

UG ORDINANCE 2016



**MAULANA AZAD
NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL (MP) - 462003
(An Institute of National Importance)**

CHANGE OF RULES

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/ regulation given here, the decision of the Chairman senate shall be final.***

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DEFINITIONS:

- i. **Academic calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- ii. **Academic year:** Institutes academic year begins from July, 1 and ends on June, 30 every year.
- iii. **Dean (AA):** Dean (Academic Affairs)
- iv. **Dean (SW):** Dean (Students Welfare)
- v. **DPPC:** Departmental Post Graduate Program Committee
- vi. **DUPC:** Departmental Under Graduate Program Committee.
- vii. **Even semester:** Semester that begins in the month of January and closes by June.
- viii. **GATE:** Graduate Aptitude Test in Engineering
- ix. **Institute:** Means **MANIT**, Bhopal.
- x. **Odd semester:** Semester that begins in the month of July and closes by December.
- xi. **Registration:** Enrolment for the courses/research that a student wants to pursue during a semester as required by the Program.
- xii. **SENATE:** Senate of the Institute.

Note: 'He' & 'His' imply both genders and may be interpreted as 'he/' 'she' and 'his/' 'her', as the case may be.

1.0 INTRODUCTION

The Maulana Azad National Institute of Technology, Bhopal, Madhya Pradesh, one of the first eight Regional Engineering Colleges started in the country, was inaugurated on 4th September 1960. The institute has been named after Maulana Abul Kalam Azad, a renowned educationist, scholar and academician of India.

The Government of India and Govt. of Madhya Pradesh had jointly sponsored this institute for the purpose of attracting bright students from all over the country and imparting quality training to them in various branches of Engineering and Technology. From August 1966 the institute has been conducting industrially oriented M.Tech. Courses under U.N. special Fund Assistance Programme. The institute has got the status of academic autonomy from the academic session 1997-98.

The Government of India, Ministry of Human Resources Development, New Delhi has upgraded the institute as Maulana Azad National Institute of Technology (MANIT) along with a status of Deemed University with effect from 26th June 2002. Now, the Institute becomes the **Institute of National Importance** by the Parliament Act in the year 2007.

SITUATION AND ENVIRONMENT

Bhopal, the Capital of Madhya Pradesh, is centrally situated and is connected by rail, road and air with many big cities of the country. It is at an altitude of 550 m. The climate is also moderate with the temperature ranging from 10°C to 45^o C.

CAMPUS

The Government of Madhya Pradesh has made available for the institute a site of 265 hectares (650 acres) on a plateau commanding a magnificent view of the new township of Tatya Tope Nagar, adjacent hill and the Secretariat building on one side, Habibganj Railway Station and Bharat Heavy Electrical Ltd.(BHEL) Township on the other side.

The foundation of the institute building was laid by the late Prime Minister Pandit Jawaharlal Nehru on 23rd April, 1961. The campus has been provided with Central Institutional buildings, Workshop, Energy Centre, Central Computer Centre, Library, Hostel buildings for about 3000 students, girls hostel, staff quarters, hospital, shopping centre, guest house, students activity centre etc.

The Institute campus has administrative and instructional buildings, residential and recreational accommodation for students and staff. Institute also have other general amenities like Post Office, Bank, Shopping centre, School for children, Hospital, Auditorium and Play grounds within its campus.

1.1 MANAGEMENT OF ORGANIZATION

The institute has a status of “Institute of National Importance” is governed by Board of Governors(BOG) consisting of 10 members including nominees, Ministry of Human Resource Development, Department of Technical Education Faculty of the institute, and a secretary. The name of the members of the Board of Governors are given below:

- | | | |
|----|---|----------------------|
| 1. | Prof. Geetha Bali
Apartment 103, 10, Sterling Southend Apartment,
30 th Cross, Jayanagar, 7 th Block,
Bangalore – 560 082 | Chairperson |
| 2. | Dr. Narendra S. Choudhari
Director
MANIT, Bhopal | Ex-Officio
Member |
| 3. | Shri. S.P. Goyal
Joint Secretary (TE)
Govt. of India
Ministry of Human Resource Development
Dept. of Secondary & Higher Education
Shastri Bhawan
New Delhi- 110 115 | Member |
| 4. | Ms. Darshana M. Dabral
Joint Secretary & Financial Advisor
Integrated Finance Division
Govt. of India
Ministry of Human Resource Development
Dept. of Secondary & Higher Education
Shastri Bhawan
New Delhi- 110 115 | Member |
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|-----|---|-----------|
| 5. | Prof. Ratnam V Raja Kumar
Director
Indian Institute of Technology (IIT)
Samantapuri,
Bhubaneswar – 751 013 (Odisha) | Member |
| 6. | Ms. Nandini Harinash
Scientist SG
ISRO
Bangalore (Karnataka) | Member |
| 7. | Smt. Kalpana Shrivastava
Principal Secretary
Dept. of Tech. Education & Skill Dev.
Govt. of Madhya Pradesh,
Bhopal | Member |
| 8. | Shri. Shailendra Sharma
Anugrah, Second Floor,
3-B, Nishat Enclave,
74 Bungalow, Nishat Colony,
Bhopal | Member |
| 9. | Dr. M.K. Gupta
Professor
Electronics & Comm. Engg.
MANIT, Bhopal | Member |
| 10. | Dr. Dheeraj Kr. Agrawal
Asst. Professor
Electronics & Comm. Engg.
MANIT, Bhopal | Member |
| 11. | Dr. N.D. Mittal
Registrar, MANIT, Bhopal | Secretary |

1.2 FINANCE OF INSTITUTE

The establishment, development and maintenance of the institute are carried out with funds provided by the Government of India.

The government of India also provides for the non-recurring expenditure on buildings and equipment, and all the funds for P.G. courses. The names of the finance committee are given below.

- | | | |
|----|---|----------------------|
| 1. | Prof. Geetha Bali
Apartment 103, 10, Sterling Southend Apartment,
30 th Cross, Jayanagar, 7 th Block,
Bangalore – 560 082 | Chairperson |
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MANIT, Bhopal | Ex-Officio
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Shastri Bhawan
New Delhi- 110 115 | Member |
| 4. | Ms. Darshana M. Dabral
Joint Secretary & Financial Advisor
Integrated Finance Division
Govt. of India
Ministry of Human Resource Development
Dept. of Secondary & Higher Education
Shastri Bhawan
New Delhi- 110 115 | Member |
| 5. | Shri. Shailendra Sharma
Anugrah, Second Floor,
3-B, Nishat Enclave,
74 Bungalow, Nishat Colony,
Bhopal | Member |
| 6. | Dr. Dheeraj Kr. Agrawal
Asst. Professor
Electronics & Comm. Engg.
MANIT, Bhopal | Member |
| 7. | Dr. N.D. Mittal
Registrar, MANIT, Bhopal | Member
Secretary |

2.0 DEPARTMENT OF TEACHING AND RESEARCH

There are five divisions, fifteen departments, and three centers are under the divisions in the institute as mentioned below:

Machine Technology Division:

1. Civil Engineering (CE)
2. Electrical Engineering (EE)
3. Mechanical Engineering (ME)
4. Material Science and Metallurgical Engineering (MSM)

Soft Technology Division:

1. Computer-Science and Engineering (CSE)
2. Electronics and Communication Engineering (E&E)
3. Chemical Engineering (CE)
4. Biological science and Engineering (BSE)

Architecture and Planning Division:

1. Architecture (AR)
2. Planning (PLA)

Science Division:

1. Chemistry (CH)
2. Physics,(PHY)
3. Mathematics, Computer Application and Bio-informatics (MTH, MCA, BI)

Humanities and Management Division:

1. Humanities (HUM)
2. Management studies (MAN)

Centers:

1. Energy center (ENE)
2. Remote sensing, GIS and GPS center (REM)
3. Nano Science and Engineering center (NSE)

All the engineering and science departments have well equipped Modern Laboratories for under graduate practical work and post graduate research. A fully equipped and well staffed workshop caters to the under graduate training and post graduate research needs of all the departments.

3.0 INSTITUTE LIBRARY

The institute library has a collection of more than 1,03,764 Books and back volume Journals of technical, scientific and general subjects, and these are computerized on modern line. More than 67 current National & International Journals are subscribed. Good numbers of back volume journals in hard copies and online are available. The Library remains open from 08.00 a.m. to 08.00 p.m. on all working days.

