

MAHAMAYA TECHNICAL UNIVERSITY NOIDA



Ordinances for Undergraduate Degree Programmes Effective from the Session 2011 – 12

PART-I

1. Preamble:

The Uttar Pradesh Technical University, Lucknow has been established in 2000 for the advancement and development of technical education in U.P. All the colleges/institutes imparting technical education in U.P. have been affiliated to the said University. The colleges/institutes which have been affiliated to the said University were about 600. It has been felt that such a large number of colleges/institutes could not be controlled and regulated effectively by a single University. With a view to ensuring proper and effective control over the said technical colleges/institutes running in U.P., another Technical University at Noida in Gautam Buddha Nagar by the name of Mahamaya Technical University (MTU) was established in 2010 and the name of Uttar Pradesh Technical University (UPTU) was changed to Gautam Buddha Technical University (GBTU), Lucknow and the colleges/institutes imparting technical education in Meerut, Saharanpur, Agra, Aligarh and Moradabad Divisions of U.P. have been affiliated to MTU.

Engineering accomplishments across the country and the globe stand testimony to the capabilities and the excellence of the alumni of the colleges/institutes formerly affiliated to UPTU (Now MTU).

The undergraduate programmes run by the University primarily aim at building on the knowledge gained by the students through the school/ college curricula by imparting new knowledge through classroom instructions, training and other modes of teaching. It is expected that after completing the course, the student shall acquire adequate theoretical and practical knowledge in his/her respective field. Further, he/she shall be capable of applying the same for the solution of real life problems and strive to develop/upgrade it further through higher/continuing education to reach the frontiers of knowledge in his/her field of specialization.

The undergraduate degree programmes lay emphasis on academic and extracurricular components designed for the integrated development of engineering/technical professionals possessing human values and ethics. Almost all students after graduation start their career in organization where cooperative efforts and teamwork are a must for the success in their career progress. Ethics, human values and discipline are of paramount importance for meaningful cooperation and successful team efforts. The undergraduate degree programmes lay equal emphasis on these extra-curricular components.

The rapidly increasing volume of knowledge in different fields requires continuous updating of the course contents of various subjects in a given area of knowledge. The curriculum is, therefore, only

broadly defined to make it possible for the teacher to update the contents by incorporating latest developments. In addition, the Faculty/Institute undertakes periodic review of the curriculum structure to prune the obsolete and time-worn contents and incorporate new concepts, which may become necessary in view of the changes taking place in the engineering profession and manufacturing process. Cross-disciplinary exchange of knowledge is essential for furthering the frontiers of a given branch in new areas. In view of this the undergraduate curriculum in all branches of engineering encourages students to take-up cross-discipline courses. In the undergraduate programme in engineering, apart from inputs of social sciences and management, environment and ecology, and materials science have been introduced across the branches. The curriculum at the undergraduate level has been so structured that it offers enough flexibility to the students to tailor their learning process as per their personal inclinations and the desired career objectives.

The curriculum in a given branch at the undergraduate level includes academic programmes involving ingredients of classroom teaching, laboratory practice, training, seminar and project. These ingredients are specified in terms of courses with a given code specifying the subject(s) to be taught under it. Every course has a credit commensurate with the workload it involves. The students are continuously evaluated during the conduct of a course and are awarded MARKS/CREDITS on the basis of their performance. The academic year is divided into two semesters and in each semester the students have to register in a branch of study for a number of courses. When a student fulfills all the criteria for a given curriculum, he/she becomes eligible for the award of the degree.

A limited number of students of undergraduate degree are also offered scholarships, stipends, fee – waivers, etc.

A student earning credits as specified for the programme and satisfying all the requirements becomes eligible for the award of the degree after completion of the undergraduate programme.

The Ordinances as embodied here are for specifying the provisions required for the purpose of smooth functioning of undergraduate academic programmes. The Ordinances of Regulations have been framed to lay down the procedures for implementation and clarify other details of the provisions enshrined in the Ordinances.

