Examination Board**

1. The Examination Board for Third and Fourth semester for full-time M.Tech./ fifth and sixth semesters for part-time M.Tech. Programme shall consist of three members in addition to the Thesis Supervisor(s).

Of the two:

(i) One Faculty from the Department, preferably from the same area.

(ii) One Faculty from outside the Department.

Thesis supervisor may opt for an external examiner from outside the Institute in place of (ii) above only in the final thesis semester examination with the approval of the Director.

2. The Thesis Supervisor(s) shall propose the constitution of the Examination Board in prescribed format (Form: MP-07), and Convener DMPC and HOD shall forward the same to the Chairman SMPC, who shall approve the same.

The examination board shall be formed in the beginning of third/fourth semester for full time/part time M.Tech. students.

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

### **12.1 M. Tech. Thesis submission and notification**

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

2. Thesis has to be prepared according to the format prescribed in Form: GL-1, and sufficient copies have to be submitted (one for each examiner) in soft bound to Convener DMPC at least one week before the proposed date of Oral Examination.
3. If a student has not been able to complete thesis writing he/she shall seek an extension as per clause 9 (III).
4. The Convener DMPC shall issue notice for conduct of Oral examination at least five working days in advance and shall arrange to send the copies of thesis to the examiners.
5. After the final Oral examination the modifications suggested if any, by the Examination Board, shall be incorporated and modified thesis along with soft copy in CD shall be submitted to the Department.

## **12.2 Plagiarism**

Plagiarism is a serious offence and the Institute is committed to protecting IPR of everyone. To ensure this the IPR Cell of the Institute is entrusted with the task of checking similarity through software. The IPR Cell shall issue a certificate as per Form: MP-11 which shall be a pre-condition for submission of Thesis. Further a Certificate that no part of the Thesis is plagiarized has to be submitted by the student in prescribed format (Form: MP-08).

## **12.3. M. Tech. Thesis Oral Examination**

1. The M. Tech. Thesis Oral Examination shall be conducted within the time frame as given in the academic calendar.
2. If a student, after submission of final thesis fails to appear in the Oral Examination on the specified date, his/her programme would be given N grade. He will have to register in the subsequent semester to clear N grade by defused the thesis. This shall be allowed till the maximum duration of the programme.
3. Report of M.Tech. thesis evaluation of the students who have been allowed extension as per point 2 above shall be submitted in Format MP-09a. Final thesis examination report shall be submitted on MP-09b form.
4. A thesis shall be considered to have been accepted if the student is awarded grade C or above and all Members of the Examination Board recommend its acceptance.

5. If a thesis is awarded D or F grade and is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the Examination Board, the Oral Examination of the re-submitted thesis shall be conducted by the same Examination Board unless any member of the previous board has retired/left the institution/debarred by the Senate. In such a case a different board is to be approved by the Chairperson, SMPC. If the re-submitted thesis is rejected, the matter shall be reported to the Senate for appropriate action.

### **13. DEGREE REQUIREMENTS**

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

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

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

A student who completes all the graduation requirements specified in Section 13 above is recommended by the Senate to the Board of Governors (BOG) for the Award of the appropriate Degree in the ensuing Convocation. The Degree can be awarded only after the BOG accords its approval. However a student may be provided a provisional certificate of completion of Programme by the Dean Academic till the Convocation is held.

#### **13.2 Withdrawal of the Degree**

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

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

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

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

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

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

3. A stipendiary Masters' student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of stipend/fellowship, received during the Academic Session in which he/she leaves the programme. The Dean Students Welfare shall initiate the process after receiving the information from Dean Academic and Head of the department.

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

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, number of scholarships/medals/awards may be established by the Institute on its own or through endowments/grants made by donors. Such prizes, medals, scholarships shall be considered by the Senate and approved by the Board of Governors.

## **15. CONDUCT AND DISCIPLINE**

### **15.1. Code of Conduct**

Each student shall conduct himself/herself in a manner befitting his/her association with the Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Administrators, Officers and Employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy shall be paid to visitors to the Institute and residents of the Campus.

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

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

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

### **15.2. Disciplinary Actions and Related Matter**

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Cancellation of Registration and expulsion from the Hostel and/or Institute.

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

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

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

*Unfair means shall comprise of following:*

- (i) Possession of mobile phones, Smart phones, smart watches, any device capable of storing information and any relevant material
- (ii) Copying from the papers/mobile/electronic equipment, or materials in the possession of the student.
- (iii) Copying from the answer book of neighboring students and/or consulting fellow examinees.
- (iv) Disturbing the smooth conduct of Examination.
- (v) Misbehavior with the invigilator
- (vi) Act unbecoming of an examinee of the Institute.

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

Unfair means committee shall consist of:

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

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

1. Any use of UFM detected by Course Instructor/Invigilators /Members of Observer Committee/flying squad shall be reported to Dean (Academic), (Form: MP-10).
2. After the student is caught using UFM his/her answer books along with question paper and material used in UFM will be kept in a separate envelope and the student shall be issued a fresh answer book and question paper on which he/she may continue for the remaining period of examination. However the mobile phone or other electronic storage devices shall be returned to the student and the duly filled

Form MP-10 along with the answer book and question paper shall be kept in an envelope.

3. Dean (Academic) shall send the sealed envelope to Head of the Department, who shall issue a show cause notice to the student seeking his/her clarification on the charges; within three days of the reporting. The clarification of the student may be obtained within three days and the same may be given to Course instructor for getting his/her comments.

4. The Course Instructor shall present the case to the Unfair Means Committee.

Unfair Means Committee shall meet after six days of the completion of Semester Examination. The committee shall give opportunity to the student concerned and recommend the award of punishment. The recommendation of the punishment may be made on the basis of following:

- (i) Mere possession of any electronic storage device as mention above shall amount to usage of Unfair Means, hence may result in award of F grade in that subject.
- (ii) If the course instructor reports similarity in the materials in the possession of the student and content of the course, shall also result in award of F grade in that subject and/or may be debarred from appearing in the subsequent supplementary examination of that particular session.
- (iii) Copying from the answer book of neighboring student, shall be treated on case to case basis.
- (iv) If the student has misbehaved with invigilator the matter may be referred to the Proctorial Board for suitable recommendation.
- (v) The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairperson Senate/Director
- (vi) If the decision is not taken by the date of Grade entry the Grades entered shall be 'W' and the result of such student shall not be declared along with other students.

A student who is not satisfied with the punishment awarded may, however, appeal to the Chairperson Senate stating clearly the case and explaining his/her position, seeking reconsideration of the decision.

## **16. WAIVER OF REQUIREMENTS IN SPECIAL CASES**

The procedures and requirements stated in these Ordinances, other than those in section 3.3 (Eligibility for Admissions) and section 9 (Academic Performance Requirement) may be waived off in special circumstances by the Chairperson Senate on the recommendation of the DMPC and SMPC. All such exceptions shall be reported to the Senate.



Motilal Nehru National Institute of Technology Allahabad

Conversion from Full time to Part time

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

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

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

Present Registration Status:.....

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

Justification/Reason for Conversion :.....

.....

(Signature of the Student)

Comment and recommendation of the Supervisor(s):

(Signature of the Supervisor(s))

Date and Ref No of DMPC meeting\*:

Recommendedby: ConvenerDMPC

Head of theDepartment

Approvedby: ChairpersonSMPC

\* Minutes of DMPC should be enclosed.

(Clause 5)

**Motilal Nehru National Institute of Technology Allahabad  
Leave Application**

**Head of the Department**

Kindly allow me to avail Leave/Leave on Duty from.....to.....  
.....for.....days and station leave from date.....time.....to.....

Date.....Time.....My address during leave will be as below.

Address:

Yours Sincerely

Name:

Registration No.

Dated:

**For Official use**

Recommended/Not Recommended:

**Supervisor(s) Convener DMPC**

Approved by: **Head of the Department**

**Motilal Nehru National Institute of Technology Allahabad**  
**Application for proceeding as Non-degree Student (Other Institution)**

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

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

Supervisor(s):.....

Proposed Department & Institution:.....

(where the student intends to do the work):.....

Justification:.....

(If required attach a separate sheet):.....

(Signature of the Student)

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

(Signature of the Supervisor(s))

**Reference No. DMPC Meeting with date**

Recommended by:

**Convener-DMPC**

**Head of Department**

Approved by:

**Chairman SMPC**

Enclose minutes of the DMPC Meeting.

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

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

Name of the Mentors and Signature with seal

(Final grade to be awarded in form MP-09a/MP-096 by thesis evaluation board)

**Name and signature of the committee members**

**Motilal Nehru National Institute of Technology Allahabad**  
**APPLICATION FOR MERCY APPEAL**

1. Registration No. ....
2. Name of the Student .....
3. Program (M.Tech./MCA/MBA/M.Sc./MSW) .....
4. Branch .....
5. Present Semester .....

6. Academic Record

Semester	SPI	CPI

7. Reason/cause for appeal: .....
8. Prayer for appeal: .....

Date:

Signature of the student

9. Recommendation of the Convener, DMPC:

Signature with date

10. Remarks of Head of the Deptt.:

Signature with date

11. Observations of Chairman SMPC:

Signature with date

12. Decision of Chairman Senate:

Signature with date

**Motilal Nehru National Institute of Technology Allahabad**  
**Addition of Co-Supervisor from outside the Institute**

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

Department:.....

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

Present Status of the work:.....

Suggested Supervisor(s): .....

Reason for change:.....

.....

(Signature of the Student)

Comment & No objection of Existing Supervisor(s):

(Signature of the Supervisor(s))

Consent and signature of the suggested Supervisor(s)

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

Forwardedby:

ConvenerDMPC

Head of theDepartment

Recommendedby:

Chairperson (SMPC)

Approvedby:

ChairpersonSenate

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

**Motilal Nehru National Institute of Technology Allahabad**  
**List of Suggested Examiners for M.Tech. Thesis Examination Board**

Name of the Student: .....

Reg No.: .....

Department:.....

Thesis Title (in capitals).....

Sl. No.	Name of Examiners	Department
1		
2		
3		
4		
5		

Proposed by: **Thesis Supervisor(s)**

Date:

Forwarded by: **Convener-DMPC**

Date:

**Head of Department**

Date:

Approved by: **Chairman SMPC**

Date:

**Motilal Nehru National Institute of Technology Allahabad**  
**REPORT OF M.TECH. THESIS EXAMINATION BOARD (Interim)**

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

Department/ Programme: \_\_\_\_\_

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

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

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

Report of the Board: \_\_\_\_\_

Grade awarded by the Board:

**Examination Board**

Sl No.	Name of Examiners	Department	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Thesis Supervisor(s)

Convener, DMPC

Head of Department.

Date:

Office use only: Course Units =

Thesis Units =

CPI in course work=

The student has completed the programme

Chairperson, SMPC

Date:



**Motilal Nehru National Institute of Technology Allahabad**  
**REPORT OF M.TECH. THESIS EXAMINATION BOARD**

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

Department/ Programme: \_\_\_\_\_

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

Date of Thesis Submission: \_\_\_\_\_

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

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

Report of the Board: \_\_\_\_\_

Grade awarded by the Board:

**Examination Board**

Sl No.	Name of Examiners	Department	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Thesis Supervisor(s)

Convener, DMPC

Head of Department.

Date: \_\_\_\_\_

Office use only: Course Units =

Thesis Units =

CPI in course work=

The student has completed the programme

Chairperson, SMPC

Date:

MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD  
Prayagraj- 211 004 (India)

Certificate

On basis of the "TURNITIN" software the thesis title"....." by(Name of the student)..... Reg.No. ....comprises .....% of text similar to material against permissible limit of below .....% ( as decided by the Senate ).

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

OR

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

Chairperson  
IPR Standing Committee

Copy to:

- Supervisor (s)
- Dean Academic
- Chairman SDPC
- Convener DDPCC
- Head of Department

Chairperson  
IPR Standing Committee

Motilal Nehru National Institute of Technology Allahabad  
FORM FOR REPORTING CASES REGARDING UNFAIR-MEANS

**Note:**

1. One form should be used for one case only.
2. Please send one question paper alongwith the case(s)

**(A) To be filled in by the instructor/invigilators/members of observer committee/Flying Squad:**

1. Name of Examination : .....
2. Name of student : .....
3. Registration No. : .....
4. Programme/Branch : .....
5. Room No. : .....

6. Subject/ paper in which the student is suspected or reported to have used or attempted to use unfairmeans or shown disorderly conduct.

Subject	Subject Code

7. Date & time of incident :

8. Type of Unfair Means Material.

(i) Copying from the papers / materials which is in the possession of the student.