The library has reprography section to provide the facility to its readers. A separate Book Bank has been set up for SC & ST and general category student consisting of 19,248 and 6,217 books respectively, through which textbooks are provided on long term loan basis to the poor and needy students.

An Audio-Visual section having 384 Educational video cassettes (now converted into CD's) on Engineering subject & have 2 T.V. monitors and 2 VCR respectively. Arrangement for Resource sharing among various NITs, online journals through optical LAN and VSAT have been made. The library has been connected with Internet. There is a collection of 522 CD's on engineering & science streams.

MANIT, Bhopal, is a member of E-Shodhsindhu consortium. By virtue of this membership, the institute has access to some important online resources, including: ACM, ASCE, ASME, J-Gate, Nature, OUP, JSTOR, EPW, ASTM, ISID etc. The institute has also subscribed to Science-Direct, IEEE and INFORMS Journals, Membership of DELNET & about 12 eBooks packages.

The Central library is divided into six distinct divisions, namely: Acquisition, Binding, Circulation, Computer Center & Data Entry (Digital Library), Documents & Records Keeping, Book Bank Division and Binding Division. Each division is headed by a senior library professional / employee with years of experience behind him. All divisional in-charges report to I/c Librarian and work under his supervision.

INDEST Consortium:

The ministry of Human Resource Development (MHRD) has set up a Consortia based Subscription to Electronic Resources for Technical Education System in India. The consortium is named as the Indian National Digital Library in

Science and Technology (INDEST) Consortium MANIT, Bhopal is member of INDEST Consortia.

MANIT, Bhopal has access to the following online resources:

1. IEEE Explore Digital Library <http://www.ieee.org/ieeexplore> (Calendar Year)
2. RIBA eBooks <http://portal.igpublish.com/iglibrary/>
3. EMERALD BME eBooks Series <http://www.emeraldinsight.com/products/ebookseries/index.htm>
4. Cleantech NetBase www.crcnetbase.com
5. TMH Ebooks Package for Humanities / Management/ Business & General Reference <http://lib.myilibrary.com>
6. CRC Physics & Chemistry NetBase www.crcnetbase.com
7. Pearson Ebook Package for Business & Trade, Business & Economics, and Humanities & Social Science <http://lib.myilibrary.com>
8. CRC Mechanical Engineering Netbase www.crcnetbase.com
9. CRC Computer Science & Engineering Netbase www.crcnetbase.com
10. CUP Ebooks Package <http://ebooks.cambridge.org/>
11. CRC Business & Management NetBase www.crcnetbase.com
12. CRC Industrial Engineering NetBase www.crcnetbase.com
13. Cambridge University Press (CUP) Ebooks Package (Management Collection) <http://ebooks.cambridge.org/>
14. ScienceDirect (Elsevier) Journals (Calendar Year) <http://www.sciencedirect.com/>
15. INFORMS (Institute for Operations research and the Management Sciences), USA, Journals till Dec'2017 : <http://journals.informs.org/>
16. Membership of DELNET <http://delnet.nic.in>

S.No.	Electronic Resources	URL
1.	ACM Digital Library	http://portal.acm.org/portal.cfm
2.	ASCE Journal	http://www.pubs.asce.org/journals/jrns.html
3.	ASME Journal	http://www.asme.org/pubs/journals/
4.	IEL Online	http://ieeexplore.ieee.org/
5.	Indian standards	Intranet Version
6.	Nature	http://www.nature.com
7.	Pro-Quest Science	http://il.proquest.com/pqdauto
8.	Springer Verlag's Link	http://il.proquest.com/pqdauto
9.	J-Gate	Customs Content for http://jeee-indest.informindia.co.in Consortia

All the above mentioned journals can be accessible online from any computer connected to Internet through institute internet.

UNDERGRADUATE PROGRAMME REGULATIONS

The Institute provides courses of 4 years duration leading to Bachelor degree in Technology (B.Tech.) in Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics and Communication Engineering, Computer Science and Engineering, Material Science and Metallurgical Engineering, and Chemical Engineering. Four year course also provided for Bachelor degree in planning (B.Plan) under Architecture and Planning Department. In addition, Institute also offer 5 years degree course in bachelor degree in Architecture (B.Arch.)

4.0 STAFF

The staff is well qualified and experienced. Opportunities are provided to them from time to time to improved their qualification and professional experiences. Most of the professors are Ph.D degree holders and professionally competent in their field.

5.0 ADMISSION

Admission is open to students of both sex without any distinction of caste, creed or color. However, those candidates against whom disciplinary action has been taken in the past or those with moral turpitude will not be granted admission to any class/course conducted in this institute. Similarly, the students who are expelled from this or any other institute/school will not be granted admission under any circumstance to any class/ course conducted in this institute. Foreign student nominated by the Government of India, against the seats reserved for them are also admitted. In case they are admitted they will be required to pay in amount of Rs.2500/- as security deposit as per uniform policy for all.

Admission to bachelor degree courses is on the basis of merit secured in JEE (Main) conducted by CBSE, New Delhi. The Institute has provision to admit a total of 937 students in first year. The allocated sheets are as follows:

Stream	Name of the Department	Intake
B.Tech.	Civil Engineering Department	92
	Mechanical Engineering Department	170
	Electrical Engineering Department	108
	Computer Science Engineering Department	184
	Electronics & Communication Engineering Department	139
	Chemical Engineering Department	62
	Material Science and Metallurgical Engineering Department	62
B.Arch.	Bachelor of Architecture	80
B. Plan.	Bachelor of Planning	40

Fifty percentage of the total seat both for engineering and Architecture & Planning are reserved for candidates belonging to home state of Madhya Pradesh. Remaining 50% are allotted for other states. The admissions will be governed by Central Counseling Board constituted by MHRD. The reservation of SC/ ST/ OBC/ PH candidates are as per Gol norms.

The institute does not accept any foreign students directly for admission; however admission is given to foreign students through DASA/ ICCR/ MEA nominated as per the directives of Govt. of India.

The parents while accompanying their wards for admission or while visiting the institute on other occasions are advised to contact the Professor Training and Placement and Dean (Students Welfare)/ Chairman, Council of Wardens and express their views/ difficulties if any. The parents should also see the results of their wards and watch their progress regularly. They should also clear the dues of their wards from time to time.

5.1 VERIFICATION OF DOCUMENTS/ CANCELLATION OF ADMISSION

Selected candidates will be admitted to the institute with due verification of their records, certificates, marks etc, from original documents on personal appearance before the admission committee, after depositing the necessary fees. Also, they have to undergo medical examination conducted by the institute Medical Officer.

If it is found that the candidate has succeeded in getting admission to the institute on the basis of false/ incorrect information, or withholding relevant facts, or if any time after admission it is found that the admission was given to the candidate due to some mistake or over sight, admission granted to the candidate shall be liable to cancellation, without any notice, at any time during the course of his/ her studies.

5.2 NORMS FOR REFUND OF FEE

- i. The respective counseling rules shall prevail during the counseling period.
- ii. After completion of counseling process, if someone cancels his/ her admission at any point of time, and if the seat remains vacant, no fees shall be refunded except Caution money and mess charges (as applicable).

5.3 RULES FOR CHANGE OF BRANCH

Program change is allowed only at the end of first year of MANIT students. Following regulations apply for change of program at the end of first year, i.e. end of the II semester.

- a. A student is eligible to apply for change of branch/ discipline at the end of first year only, provided he/ she satisfies the following criteria:
 - i. CGPA \geq 8.50 (Gen & OBC Category), CGPA \geq 8.00 (SC, ST & PH Category)
 - ii. Candidate should have no F and /or I grade.
- b. Change of the discipline will be permitted strictly in the order of merit as determined by their CGPA at the end of first year subject to the limitation that
 - i. The actual number of students in the third semester in the discipline to which the transfer is to be made, should not exceed the sanctioned strength, and
 - ii. The strength of the discipline from which transfer is being made does not fall below 90% of existing strength.

- c. If student of a particular branch does not get change in “Branch A”, due to (a) and (b) above, then, the student of lower CGPA from any other branch will also not get change to “Branch A”.