PART-II

Ordinances for the Undergraduate Degree Programmes:

1. Short Title and commencement:

- 1.1.1 These Ordinances shall be called the Ordinances for the Undergraduate Degree Programmes of the University.
- 1.1.2 These Ordinances shall come into force with effect from such date as the Faculty/Academic Council/Executive Council may decide on this behalf.

2. Ordinances:

- 2.1.1 The University shall offer such Undergraduate (UG) degree and of such minimum duration as the Executive Council may approve on the recommendation of the Academic Council or on its own or on the initiative of a college / institute affiliated to the University and/or on the direction of the Government of U.P/AICTE.
- 2.1.2 The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the Regulations.
- 2.1.3 The qualifications for admission to UG degree shall be such as prescribed by the AICTE and may be laid down in the Ordinances.
- 2.1.4 An Undergraduate student shall be required to complete all the requirements for the award of the UG degree, viz. B.Tech. / B.Pharm./ BFAD / BHMCT / B.Arch. as specified in the Regulations.
- 2.1.5 The date of initial registration for the UG degree shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programme for all intents and purposes
- 2.1.6 An UG degree student may be granted such scholarship / stipend, etc. and awarded such fee – waiver, prizes and medals in accordance with the directions of the Government of U.P/AICTE and/or the decision of the Executive Council/Academic council of the University from time to time.
- 2.1.7 The procedure for the admission of a candidate to an UG degree shall be such as directed by the AICTE/ Government of U.P.
- 2.1.8 The procedure for the withdrawal from a programme, rejoining the programme, the award of MARKS/CREDITS, the examination and all such matters as may be connected with the running of an UG degree programme shall be such as specified in the Ordinances PART -III.
- 2.1.9 The award of the UG degree to an eligible student shall be made at the end of respective programme in accordance with the procedures laid down in the Regulations.

- 2.1.10 A student admitted to the UG degree programme shall abide by the “Standing Orders for Students” issued by the University from time to time. These Orders shall deal with the discipline of the students in the colleges/institutes affiliated to the University. The Standing Orders may also deal with such other matters as are considered necessary for the conduct of the students and co-curricular and extra-curricular activities. These Standing Orders shall be approved by the Vice-Chancellor on the recommendation of the Dean of Students Welfare/Registrar/Controller of Examinations /Academic Council.
- 2.1.11 Notwithstanding anything contained in the above Ordinances, no Ordinance shall be made in contravention of the direction of the AICTE in regard to the duration of the UG degree. The Ordinances for the UG degree programmes shall be approved by the Executive Council/Academic Council.
- 2.1.12 In special circumstances, the Vice-Chancellor may, on behalf of the Executive Council/Academic Council, approve amendment, modification of the Ordinance (s), which in his/her opinion is necessary or expedient for the smooth running of a programme.

PART-III

Ordinances for the 4-Year/ 5- Year Undergraduate Degree Programmes

1. Undergraduate Degree Programmes:

- 1.1 The University may offer such UG degree programmes leading to Bachelor's degree in Technology / Pharmaceuticals / Fashion and Apparel Design/ Hotel Management and Catering Technology / Architecture i.e. B.Tech / B.Pharm. / BFAD / BHMCT / B.Arch. as may be approved by the Academic Council / Executive Council.
- 1.2 The structures and programmes may be amended / modified in accordance with the decisions of the Academic Council / Executive Council.
- 1.3 The duration of UG degree programmes leading to B.Tech. / B.Pharm./ BFAD / BHMCT degree shall be normally four academics years whereas UG degree programme leading to B.Arch. degree shall be five academic years.

2. Academic Calendar:

The academic calendar of events in respect of the UG degree programmes shall be fixed by the University before the start of the Academic Year. This calendar should be strictly followed by the colleges/ institutes affiliated to the University in implementing and running all the academic programmes.