(ii) Copying from the answer book of neighboring student.

(iii) Misbehaved with invigilator.

(IV) Possession of programmable device

Date.....

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

**Motilal Nehru National Institute of Technology Allahabad  
(Guidelines for Thesis submission)**

- Three bound copies of the Thesis should be submitted for Thesis Examination.
- The Thesis should be in the specified format as given below:
  - The back and front cover of the Thesis copy should be in *Black Colour*.
  - The Thesis should be typed in double spacing using Times New Roman font with 12 font size.
  - Chapter heading: Bold/Caps 14 font size.
  - Main Heading (Section) : 12 font Bold
  - Subsection Heading 12 font, bold, italic
  - Thesis should be printed on one side.
  - The sequence should be : Inner cover page, undertaking of the student, Certificate of the Supervisor(s), Acknowledgement, Abstract, Table of contents, List of figures, list of tables, nomenclature followed by Chapters, References, Appendix.

For consideration in  
Sixty-third [63<sup>rd</sup>]  
Meeting of the  
Board of Governors

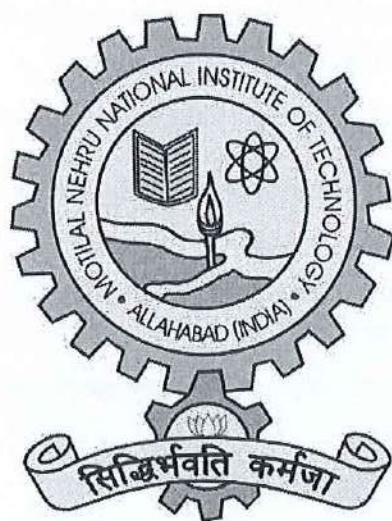
## ORDINANCES FOR DOCTORAL PROGRAMME



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
Motilal Nehru National Institute of Technology Allahabad  
प्रयागराज/Prayagraj-211004

---

# ORDINANCES FOR DOCTORAL PROGRAMME



MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD PRAYAGRAJ 211004,  
INDIA

<b>1. Introduction</b>	
1.1 Doctoral Programme	2
1.2 Senate Doctoral Programme Committee (SDPC)	2
1.3 Department Doctoral Programme Committee (DDPC)	3
1.4 Office of the Dean (Academic)	4
1.5 Board of Academics (BoAc)	5
<b>2. ACADEMIC SESSION</b>	
2.1 Academic Calendar	5
<b>3. ADMISSION</b>	
3.1 Admission Calendar	6
3.2 Department Doctoral Selection Committee (DDSC)	6
3.3 Eligibility for Admission	6
3.3.1 Ph. D. in Engineering	6
3.3.2 Ph. D. in Management, Humanities and Social Science	7
3.3.3 PhD in Sciences	7
3.3.4 Ph. D. In Geographic Information System (GIS) Cell	7
3.4 Admission Categories of Ph.D. Research Scholars	8
3.4.1 Institute Stipendiary Full Time Research Scholars (Programme Code-11)	8
3.4.2 Self-financed Full-Time Research Scholars (Programme Code-12)	8
3.4.3 Sponsored Full- time Research Scholars (Programme code-13)	9
3.4.4 Faculty/Staff/Sponsored Project Fellow of MNNIT Allahabad (Programme Code - 14)	9
3.4.5. Part time Research Scholars (Programme Code-15)	9
3.4.6 Foreign Students	9
3.4.6.1 Sponsored Foreign students	10
3.4.6.2 Self-financed Foreign students	10
3.5 Admission Procedure	10
3.5.1 Admission under Programme Code 11 &12	11
3.5.2 Admission under Programme Code 13,14 &15	11
3.5.3 Admission of Indian Nationals Residing Abroad (INRA) and Foreign Nationals	11
3.5.4 Admission of Non-Degree Students	12
3.6 Cancellation of Admission	12

<b>4.</b>	<b>REGISTRATION</b>	
4.1	Late Registration	13
4.2	Academic Advising	13
4.3	Semester Load Requirement	14
4.4	Adding/Dropping of Courses	14
4.5	Change of Registration from Full-Time to Part-Time	14
<b>5.</b>	<b>LEAVE RULES</b>	
5.1	Annual Leave	15
5.2	Semester Leave	15
5.3	Medical Leave	16
5.4	Maternity Leave	16
5.5	Absence without Sanctioned Leave	16
<b>6.</b>	<b>PERMISSION TO ATTEND ACADEMIC INSTITUTIONS/INDUSTRY AS NON-DEGREE STUDENTS</b>	16-17
<b>7.</b>	<b>PROGRAMME REQUIREMENTS AND GRADING SYSTEM</b>	
7.1	Minimum Residence, Maximum Duration and Academic Requirements	18
7.2	Ph. D. Credit Award Distributions	20
7.3	Extension of Programme	20
7.4	Audit Courses	20
7.5	Grading System	21
	7.5.1 Grade and Grade Point	21
	7.5.2 Semester Performance Index (SPI)	22
	7.5.3 Cumulative Performance Index (CPI)	22
	7.5.4 Grade Report	23
	7.5.5 Transcript	23
	7.5.6 Withholding of Grade Report	23
<b>8.</b>	<b>ACADEMIC PERFORMANCE REQUIREMENTS</b>	
8.1	Termination from the Programme	24
8.2	Appeals against Termination	24
<b>9.</b>	<b>COMPREHENSIVE EXAMINATION</b>	25
<b>10.</b>	<b>STATE-OF-THE-ART SEMINAR</b>	26
<b>11.</b>	<b>OPEN SEMINAR</b>	26
<b>12.</b>	<b>APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES BOARDS</b>	



12.1	Appointment of Thesis Supervisor(s)	27
12.2	Constitution and Appointment of Student Research Committee (SRC)	29
12.3	Constitution of Comprehensive Examination Board	30
12.4	Constitution of Thesis Evaluation Board	30
12.5	Constitution of Ph.D Oral Board	32
<b>13.</b>	<b>THESIS SUBMISSION, EVALUATION AND EXAMINATION</b>	
13.1	Ph.D Thesis Submissions	32
13.2	Plagiarism and Undertaking	32
13.3	Ph.D Thesis Evaluations	35
<b>14.</b>	<b>DEGREE REQUIREMENTS</b>	
14.1	Withdrawal of the Degree	36
<b>15.</b>	<b>SCHOLARSHIPS, FELLOWSHIP, PRIZES AND MEDALS</b>	
15.1.	Fellowship/Scholarships/Stipend	36
15.2	Prizes and Medals	36
<b>16.</b>	<b>CONDUCT AND DISCIPLINE</b>	
16.1	Code of Conduct	37
16.2	Disciplinary Actions and Related Matter	38
16.3	Unfair Means (UFM)	38
	16.3.1 Constitution of Unfair Means Committee	38
	16.3.2 The procedure to deal with the cases of Unfair Means (UFM)	39
<b>17.</b>	<b>WAIVER OF REQUIREMENTS IN SPECIAL CASES</b>	40
<b>18.</b>	<b>AMENDMENTS</b>	40
	<b>Forms &amp; other Formats</b>	
	<b>Form: DP-01</b> (Clause 4.2, for Academic Registration Details)	42
	<b>Form: DP-02</b> (Clause 4.3, 12.2, for Student Research Committee, SRC)	43
	<b>Form: DP-03</b> (Clause 4.3, for Thesis Performance Report of the Candidate)	44
	<b>Form: DP-04</b> (Clause 4.4, for Adding/Dropping of Course)	45
	<b>Form: DP-05</b> (Clause 4.5, for Changing of Registration Status)	46
	<b>Form: DP-06</b> (Clause 5.0, for Leave Application)	47
	<b>Form: DP-07</b> (Clause 6.0, Permission to proceed to other Institution as Non Degree Student)	48
	<b>Form: DP-08</b> (Clause 9.0, 12.3, List of Suggested Examination for Ph.D. Comprehensive Examination)	49

<b>Form: DP-09</b> (Clause 9.0, 12.3, Report of the Comprehensive Examination)	50
<b>Form: DP-10</b> (Clause 10.0, Report of State-of-the-Art Seminar)	51
<b>Form: DP-11</b> (Clause 11, Report of the Open Seminar)	52
<b>Form: DP-12 (a)</b> (Clause 12.1, Supervisor(s) Selection)	53
<b>Form: DP-12 (b)</b> (Clause 12.1, Supervisor(s) Selection)	54
<b>Form: DP-13</b> (Clause 12.1 (5), Change/Addition of Supervisor(s))	55
<b>Form: DP-14</b> (Clause 13.2)	56
<b>Form: DP-15</b> (Clause 12.4, List of Suggested Examiners for Ph.D. Thesis Evaluation Board)	57
<b>Form: DP-16</b> (Clause 12.5, List of Suggested Examiners for Ph.D. Oral Board)	58
<b>Form: DP-17</b> (Clause 13.3, Thesis Evaluation Report)	59-60
<b>Form: DP-18</b> (Clause 13.4, Report of Ph.D. Thesis Oral Board)	61
<b>Form: DP-19</b> (Clause 16.3, Form for Reporting Cases Regarding UNFAIR-MEANS)	62-64
<b>Form: DP-20</b> (Clause 13.2, Undertaking)	65
<b>Form: DP-21</b> (GL-1, Certificate)	66
<b>GL-1</b> (Guidelines for Thesis submission)	67

The provisions contained in these Ordinances govern the policies and procedures on the admission of students, imparting instructions of Courses, conducting examinations and evaluation and certification of students' performance.

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

## **1. INTRODUCTION**

The objectives of the Doctoral Programmes at the Motilal Nehru National Institute of Technology Allahabad (MNNIT Allahabad) are:

- To carry out research in the frontier areas of science, technology and management.
- To nurture a capacity to learn continually and interact with multidisciplinary groups.
- To develop the scientific and engineering human resources of the highest quality to cater the needs of the academia, industry and society.
- With these goals in view, the Doctoral Programmes are designed to include Courses of study, Seminars, projects and Thesis through which a student may develop his/her intellectual and research skills, in the emergent areas.

The procedures and requirements stated in these Ordinances embody the philosophy of the Doctoral Programme and ensure a high standard of performance at the Institute.

### **1.1 Doctoral Programme**

Various Departments/Cells/Schools/Centres of the Institute offer the Doctoral Programme. Hereafter the Departments, Cells, Schools, Centres of the Institute shall be referred to as Department.

### **1.2 Senate Doctoral Programme Committee (SDPC)**

The Senate Doctoral Programme Committee (SDPC) shall consist of convener of DDPC of each department and six additional members of whom one shall be the outgoing Chairperson SDPC (if not otherwise a member), Chairperson SMPC, two Senate nominees from amongst the Senate members, and two doctoral students (one male and one female). The student members shall be one from Engineering Departments and one from Non-engineering Departments. The student members shall be nominated by the Dean (Academic) and approved by Chairperson Senate. Chairperson SDPC shall be nominated by the Chairperson Senate/Senate from amongst the members of the Senate. The tenure of Chairperson SDPC shall be normally of two years.

The SDPC shall meet at least twice every semester.

The Senate Doctoral Programme Committee shall have jurisdiction in the recommendation of the following matters concerning the Doctoral Programme of the Institute:

- Modification of eligibility criteria for admission,
- Introduction of new Course(s) of instruction,
- Desirable modification of Courses already approved,
- Modification of the credit value of Courses,
- Modification of the Rules governing the form of presentation and disposal of Thesis,
- Conduct of oral and written Examinations,
- Other related matters as may be referred to it by the Senate.

The functions of the SDPC shall be of general policy determination, coordination and review, but the Senate shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the DDPCs of various Academic Departments.

### **1.3 Department Doctoral Programme Committee (DDPC)**

Each Department shall have a Department Doctoral Programme Committee (DDPC) consisting of, the Head of the Department as ex-officio Chairperson, Convenor, DMPC/DUGC and three to five faculty members (with earned PhD Degree) to be chosen from the Department, one Professor from other Department and two departmental Ph.D. scholars. One of the faculty members shall be nominated by head as convener DDPC the student members shall be nominated for a period of one year by rotation. Out of Department Faculty Members at least two members from the Department should be Professor, if available; at least one each should be Associate Professor and Assistant Professor. The DDPC shall be proposed by the Head of Department along with the recommendation of Departmental Committee. The duration of the Committee shall be two

years starting from the beginning of the Academic Session. The student members shall not participate when the cases of Academic Evaluation of the concerned student is being considered, although the students' opinion might be sought prior to taking any decision. The proposed DDPC shall be approved by the Chairperson SDPC.

The DDPC shall be responsible for the following:

(i) Monitoring of quality of instructions to students.