6.0 ACADEMIC CALENDER

The normal duration of the course leading to B.Tech/ B.Plan degree will be eight semester and B.Arch degree will be ten semesters. Each academic year shall be divided into two semesters. The academic session in each semester shall provide for at least 90 Teaching Days with 30 to 35 hours of teaching contact periods in a five days session per week. The semester starts from July to December is called the ODD semester, and the one that is from January to June is called the EVEN semester.

The exact date for the important academic events scheduled during the academic session shall be specified in the academic calendar. In particular, the dates for following events shall be specified: Registration, late registration, commencement of classes, examinations, submission of sessional/ tutorials, vacation, convocation, extra-curricular activities etc. The academic calendar must be strictly adhered to, and all other activities including co-curricular and /or extra-curricular activities must be scheduled so as not to interface with the curricular activities as stipulated in the Academic Calendar.

Under any circumstances when any of the teaching days gets declared as a Holiday or otherwise when the classes get suspended, irrespective of whatsoever be the reasons, appropriate makeup for such loss shall be made by having the class/ laboratory/ teaching sessions conducted on the suitable Saturday by following the particular class time table of that teaching day which was so lost.

7.0 REGISTRATION

Before the commencement of each semester, every student, unless otherwise exempted by the senate, shall register for the prescribed course to be pursued during the semester on the registration date as specified in the academic calendar. Payment of prescribed semester fees, and all other dues outstanding against the name of the student to the Institute, the Hostels or any other

recognized organ of the institute shall ordinarily be a precondition for registration. Students who do not register on the day announced for the purpose, may be permitted late registration up to notified day in academic calendar on payment of late fee. Registration in Absentia will be allowed only in exceptional cases with the approval of the Dean (AA) after the recommendation of DUGC through the authorized representation of the student.

The registration is to be done online in each semester. A student will be permitted to register in the next semester only if he fulfills the following conditions:

- i) Satisfied all the academic requirements to continue with the programme of studies without termination.
- ii) Cleared all institute, hostel and library dues and fines (if any) of the previous semester.
- iii) Paid all required advances payments of the Institute and hostels for the current semester.
- iv) Not debarred from registration on the specific ground by the institute.

7.1 REGISTRATION TO HIGHER CLASSES

The students are permitted to go to third year (i.e V /VI semester) if he/ she clears all the subjects of the first year (i.e I & II semester), fourth year (i.e VII/ VIII semester) he/ she clears all the subjects of the first & second year and in case of Architecture fifth year (i.e IX/ X semester) he/ she clears all the subjects of the first, second & third year.

The registration has to be done online in each semester as per the notification given by Admission Section, after paying the Institute Fees at the beginning of each semester within the prescribed time, or student can register within next 10 working days on payment of late fees of Rs. 2500/-. Thereafter no registration shall be allowed.

7.2 REGISTRATION FEES DEFERMENT

In deserving cases, particularly students receiving an external scholarship or bank loan, the institute may permit registration with deferment of payment of fee,

beyond the date notified by Admission Section. Student has to submit all the relevant documents regarding scholarships/ bank loan, before the last date of registration to the Admission Section. In these cases students has to submit nominal fees of Rs. 5000/-.

If a student fails to pay the fees before the declaration of results, his/ her result will remain withheld and he/ she will not be in a position to register for next semester, unless specifically approved by the Chairman Senate.

7.3 MAXIMUM DURATION

The student must complete the B.Tech and B.Plan programme in a maximum duration of 6 years and B. Arch. in 7 years respectively.

7.4 ATTENDANCE

Attendance and progress of the students of all years will be constantly under observation right through the session. Regularity and punctuality in attendance and performance at lectures, tutorials, practical work in laboratories, drawing class, workshop, oral and written test constitute the day to day assessment of progress. A certain portion of the marks is reserved for class work and progress of students during the year, as student is expected to work regularly throughout the year.

A student whose attendance is less than 75% is liable, under the institute rules, to be detained from appearing in the Examination.

The attendance of students on last day before any vacation begins and on the first day after the vacation is over is compulsory. Students absent on these days will be penalized as per rules.

7.5 EDUCATIONAL TOUR AND TRAINING

The institute lays particular emphasis on Educational tours and practical training of students in industrial organization. These tours and training are arranged periodically during the session as per Academic Calendar and are subsidized to a limited extent. The expenditure has to be borne mainly by the students.

7.6 ABSENCE DURING MIDTERM EXAMINATION

A student who has been absent from a Midterm examination due to illness and other contingencies, may give a request for makeup examination within two weeks after the Mid-term examination to the HOD, with necessary supporting documents and certifications from authorized personal. The HOD may consider such request depending on the merits of the case, and after consultation with the course instructor, may permit the makeup Mid-term examination for the concerned student. Unauthorized absence (i.e. absence without due permission) may result in termination of the student's programme by the senate. Students are expected to complete their programme without any break. However, for valid reason students may be granted leave of absence from the programme. But such absence(s) shall ordinarily not exceed two semesters with or without break.

Mid Term Continuous evaluation for any missed semester/ Ex students (Supplementary) will be held during summer vacation to accommodate continuous evaluation marks (40/ 60). Student can apply to concerned Course coordinator & HOD concerned, for only one semester at a time. Mid Term Continuous evaluation method will be decided by course coordinator in consultation with HOD.

The above shall be applicable only for those students who had been awarded F/I grades in the semester (Not for improvement).

7.7 PROCEDURE TO CLEAR BACKLOG

When the subject is offered in any semester the candidate can register for the credit and may appear in both in-semester (continuous evaluation) and End term exam. There is supplementary examination for the failed students. In odd semesters, there will be supplementary examination for even semester subjects after the regular ODD semester examination. However, supplementary examination for ODD semester has to write along with regular examination. Similarly, for EVEN semester, there will be supplementary examinations for odd semester subjects after regular even semester examinations.

7.8 BA System

Candidates restricted to move to higher classes due to backlogs as per clause 7.1, shall be governed by “BA System”, as stated below, if he/she clears all their backlogs in ODD semester of “Continuing Next Academic Year”.

SYSTEM	DEFINITION	APPLICABLE TO	PROVISIONS IN THE SYSTEM
<p>“AB System” (A and B are ODD and EVEN semesters, respectively, of the same academic year)</p>	<p>The student registers for courses of A (Odd) and B (Even) semesters, as applicable to his/ her batch.</p>	<p>Students who are eligible to take admission to ODD semester of “Continuing Next Academic Year” with all courses cleared (no backlog) as per provisions in 7.1. “Continuing Next Academic Year” implies the year after second, third and fourth year of the courses of B.Tech/ B.Arch/ B. Plan.</p>	<ol style="list-style-type: none"> 1. A student is promoted to “Continuing Next Academic Year” with no backlogs in any courses.
<p>“BA System” (B and A are EVEN and ODD semesters, respectively, of the same academic year)</p>	<p>In an academic year, the student registered for courses of ODD semester of the previous academic year and courses of EVEN semester of the current academic year, as applicable to his/ her original batch.</p>	<p>Students who have been detained from registering to “Continuing Next Academic Year” due to non-clearance of all courses (backlogs) as per provisions in 7.1</p>	<ol style="list-style-type: none"> 1.The student is not allowed to register for higher semester offered in “Continuing Next Academic Year”, i.e., 5th, 7th and 9th semester (for B. Arch) as per provisions in Clause 7.1. 2.If the student clears the backlog, as “Ex- Student”, by the end of ODD semester examinations of the Continuing Academic Year, he/ she become eligible to register for EVEN semester of “Continuing Academic Year” . 3. In the subsequent years the student will register for ODD semester of previous academic year (attending classes with one year Junior batch) and EVEN semester of the current academic year (attending classes with his/ her own batch). 4. The provisions in 7.8 shall be applicable to these students. 5. If, in subsequent years, the student is not allowed to register for courses offered in “Continuing Next Academic Year” as per provisions in 7.1, he/ she will be allowed to register only for courses of Odd semester of previous academic year (attending classes with one year junior batch). Subject to clearing backlog by the end of odd semester examinations of the current academic year, the student shall be allowed to register for EVEN semester of “Continuing Academic Year” (attending classes with his/ her own batch). 6.Provisions of clause 7.7 are applicable for clearing of backlog.