3. Semester System:

- 3.1 Each academic year shall be divided into two semesters – Autumn (Odd) Semester and Spring (Even) Semester. The Autumn (Odd) Semester shall be during July/ August to December / January and Spring (Even) Semester during December / January to May / June every year. There shall normally be 90 teaching days, including sessional examinations in a semester.
- 3.2 The general structure of a programme and the distribution of credits for each semester shall be as prescribed and given in its Study and Evaluation Schemes. A number of courses shall be offered in each semester. Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial, assignments, laboratory classes and self- study.
- 3.3.1 The End Semester Examination in all the theory subjects and practicals shall be conducted as per the schedule given in the University academic calendar.

4. Eligibility for Admission:

4.1 Based on the AICTE norms and eligibility as approved by the Government of U.P. and/or the Government of India and as per classification of seats approved by the U.P. Government Orders issued from time to time in this regard shall prevail.

4.2 Admission to the Undergraduate degree programmes shall be made through the State Entrance Examination (SEE).

4.3 Reservation norms for different category candidates, as specified by the Government of U.P. and accepted by SEE-Central Advisory Board, shall be followed for admission to first year and second year (Lateral Entry, wherever applicable) in all Undergraduate degree programmes.

4.4 Direct Admission:

The eligibility criteria for direct admission to all types of vacant seats in colleges/institutes affiliated to the University shall be such as directed by the AICTE/ Government of U.P. and may be notified from time to time after completion of Counseling of State Entrance Examination.

5. Admission Rules and Enrolment:

5.1 Admission to B. Tech. / B.Pharm./BFAD/BHMCT/ B.Arch. first year, first semester and to second year third semester of B.Tech./B.Pharm. (For B.Sc. graduates and Engineering/Pharmacy diploma holders) shall be made as per rules prescribed by the AICTE / Government of U.P. / The University.

5.2 Every student admitted to the UG degree programme shall apply on a prescribed form through his / her respective Principal/Director of the college /institute to the Registrar of the University for enrolment together with all necessary documents such as Migration Certificate (in original)/Transfer Certificate (in original), as the case may be, and attested copies of the required academic certificates. The Registrar shall provide him/her an enrolment number after completing all necessary formalities. The Enrolment Number shall be the permanent reference number in all records of the college/institute/University pertaining to the concerned student. After enrolment in the colleges / institutes affiliated to the University, Inter – college transfer shall not be permitted. However, under special circumstances transfer can be considered on the recommendation of the constituted committee by the University for this purpose and approved by the Academic Council.

5.3 Admission on migration of a candidate from any other University to the colleges / institute affiliated to the University shall be based on the recommendation of the equivalence committee of the University and approved by the Academic Council on case to case basis.

5.4 No admission shall be made after the last date announced by the University.

6. Duration of Course Completion:

- 6.1 A student, who has not obtained the eligibility for third semester after a period of two academic years from the date of first admission/registration, shall not be allowed to continue study further for his/her Undergraduate degree.
- 6.2 A student admitted to first year shall be required to complete the course within a maximum period of seven academic years for B. Tech. / B.Pharm./ BFAD/ BHMCT degree and eight academic years for B.Arch degree from the date of first admission/registration, failing which he/she shall not be allowed to continue study further in any case for his /her respective degree.
- 6.3 A student admitted in B.Tech/B.Pharm. second year under Lateral Entry Scheme, shall be required to complete the course within a period of maximum five academic years from the date of first admission/registration, failing which he/she shall not be allowed to continue study further for his/her B.Tech /B.Pharm degree.

7. Attendance Requirement:

- 7.1 Each semester is considered as a unit and a student is expected to attend 100% classes including practicals and other academic activities. However, a minimum average attendance of 75% is required for appearing in the End Semester Examination with a provision of further condonation of 15% of the attendance by the Principal /Director of the college/institute, where the student is studying, on the basis of some reasonable cause such as medical ground, participation in University/State/Central level sports, cultural activities, seminars, workshops, paper presentation, placement activity etc.
- 7.2 The basis of the calculation of the attendance shall be from the date of commencement of the classes prescribed by the University by its academic calendar. For the first semester/third semester (Lateral Entry) newly admitted students, the same shall be reckoned from the date of admission/registration to the programme.
- 7.3 The Principal/ Director of affiliated colleges/institutions shall submit a list of all such students who are being detained for shortage of attendance or any other reasons with due justifications at least one week before the start of End Semester Examination to the Controller of Examination of the University.
- 7.4 Attendance shall be counted upto seven days prior to the date of commencement of the University theory examination.
- 7.5 A student having shortage of attendance as per Ordinances 7.1 shall not be allowed to appear in the End Semester Examination.