(ii) Proposing and implementing new Courses and desirable modification of courses already approved.

(iii) Board of Academics (BoAc) of each department shall scrutinize the changes in existing or new proposals. The recommendations of BoAc will be considered in DDPC and SDPC and submitted to Senate for approval.

(iv) Attending to the problems of PhD students and advising them in academic matters.

(v) Any other related matter as per the Ordinance.

The Department Doctoral Programme Committee (DDPC) shall ensure that all the Rules and Procedures given in the Ordinance are adhered to and implemented without any change. While considering an issue if the Ordinance does not specifically mention something, the same shall be forwarded to Senate through SDPC for its consideration.

The Chairperson DDPC shall hold its meeting regularly, at least two meetings every semester and keep record of the decisions/ recommendations.

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

The Dean (Academic) shall be responsible for the implementation of the decisions taken on academic matters by the Senate and the SDPC. The office of the Dean (Academic) shall:

(i) Receive, process and maintain all records related to the Doctoral Programmes including Curricula, Courses offered, Academic Calendar, Registration, Semester Leave, Examinations, Grades and Award of Degrees and Medals/Prizes,

- (ii) Disseminate information pertaining to all academic matters,
- (iii) Issue necessary Memoranda/Orders,
- (iv) Act as an additional channel of communication between the Students, Instructors/ Supervisor(s), Departments/Interdisciplinary Programme/ Schools/ Cells/ Centres and SDPC.

The Ph.D. Section of the office of Dean (Academic) shall assist the SDPC in its functioning.

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

There will be a BoAc for every department. The constitution of BoAc shall be as per guidelines of NIT statutes.

## **2. ACADEMIC SESSION**

The Academic Session of the Institute is divided into two Regular Semesters, termed as Odd and Even Semesters. The Odd Semester shall normally commence from the mid-July, and the Even Semester from the last week of December (or first week of January) every year, respectively. Each regular Semester (Odd and Even) shall be normally of seventy days/Fourteen week duration for the purpose of instructions.

### **2.1 Academic Calendar**

The exact dates of all the important events, such as, registration, orientation, late registration, commencement of classes, adding and dropping of Courses, submission of documents, declaration of list of registered students, shortage of attendance, examinations, submission of grades, vacation, mid-semester break, official student activities etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The Dean (Academic) will notify the Academic Calendar of each Semester after approval of the Senate. Any modification/change in academic calendar due to an emergent situation shall be proposed by the Dean (Academic), approved by the Chairperson, Senate and subsequently reported to Senate for ratification.

### **3. ADMISSION**

#### **3.1 Admission Calendar**

Admission shall normally be made for the odd Semester. However, admissions on vacant seats (if any) may be made for the even semester on approval of Chairperson Senate.

#### **3.2 Department Doctoral Selection Committee (DDSC)**

The DDSC shall be constituted every year in the month of April for admissions to Doctoral Programmes for the ensuing session. The DDSC shall consist of at least four faculty members (all with earned Ph.D. Degree), comprising at least one professor, one associate professor and one assistant professor and one professor for other department. Head of the department shall be Chairperson DDSC (ex officio). The constitution of the Selection Committee shall be proposed by the Head of the Department and approved by Chairperson SDPC.

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

1. The eligibility conditions given below shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairperson Senate.
2. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections shall imply a minimum of 60% aggregate marks or CPI of 6.5 at qualifying Examination. For SC/ST candidate's eligibility in specified minimum marks/CPI shall be relaxed as per the Government of India norms. (Institute will not apply/accept any conversion formula from CPI to percentage or vice versa. The grade/marks awarding system as appeared on candidate's award sheet shall be acceptable).
3. Reservation in the Programme shall be done as per the Government of India Rules.

##### **3.3.1 Ph. D. in Engineering**

First class Master Degree in relevant branch of Engineering/Technology with marks not below 60% or CPI 6.5



or

Bachelor's Degree in Engineering or Master's Degree in Science/Applied biological sciences/Computer Application or any appropriate discipline with a minimum 75% marks or CPI 8.0.

### **3.3.2 Ph. D. in Management, Humanities and Social Science**

First class Master's Degree in Management/Technology/ Engineering/ Economics/ Commerce/Science/Computer Applications/Social Science/Humanities with a minimum 60% marks or equivalent CPI 6.5.

or

Bachelor's Degree in Engineering with a minimum 75% marks or CPI 8.0.

or

Qualified Chartered Accountant (CA) having minimum three years of professional experience as practicing Chartered Accountant with minimum 60% marks at both graduation level, as well as CA Examination.

### **3.3.3 PhD in Sciences**

First class Master's Degree in relevant discipline of science and mathematics with a minimum 60% Marks or CPI 6.5.

or

Bachelor's Degree in Engineering with marks not below 75% or CPI 8.0.

### **3.3.4 Ph. D. In Geographic Information System (GIS) Cell**

First class Master's degree/ M.Tech. Or equivalent in GIS & Remote Sensing/Civil Engineering/ Computer Science and Engineering/ Electronics/ Information Technology/ Agriculture Engineering/Mining engineering with a minimum marks 60% or CPI 6.5

or

Master's Degree in GIS & Remote Sensing/Applied Geology/Geophysics/Geography/ Environmental Science/Computer Science or degree in Master of Computer Application with a minimum marks 75% or CPI 8.0

or

Bachelor's Degree in Engineering with a minimum 75% marks or CPI 8.0.

**Note:**

Where the eligibility qualification is Master's Degree in Science/Computer Application/Commerce /Economics/English or any subject of Humanities or Life Sciences or Management or B.Tech/BE, qualifying NET/GATE is necessary for Admission categories 11 and 12 (refer table 1).

### **3.4 Admission Categories of Ph.D. Research Scholars**

All the Departments offer full-time and part-time Doctoral Programmes under following categories. The code for different admission categories is also given in the Table 1 below:

**Table 1: Programme categories and Programme codes**

Sl. No.	Programme Categories	Code
I.	Institute Stipendiary Full-Time Research Scholar	11
II.	Self-financed Full-Time Research Scholar	12
III.	Sponsored Full time Research Scholar	13
IV.	Faculty/Staff/Sponsored Project Fellow of MNNIT Allahabad	14
V.	Sponsored Part Time Research Scholar	15

#### **3.4.1 Institute Stipendiary Full Time Research Scholars (Programme Code-11):**

These scholars shall be eligible for financial assistance in the form of fellowship at the approved rates and guidelines as notified by Government from time to time. The fellowship shall be awarded to the students of this category on a Semester-to-Semester basis on the satisfactory academic performance of the scholar (DP-03) and clause 15.

#### **3.4.2 Self-financed Full-Time Research Scholars (Programme Code-12):**

Self-financed full-time research scholars are those who support themselves. They shall not receive any financial support from the Institute in any form. Their eligibility requirement shall be same as Clause 3.3.

### **3.4.3 Sponsored Full- time Research Scholars (Programme code-13)**

Under this category those students who receive fellowship from other agencies such as UGC, CSIR, DST, AICTE, etc are covered. Such candidates shall have to fulfil the eligibility requirement as per section 3.3. It also includes QIP candidates.

### **3.4.4 Faculty/Staff/Sponsored Project Fellow of MNNIT Allahabad (Programme Code - 14):**

Under this category Faculty/Staff/Project Fellow of MNNIT Allahabad shall be admitted as part time research scholar. Project Fellows include those who are working in the various externally funded research projects undertaken by the Institute. Eligibility criteria shall be same as per clause 3.3. Project fellows shall be registered under the PI (s)/ Co- PIs in the same department where the Project has been sanctioned.

### **3.4.5 Part time Research Scholars (Programme Code-15):**

Under this category, employees of Government/Semi-Government Organizations /R&D Organizations or government academic institutions shall be eligible. Further the employees of industry / academic institution of repute with minimum standing for ten years shall also be eligible. Such candidates must fulfill the following conditions:

- (i) The candidate must have served the present employer for at least 4 years continuously.
- (ii) The candidate must submit a No Objection Certificate from the employer at the time of interview.

Candidates may also be admitted under this category under MoU signed between the Institute and other university/organization/institution/industry.

### **3.4.6 Foreign Students**

The eligibility of foreign students shall be verified by DDSC as per Section 3.3 and other relevant sections. However, in place of GATE/NET qualification valid GRE will be applicable for these candidates.

#### **3.4.6.1 Sponsored foreign students**

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

#### **3.4.6.2 Self-financed foreign students**

These students may apply to the Institute through DASA/ Ministry of External Affairs.

### **3.5 Admission Procedure**

1. All admissions shall be made only after approval of the Director on the recommendations of the duly constituted Department Doctoral Selection Committee (DDSC) and Chairperson SDPC.
2. On approval by the Chairperson Senate/Director, the Head of the Department shall issue the admission letter to the candidates, who shall be required to accept the offer of admission by depositing the prescribed fee before the specified date.
3. In case a candidate does not accept the offer by not paying the prescribed fee by the specified date, the offer of admission shall stand automatically withdrawn, and the admission may be offered to the candidates in the waiting list, if any.
4. The offer of admission shall also stand withdrawn if the candidate fails to register by the last date of registration after accepting the offer of admission.
5. The selected candidate, who has completed all the pre-requisites of qualifying degree before the date of registration but is unable to produce the certificate of having passed and secured the minimum specified qualifying marks, shall be considered for provisional admission. However, if admitted provisionally, he/she shall be required to produce the evidence of his/her having passed the qualifying degree examination within six weeks from the last date of registration, failing which the admission shall automatically be cancelled. In special cases relaxation to this date may be given by Chairperson, Senate.

### **3.5.1 Admission under Programme Codes 11 &12**

1. Admission to the Ph.D. Programmes under programme codes 11 and 12 shall be based on written examination and interview of the eligible shortlisted candidates by the DDSC.
2. Reservation for various categories shall be applicable as per Government of India Rules.

### **3.5.2 Admission under Programme Codes 13, 14 & 15**

1. Candidates eligible under Programme Code 13, 14, and 15, shall be admitted on basis of interview only. Eligibility criteria as specified in clause 3.3 shall be applicable in this category of admission also.
2. The candidates under Code 13 must fulfill the additional requirements of their sponsoring/funding agency, if any.
3. The candidates under Code 15 shall be also evaluated on basis of recommendation of their employer and a Statement of Purpose along with interview.
4. Project Fellow, shall be admitted on basis of interview only and if admitted, shall be required to pursue his/her Ph. D. work in the area of research project and with the PI and/or Co-PI only in the same department, where project has been sanctioned. However, another supervisor may be added as per clause 12.
5. Foreign students shall also be admitted on basis of interview and a Statement of Purpose.

### **3.5.3 Admission of Indian Nationals Residing Abroad (INRA) and Foreign Nationals**

1. INRA candidates must have been residing abroad continuously for at least five years at the time of applying for admission. They shall apply for admission through Indian Embassy in their country. Their applications shall be processed by the DDSC along with regular admission process during odd or even semester subject to fulfilment of eligibility requirement as per clause 3.3. Such candidates will be required to complete residence requirement as per Clause 7.

2. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR) /Government, shall be scrutinized by the Department concerned, to assess their suitability for admission to the programme. Foreign students under this category shall be admitted through Embassy of their countries after getting approval from the Ministry of Home Affairs and the Ministry of Human Resource Development, Government of India.

#### **3.5.4 Admission of Non-Degree Students**

1. A non-degree student is registered for a Degree in any other recognized Institute or University in India or abroad, and is one who is officially sponsored by that Institute or University to complete part of his/her academic requirements at MNNIT Allahabad. For that purpose the non-degree student may carry out Research/Course work and use other academic facilities including laboratories at MNNIT Allahabad
2. The strength of non-degree students in any Programme shall not be more than 10% of the Programme strength. The fee structure and other modalities shall be decided by School for Non Formal and Continuing Education (SNFCE).
3. Students so admitted shall be governed by all Rules and Regulations of the Institute during the period of stay.

#### **3.6 Cancellation of Admission**

The Dean (Academic) with approval of the Director /Chairperson Senate may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed any relevant information while seeking admission, or has been found engaged in serious of indiscipline act.

#### **4. REGISTRATION**

The office of the Dean (Academic) shall coordinate the registration process with the

assistance of the Conveners of DDPG. A student shall register each Semester for the Courses/Mini- projects/Comprehensive Examination/State-of-the-Art Seminar/Thesis Performance Credits that he/she intends to pursue in that Semester.