8.0 TEACHING AND EVALUATION SYSTEM

8.1 TEACHING

The medium of instructions and evaluation shall be in English. Every course comprises of specific Lecture-Tutorial- Practical (L-T-P) schedule. For lectures of one period (55 minutes duration) is assigned one credit, where as tutorial and practical has only 0.5 credit per period. Usually three lectures are assigned for one theory subjects and practical classes are two or three period duration. Each course, along with its weightage in terms of units, shall require approval of the Board of Studies (BOS) and Senate. Only approved courses can be offered during any semester. The theory courses are in three categories, namely, departmental core subject, departmental electives, and open electives. The registration of open electives can be opted by any branch of students with the consultation of the subject coordinator/ HOD. Each approved course, whenever offered in any semester, shall be conducted by the assigned faculty in-charge with the assistance of the required number of faculty/ tutors. The faculty in-charge (subject coordinator) shall be responsible for conducting the course, holding the examinations, evaluating the performance of the student, and awarding the grades at the end of the semester.

8.2 EVALUATION PROCESS FOR B.TECH, B. ARCH AND B.PLAN

In each semester, there shall be normally one quiz/mini test, one midterm exam, and one end term exam. As far as possible, all the examinations shall be conducted during the announced period mentioned in the Academic Calendar. Each student, registered for a course, shall be awarded marks by the concerned faculty in-charge. The marks awarded to a student depend upon his performance in various examinations, laboratory works/ innovative works/ assignment etc. The marks awarded are to be used, to award the relative letter grades, and grade point.

8.2.1 Evaluation process for B.Tech**Theory paper**

End term examination (180 minutes duration) Maximum mark	Mid term Continuous Evaluation			Total Marks (Theory)
	Distribution		Total	
60	Quiz /Mini Test	10	40	100
	Midterm examination (90 Minute duration)	20		
	Innovative work/ Assignment	10		

Practical:

End Term examination (120 minutes duration) Maximum mark	Continuous Evaluation (Practical)			Total Marks (Practical)
	Distribution		Total	
60	Laboratory/ workshop Work/ Mid Term Examination	20	40	100
	Submission & viva	20		

8.2.2 Evaluation process for B.Plan/ B.Arch

End term examination (180 minutes duration) Maximum mark (Theory)	Midterm Continuous Evaluation			Total Marks (Theory)
	Distribution		Total	
40	Quiz /Mini Test	10	60	100
	Midterm examination (90 minute duration)	20		
	Studio, Viva & Assignment	30		

Architectural Design is seen as the central discipline of the B. Arch/ B.Plan program. The-studio is the arena where the student applies his knowledge and develops design skills while testing out the theories and methods learnt in other

courses of the Humanities, Technological and Professional streams. The students will endeavor to acquire an understanding of the determinants of the built form such as social imperatives, Environmental concerns and the craft of building. They will review experiences from their own immediate and personal environment as well as the values and perceptions of other people involved in the process of design viz. the user, the client and the public at large. Derivation of concepts and strategies will then lead to a deliberate response in the shape of a specific design proposal with the help of organizational and communicative skills.

The study of Architectural Design is seen as a cumulative process where the experience of the previous year is used as a base for increasing the depth and breadth of knowledge and development of skills in the following year. The range of design problems shall include projects of progressively increasing complexity from a simple rural habitat to multiple use urban mega structures.

Each Architectural Design course shall include both minor problem (Time problems or sketch schemes) and major problems (fully developed schemes). A six-hour Design test on a topic unrelated to the major problem, but of a similar level of understanding will also be taken. This is to encourage students to hone their skills and invigorate their creative faculties to come up with quick. Intuitive responses to difficult situations, as happens in the real world minor problems will be allocated to the development of a particular aspect of design, such as structures, services, historicism, economics, management etc as theoretically dealt with in the other concurrent courses. The internal assessment in this subject shall be on basis of the following distribution of marks:

1. 60% of the marks for internal assessment shall be allotted to the major Design problem.
2. 20% marks shall be allotted to minor problems.
3. 20% marks shall be allotted to the Design test.

At every stage, topics concerned with the design problem, shall be dealt with in lectures, group discussions and library research so as to provide the necessary philosophical and attitudinal background to a rational Design approach. The studio program of various design problems shall be set well in advanced of the commencement of the term by the design coordinator in close consultation with the other subject teachers. It would be ensured that exercises in other subjects are

directly relevant to the studio problem wherever the scope for such integration exists.

The test in Architectural Design shall be of six (6) hours duration in two sessions of three hours each. The intent of this examination is, to test the candidate's ability to address, the problem, with conceptual or thematic solutions in a limited response time, and communicate them effectively. Continuous evaluation system has been adopted along with credit and grading system as per the prevalent practice in various IIT's and other institutes of higher studies.

8.3 CREDITS, GRADES, SEMESTER AND CUMULATIVE GRADE PERFORMANCE AVERAGE

To clear a particular subject the required grade and grade point for **B.Tech, B.Arch and B.Plan** is D (4.0). For promotion in next higher class, required Cumulative Grade Point Average (CGPA) at the end of even semester is 5.0 and final Grade Point Average, CGPA for completion of course is also 5.0.

To qualify the four year B.Tech degree courses, minimum 174 credits a student has to complete where as for four year B.Plan degree course minimum requirement is 184 credits and for five year B.Arch degree course minimum requirement is 230 credits.

- i. In each course a student is registered, he/ she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are seven letter grades: A⁺, A, B⁺, B, C, D and F. The minimum passing grade in a subject is D. Their equivalent numeric values are given in the following table.

Letter Grades	Grade Points	Description of Performance
A⁺	9.0 to 10	Outstanding
A	8.0 to 8.99	Excellent
B⁺	7.0 to 7.99	Very Good
B	6.0 to 6.99	Good
C	5.0 to 5.99	Average
D	4.0 to 4.99	Satisfactory
F	< 4.0	Fail

- ii. F grade are treated as Fail grade. Any student getting these grades will have to appear in the examination again whenever it is scheduled by the institute. A student cannot be allowed to have F grades in more than two subjects in one semester. Also he/ she has to improve these grades in maximum two consecutive attempts.
- iii. If a student does not complete all the requirements including the mid-terms and end-term of a course, for a genuine reason, the course instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by conducting the re-examination for such candidate with due approval from HOD, by the last date for the submission of the grades specified in the Academic Calendar, failing which it is automatically converted to an F grade.
- iv. A student getting D grade in a course may be allowed to repeat it, provided his/her CGPA is less than the prescribed minimum, and the students are allowed to continue in the programme.
- v. In addition, a FA grade is awarded for the students who fail in the subject due to shortage of attendance. Such students has to repeat the subject.
- vi. Mandatory learning courses will be graded as satisfactory (S) or unsatisfactory (U) and will carry zero credit.

8.4 COMPUTATION OF THE SEMESTER GRADE PERFORMANCE AVERAGE (SGPA) AND CUMULATIVE GRADE PERFORMANCE AVERAGE (CGPA)

The SGPA is an indicator of the overall academic performance of a student in all the courses he/ she has registered during a given semester.

Formulas for Calculation of SGPA, CGPA and GGPA are as follows`:

$$SGPA = \frac{\sum(\text{number of credits earned in each subject} \times \text{grade points of respective subject})}{\text{Total number of credits in that semester}}$$

$$CGPA = \text{Mean of ODD and EVEN Semester SGPAs.}$$

$$GGPA = \text{Mean of all CGPAs.}$$

The course credits and thesis/project credits will be shown separately in the final grade card with overall CGPA. In case a student is clearing any fail subject, the new grade obtained will replace the older one while calculating the overall CGPA.

The final grade index and grade shall be displayed in Institute web site and student can approach the concerned subject coordinator(s) for any clarifications within one week of the announcement of the grades. The process of evaluation shall be transparent and the students shall be made aware of all the factors included in the evaluation. In case of any corrections, the subject coordinators(s) shall have to incorporate the same before finalizing the grade and printing the mark list.