7.6 Temporary Discontinuation of Course: A student, who wishes to temporarily discontinue the course and continue the same subsequently, has to obtain prior permission from the University by applying through the Principal /Director. Such students shall have to take re-admission to the same year from where he/she discontinued in the subsequent academic year. However, the student shall be required to complete the course as per Ordinances 6.

8. Change of Branch:

8.1 Change of branch may be allowed against the vacant seats in the following two stages provided that the criteria at the following sub-Ordinances are satisfied:

8.1.1 In first year, after the last date of admission but before the submission of enrolment form to the University, the branch change may be made on the basis of merit(from within the category) of entrance examination subject to 8.1.2.This shall be done at the college/ institute and the same shall be informed to the Registrar of the University.

8.1.2 Maximum number of students permitted to change branch shall be equal to or less than 25% of admitted students in the branch subject to the strength of the class not decreasing below 75% of the sanctioned intake. Further, after branch change the class strength of the receiving branch in no case shall be more than approved AICTE intake. This Ordinance shall be applicable for change of branch in first year as well as in second year.

8.1.3 In second year, a student with 60% or higher marks in first year without Carry Over Papers and has passed all the subjects in one attempt shall be eligible for branch change. Re-admitted student/Ex-student/ Lateral entry student shall not be eligible for branch change.

8.1.4 Branch change in second year shall be made only against clear vacancy in particular branch. Vacancy (V) being defined as:

$$V = I - (\text{Reg} + \text{Rep}).$$

I = AICTE Approved intake for the branch.

Reg = Number of Regular students promoted to III semester.

Rep = Number of students from previous session(s) who became eligible to join III semester (alongwith regular students).

8.1.5 Vacancy shall be calculated in every branch within seven days after the declaration of first year (main) and second year (main) results of the academic session. Any changes in the result after Carry Over Examination shall not affect the above calculated vacancy.

8.1.6 Supernumerary students shall not be eligible for branch change and shall not be counted for calculating vacancy as per ordinance 8.1.4.

8.1.7 Branch change shall not be permitted to any course where (Reg+Rep)>I. Under no circumstances, there shall be any exception to this stipulation.

8.1.8 Branch change in second year shall be strictly in accordance with the merit list prepared by the college/institute on the basis of total marks obtained by a student in the first year.

8.1.9 Branch change shall not be permitted after III semester except in B.Arch programme in which no student shall be permitted to change his/ her branch after passing third year.

8.1.10 In case a student has applied for re-evaluation/scrutiny of his/her marks of first or second semester and the result has not been declared till the time of change of branch, then such student shall not be entitled for change of branch on the basis of his/her subsequently revised result.

8.1.11 Branch change facility is not applicable to the students admitted to B.Tech (AgriculturalEngineering)/B.Tech.(BioTechnology).

8.1.12 Change of programme from one to another shall not be allowed i.e., a student admitted in one UG degree programme shall not be allowed to change to another UG degree programme.

9. Fees:

The fees payable by a student in the college/institute affiliated to the University shall be such as may be fixed by the Government of U.P./University from time to time. The fees payable at the time of admission/initial registration, registration during subsequent semesters and examination shall be decided by the University and notified from time to time.

10. Refund of Fess:

10.1 Fees once paid to the college/institute shall not be refunded except the caution money, which shall be paid back to the student within three months from the date of declaration of final year result or cancellation of registration on any ground, subject to adjustment of any dues payable by him/her. However, the fees and other charges deposited by a candidate seeking admission to an academic programme shall be refunded if he/she does not join the programme and leaves the college/institute provided he/she applies for refund on or before the date of registration. Government of U.P./AICTE rules shall be followed after the registration of the student in a programme for refund of fees.