1. The registration process shall involve payment of fees for that Semester and clearance of any outstanding dues of the previous Semester, signing the registration roll for physical registration and submit duly filled DP-01; without which registration process shall remain incomplete. For Newly admitted students completed DP-02, DP-12, and DP-13 must also be submitted along with DP-01 within two weeks of registration.
2. All the students shall continue to register in the semesters till they submit their Thesis. Those students who are on authorized leave shall also register on zero fee and zero credits.
3. Those students who after registering the Semester have to avail leave for more than as admissible in the Ordinance must be either advised for Semester drop or for the reduced credit units on pro-rata basis.
4. A student who has delivered his/her Open Seminar successfully shall register for zero credits in subsequent Semester(s) till the submission of the Thesis, and pay semester fee.
5. A student who has submitted his Ph.D Thesis shall not be required to register in subsequent Semesters.

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

#### **4.1 Late Registration**

No registration shall be done after the notified last date of Registration in the Academic Calendar during the Semester except in special cases with the permission of the Chairperson Senate on recommendation of Dean Academic and Head of the concerned department.

#### **4.2 Academic Advising**

A student shall be advised in the selection of Courses by the Supervisor. Selected

Courses shall be submitted on the prescribed format (Form: DP-01) at the beginning of each semester.

#### **4.3 Semester Load Requirement**

A semester load shall be equivalent to maximum 20 credits and minimum 8 credits.

A Student shall also deliver seminar on thesis performance at the end of each Semester for the purpose of evaluation of the progress made during that Semester. The end semester presentation shall be held as per the dates notified in academic calendar after due notification by the supervisors. The progress shall be evaluated by Student Research Committee (SRC) constituted as per section 12.2, in the prescribed format (Form: DP-02). The progress report shall be submitted to office of Dean (Academic) in the prescribed format (Form: DP-03). There shall be no requirement of end semester presentation once a Student has delivered Open Seminar.

Once a Student has satisfactorily presented Open Seminar he/she shall register for zero credit in subsequent semesters till submission of the Thesis. The Credits earned through Open Seminar shall only be considered for the purpose of Award of Grades in the particular Semester in which Open Seminar has been successfully delivered. No Credits for Thesis performance shall be required.

#### **4.4 Adding/Dropping of Courses**

Adding and dropping of Courses after registration shall be permitted on the request of the student in the prescribed format (Form: DP-04).

The Convenor DDPC in consultation with the Course Coordinator and with the approval of the Chairperson SDPC may allow a student at his/her request to add/drop from one or more Courses during the semester. The subsequent maximum/minimum semester load shall be as specified in Section 7.2.

#### **4.5 Change of Registration from Full-Time to Part-Time**

- A student admitted to a full-time Ph.D. programme may be permitted to change to a Part-time Ph.D. Programme by submitting the application in the prescribed format



(Form: DP-05).

- A student requesting such a conversion must have completed the Coursework, passed the Comprehensive Examination, given the State-of-the- Art Seminar which is adjudged as satisfactory, and completed the residence requirements.
- Such conversion, if approved by the Chairperson SDPC, shall be subject to the following conditions:
  - (i) The student must complete his/her Thesis within 7 years counted from the date of his/her first registration in the Programme.
  - (ii) Provision of conversion from full-time to part-time status can be availed only once by the student during his/her Programme.

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

## 5. LEAVE RULES

Full-time students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor and Convener DDPC, in the prescribed format (Form: DP-06).

### 5.1 Annual Leave

1. A Ph.D. student may be allowed leave of 15 days in a Semester or maximum 30 days in an Academic Calendar year, excluding Institute holidays.
2. The student going for prescribed training or any academic work related to the Thesis work, for 15 days in a semester and maximum 30 days in an academic calendar, assigned by the Supervisor, recommended by Convener DDPC and approved by the HoD shall be treated as on-duty. Any such assignment for more than this period shall require prior approval of the Chairperson Senate through SDPC and DDPC.

### 5.2 Semester Leave

Semester leave for up to a maximum of two Semesters may be sanctioned by senate on recommendation of supervisor and DDPC for valid reasons. Except for medical reasons,

such leave would not normally be sanctioned before a student has completed his/her course work. Leave for more than one Semester at a time shall not be granted.

### **5.3. Medical Leave**

A student may be granted medical leave of maximum 15 days in an academic year, in addition to normal annual leave (5.1) with scholarship (if applicable) on the recommendation of DDPC, SDPC and approval of Chairperson Senate under any one of the following conditions:

- (i) Student is under treatment at Health Centre of the Institute or has been referred to listed hospitals by the Health Centre of the Institute.
- (ii) Medical certificate is issued by AIIMS, Government hospitals and similar other organizations. This medical certificate shall be verified by the Medical Officer of the Institute.

### **5.4 Maternity Leave**

Maternity leave shall be governed by Government of India rules as adopted by the Institute from time to time.

### **5.5 Absence without Sanctioned Leave**

Absence without sanctioned leave shall entail loss of financial assistantship for the period of absence in case of stipendiary students. Convener DDPC shall issue a warning letter to the absent student under intimation to the supervisor, head of the department and Chairperson SDPC. Long absence without sanction may result in the termination of the student's Programme on the recommendation of the supervisor, DDPC and SDPC and approval of the Chairperson Senate. Head of the Department shall issue the termination letter with copy to Chairperson, SDPC and Dean (Academic).

## **6. PERMISSION TO ATTEND OTHER ACADEMIC INSTITUTIONS/INDUSTRY AS NON-DEGREE STUDENTS**

In order to help students to broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research Institutions in India or abroad as non-degree students is available. Rules and procedures to be

followed for availing this provision are as follows:

1. Only those Ph. D scholars who have spent at least two Semesters, completed Course work, passed comprehensive examination and successfully presented State of the Art Seminar, are eligible to proceed as non-degree students elsewhere.
2. An eligible student shall make an application to the Chairperson SDPC through the Convener DDPC, and the Thesis Supervisor in the prescribed format(Form: DP-07), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance from that Institute/ Organisation.
3. A student who has presented his/her Open Seminar shall not be entitled for this provision.
4. The duration of stay and the work completed shall be considered for academic requirement.
5. The performance of the student shall be evaluated by the SRC at the end of the semester to fulfill the academic performance requirements of the Doctoral programme of the Institute. The student shall also be required to produce a certificate of attendance from the host institution/industry.
6. A student shall be entitled to receive scholarship on the condition that he/she shall submit the proof that he/she is not receiving any financial assistance at the host Institution. However, his/her financial assistantship shall be released (including that for the period of absence) after he/she joins back the Department on recommendation of the DDPC, through supervisor.
7. In case, the student is not able to physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed by Dean Academics for physical reporting at a later date on recommendation of the supervisor, and Head of Department.

## 7. PROGRAMME REQUIREMENTS AND GRADING SYSTEM

### 7.1 Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the Ph.D. Programme, and credit requirements for graduation in the Ph.D programmes.

*"Course Work" includes normally Masters'/Doctoral Course credits/ or any other theory course/mini-projects unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive Semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all Courses taken by the student.*

**Table 2: Credit Distribution and Residence Requirement**

Department	Qualifying Degree	Min. Total Credits to be earned	Min. Credits through Course work/Lab Course /Mini-Projects	Credits through Comprehensive Examination	Credits through State of Art Seminar	Min Credits through Research Seminar	Credits through Open Seminar	Min. Duration (Full Time)	Maximum Duration (Part Time)
Engineering	M.Tech /M.E	80	16	8	8	48	8	Two Years	Six Years (Seven Years)
	B.Tech/ MCA/ M.Sc.	120	32	8	8	72	8	Three Years	

Management	MBA/ MMS	80	16	8	8	48	8	Two Year s	Six Years (Seven Years)
	B.Tech/ M.Sc. /MA/M .Com./ C.A.	120	32	8	8	72	8	Three Years	
Science /HSS	M.Sc/ MA/M .Com/ MBA	80	16	8	8	48	8	Two Years	Six Years (Seven Years)
	B.Tech	120	32	8	8	72	8	Three Years	Six Years (Seven Years)

**Notes:**

1. Minimum 12/28 credits should be earned through Theory Course work out of 16/32 credits (as per table above).
2. The Laboratory/theory Course and Mini-project shall be considered as Course Work of four credits each. The Mini Project shall be evaluated by the SRC. On the recommendation of the Supervisor, the Department may prescribe, with prior approval of the Chairperson SDPC, additional credits of Courses/Thesis work, over and above the minimum specified in the Table 2.
3. The part time students (programme code 15) shall complete the course work within three semesters from the date of first registration in consultation with the supervisor.

4. The student shall normally undertake course work of MNNIT Allahabad. He/ She may complete course work under special circumstances through SWAYAM/ MOOCS/ any other online mode of instruction by MNNIT on advice of the supervisors and recommendation of DDPC. Evaluation process of these courses will be made as per guidelines formulated by Dean (Academics).
5. Part time students shall be required to be present on the campus for physical registration, course work (as far as possible), examinations, thesis performance presentation at the end of every semester till submission of the thesis.

### **7.2 Ph. D. Credit Award Distributions**

1. All the Ph. D. students shall be registered in every semester for minimum 8 credits and maximum of 20 credits.
2. Credit for thesis performance/ Comprehensive examination/State of the Art/Open Seminar shall be submitted in the combination of S (for satisfactory) or X (for unsatisfactory), where one S/X is awarded for 4 credits.
3. The performance credit shall be assigned by SRC in the prescribed format (Form: DP-03) and the same shall be forwarded to Dean (Academic) through Convener DDPC and Head of the department for recording the academic performance of the student.
4. The credit for course work/ Lab work/Mini project etc shall be awarded and submitted by respective course coordinator within the prescribed time limit for grade submission at the end of each semester.

### **7.3 Extension of Programme**

No student, who has completed the prescribed maximum duration in the Programme, shall be allowed to register in the subsequent Semester, unless he/she has been granted extension of the Programme by the Senate on the recommendations of the supervisor, DDPC and SDPC.

### **7.4 Audit Courses**

The students are permitted to take audit Courses if proposed by Supervisor through

Convenor DDPC. Such Courses will have grade S (for Satisfactory) and X (for Unsatisfactory).

## 7.5 Grading System

### 7.5.1 Grade and Grade Point

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

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

In addition, there are four Letter Grades, viz., S, X, W and N which stand for Satisfactory, Unsatisfactory, Withheld temporarily, and Not allowed to appear/could not appear in end semester Examination respectively.

2. The System of grading to be followed shall be Relative Grading System. With the objective to maintain high standards of education and learning it is desirable that A+ shall be awarded to the students securing more than or equal to 85% marks. However a particular faculty member may set higher marks with proper communication to the students. A student securing less than 30% marks shall normally be awarded grade F. The course instructor/coordinator shall use normal distribution curve to award grades other than A+ and F, ensuring that majority of the students fall in the middle range of the grades.

3. A student, who does not appear/is not allowed to appear in the End-semester Examination for any reason, shall be awarded N grade irrespective of his/her performance in the Mid- semester Examination and teacher assessment and shall be treated as ACD. Such student shall be required to clear his/her N grade by appearing in the subsequent supplementary examination.

4. An ACD student shall be allowed to clear his/her ACD by repeating the course in

which he/she has attained F or D or C grade; or may be advised to replace the course with another course on the recommendation of the Supervisor and DDPC, subject to the following conditions:

- His/her CPI is less than the prescribed minimum and the student is allowed to continue in the Programme (as per provisions of section 8.1), and
- The SPI and CPI shall be calculated after replacing the old grades by better of the old and new grades obtained by such a student to remove Academic Deficiency. All the Courses attended by the student shall appear on the transcript.

5. The grade S or X shall be awarded for Thesis performance credits as follows:

At the end of the Semester, the Student Research Committee (SRC) shall assess the student's progress towards the Thesis work during the Semester and shall award the grade S for each set of 4 credits if the work is satisfactory and grade X for every unsatisfactory 4 credits.

### **7.5.2 Semester Performance Index (SPI)**

The Semester Performance Index (SPI) shall be the weighted average of the Grade Points earned by a student in all the Courses credited and describes his/her Academic Performance in a Semester. If the grade points associated with the letter grades awarded

to a student are  $g_1, g_2, g_3, \dots, g_m$  in  $m$  Courses and the corresponding weights (or credits of the Courses) are  $w_1, w_2, w_3, \dots, w_m$ , the SPI is given by

$$SPI = \frac{\sum_{i=1}^m w_i g_i}{\sum_{i=1}^m w_i}$$

S and X grades shall not be considered in the computation of the SPI.

### **7.5.3 Cumulative Performance Index (CPI)**

The Cumulative Performance Index (CPI) indicates the overall Academic Performance of a student in all the Courses registered up to and including the latest completed Semester



term. It shall be computed in the same manner as the SPI, considering all the Courses (say,  $n$ ), and is given by

$$CPI = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

Whenever a student is permitted to repeat or substitute a Course, the new letter Grade replaces the better of the old and new letter Grades in the computation of the CPI, but, both the Grades appear on his/her Grade Report.