9.0 VARIOUS COMMITTEES

9.1 ACADEMIC GRIEVANCE COMMITTEE

An academic grievance committee is constituted for the smooth functioning of all the under graduate programs of the institute and it consists of the following members:

Dean (Academic Affairs)	Convener
Dean (Student Affairs)	Member
Concerned HOD	Member
Controller of Examination	Member
Associate Dean (UG)	Member

The above committee will be dealing with all the UG student's academic matters/ grievances related to attendance, academic problems in the UG program. The committee will meet as and when necessary, and send the recommendations to the Chairman senate for final approval and action.

9.2 DISCIPLINARY COMMITTEE

Although all UG students residing in the hostels or outside hostels are expected to maintain the decorum and harmony of the hostels and campus community to the best of their behavior, a disciplinary committee is constituted for

the smooth running of the hostels life of all UG students in the MANIT campus. This committee consists of the following members:

Dean (Student Affairs)	Convener
Dean (Academic Affairs)	Member
Concerned HOD	Member
Concerned Warden(s)	Member
Proctor(s)	Member

The above committee will be dealing with all the administrative/disciplinary matters related to the UG students leaving in and out of institute hostels. The committee will meet as and when necessary and send the recommendation to the director of the institute for final approval and action.

9.3 Departmental Under Graduate Program Committee (DUPC):

Constitution of DUPC:

1	Chairman	HOD of concerned department
2	Members	4 to 7 faculty members nominated by concerned HOD.
3	Coordinator	A member of DUPC nominated by concerned HOD.

Responsibilities of DUPC:

The **Departmental Under Graduate Program Committee (DUPC)** is responsible for the following:

- i. Supervision and conduct of lecture, tutorial and practical classes.
- ii. Supervision and conduct of midterm exam, class tests, quizzes, practical tests, end semester examination, seminar and project presentation and ensuring their quality.
- iii. Monitoring of quality of instructions to students.
- iv. Proposing and implementing new courses and programs as approved by Senate/ BOG.
- v. Attending to the problems of students and advising, counseling them in academic matters.
- vi. To recommend the cases of B.Tech./ B.Arch./ B. Plan. students for continuation/ extension/ termination/ cancellation of programme.

- vii. Acting as Student Grievance Committee for UG students at department level.
- viii. Any other work assigned to it by Dean (Academic Affairs)/ Senate.

The DUPC shall ensure that all the provisions given in UG Ordinance are adhered to and implemented. While considering an issue if the Ordinance does not specifically mention something, the same shall be forwarded to Dean (Academic Affairs) through HOD, for its consideration. The DUPC is expected to have its meeting regularly and to keep record of its decisions.

9.4 Project Work Evaluation Committee (PWEC)

Constitution:

- a) Project Coordinator
- b) Project Co-coordinator (Appointed by HOD, by rotation for one year)
- c) Respective project supervisor(s)

Functions:

- i Allotment of Major Project
- ii Review and Evaluation of Major Project

10.0 LEAVE OF ABSENCE

If the period of leave is more than two days and less than two weeks, prior application for leave shall have to be submitted to the HOD concerned, with the recommendation of the subject coordinator stating fully the reasons for the leave requested, along with supporting documents.

If the period of leave is two week or more, prior applications for leave shall have to be made to the Dean (AA) with the recommendation of the subject coordinator, HOD concerned stating fully the reason for the leave requested, along with supporting documents. The Dean (AA), on receipt of such application may grant leave, or also decide whether the student be asked to withdraw from the course for that particular semester because of long absence. It will be responsibility of the student to intimate the course coordinator, and also the Dean (Students Welfare) as well as the Chief Warden of the hostel, regarding his absence before availing leave.

11.0 UNFAIR MEANS (UFM) RULE

Use or attempt to use Unfair Means and disorderly conduct at an examination by a candidates. After considering the report of centre superintendent, invigilators, examiners, statement of accused candidate and relevant papers, the UFM committee constituted for the purpose will categorise the act and recommends the punishment as per details given below:

Category	UFM – Type	Punishment
A	During the course of Examination, if any book or written paper connected with question paper is found under possession of the candidate, whether candidate was copying or not will be put into this Category.	Examination of that theory papers will be cancelled in which candidate has been found doing so.
B	If a candidate leaves the examination hall finally without handing over answer book to invigilator or smuggles in an answer book or takes out for arranging it to send out or replaces continuation sheet during or after examination will be put in this category.	Present full examination (Theory) will be cancelled.
C	Getting impersonated by any other person in examination or candidate refuses to hand over the materials used for copying or destroys the proof or refuses to sign on UFM Proforma all such candidates will be put under this category.	Present examination will be cancelled in full and student will be debarred from appearing in next examination and therefore candidate cannot be admitted in next coming semester exam.
D	If a candidate tries to disrupt or actually disrupts the examination or ties to forcefully obstructs the others not to appear in the examination will be grouped in this category.	Present Examination will be cancelled in full and the candidate will be debarred for next two examinations.
E	A candidate misbehaves or uses abusive language or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator, examination superintendent or a person appointed for examination work at the centre or carries any weapon in examination centre or takes any dog or other animal or birds in the exam hall will be grouped under this category.	Cancellation or present full Examination and debarred for appearing in next four examination and FIR will be sent to police for criminal proceeding on the candidate.
F	Keeping / using mobile at the time of Examination.	Cancellation of paper.

Depending on seriousness of UFM case, the UFM committee will give recommendations for punishment for approval of Director. The committee may use its discretion for points not covered in above category.

12.0 STUDENTS LIFE

12.1 HOUSING

The institute is residential institution with limited accommodation available in the hostels for boys and girls. There are 09 boy's hostels in the campus; each hostel has its own kitchen, dining room and common room block. Hostel messes are run on co-operative basis. Students are required to work honorary in various capacities in the organization of Co-operative messes. In addition to the above, one girl's hostel is also functioning on the campus for residence of girls. However, the number of seats are limited.

- (i) Double/ Triples seated rooms are available. No student will be allowed single seated accommodation.
- (ii) Some hostels are located about a Kilometer away from the main institute building. The students are advised to possess a bicycle for their conveyance and to avoid loss of study time.
- (iii) Motor vehicles (Bike/Car) are not permitted for students in the campus premises.

12.2 PROCEDURE FOR ADMISSION TO HOSTEL

For the new entrants as well as the students already on the roles, the procedure for admission to hostel is as follows:

- a) All the students seeking admission to the hostel should fill up the hostel admission form.
- b) For fresh entrants, the hostel allotment will be made along with the declaration of admission. For fresh entrants in first year the allotment will be made in three seated rooms based on the availability of seats.
- c) All hostel allotments will be done by the Chairman, Council of Wardens.
- d) Allotment of rooms in a hostel will be done on merit basis. For this purpose, branch wise merit list of the students would be prepared (performance in the previous year i.e. marks of odd and even semester) and seats would be allocated accordingly. Branch wise merit list will also include the reservation for SC, ST and OBC, as per norms of the institution.

- e) Only those students who register themselves in the institute would be eligible for hostel accommodation.
- f) Once rooms are allotted, no mutual inter-change of rooms would be permitted.
- g) Under graduate students of pre final and final B. Tech./ B. Arch./ B.Plan will normally be allotted single seated accommodation and others will be allotted accommodation in hostels with two or three seated rooms depending on the availability of accommodation. If a three seated room is converted into two seated or single seated, the students residing in the rooms will be charged depending upon the number of students in the room.
- h) B.Tech. students will be given priority in hostel allotments. PG students will be allotted rooms depending on vacancy.

12.3 HOSTEL RULES

Every student residing in the hostel must join the co-operative mess attached to that hostel. Individual cooking and messing outside is not permitted.

- a) The cost of the food including the pay of mess servants is to be met by the students themselves. The responsibility for clearing the mess/ advances in time lies with the parent/ guardian of the student. An undertaking to this effect will have to be given by the parent/ guardian of the student at the time of admission.
- b) Every inmate of the hostel is required to perform the honorary duties in the co-operative mess of the hostel as 'Duty Student' or as member of the 'Purchase-cum-Advisory committee' whenever required. These duties are assigned by rotation to inmates of the hostel.

The co-operative mess of each hostel is run under the hostel Committee consisting of the students of the Concerned hostel and constituted by the institute from time to time. To assist in the purchase and maintenance of mess account, the institute provides mess supervisors and Assistant mess Supervisors to attend the work. The students are responsible to watch and keep a check on the mess Accounts.