10.2 A student who fails to pass or who is unable to present himself/herself for any examination on any account shall not be entitled to a refund or adjustment of the examination fee to the next ensuing examination. The examination fee paid by a student shall be refundable only when his/her Examination Form is rejected by the University.

11. Courses of Special Nature:

The UG degree programme may contain the following courses of special nature in different curricula:

11.1 Every student of the Undergraduate programme shall register for participation in Extra-Curricular Activities such as NCC/NSS/Games and Sports/Cultural activities for an overall development of his/her personality. Student shall be admitted to NCC/NSS/Games and Sports/Cultural activities on the basis of their preference and by virtue of their aptitude and abilities as decided by a committee constituted by the Principal/Director of an affiliated college/institute. The student shall be continually observed for his/her participation. The physically challenged students may be exempted from one or more activities based on his/ her physical handicappines. Marks/Credits assigned for such activities may be as prescribed in Study and Evaluation Schemes.

11.2 Project:

Every student of an UG degree programme shall have to work on a project under the supervision of a faculty member as per the curriculum.

11.3 Training:

Every student of an UG degree programme shall have to undergo Industrial/ Field/ Professional Training as per the curriculum.

In the case of B.Arch., a student shall undergo Professional Training in the ninth and tenth semesters under the supervision of a practicing professional architect (registered with the Council of Architecture) for a period of sixteen weeks in each semester. He / She shall submit the logbook, training report and certificate to the effect that he/she has undergone professional training to Head of the Architecture Department / Principal / Director.

11.4 A curriculum may contain a component of a course on Educational Tour for visit to industrial units/R&D Organization-as and when organized by the college/institute affiliated to the University.

11.5 Seminar/Group Discussion/Comprehensive Viva-Voce:

The curriculum shall contain a component of a course on Seminar/Group Discussion, and on contemporary issues of technological importance and Comprehensive Viva-Voce.

11.6 **Non-Credit Courses:**

- (a) **Remedial English:** A Student, whose marks in English language in Intermediate (10+2) examination is less than 60%, has to clear the Remedial English paper during the programme, preferably in first year.
- (b) **Human Values and Professional Ethics:** All students have to clear this course during the programme, preferably before third year.

12. **Course Credits:**

12.1 Each course shall have an integer number of credits, which shall reflect its weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:

- (a) **Lectures/Tutorials:** One lecture hour per week shall normally be assigned one credit. One hour of tutorial per week shall be assigned one credit.
- (b) **Practicals:** A three hour of laboratory course per week shall normally be assigned two credits. The courses having three hours of contact every alternate week or two hours per week shall have one credit only; similarly a six hours of laboratory course per week shall normally be assigned four credits.
- (c) Special courses like practical training, seminar, project, dissertation/thesis, group discussion, comprehensive viva-voce shall have credits as per Annexure-1.

12.2 The total number of minimum contact hours for a course during a semester shall be 540.

13. **Examination:**

13.1 The performance of a student in a semester shall be evaluated through continuous evaluation called internal assessment and End Semester Examination. The internal assessment marks are based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. End Semester Examination shall be comprised of written papers, practicals, viva-voce and inspection of certified course work in classes and laboratories, project work, design reports, thesis and training project reports or by means of any combination of these methods.

In the case of B.Arch. subjects which are mainly studio based as per the scheme of teaching and examinations, the internal assessment marks shall be the total of marks given to the various drawings (plates) submitted from time to time by a student on tracing sheets / butter sheets / drawing sheets or computer print-outs. However, if the subject teacher so desires, he/she shall give some weightage for time problems/tests in these subjects. In a semester two-three such time problems/ tests may be conducted.