#### **7.5.4 Grade Report**

A copy of the Grade Report shall be issued to each student at the end of the Semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

#### **7.5.5 Transcript**

A Transcript contains the record of the Grades obtained in each and all Courses, Project and Seminar registered by a student during his/her entire Programme. It will be provided on request and on payment of prescribed fee.

#### **7.5.6 Withholding of Grade Report**

The grade report of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

### **8. ACADEMIC PERFORMANCE REQUIREMENTS**

1. The minimum SPI/CPI requirements for continuing in the programme is equal to 6.5
2. A student who secures SPI less than 6.5 in the first semester shall be allowed to register for second semester without stipend/fellowship. These students shall be categorized as "Academically deficient (ACD)". Such student shall be advised by the supervisor to clear the same in supplementary or makeup examination (if any).
3. A student shall be allowed to register in the third semester and subsequent semester if following conditions are met by him/her.

- (a) His/Her CPI is equal to or greater than 6.5 at the end of academic session.
- (b) He/She does not have N or F grade in any registered course.
- (c) He/She has not accumulated 10 X since first registration or 8X in two consecutive semesters.

A student who does not fulfil any/all of the above conditions shall also be categorized as "Academically deficient" (ACD).

- 4. If ACD is due to 3 (a) and/ or 3 (b), the student shall be allowed to clear the same in supplementary / make up examination (if any). If ACD is due to not fulfillment of 3 (c) his/her ACD will be cleared, if thesis performance of the students is satisfactory with no further addition of any X in subsequent semester.
- 5. A warning shall be issued for every X by convener DDPC to the student.
- 6. If a student secures more than 4 X the Head of Department shall issue warning letter and termination letter in case of 8.3.

### **8.1 Termination from the Programme**

- (1) A student shall not be allowed to continue in the programme if:
  - (a) His/Her CPI is less than 6.5 at the end of academic session.
  - (b) He/She has N or F grade in any registered course.
  - (c) He/She has accumulated 10 X since first registration or 8X in two consecutive semesters.
  - (d) He/She is not able to earn prescribed minimum credits in the Maximum duration as specified in Section 7.1
- (2) The Head shall issue termination letter in case of 8.1(1)

### **8.2 Appeal against Termination**

A student, whose programme is terminated on account of inadequate Academic

Performance or otherwise, may appeal to the Chairperson Senate for reconsideration through DDPC and SDPC. Such student shall make appeal within 90 days. While making the appeal against termination, he/she shall give reasons for his/her poor Academic Performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. The Senate shall not entertain any further appeal for review unless substantial additional information is brought to its notice. The Senate shall not entertain the appeal more than twice from the same student.

## **9. COMPREHENSIVE EXAMINATION**

1. Students registered in the Ph.D Programme must pass a Comprehensive Examination with 'SS' grades designed to test the overall comprehension of the student in various subjects. A student can appear in the Comprehensive Examination only after he/she has completed the Course Work requirement satisfying the minimum specified CPI requirement.
2. Students after the completion of the Course Work shall appear in the Comprehensive Examination in the beginning of subsequent Semester but not later than completion of that particular semester.
3. In case a student fails to clear Comprehensive Examination within the specified period, extension of three months can be given by Chairperson SDPC on the recommendation of supervisor/Convenor DDPC.
4. The Examination shall be in oral form but may be supplemented with a written part if the supervisor (s) so desire.
5. The Comprehensive Examination shall be conducted by a board as per Clause 12.3 (Form: DP-08). A student shall be considered to have passed the comprehensive examination if he/she attains SS. The report of the Comprehensive Examination must be sent to the Chairperson SDPC within two working days from the date of Examination in

the prescribed format (Form: DP-09).

6. If a student fails to clear the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted. A student shall not be allowed to appear in the Comprehensive Examination more than twice. In case the candidate fails to clear Comprehensive Examination in the second attempt, he/she shall be terminated from the Programme. The Head of the Department shall issue the letter in this regard. All such cases shall be brought to the notice of the Senate.

#### **10. STATE-OF-THE-ART SEMINAR**

- (i) Every Ph.D. student shall be required to present a general seminar in the Department covering the State-of-the-Art in the proposed area of research. A detailed research plan (two copies) shall be submitted by the candidate at the time of delivering the State-of-the-Art Seminar. The State-of-the-Art Seminar shall be delivered within six months from the date of successful completion of the Comprehensive Examination. The supervisor shall notify the date of seminar at least five working days in advance.
- (ii) If a student is unable to deliver State-of-the-Art Seminar within this period or has failed to deliver the seminar satisfactorily, he/she may be given an extension of maximum six months by Chairperson SDPC on recommendation of the supervisor and Convenor DDPC with valid reasons, failing which the registration shall automatically stand cancelled. Head of the Department shall issue the termination letter.
- (iii) State-of-the-Art Seminar shall be evaluated by Student Research Committee (SRC). A report of satisfactory completion of this requirement shall be communicated to Chairperson SDPC in the prescribed format (Form: DP-10) along with the research plan duly signed by the candidate and the supervisor. A student shall be considered to have presented, SoA satisfactorily if he/she obtains 'SS' grades.

#### **11. OPEN SEMINAR**

Before submission of the Thesis, a Ph.D student shall deliver an Open Seminar before

the SRC which shall be open to the Faculty and students. The student shall present his/her research work to obtain comments and criticism, which shall be incorporated in his/her Thesis to the satisfaction of the Supervisor(s). A notice of the Seminar must be displayed at least five working days in advance by the supervisor. A Thesis can be submitted only after the satisfactory fulfilment of this requirement. The candidate shall inform the Convener DDPC through the Supervisor for his/her readiness to deliver the Open Seminar. Student Research Committee (SRC) shall evaluate and submit report of the Open Seminar in the prescribed format (Form: DP-11). In case a candidate fails to deliver the Open Seminar satisfactorily, he/she may be given another opportunity by Chairperson SDPC on the recommendation of the supervisor and Convenor DDPC but candidate has to deliver the Open Seminar satisfactorily within next two semesters. A student shall be considered having satisfactorily presented open seminar if he/she obtains 'SS' grades.

A student is eligible to deliver the Open Seminar if he/she fulfills the following:

- a. Passed all the prescribed courses and has attained the minimum required CPI with no course having N / F grade,
- b. Passed the Comprehensive Examination and State of the Art Seminar
- c. Has earned minimum credits as specified in section 7.1.

## **12. APPOINTMENT OF THESIS SUPERVISOR(S) AND CONSTITUTION OF VARIOUS COMMITTEES BOARDS**

### **12.1 Appointment of Thesis Supervisor(s)**

1. Thesis Supervisor(s) of a student shall be appointed from amongst the Faculty Members of MNNIT Allahabad. A regular faculty with earned Ph.D. shall be eligible to be a supervisor. In order to ensure equitable allocation of Ph.D students among faculty of the department a roster shall be used in a transparent and uniform manner.
2. One of the supervisors must be from the department in which the student has been

admitted.

3. The candidate shall propose the list of faculty as preferred supervisor(s) in her/his chosen area of research in the prescribed format (Form: DP-12(a)) along with consent of the faculty/faculties on Form-12 (b) within two weeks from date of first registration. Thereafter, the DDPC shall meet within one week to consider duly filled in Form DP-12(a) and Form-12 (b) to forward the recommended Form(s) along with minutes of the meeting, to the Chairperson SDPC for approval.

4. A student shall not have more than two Supervisors, including external Supervisor, at any time.

5. A student can have a Co-Supervisor from outside the Institute (within or outside the country) in addition to a Supervisor from the Institute on the recommendation of the DDPC and the SDPC and with approval of the Chairperson Senate. A copy of signed C.V. of the proposed supervisor and No Objection Certificate from his/her Institute must be submitted for consideration of DDPC and SDPC.

6. Any change/addition in the existing Supervisor, if desired, shall be routed through DDPC. Candidate shall fill up the prescribed form (Form: DP-13) to propose the new Supervisor(s), with no objection from existing

7. Supervisor(s) and consent of the proposed Supervisor(s) routed through DDPC. The change/addition shall be decided by the Chairperson Senate on the recommendation of the Chairperson SDPC. In case the new supervisor is from outside the Institute the modalities as referred in point 4 above shall be applicable.

8. In case of change/addition of Supervisor(s), the Open Seminar can be held only after one year from the date of approval of such change.

9. If a Supervisor is proceeding on leave for more than one year, he/she in consultation with the student shall propose an additional supervisor as per point 5 above. Further, if the candidate has already presented Open Seminar satisfactorily and

the Supervisor proceeds on leave, the Convenor DDPC shall take care of the formalities of thesis submission and evaluation, such as providing the list of Examiners, conducting the Oral Examination, etc in consultation with the Thesis Supervisor.

10. In case a Supervisor resigns/retires or otherwise ceases to be a Faculty Member of the Institute and if the candidate has delivered Open Seminar, the modalities as in point 7 shall be applicable. In case there are two supervisors from the Institute, and one of the supervisors proceeds on leave for more than one year and/or retires/ ceases to be a faculty of the Institute, both the faculty shall continue to be the supervisors.

11. A Professor/Associate Professor shall not supervise more than six scholars, and Assistant professor shall not supervise more than four scholars, whether in single or joint supervision, at any time, including all categories of research scholars excluding the project fellows (under category 14). Further, the upper limit shall also include those Research Scholars who are registered with other Institution/University. The upper limit shall exclude the students who have submitted the Thesis.

12. Faculty Member having less than two years' service left before retirement shall not be allotted new Ph.D. student.

13. In case a Faculty Member is suspended /debarred for indulging in lowering the prestige of the Institute, in any manner, he or she shall cease to be a Thesis Supervisor.

### **12.2 Constitution and Appointment of Student Research Committee (SRC)**

Student Research Committee (SRC) shall be formed immediately after the allotment of supervisor (s) in the prescribed format (Form: DP-02). SRC shall consist of Supervisor(s), one faculty member from the same Department and one faculty member from any other Department or an Institute within Prayagraj, in the same area or related area of research. At least one of the members of the SRC should be Professor/Associate Professor. Supervisor shall be the Chairperson of the Committee. A faculty can be member of maximum five SRCs of other departments.

In case a particular member of SRC is not available during an examination, the supervisor may seek permission to replace him/her with another Faculty Member from Chairperson SDPC through Convener DDPC and Head of the Department. Such substitution shall be applicable for that particular examination only. In case a particular member of SRC is on long leave of more than one year or has left the Institute, the supervisor shall propose a new SRC.

### **12.3 Constitution of Comprehensive Examination Board**

The Comprehensive Examination Board shall consist of four Faculty Members (all having earned Ph.D. Degree) from the Department including Supervisor(s) and one Faculty Member from other Department, preferably those who have taught the courses. Constitution of the Board shall be proposed by the Thesis Supervisor(s) and forwarded by the Convener DDPC and Head of the Department, to the Chairperson SDPC in the prescribed format (Form: DP- 08), for approval. The Thesis Supervisor of the student shall be the Chairperson of the Board. In case the Thesis Supervisor is on long leave, Clause 12.1(7) shall apply.

### **12.4 Constitution of Thesis Evaluation Board**

The Thesis Evaluation Board shall consist of two Examiners from outside the Institute, of which at least one must be from India. The Thesis Supervisor(s) shall be member of the evaluation Board. The Board shall be approved by the Chairperson Senate.

1. The Thesis Supervisor(s) shall propose a list of Examiners consisting of seven experts including at least two from outside the country from Institutes of repute in prescribed format (Form: DP-15). A brief profile of the proposed examiners may be attached with Form DP-15 for consideration of Chairperson SDPC and Chairperson Senate. This list shall be forwarded by the Convener DDPC and HoD to Chairperson SDPC at the time of submission of the Thesis along with synopsis in soft copy prepared according to the prescribed guidelines GL-1. The Chairperson Senate in consultation with the Chairperson SDPC shall select the members of the Thesis Evaluation Board from this list. If considered necessary, the Chairperson Senate may ask for additional names of experts



to be submitted or add additional names of experts in consultation with Chairperson SDPC.

2. In case Chairperson SDPC is the Supervisor of the student concerned, Chairperson Senate may consult Chairperson SMPC/Dean Academic to complete the process of approval of the Thesis Evaluation Board.
3. If Chairperson Senate is the Thesis Supervisor then Dean (Academic) shall approve the Thesis evaluation board in consultation with Chairperson SDPC.
4. If Chairperson Senate and Dean (Academic) both are Supervisors, then Chairperson SDPC shall approve the Evaluation Board in consultation with Chairperson SMPC.
5. If Chairperson Senate and Chairperson SDPC both are Supervisors then Dean (Academic) shall approve the Board in consultation with Chairperson SMPC.
6. The names of the members of the Thesis Evaluation Board shall be kept confidential till successful completion of the Thesis Evaluation.