- a) Students are advised not to keep valuables in the rooms. They are advised to deposit extra cash in a Bank or in the Post Office.
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- b) Each student shall use only one electric bulb not exceeding 60 watts. For use of other
- c) Electric appliances prior permission of the Wardens is necessary. The tariff for use of such electrical appliances will be fixed by the Warden. Use of all unauthorized electric appliances is strictly prohibited and these will be confiscated. Lights must be switched off when the students leave their rooms or when they retire to bed.
- d) Students shall not remain absent from their hostels during the night between 10:00 PM
- e) and 5:00 A.M. without the prior permission of the warden. Corresponding timing for Girls hostel will be 8:00 p.m. and 7:00 a.m.
- f) Visitors are not permitted to stay in the hostel after 8:00 p.m. and the guests of the students are not allowed to stay in the hostel except with the prior permission of the Warden and under no circumstances for more than two days.
- g) Students shall not leave the head quarter without prior permission of the Warden.
- h) Hostel prefects will be selected on merit from amongst the hostel students to assist the Warden in the supervision of the hostels and in enforcing discipline.
- i) The room of any student can be inspected at any time by the Parents, Warden or any member of the institute staff.
- j) Students are expected to share the duties involved in keeping the hostel and campus clean and tidy and in running their messes.
- k) Room furniture electric fitting etc. are required to be maintained by the students in good condition. At the time of allotment of seat and leaving the hostel for the summer vacation every student must take over and hand over the hostel property.
- l) Students should invariably vacate hostel during summer vacation for white wash, repair of electric fittings etc. if they want to leave any belonging in the hostel during this period, then it should be deposited with the hostel caretaker.

- m) Damaged / stolen items of furniture, fitting, utensils, mess crockery etc. will be replaced at the cost of student.
- n) No outsider can be invited by any hostel without prior permission of the Chairman Council of Warden/ Proctorial Board.
- o) No magazine or souvenir will be published from any of the hostels without prior permission of the Council of Wardens/ Proctorial board.
- p) Notices from hostel will not be displayed on Institute/ Hostel Notice Board without the counter signature of Warden/ Sr. Wardens.
- q) Duration of the hostel function should be about 2 days preferably on weekends/ holidays.
- r) New clubs will not be formed without permission of the Director.
- s) Letter concerning institute/ Hostel should not be sent to any outsider without prior permission and counter signature of Sr. warden.
- t) Collection should not be made from outside.
- u) Maximum expenditure on hostel functions be limited to Rs. 3000/- plus dinner of hostel inmates duly approved by Sr. warden.
- v) Guest of the students in function could only be invited with the prior permission of the Chairman Council of Wardens/ Proctorial Board.
- w) As far as possible cultural night must be organized in student Activity Centre where full facilities are available.
- x) Students are not permitted to keep motor vehicles in the campus premises.

In all above cases for seeking prior permission of Chairman Council of warden (Chief Warden)/ Proctor Board, a written request/ application be invariably submitted 10 days in advance to the Wardens.

13 .0 GENERAL INFORMATION

13.1 NORMS FOR PAPER PRESENTATION/ SHORT-TERM COURSES/ SEMINARS/ CONFERENCE/ WORKSHOP/ SYMPOSIUM ETC WITH FUNDS FROM SPONSORED/ CONSULTANCY PROJECTS.

- i. Students can be considered for the reimbursement of registration fee for Paper presentation/ short-term courses/ seminars/ conference/ workshop/ symposium etc.
 - ii. Department has to classify the conference as Tier-I/ Tier-II/ Tier-III with justification.
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- iii. The quality of publication is to be scrutinized by DUPC thereafter to be recommended to HOD concerned. HOD will recommend to Dean (Academic Affairs).
- iv. Student will get TA by Train for sleeper class to travel in India and shall not be paid any lodging and boarding.
- v. Student can avail institute financial support from sponsored/ Consultancy Projects of his/ her Supervisor only and it will be maximum once for his/ her UG Programme.

Dean (Planning & Development) shall approve upto a maximum of rupees ten thousand for the same after recommendations from Dean (Academic). Beyond rupees ten thousand Director's approval is required.

13.2 EXCHANGE PROGRAMME FOR UG STUDENTS/ INTERNSHIP (within India and Abroad)

Under discussion and finalization.

13.3 APPROVING AND AUTHORIZED SIGNATORY

S. No	Item Description	Approval By	Issue of Orders
1.	Policy Matters	Senate	Dean Academic
2.	Admission notice, procedure, selection etc	Director	Chairman Admission
3.	Sanction of Admission	Chairman Admission	A.R (Admission)
4.	Cancellation of Admission & Refund	Chairman Admission	A.R (Admission)
5.	Registration, Re-registration, Examinations	Dean Academic	A.R (Admission)
6.	Extension for completion within the maximum limit (after gap)	Dean Academic	A.R (Admission)
7.	Paper presentation/ seminar/ workshop/ leaves/ Internship/ exchange programme etc	Dean P&D	A.R (Admission)
8.	Scholarship/ Fellowship	Dean Academic	A.R (Admission)
9.	Late submission of registration/ exam form with fine	Dean Academic	A.R (Admission)
10.	Decision on all Fees, Fee waiver, Fine, Fine waiver etc	Director	Dean Academic
11.	Bonafide Certificate	After semester registration	Superintendent Admission
12.	Scholarship Forms/ Provisional Degree/ Railways concession		A.R (Academic)
13.	Student Exchange Programme	Director	Dean Academic
14.	Character Certificate		Dean SW

14.0 FACILITIES

14.1 HEALTH SERVICES

MANIT dispensary is well equipped with doctors from various specialties visiting it on a regular basis. Consultation is available on following specialties by regular and visiting doctors: Obstetrician and Gynecologist , Physician, Endocrinologist., Dermatology, Skin and Venereal Diseases, Ophthalmologist, Maxillofacial and Dental Surgeon, Psychiatric Counselor

Facilities Available:

- New medical and surgical instruments are being regularly introduced at the dispensary which gives convenience to the staff and students and saves unnecessary hospitalizations.
- Equipments include Nebulizers, oxygen cylinders, Wheel chairs, state-of-the-art Ophthalmology unit, Dental unit, autoclave, nebulizers, ECG machine, dressing and suture material, 2 hospital beds, examination tables.
- Free medicines for the staff and students including Injections, Vaccines, IV fluids, antibiotics, antihistamines, analgesics, antipyretics, antihypertensive, calcium and iron supplements, ORS, skin creams, burn creams, Proton pump inhibitors, anti-emetics, anti-diarrheal; life saving drugs like adrenaline, hydrocortisone sodium succinate, lorazepam, methylprednisolone, nifedipine, furosemide etc.
- All Dental procedures including root canal treatment, scaling, extractions, crowning etc are being carried out at the dispensary now.
- Day care hospitalization is done if the doctors order the same.
- Pharmacist, nurse, dresser and sweeper are available to assist the doctors.
- Ambulance facility is available 24x7.
- The dispensary strictly adheres to the Biomedical Safety Rules 2016 for the disposal of infectious medical waste.

14.2 TUTOR GUARDIAN SCHEME

The tutor Guardian scheme, introduced in the institute, benefits all the students. Under this scheme a group of students from particular year and department are placed under care of one of the teaching staff who acts as tutor guardians for these students and look after their needs and difficulties. The tutor

guardian meets the students individually and in groups as frequently as possible and assists them in every manner. By this, the institute aims to develop the qualities of good citizenship in them. The attendance of the students in the meetings called by their tutor guardian is compulsory.

14.3 STUDENTS COUNCIL

The student's council is a pivot around which the co-curricular/ extracurricular activities of the institute revolve and plays significant role in the institute life of the student. The student's council serves as an important adjunct to course work also, since it sponsors lectures by eminent engineers, debate contests, general knowledge tests, essay competitions and various other programs and in general stimulates interest in the diverse spheres of student's life including games and sports. It provides ample opportunities for the students to develop their abilities in fine arts by conducting music contest, dramatics etc. This encourages emotional integration among students to a very great extent.

Main aims and objectives of the student's council are as follows:

- (a) To promote discipline and incorporate, intellectual, civic and cultural life amongst students.
- (b) To foster activities to bring out the creative talents of the students.
- (c) To promote the study and discussion of subject of national and international importance.
- (d) To encourage amongst students awareness of the responsibilities of an individual in a democratic society.
- (e) To promote social service activities.

With the idea of keeping students informed about the latest development in their field of study, the following technical society/ association are also functioning under the Student's Council.

- (a) Civil Engineering Association.
- (b) Mechanical Engineering Association.
- (c) Electrical Engineering Association.
- (d) Architecture & Planning Association
- (e) Society of Theoretical and Applied Mechanics.
- (f) Applied Sciences Society.

- (g) Electronics Engineering Association.
- (h) Computer Science Association
- (i) Information Technology Society.

The following clubs/ societies are also functioning under the student's council.

- | | |
|----------------|----------------------|
| a. Auto Club | b. Art Club |
| c. Cine Club | d. Music Club |
| e. Nature Club | f. Photographic Club |
| g. Socio Club | h. Rotract Club |

14.4 MANIT ALUMNI ASSOCIATION

The Maulana Azad National Institute of Technology Alumni Association was founded in June 1989. Membership of the Association is open to graduates, postgraduate and teaching staff of the institute. Membership is also open to visiting professors and other participants in the institute's summer programmes. Membership is also possible for the persons whose names are recommended by the executive committee.

The association seeks to provide a common meeting ground for the alumni of the institute. A major activity of the Association is to arrange alumni conferences which bring together the alumni and teaching staff to discuss among themselves topics of interest which are useful to the profession. There is a Annual Silver Jubilee alumni meet in every year in the month of December and also there is bi-annual global alumni convention.

14.5 STUDENTS ACTIVITY CENTRE

A state of the auditorium artistically designed with a seating capacity of one thousand has been constructed for organizing dramas, music, debate and lectures by eminent personalities.

14.6 OPEN AIR AUDITORIUM

An open air Auditorium has been constructed in the Sector by Shramdan of the students, faculty and other members of the staff. This auditorium is best suited for organizing cultural functions, picture shows etc.

14.7 CO-OPERATIVE STORE

The Co-operative store situated in the main building provides all type of stationary items, Drawing instruments, Blazer cloth, Monograms and Ties at reasonable rates. (No Loss No-profit basis). Every first year student is expected to possess the institute Blazer, the cloth for which is available at the co-operative-store.

14.8 GAMES AND SPORTS

In addition to adequate indoor facilities, extensive and well laid out playgrounds are made available for Tennis, Badminton, Hockey, Football, Cricket, Basketball, Kabaddi, Kho-kho, Gymnastics and other games. One of the state of art gymnastics and billiard are also available for the students.

14.9 BANKING AND POSTAL FACILITIES

There is a branch of State Bank of India and a branch of Post Office in the institute building. Students are advised to have savings account at the Bank. They should not keep much cash with them in the hostel. ATM facility is also available in the institute campus. Through which the fee etc. can also be deposited by SBI ATM's from anywhere in country.

14.10 N.C.C. & N.S.S.

NCC/ NSS training is for boys and girls of the first two years at the institute except foreign students. There is a technical unit of NCC in the institute known as: M.P. Composite Technical Regiment. NCC comprises of two companies namely Engineers EME and 4 MP Girls Battalion for girls. Students are required to attend NCC parades and NCC annual camps as prescribed by University and NCC authorities. During training students are expected to qualify for the "B" certificate examination of NCC. Students can qualify for certificate "C" examination of NCC in their third year of NCC training.

A unit of National Services Scheme (an alternative to NCC) has also been opened in the institute since 1973. The students of 1st year who are not joining NCC can join NSS unit of the institute.

14.11 VALUE EDUCATION CELL

Aim of any Educational institute is not just to give academic knowledge to the students, but also to develop their all round personality which includes, apart from other things, development and enhancement of human values and commitment to society and nation. For this purpose, a value education cell functions in the institute which comprises of faculty members associated with cultural, spiritual, sports, NCC and NSS activities. Programs like lectures of eminent personalities on various aspects of human values and our rich cultural heritage, Yoga-Meditation camp. Study of various languages and cultures, student participation activities like debate, essay competition, visits to various sections of society (Villages, slums) to cultivate social awareness and social responsibility, social service programs etc are organized by this cell.

14.12 INSTRUMENTS AND EQUIPMENT

Students are expected to possess the following equipment:

- a) One good drawing instruments Box.
- b) Drawing Board (imperial size) and T-square/ Mini-drafter.
- c) Transparent set squares and protector.
- d) One set of Transparent French Curves
- e) Electronic pocket calculator
- f) Draftsman's scale
- g) Standard Drawing pencils and erasers

This equipment is available at the institute co-operative store.

Apart from these, students of Architecture course requires colour boxes, painting brush etc. detailed instructions regarding this will be given on admission by Department of Architecture. Students of Electrical and Electronics branches should possess a tester, plair and soldering iron also.

14.13 IDENTITY CARD

Students are issued identity cards on appropriate payment and the students must carry the identity cards with them all the time in the institute and in the town. The cards have to be produced on demand by any member of the staff. The identity card should be returned to the institute when the students finally leave the institute.

14.14 STUDENTS DISCIPLINE

At the time of admission to 1st year an undertaking will be required from the parents stating that their ward will abide by all the rules and regulations of the institute and any modifications made therein from time to time.

14.15 RAGGING OF JUNIOR STUDENTS

As per the decision of the Hon'ble Supreme Court vide Writ Petition (Civil) No. 656 of 1998, Ragging is an undesirable Social Offence which is totally banned in the Institute' Broadly speaking ragging is:

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

The following could be possible punishments as per the decision of the Hon'ble Supreme Court.

- (i) Cancellation of admission.
 - (ii) Suspension from attending classes.
 - (iii) Withholding/ withdrawing scholarship/ fellowship or other benefits.
 - (iv) Debarring from appearing in test/ examination or other evaluation process.
 - (v) Withholding results.
 - (vi) Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
 - (vii) Suspension/ expulsion from the hostel.
 - (viii) Rustication from the institution for periods varying from 1 to 4 semesters.
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Fine up to Rs.25,000/-
 - (xi) Rigorous imprisonment up to three years.
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14.16 RULES REGARDING CONDUCT AND DISCIPLINE

14.16.1 CONDUCT AND DISCIPLINE

With a view to keep the reputation & image of Institute, the students are required to maintain discipline in the campus and as require to;

- I. Show due respect to their teacher, wardens and staff of hostel and show proper courtesy to other members of the staff of Institute.
- II. Maintain good rapport and friendly relationship with fellow students;
- III. Behave affectionately with the new students every year.
- IV. Do not indulge in any acts of ragging. Ragging in any form is banned by law. Act of physical or mental harassment to junior students individually or in group, is considered as an Act of ragging and calls for strict disciplinary actions including expulsion from the Institute and police action.
- V. Hon'ble Supreme Court decisions on ragging and subsequent direction from UGC are to be strictly adhered to.

14.16.2 ACTS OF MISCONDUCT AND INDISCIPLINE:

- a) Disregard of orders and instructions of the members of the institute staff.
- b) Noisy, boisterous, disorderly and obnoxious behavior.
- c) Irregular attendance and unauthorized absence from classes and hostels.
- d) Lack of punctuality in attendance, nonpayment of institute dues, in other matters where dates and time for any duty, functioning or obligation are prescribed.
- e) Persistent neglect of studies including mass absenteeism and inciting the mass absenteeism.
- f) Recourse to unfair means in test and examination.
- g) Negligence, use of false, fraudulent statement or acts.
- h) Taking part in strikes.
- i) Failure to produce identity card on demand by member of staff, warden, prefect etc. at any time and place within the institute, hostel and town.
- j) Non-sportsman like behavior during indoor/outdoor games.
- k) Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.

- l) Willfully damaging or stealthily removing any property belonging to institute hostels or of fellow students.
- m) Possession, consumption or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- n) Possession of fire arms or lethal weapons in the institute premises/ hostels, examination hall etc.
- o) Organizing or participation in any group activity expects purely academic and scientific programmers, in company with others in or outside the campus without prior permission of the appropriate authority.
- p) Indulgence in any kind of political activity including displaying posters or placards of political parties within the institute premises.
- q) Addressing the press without permission.
- r) Forming society/ association/ organization without permission of appropriate authority.
- s) Inviting any outsider of conduct a meeting without permission of the appropriate authority.
- t) Involvement in agitation of any kind which may lead to breach of peace.
- u) Interference with the institute administration.
- v) Damaging fauna and flora in the campus.
- w) Indulging in any other acts which the authority feels as breach of discipline.