#### **12.5 Constitution of Ph.D. Oral Board**

On completion of Ph.D. Thesis evaluation (as detailed in section 13.2), the Chairperson SDPC shall send to the Thesis Supervisor(s), the names of the members who are from outside the Institute but are from within the country so that one of these examinees can be included in the proposed list of the Members of the Oral Board.

1. The oral board shall consist of the following,
  - (i) One Faculty from the Department, from SRC.
  - (ii) One Faculty from outside the Department from SRC.
  - (iii) One examiner from among the members of the Thesis Evaluation Board from within the country but outside the Institute.
  - (iv) Thesis Supervisor(s)

If members as stated on points (i) and (ii) are not from SRC, proper justification may be enclosed along with Form DP-16

The Thesis Supervisor(s) shall propose the constitution of the Oral Board in prescribed format (Form: DP-16), and Convenor DDPC and HoD shall forward the same to the Chairperson SDPC, who shall recommend it to the Chairperson Senate for approval.

### **13. THESIS SUBMISSION, EVALUATION AND EXAMINATION**

#### **13.1 Ph.D Thesis Submission**

Ph.D. Thesis can be submitted only after satisfactory completion of the Open Seminar, satisfactory report from Intellectual Property Rights (IPR) Cell (DP-14), two papers from the thesis accepted/published in SCI/SSCI/Scopus journals and submission of no dues certificate. Four soft bound copies of the Ph.D Thesis (prepared according to the prescribed guidelines: GL-1) along with soft copy of the entire Thesis document in CD (as approved by IPR Cell) shall be submitted to the Office of the Dean (Academic).

The student shall be required to submit the Thesis within nine months from the date of Open Seminar. If the candidate fails to submit the Thesis within the specified period, then an extension of three months can be given by Chairperson SDPC on the recommendation of Supervisor and Convenor DDPC. If the candidate fails to submit the same within the extended period then he/she has to deliver Open Seminar again with approval of the Chairperson SDPC.

#### Plagiarism and Undertaking

Plagiarism is a serious offence and the institute is committed to protecting IPR of everyone. To ensure this the IPR Cell of the Institute is entrusted with the task of checking similarity through software. The IPR Cell issues a certificate as per Form: DP-14 which is a pre-condition for submission of Thesis. Duly signed DP-14 form shall be attached with the thesis as per GL-1.

#### **13.2 Ph.D. Thesis Evaluation**

1. After submission of the thesis and constitution of Thesis Evaluation Board, Dean

(Academic) shall process the Evaluation of thesis. Dean (Academic) shall be responsible for seeking consent of the approved Examiners. In case the Examiner refuses or no response is received from the Examiner within four weeks (with a reminder being sent after two weeks), steps shall be taken to appoint another Examiner.

2. After receiving the consent of Examiners, the Dean (Academic) shall send the Thesis for evaluation to the Examiners.
3. Examiners shall place their report in any of the following categories in the prescribed format (Form: DP-17):

**Category I:** The Thesis is acceptable in the present form for the award of the Ph.D. Degree.

**Category II:** The Thesis is acceptable and the corrections, modifications and improvements suggested by me would be incorporated in the Thesis and presented at the time of oral examination.

**Category III:** The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.

**Category IV:** The Thesis is rejected.

4. After receiving the reports of all the Examiners, copies of the categorized reports (without the identity of the Examiners) shall be sent to the Thesis Supervisor(s) and the Head of the Department, by the Chairperson SDPC. The Supervisor(s) shall ensure and certify that all the suggestions (if any) have been incorporated.
5. If the reports are either in Category I or Category II then Chairperson SDPC shall intimate the Supervisor about the name(s) of Indian Examiner(s) and also request to constitute the Oral Board as per Para 12.5. The Supervisor shall send the list of suggested Examiners for Ph.D Oral Board along with the response of student on the comments of Examiner(s), if any, to Chairperson SDPC who shall recommend it to the Chairperson

Senate for approval.

6. If one/or more than one Examiner(s) gives his/her report in Category III then clarification/modifications suggested by the Examiner shall be done by the candidate in consultation with Supervisor(s). The Supervisor shall send the corrected Thesis along with the responses and explanatory notes to Chairperson SDPC who shall advise the Dean (Academic) to send the corrected Thesis along with the responses and explanatory notes to the same Examiner with a request to respond within six weeks. If no response from the Examiner is received within six weeks time or the Examiner gives his/her report again in Category III then the matter shall be referred to Chairperson Senate for further course of action.
7. If one of the Examiner places his/her report in Category IV the matter shall be referred to Chairperson Senate for deciding the further course of action. If the reports received from more than one Examiner are in Category IV then the Thesis shall be rejected and the candidature of the student shall stand automatically terminated.
8. In case, Chairperson SDPC is the Supervisor, then the processing to be done by Chairperson SDPC shall be done by Dean Academic.
9. In case, Dean (Academic) is the Supervisor, then the processing to be done by Dean (Academic) shall be done by Chairperson SDPC.
10. In case, Chairperson Senate and Dean (Academic) both are the Thesis Supervisors, then the processing to be done by them shall be done by the Chairperson SDPC.
11. In case, Chairperson Senate and Chairperson SDPC both are the Thesis Supervisors, then the processing to be done by them shall be done by Dean Academic.
12. In case, Chairperson SDPC and Dean (Academic) both are the Thesis Supervisors, then the processing to be done by them shall be done by Chairperson SMPC.

### **13.3 Ph. D. Oral Examination**

1. The candidate shall submit the requisite number of hard bound copies of the revised Thesis after incorporating all the modifications suggested by the Examiner(s) to the Supervisor, as per guidelines in GL-1.
2. The Supervisor shall be the Chairperson of the Oral Board and shall fix the date of the Oral Examination in consultation with the members of the Oral Board and intimate the date to the Dean (Academic) for official communication to all the Examiners.
3. If the external Examiner of the Oral Board communicates his/her inability to be present in advance the Supervisor shall propose a revised Oral Board.
4. If external examiner fails to be present on the specified date and time, the Chairperson Senate shall decide the further Course of action on recommendation of the Supervisor and Chairperson SDPC.
5. The Oral Board shall
  - (i) Examine that necessary modifications, if any, suggested by the Thesis Examiners have been duly incorporated,
  - (ii) Judge if the presentation of the work by the student and the answers to the questions asked have been satisfactorily replied.
  - (iii) Submit a report of the Oral Examination in the prescribed format (Form: DP-18), which shall be communicated by the Supervisor(s)/Thesis Coordinator to the Chairperson SDPC through the Convener DDPC and Head of the Department.
6. The Chairperson SDPC shall recommend the report of the Oral Examination in the prescribed format (Form: DP-18) to the Chairperson Senate for approval. The approval accorded by the Chairperson Senate shall be reported to the Senate for the award of Ph.D Degree to the candidate in forthcoming Convocation.

## **14. DEGREE REQUIREMENTS**

A student shall be deemed to have completed the requirements for award of Degree, if he/she has:

1. Satisfied the minimum academic and residence requirements,
2. Satisfied all the requirements specified by the Senate and the Ordinances (Sections 7 to 13).
3. Paid all the dues of the Institute and has no pending case of indiscipline.

### **14.1 Withdrawal of the Degree**

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

## **15. STIPENDS/FELLOWSHIPS, SCHOLARSHIPS, PRIZES AND MEDALS**

The Senate shall determine the general policy regarding recommendations for the award of the different types of scholarships, stipends/fellowships, medals and prizes to the students of the institute. the detailed norms and conditions for the award of various scholarships, prizes and medals established by the institute or through endowments/grants received shall be framed by the Senate from time to time and approved by the Board of Governor.

### **15.1. STIPEND/FELLOWSHIPS**

1. Stipendiary Ph.D. students shall receive financial assistance in the form of fellowship/stipend at the approved rates and guidelines as notified by Government from time to time. These fellowship/stipends are liable to be withdrawn partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information, or inadequate academic performance.
2. An academically deficient student (student with unsatisfactory performance)[Clause 8] shall not be entitled to receive fellowship/ stipend. The same shall be restored only after the student has cleared academic deficiency, as per clause 8.3 (a) and 8.3 (b). If

ACD is due to not fulfillment of clause 8.3 (c), then fellowship shall be restored after successful presentation of thesis performance in upcoming semester(s) without further addition of X. Stipendiary students will be entitled to get fellowship/Stipend for up to a maximum period specified by the funding agency.

3. A stipendiary Ph.D. student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of fellowship/stipend, received during the academic session in which he/she leaves the programme. Dean Students Welfare shall initiate the process after receiving the information from Dean Academic and Head of the department.

### **15.2 Prizes, Medals, and Scholarships**

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, number of Scholarships, Prizes and Medals may be established by the Institute on its own or through endowments/grants made by donors. Such prizes, medals, scholarships shall be considered by the Senate and approved by the Board of Governors.

## **16. CONDUCT AND DISCIPLINE**

### **16.1 Code of Conduct**

Each student shall conduct himself/herself in a manner befitting his/her association with the Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She shall show due respect and courtesy to the Faculty Members, Officers and Employees of the Institute and to fellow students. Due attention and courtesy shall be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging and/or any of the above mentioned activities and/or any other act of indiscipline shall invite disciplinary action and may lead to his/ her expulsion from the Institute.

### **16.2 Disciplinary Actions and Related Matter**

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship, debarring from Placement Services, Withholding of Grades and/or Degrees, Cancellation of Registration and expulsion from the Hostel and/or Institute. An act of serious Violation of the Code of Conduct may be reported to Dean (Student Welfare) through Proctorial Board for necessary disciplinary action on approval of the Director.

For indiscipline of a student in a class, the course instructor may debar him/her for a few subsequent classes for which he/she shall not be eligible to get relaxation in attendance or favorable consideration in mercy appeal.

### **16.3 Unfair Means (UFM)**

Unfair means shall comprise of following:

- (i) Possession of mobile phones, Smart phones, smart watches, any device capable of storing information and any relevant material
- (ii) Copying from the papers / mobile electronic equipments, or materials in the possession of the student.
- (iii) Copying from the answer book of other students and/or consulting fellow examinees.
- (iv) Disturbing the smooth conduct of Examination.
- (v) Misbehavior with the invigilator
- (vi) Act unbecoming of an examinee of the Institute.



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

The Unfair means committee shall consist of:

- (i) Dean (Academic)
- (ii) Dean (Student Welfare)
- (iii) Chief Proctor
- (iv) Head of the Concerned Department
- (v) Senate Member to be nominated by the Chairperson Senate

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

1. Any use of UFM detected by Course Instructor/Invigilators/Members of Observer Committee/Flying squad shall be reported to Dean (Academic) in Form: DP-19.
2. After the student is caught using UFM his/her answer book(s) along with question paper and material used in UFM will be kept in a separate envelope and the student shall be issued a fresh answer book and question paper on which he/she may continue for the remaining period of examination. However, the mobile phone or other electronic storage devices shall be returned to the student after a snap shot of relevant material and the duly filled Form DP- 19 along with the answer book(s) and question paper shall be kept in an envelope.
3. Dean (Academic) shall send the sealed envelope to Head of the Department, who shall issue a show cause notice to the student seeking his/her clarification on the charges within three days of the reporting. The clarification of the student may be obtained within three days and the same may be given to Course instructor for getting his/her comments.
4. The Course Instructor shall present the case to the Unfair Means Committee.
5. Unfair Means Committee shall meet after six days of the completion of Semester

Examination. The committee shall give opportunity to the student concerned and recommend the award of punishment. The recommendation of the punishment may be made on the basis of following:

- I. Mere possession of any electronic storage device as mentioned above shall amount to usage of Unfair Means, hence may result in award of F grade in that subject
  - II. If the course instructor reports similarity in the materials in the possession of the student and content of the course shall also result in award of F grade in that subject and/or may be debarred from appearing in the subsequent supplementary examination of that particular session.
  - III. Copying from the answer book of neighbouring student shall be treated on case to case basis.
  - IV. If the student has misbehaved with invigilator the matter may be referred to the Proctorial Board.
6. If the decision is not taken by the date of Grade entry the Grades entered shall be 'W' and the result of such student shall not be declared along with other students.
  7. The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairperson Senate/Director. A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairperson Senate stating clearly the case and explaining his/her position, seeking reconsideration of the decision.