In addition, the student shall observe the following

- a) Student during training in industry must confirm to industrial discipline and follow factory rules in regard to attendance, holiday, timings & code etc.
- b) Student shall be responsible for all books, apparatus tools, instruments, material etc. issued to them.
- c) Student shall observe all safety precautions. The institute is not responsible for accidents in the institute, hostel, workshop, laboratory and playground.
- d) A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments. (i) Warning (ii) Censure (iii) Fine (iv) Reduction/Cancellation of scholarship/stipend/Fellowship (v) Recovery in part or full of losses or damages to the institute property or property of others caused by the delinquent student (vi) Suspension from

availing of any other caused by the delinquent student (vii) Suspension from availing of any of the Institute amenities and services or from class (viii) Removal, rustication or expulsion from the institute or hostel (ix) withholding of character certificate. Ragging of juniors students will invariably lead to expulsion from the institute.

No post in Student Council/ Association/ Hostel committees, No privilege for MALI, Value Education etc. No permission for attending conferences, No recommendations, No option to revise grades, review and debarring from campus interviews, deduction of marks of innovates works/General Proficiency, informing prospective employers, debarring from attending convocation. The students will have opportunity through NCC/NSS/Sports to improve their behavior/discipline. The punishments are liable to be inflicted at the discretion of Director whose decision shall be final.

- e) Students are required to attend not less than 75% of lectures and tutorials etc. in each subject and to complete 75% of practical work in practical subjects in order to qualify for appearing at the End Term Examination.
- f) Students who wish to take leave must send application in writing duly countersigned by their parents or their tutor guardians or Hostel Warden to the institute office; at least two days before the date on which they wish to proceed on leave, except in case of emergency.
- g) The Railway concessions are issued to the students in accordance with the prescribed rules of Railways.

14.17 TRAINING, PLACEMENT AND STUDENTS WELFARE

The institute has Training and Placement Officer looking after the Training and Placement of students as well as their welfare. This cell makes arrangement for Vocational Training of Students in various Engineering Department and Industries in the Country. It helps the students in securing suitable placement while in final year and even after they pass out from the institute and also looks after welfare of students in general. The cell also arrange for interns to pre-final year students and in most of the cases the interns get converted into regular jobs in their final year.

14.18 PROCTORIAL COMMITTEE

A Proctorial committee is constituted to supervise and maintain overall welfare and discipline of the students. All cases of students indiscipline will be looked into by this committee and suitable reformatory action to be taken in the matter.

14.19 COUNCIL OF WARDENS

Council of wardens constituted to co-ordinate the smooth functioning of hostels. The function of the council of wardens is to look to the common problems of all hostels such as:

- a) Organize and encourage healthy activities for the general development.
- b) Overall discipline of the students in the hostels.
- c) Regularize collection of mess dues and enforce mess rules.
- d) Arrange for auditing of hostel mess accounts.
- e) Provide facilities like developing hostel gardens, games, sports and general cleanliness in the hostel.

15.0 INDO-UK RECS PROJECT- ENERGY THEME

To strengthen the technical education system in RECs, the Govt. of India, Ministry of HRD and Govt. of U.K. the Overseas Development Administration (ODA-UK) signed an agreement in the month of January, 1994. Under this agreement 8 RECs out of 17 in India were selected and collaborated with 12 important Universities of Northern Consortium of U.K. Focus was on the 4 identified thrust themes, developed as multidisciplinary topics across several department, each theme covering 2 institutes namely Design at Allahabad & Jaipur, Energy at Bhopal & Trichy, Information Technology at Surathkal and Warangal, and Material Engineering at Nagpur & Rourkela.

It is a matter of pride that MACT is one amongst the 8 RECs selected for this INDO-UK-RECs project. It is the nodal centre for Energy Theme because of its infrastructure, programmes and development in energy related areas and its close collaboration with giant industry such as BHEL, Bhopal.

The INDO-UK project provided aid over the 4 years towards visit of UK Experts, 46 study visits by senior faculty, laboratory refurbishment and information

support like books/ journals, software etc. Govt. of India also provided fund towards locally procured equipment, long term maintenance support, new laboratory building space, recruitment of nominal additional staff, local cost of UK Consultancies, travel grant to REC staff to participate in local workshops/ conferences, enhancement of information support services to provide an effective network of Libraries in 8 RECs.

16.0 CENTRES

16.1 ENERGY CENTRE

Energy Centre, was inaugurated on 12th July 1997 by His Excellency the then President of India Shri Shankar Dayal Sharma. Maulana Azad College of Technology was chosen as the Nodal Centre for Energy Theme under Indo-UK RECs project in 1994.

The vision of the Energy Centre is to develop successful academic research community in the area of sustainable and green technology for a better tomorrow.

In 2004, Department of Energy started offering post-graduate programs in Energy Engineering. In 2007 it became the pioneer in India to start under-graduate program in Energy Engineering, with an intake of 40 students. The under-graduate program was discontinued in 2013. In 2012 two new postgraduate programs in Renewable energy and Green Technology was initiated with intake of 18 students each replacing the earlier post graduate program in Energy Engineering. The centre also runs the PhD program and 19 research scholars have been awarded the degree upto 2016.

There are 7 laboratories in the Energy Centre, Solar Thermal & Solar PV (solar energy) lab, Energy Conservation and Audit lab, Energy Modeling & Simulation lab, Wind Energy lab, Bio Energy lab, Power Conversion Lab and IC Engine Lab. Number of research and consultancy projects are taken up by the faculty of Energy Centre. A large number of conferences, seminars, workshops, Training program continuing education programs are regularly organized in various areas of energy.

Energy Centre is recognized by Ministry for New and Renewable Energy (MNRE) ,Govt. of India for Performance & Testing of Small Hydro Power Plants in Central India in collaboration with AHEC, IIT Roorkee.

16.2 NANO SCIENCE AND ENGINEERING CENTER

Physics department has started a PG course M.Tech. Nano-technology in 2007, with intake of 18 per year. Pass out students are well placed in India and Abroad. Now, center for Nano-Science and Engineering is started recently in November 2013. Students are working for their M.Tech project and Ph.D. Program in specialized areas of Nano-Technology.

16.3 REMOTE SENSING, GIS AND GPS CENTER

Institute is having Centre of Excellence in Geo-informatics (Remote Sensing, GIS and GPS), which has been established from the TEQIP-II funding of the MHRD, Govt. of India since the year 2013. In the above area one PG Course titled Geo-informatics and its Applications is running under the Civil Engineering Department Board of Studies (BOS) and this course was started in the year 2009.

The Centre lab is equipped with the state of art modern instruments like Robotic Total Station, GPS based continuous observation reference station, Multi-frequency GPS and other GNSS signal receivers for the DGPS survey, Stereo remote sensing satellite image data processing high end workstations and industry standard software like Erdas Imagine, GIS data analysis software like ArcGIS. Large number of Ph.D and M.Tech. students are working in the above emerging area. Institute faculty are involved in the research and consultancy activities funded by reputed organizations like Indian Space Research Organization (ISRO), Space Application Centre Ahmadabad and Ministry of Defence, Govt. of India.

17.0 TEQIP

The institute has been selected as lead institute under TEQIP Phase-II is to be funded by Govt. of India in Feb. 2003. This shall facilitate the enhancement of various laboratory facilities and infrastructure development along with training of faculty and staff of the participating institute.

Under this programme SGSITS (Indore) S.V. Polytechnic (Bhopal) and UIT (Bhopal) are associated with MANIT as the networking institutes. TEQIP Phase-II also started in the Institute. This scheme will enhance the research and development activities of all the associated institutes.

18.0 SPONSORED GOLD MEDALS FOR MANIT STUDENTS

At present Gold medal and Silver medal for toppers of each branch in B.Tech, B.Arch. and B. Plan. are given. Apart from this one medal is given to overall topper. For proposed PG Medals it should be clarified whether it is department wise or branch wise and one medal should also be given to overall topper.

19.0 CHANGE OF RULES

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/regulation given here, the decision of the Chairman senate shall be final.***