#### **17. WAIVER OF REQUIREMENTS IN SPECIAL CASES**

The procedures and requirements stated in these Ordinances, other than those in section 3.3 (Eligibility for Admissions) and section 8 (Academic Performance Requirement) may be waived off in special circumstances, by the Chairperson Senate on the recommendation of the DDPC and SDPC. All such exceptions shall be reported to the Senate.

#### **18. AMENDMENTS**

Notwithstanding anything contained in the Ordinance, the Senate of the Motilal Nehru National Institute of Technology Allahabad, reserves the right to modify/amend without

notice, the Curricula, Procedures, Requirements, Examinations, Admissions and Rules pertaining to its Doctoral Programmes.

Motilal Nehru National Institute of Technology Allahabad

ACADEMIC REGISTRATION DETAILS

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

Department:.....

Date of First Registration:.....Semester.....

Name of Supervisor(s) .....

Status: Full Time/Part Time

DETAILS OF COURSES/RESEARCH-SEMINAR/mini-PROJECT/COMPREHENSIVE EXAM./STATE- OF-  
THE-ART SEMINAR/THESIS PERFORMANCE

Sl. No.	Course Name with Code	Credit	Department	Course Coordinator(s)
1.				
2.				
3.				
4.				

Date:

(Signature of Student)

Advised by:

Supervisor(s)

Forwarded by:

Convener DDPC

Head of Department

Approved by:

Chairperson SDPC

**Motilal Nehru National Institute of Technology Allahabad**  
**Student Research Committee (SRC)**

Name of the Student: ..... Registration No. :.....

Department:.....

Date of First Registration: .....

Area of Research:.....

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

SI. No.	Name of Members	Designation	Department
1.			
2.			
3.			
4.			

**Proposed by:**

**Supervisor(s)**

**Forwarded by:**

**Convener-DDPC**

**Head of Department**

**Approved by:**

**Chairperson SDPC**

**Motilal Nehru National Institute of Technology Allahabad**  
**Thesis Performance Report of the Candidate**

Name of the Student: ..... Registration No. :.....

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

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

Topic of the presentation.....

**No. of Courses completed:**

**Total Credits (Till previous Semester):**

(a) Attempted

(b) Earned

**Comprehensive Examination Passed:** Yes/No/Not Applicable

**Date of Comprehensive Examination:**.....

**Date of State-of-the-Art Seminar:** .....

**Date of Presentation:** ..... **Semester:** .....

**Progress of the Candidate is satisfactory:** ..... **Yes/No**

**Credit:** ..... **Grade (S/X):** .....

**Supervisor(s)** ..... **Internal Member of SRC** ..... **External Member of SRC** .....

**Forwarded by:** ..... **Convener-DDPC** ..... **Head of Department** .....

- The candidate has to submit the progress report of the semester in one-page approved by the Supervisor(s).
- If the candidate has given the open seminar then the presentation for assessing the progress is not required.

Motilal Nehru National Institute of Technology Allahabad  
Adding/Dropping of Course

Name of the Student:..... Registration No.....

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

COURSES TO BE ADDED

Sl. No.	Course Name with Code	Credit	Department	Reason
1.				
2.				
3.				
4.				
5.				

COURSES TO BE DROPPED

Sl. No.	Course Name with Code	Credit	Department	Reason
1.				
2.				
3.				
4.				
5.				

(Signature of the student)

Advised by:

Supervisor(s)

Endorsed by:

Course Coordinator

Forwarded by:

Convener DDPC

Head of Department

Approved by:

Chairperson SDPC

Note: Please enclose the approved DP-01 form

Motilal Nehru National Institute of Technology Allahabad  
Change of Registration Status

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

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

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

**Present Registration Status:**.....

**Registration Status to be converted to:**.....

**Justification/Reason:**.....  
.....

(Signature of the Student)

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

(Signature of the Supervisor(s))

**Date and Ref No of DDPC meeting\*:**

**Recommended by: Convener DDPC**

**Head of Department**

**Approved by: Chairperson SDPC**

\* Minutes of DDPC should be enclosed.



Motilal Nehru National Institute of Technology Allahabad  
Leave Application

Head of the Department

Kindly allow me to avail Leave/Leave on Duty from.....to..... ..  
for.....days and station leave from date.....time..... to.....  
date.....time.....

My address during leave will be as below.

Address:

Yours Sincerely

**Name:**

**Registration No.**

**Dated:**

For Official use

Recommended/Not Recommended:

**Supervisor(s)**

**Convener DDPC**

Approved by:

**Head of the Department**

**Motilal Nehru National Institute of Technology Allahabad**

**Permission to proceed to Other Institution as Non Degree student**

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

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

Supervisor(s):.....

Date of Comprehensive Examination:.....

State of the Art held on:.....

Proposed Department & Institution: .....

(where the student intends to do the work): .....

Justification:

.....  
.....

..... (If required attach a separate sheet).

(Signature of the Student)

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

(Signature of the Supervisor(s))

**Date and Ref. No. of DDPC  
meeting: (Minutes enclosed)**

Recommended by:

**Convener-DDPC**

**Head of Department**

Approved by:

**Chairperson SDPC**

List of Suggested Examiners for Ph.D. Comprehensive Examination

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

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

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

Sl. No.	Name of Examiners	Designation	Department
1.			
2.			
3.			
4.			
5.			

Proposed by: **Thesis Supervisor(s)**

Forwarded by:

**Convener-DDPC**

**Head of Department**

**Date:**

**Date:**

Approved by:

**Chairperson**

**SDPC Date:**

*Note: Please enclose Grade sheet / mark sheet of the Course work*

Motilal Nehru National Institute of Technology Allahabad

Report of the Comprehensive Examination

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

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

Date of Examination:..... Semester.....

Thesis Supervisor(s):.....

Comments:.....

.....  
.....

Candidate has PASSED (SS)/FAILED (XX)

Sl. No.	Name of Examiners	Department	Signature
1.			
2.			
3.			
4.			
5.			

Convener-DDPC

Head of Department

Chairperson SDPC

Date:

Date:

Date:

..... Office use only

Convener, DDPC may kindly advise the Supervisor to ensure that **State of the Art Seminar** is held before i.e., within six months of the Comprehensive Examination.

Chairperson SDPC

Motilal Nehru National Institute of Technology Allahabad  
Report of State-of-the-Art Seminar

Form: DP-10  
(Clause 10)

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

Department:.....

Date of First Registration:.....Semester.....

Date of Passing the Comprehensive Examination:.....

Date of delivery of the Seminar:.....

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

Topic of the Seminar: .....

.....

..... Report: Satisfactory/Unsatisfactory Comments:.....

.....

..... Supervisor(s)

Internal SRC Member

External SRC Member

Forwarded by:

Convener-DDPC

Head of Department

Approved by:

Chairperson SDPC

*Note: Please enclose a copy of the Comprehensive examination (Form DP-09)*

**Motilal Nehru National Institute of Technology Allahabad**  
**Report of the Open Seminar**

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

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

Thesis Title: .....

.....  
Date of Delivery of Seminar: ..... Name(s) of Thesis

Supervisor(s):.....

Comments:

.....  
Candidate has Passed (SS)/ Failed (XX).....

*Certified that the candidate has earned the minimum credits as per clause 7.1 and has  
successfully delivered the Open Seminar required for submission of the Thesis.*

**Supervisor(s)**

**Internal SRC Member**

**External SRC Member**

Forwarded by:

**Convener-DDPC**

**Head of Department**

..... **Office use only**

Total Credits: (a) Attempted (b) Earned Through Course Work (c) Earned Through Others

The Thesis must be submitted on or before ....., i.e, nine month from the date of Open Seminar.

**Verified by: DR/AR Academic**

Approved by:

**Chairperson SDPC**

Enclosures: Copy of the Approved DP 09 and DP 10 forms

Motilal Nehru National Institute of Technology Allahabad  
**Supervisor Preference**  
(To be filled by the candidate)

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

Department:.....

Date of First Registration:..... Programme Category Code.....

Proposed Area/Field of Research:.....

.....

**Proposed Name of Supervisor(s) in order of preference**

Sl. No.	Name of the Faculty	Designation	Affiliation
1.			
2.			
3.			

Date:

(Signature of the Student)

Note: Please enclose DP 12 (b) form (s)

Motilal Nehru National Institute of Technology Allahabad  
**Supervisor Selection**  
(To be filled by the Faculty)

Name of the Faculty:..... Designation:.....

Department:.....

**Details of the Ph.D. students being supervised at present**

Sl. No.	Name of the Student	Registration No.	Date of Registration	Department in which registered	Institution
1.					
2.					
3.					

I am willing to supervise the Ph.D. student Mr./Ms..... Registration No..... and the number of scholars currently registered under me is less than the maximum number as per the ordinances.

Date:

(For office use)

(Signature of the Faculty)

Name of allotted Supervisor(s):

Ref No and date of DDPC Meeting:

Forwarded

Convener-DDPC

Head of Department

Approved by:

Chairperson SDPC



Motilal Nehru National Institute of Technology Allahabad Change/Addition of Supervisor(s)

Form: DP-13  
(Clause 12.1(5))

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

Department:.....

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

Present Status of the work:.....

Suggested Supervisor(s): .....

Reason for change: .....

.....

(Signature of the Student)

Comment & No objection of Existing Supervisor(s):

(Signature of the Supervisor(s))

Consent and signature of the suggested Supervisor(s)

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

Forwarded by:

Convener DDPC

Head of Department

Recommended by:

Chairperson (SDPC)

Approved by:

Chairperson Senate

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

**Certificate**

On basis of the "TURNITIN" software the thesis title "....." by  
.....Reg.No. ....comprises .....% of text similar to material against permissible  
limit of below 25%.

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

OR

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

Chairperson  
IPR Standing Committee

Copy to:

- Supervisor (s)
- Dean Academic
- Chairman SDPC
- Convener DDPCC
- Head of Department

Chairperson  
IPR Standing Committee

**Motilal Nehru National Institute of Technology Allahabad**

**List of Suggested Examiners for Ph.D Thesis Evaluation Board**

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

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

Date of Comprehensive Exam.: .....

Date of State-of-Art Seminar.....

Date of Open Seminar: .....

Thesis Title (in capitals): .....

**Name of Examiners with Address/Fax/Phone/Email**

Sl. No.	Name & Address	Phone/Fax	Email
1.			
2.			
3.			
4.			
5.			

**Name(s) and communication details of Supervisor(s)**

Sl. No.	Name & Address	Phone/Fax	Email
1.			
2.			

Proposed by: **Thesis Supervisor(s) Date:**

Forwarded by: **Convener-DDPC**

**Head of**

**Department Date:**

**Date:**

Recommended by: **Chairperson SDPC**

**Date:**

Approved by: **Chairperson**

**Senate Date:**

Motilal Nehru National Institute of Technology Allahabad

List of Suggested Examiners for Ph.D Oral Board

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

Department:.....

Thesis Title (in capitals):.....

.....

Sl. No.	Name of Examiners	Department
1.		
2.		
3.		
4.		
5.		

Proposed by: **Thesis Supervisor(s)**  
Date:

Forwarded by: **Convener-DDPC**

Head of Department Date: Date:

Recommended by: **Chairperson SDPC**

Date:

Approved by: **Chairperson**

Senate Date:

Enclosure: Copy of approved Form DP-02

Motilal Nehru National Institute of Technology Allahabad  
(Thesis Evaluation Report)

1. Name of the Student: \_\_\_\_\_ Registration No.: \_\_\_\_\_

3. Department: \_\_\_\_\_

4. General Features of Thesis:

(i) Organisation and Get up:

---

---

---

---

(ii) Whether quality of work is comparable with other universities of repute?

Yes	No
Yes	No

(iii) Whether the Thesis has embodied any new ideas with original thoughts?

5. Comments (the Examiner may give details on additional sheet(s), if required)

(i) Corrections in punctuation, grammar, Spelling or language

(ii) Technical content of the Thesis

None	Minor	Require Changes
------	-------	-----------------

---

---

---

---

(iii) Strong/Weak points of the Thesis

---

---

---

(iv) Write at least 5 questions from the area of research to be asked in the oral examination.

---

---

---

---

---

**6. Specific Recommendations**

(Please place a tick mark at any one of following category)

**Category I:** The Thesis is acceptable in the present form for the award of the Ph.D degree.

**Category II:** The Thesis is acceptable and the correction, modifications and improvement suggested by me would be incorporated in the Thesis and presented at the time of Oral Examination.

**Category III:** The Thesis needs technical improvement/modifications, which must be carried out to my satisfaction before I recommend the Thesis for acceptance.

**Category IV:** The Thesis is rejected. (Please provide reasons for the same)

---

(Signature of the Examiner) Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

---

Place

:

Date:

Motilal Nehru National Institute of Technology Allahabad

Report of Ph.D. Thesis Oral Board

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

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

Thesis Title (in capitals):.....

Date of Oral of Examination: .....

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

**Report of the Oral Board**

- Necessary modifications suggested by the thesis examiner(s) have been incorporated : Yes/No/NA
- Presentation of the work by the student and the answers to the questions asked have been replied: satisfactorily/unsatisfactorily.
- Comments, if any

.....  
.....  
.....

Award of Ph D Degree Recommended: **Yes/No.**

Oral Examination Committee

Sl. No.	Name of the Examiners	Department/Institute	Signature
1.			
2.			
3.			
4.			
5.			

Supervisor(s)

Convener DDPC

Head of the Department

Recommended by:

Chairperson SDPC

Approved by:

(Chairperson Senate)

Motilal Nehru National Institute of Technology Allahabad

FORM FOR REPORTING CASES REGARDING UNFAIR-MEANS

**Note:**

1. One form should be used for one case only.
2. Please send one question paper along with the case(s)

**(A) To be filled in by the instructor/invigilators/members of observer committee:**

Name of Examination : .....

Name of student : .....

Registration No. : .....

Programme/Branch : .....

Room No. : .....

Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair-means or shown disorderly conduct.

<u>Subject</u>	<u>Subject Code</u>
Date & time of incident : .....	

Type of Unfair Means Material.

Copying from the papers / materials which is in the  possession of the student.



Copying from the answer book of neighbouring student.

Misbehaved with invigilator.

Date.....

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

**(B) Student's Statement:**

I have read the report of the instructor/invigilators/members of observer committee made against me as given in column No. A and submit the following statements.

I undertake that this statement has been given by me under no pressure or fear.

1.	Do you agree with the report of the instructor/invigilators/members of observer committee made against you?	Yes/ No <input type="checkbox"/>
2.	If you agree with the report, then: (a) Why did you bring the material referred to in the above report? (b) Did you make any use of it? (c) What explanation have you to offer for your misconduct / Disorderly conduct as mentioned in the report? (d) Have any other thing to say, by way of self-defense or clarification? (If necessary, an extra sheet may be used).	
3.	If you do not agree with the report then give your explanation, if any, in your defense against the report of the instructor/invigilators/members of observer committee.	

(Signature of the Student)

**N.B.:**

- (i) The student shall be given extra time, before leaving the Examination Hall in order to compensate him/her for the loss of time spent during enquiry and filling this form.

**(C) Statement of Witness if any:**

Statement of the witness, if any, in case the student denies the allegations of the instructor/invigilators/members of observer committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his statement.

**UNDERTAKING**

I declare that the work presented in this thesis titled “.....” submitted to the Department of ....., Motilal Nehru National Institute of Technology Allahabad, (India) for the award of **Doctor of Philosophy** Degree is my original work. I neither have plagiarized any part of the thesis nor submitted the same work for the award of any other Degree anywhere. In case this undertaking is found incorrect, the Degree may be withdrawn unconditionally.

I handover the copyright of the thesis to MNNIT Allahabad, Prayagraj.

**Date :**

**(Signature of Student)**

**Place :**

**Name:.....**

**Reg. No.: .....**

Motilal Nehru National Institute of Technology Allahabad  
Certificate

Form: DP-21  
(GL-1)

This is to certify that all suggested comments of the examiner(s) have been duly incorporated in the thesis title .....  
.....submitted and defended by Mr./Ms. ....  
..... Reg. No. ....

Name and Signature of the Student

Name and Signature of the Supervisor(s)

Date

Date

We are satisfied with the final thesis.

Name and signature of the Oral Board Members

1. ....

2.....

3.....

4.....

Date:

**Note:** To be attached with the final thesis after cover page.

**Motilal Nehru National Institute of Technology Allahabad**  
**(Guidelines for Thesis submission)**

- A. Four copies of the Thesis (Spiral bound) and one CD should be submitted for Thesis Evaluation.
- The Thesis should be in the specified format as given below:
    - The Thesis should be typed in double spacing using Times New Roman font with 12 font size.
    - Chapter heading: Bold/Caps 14 font size.
    - Main Heading (Section) : 12 font Bold
    - Subsection Heading 12 font, bold, italic
    - Thesis should be printed back to back (both sides) but new chapter should start from a new page on the right hand.
    - The thesis will be organized in three sections:
      - (I) Inner cover page, undertaking of the student, Certificate of the Supervisor(s), Certificate of the IPR Cell, Acknowledgement, Abstract (not more than 8 pages), Table of contents, List of figures / tables, Glossary.
      - (II) Thesis Chapters,
      - (III) References, Appendix / Annexure brief CV of the research scholar, mentioning publications from the thesis and other academic achievements during PhD work.
- B. At the time of Oral Examination the scholar shall submit five hard bound copies: Cover in In maroon colour for 1. Institute Library, 2. Departmental Library, 3. Supervisor (s)] incorporating all the corrections suggested by the Thesis Examiners.
- CD containing the final corrected copy of the Thesis in PDF format is to be submitted to the Dean (Academic) Office.
  - The final thesis will include a certificate as Form DP-21.
  - Following shall be printed on the back side of the title page  
"Copyright Motilal Nehru National Institute of Technology Allahabad, Prayagraj".



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज -211004 [भारत]

**Motilal Nehru National Institute of Technology Allahabad**  
**Prayagraj-211004 [India]**

Website: <http://www.mnnit.ac.in>

Minutes of the Fifty-eighth [58<sup>th</sup>] meeting of the Finance Committee held on November 27, 2020 at 02:30 p.m. through On-line mode [on Google Meet] as well as at Conference Hall, Guest House, Babasaheb Bhimrao Ambedkar University, Lucknow.

Following members of the Finance Committee attended the meeting -

- |    |  |          |
|----|--|----------|
| 1. | <b>Prof. Devendra Pratap Singh</b><br>Distinguished Professor, IIT (BHU),<br>Varanasi - 221005 (U.P.)  | Chairman |
| 2. | <b>Prof. Rajeev Tripathi</b><br>Director,<br>Motilal Nehru National Institute of Technology Allahabad,<br>Prayagraj – 211004.  | Member   |
| 3. | <b>Shri Madan Mohan</b><br>Additional Director General [HE],<br>Department of Higher Education,<br>Ministry of Human Resource Development,<br>Government of India, Shastri Bhawan, New Delhi-110 001.<br>[attended online]     | Member   |
| 4. | <b>Smt. Darshana M Dabral</b><br>Joint Secretary & Financial Advisor<br>Integrated Finance Division,<br>Ministry of Human Resource Development<br>Government of India, Shastri Bhawan, New Delhi – 110001<br>[attended online] | Member   |
| 5. | <b>Prof. Neeraj Misra</b><br>Professor, Department of Mathematics & Statistics,<br>Indian Institute of Technology, Kanpur,<br>Kanpur 208 016. [Nominee of Director, IIT Kanpur]<br>[attended online]                           | Member   |

*[Handwritten signature]*

*[Handwritten signature]*

6. **Prof. M. M. Gore** Member  
Professor, Department of Computer Science & Engineering,  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj – 211004.  
[attended online]
7. **Dr. Sarvesh K Tiwari** Member  
Registrar, Secretary  
Motilal Nehru National Institute of Technology Allahabad,  
Prayagraj – 211004.

The Chairperson extended a warm welcome to the members and thanked them for taking their time out to attend the meeting.

The Finance Committee deliberated on the agenda items, and agenda item-wise proceedings are as under:

**Item No. 58.01 : To confirm the minutes of the Fifty-seventh [57<sup>th</sup>] meeting of the Finance Committee held on 30.09.2020.**

**Resolution :** The Finance Committee considered the Institute proposal for confirmation of the minutes of its Fifty-seventh [57<sup>th</sup>] meeting held on 30.09.2020 and noted that no comments have been received from any of the members.

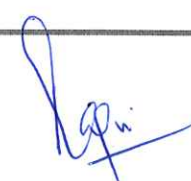
Considering the above, the Finance Committee resolved to confirm the minutes of its Fifty-seventh [57<sup>th</sup>] meeting held on 30.09.2020.

**Item No. 58.02 : To report the action taken on the decisions taken in the Fifty-seventh [57<sup>th</sup>] meeting of the Finance Committee held on 30.09.2020.**

**Resolution :** The Finance Committee perused the action taken by the Institute on the decisions taken in its Fifty-seventh [57<sup>th</sup>] meeting held on 30.09.2020, as circulated along with agenda papers.

The Finance Committee resolved that action taken by the Institute on the decisions taken in its Fifty-seventh [57<sup>th</sup>] meeting be noted and taken on record.





**Item No. 58.03** : **To consider the Revised Budget Estimates for the year 2020-21 and the Budget Estimates for the year 2021-22.**

**Resolution** : The Finance Committee considered the recommendations of the Institute Committee for casting and reviewing the budget periodically on the Revised Budget Estimates [RE] for the year 2020-21 and the Budget Estimates [BE] for the year 2021-22.


The Finance Committee after deliberations resolved to recommend the Revised Budget Estimates [RE] for the year 2020-21 and the Budget Estimates [BE] for the year 2021-22 under various heads, to the Board of Governors, as follows:

Head	Revised Budget Estimates [2020-21]	Budget Estimates [2021-22]
Grant-in-Aid Salary [OH-36]	₹ 70.19 Crore	₹ 120.34 Crore
Grant-in-Aid General [OH-31]	₹ 136.74 Crore	₹ 164.62 Crore
Grant for Creation of Capital Assets [OH-35] (including Loan from HEFA)	₹ 132.13 Crore	₹ 127.13 Crore

**Item No. 58.04** : **To consider the proposal for extending the facility of reimbursement in respect of newspapers purchased/ supplied to faculty members and Officers of the Institute at their residence, in accordance with the Department of Expenditure, Ministry of Finance Office Memorandum No. 25(12)/E.Coord-2018, dated 03.04.2018.**

**Resolution** : The Finance Committee considered the proposal for extending the facility of reimbursement in respect of newspapers purchased/ supplied to faculty members and officers of the Institute at their residence, in accordance with the Department of Expenditure, Ministry of Finance Office Memorandum No. 25(12)/E.Coord-2018, dated 03.04.2018.

The Finance Committee observed that the proposal of the Institute giving equivalence of positions under the Government of India corresponding to the positions in the Institute is not correct as the designations in the Government of India is on functional basis not only on the basis of pay scales.



The Finance Committee after detailed deliberations resolved not to recommend the proposal to the Board of Governors for approval owing to the reason that the Institute is having a well-equipped library where a number of newspapers are subscribed on the daily basis and faculty/officers may utilize the services of the Library for the purpose.

The Finance Committee further resolved that the proposal may be forwarded to the Ministry of Education, Government of India for taking a policy decision on such matters for all NITs.

**Item No. 58.05** : **To consider the proposal for extending the provisions of telephone facilities and reimbursement to faculty members and officers of the Institute, in accordance to the Department of Expenditure, Ministry of Finance Office Memorandum No. 24(3)/E.Coord-2018, dated 26.03.2018.**

**Resolution** : The Finance Committee considered the proposal for extending the provisions of telephone facilities and reimbursement to faculty members and officers of the Institute, in accordance to the Department of Expenditure, Ministry of Finance Office Memorandum No. 24(3)/E. Coord-2018, dated 26.03.2018.

The Finance Committee observed that the proposal of the Institute giving equivalence of positions under the Government of India corresponding to the positions in the Institute is not correct as the designations in the Government of India is on functional basis not only on the basis of pay scales.

The Finance Committee after detailed deliberations resolved not to recommend the proposal to the Board of Governors for approval as the functional requirements of faculty/officers cannot be justified.

The Finance Committee further resolved that the Institute may put up a proposal for extending these facilities to the faculty/officers holding administrative positions on functional basis, in the next meeting of the Finance Committee/Board of Governors.

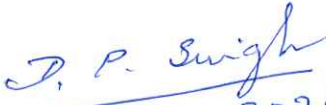

Considering the importance and urgency, the Finance Committee resolved to request the Board of Governors to consider the above recommendations of the Finance Committee in its very next meeting.

The meeting ended with thanks to the Chair.

  
16/12/2020  
**[Sarvesh K Tiwari]**  
Registrar/ Member Secretary

  
16/12/20  
**[Rajeev Tripathi]**  
Director, MNNIT Allahabad

Approved

  
17.12.2020

**[Devendra Pratap Singh]**  
Chairman, Finance Committee  
MNNIT Allahabad