13.2 (i) Practicals, project, studio work etc. in all the Undergraduate programmes shall be evaluated by one external and one internal examiners. The examiners shall follow the scheme of valuation prescribed by the University. The internal examiner shall be from the college/institute, where the examination is being conducted, while the external examiner shall be from any of the affiliated colleges/institutes of the University/outside the University. The list of the practical examiners shall be prepared by the Controller of Examination. In case the external examiner is unable to conduct the examination as per the scheduled date, the Principal/Director of the college/institute shall make the alternative arrangement out of the approved list of external examiners in consultation with the University.

(ii) The viva-voce examination in Architectural Design Project (thesis) of eighth semester students of B.Arch. shall be conducted by three examiners, one internal and two external. The examiners shall follow the scheme of valuation prescribed by the University. The student shall be present in person for these examinations and submit the portfolio of works done during the semester and answer the queries raised by the examiners in respect of portfolio. If a student fails in Architectural Design Project (thesis) evaluation, he/she shall be allowed to resubmit the modified thesis after the minimum period of two months with due approval of the Principal/Director/Head of Architecture Department of the concerned college/institute.

13.3 Every B.Arch. student shall face a viva-voce examination for Professional Training Report before a panel of jury in the ninth and tenth semesters separately. The jury shall include two external examiners and one internal faculty member/guide and Head of Architecture Department. Out of two external jury members, atleast one must be present to complete the proceedings of jury. If a student fails in the viva-voce examination, he/she shall repeat the professional training afresh in any of the succeeding semesters and appear in the viva-voce examination again.

13.4 The marks obtained in a subject shall consist of marks allotted in end semester theory paper, practical examination and internal assessment marks.

13.5 The internal assessment marks in a theory paper shall be based on the methodology defined in Ordinance 13.6 with a minimum of two tests generally conducted at the end of 8 and 12 weeks of each semester. An additional test may be conducted for the desirous students before the end of the semester to give opportunity to such students to improve their internal assessment marks. University test answer booklet shall be used for all internal tests. These booklets shall be kept in the custody of the Principal/ Director of the college/institute and shall be made available to University authorities for verification as per the directions of the Controller of Examination as and when required.

13.6 Internal assessment marks in all Undergraduate programmes (except B. Arch.) for theory subjects, practicals and project shall have following weightage:

13.6.1 Theory Subjects:	Weightage
(i) Test (Average of two better performances in tests of equal weightage)	60%
(ii) Teacher Assessment (Tutorial/Assignment/Quizzes)	20%
(iii) Attendance in class	20%

13.6.2 Practicals/Project/Training Report:

(i) Two mid- term (Viva-Voce/Practical tests of equal weightage)	50%
(ii) Teacher Assessment (Lab, Record)	25%
(iii) Attendance in Lab classes	25%

For B.Arch. Programmes

13.6.3 Theory Subjects:	Weightage
(i) Test (Average of two better performances in tests of equal weightage)	50%
(ii) Teacher Assessment (Tutorial/Assignment/Quizzes)	30%
(iii) Attendance in class	20%

13.6.4 Practical/Project/Thesis/Professional Training Report:

(i) Two mid- term (Viva-Voce/Practical tests of equal weightage)	50%
(ii) Teacher Assessment (Lab, Record)	30%
(iii) Attendance in Lab classes	20%

13.6.5 General Proficiency

The marks for General Proficiency shall be awarded by a committee constituted by the Principal/Director of the college/institute on the basis of the performance of a student in the co-curricular and extra-curricular activities and general discipline in the following manner:

- (a) Co-curricular & extra-curricular (games, sports, cultural and literary activities, etc) – 60 %
- (b) Discipline (inside and outside college/institute campus) – 40%

13.7 (i). The minimum passing marks in each theory subject (including internal assessment marks) in all the Undergraduate programmes (except B.Arch.) shall be 40% with a minimum of 30% marks in each theory paper in the End Semester Examination. If there is no provision of internal assessment marks in any subject, the minimum pass marks in that subject shall be 30% in the End Semester Examination.

(ii). For B.Arch programme the minimum passing marks for each theory paper shall be 45% in the End Semester Examination. For such a subject where viva-voce/practical is also conducted in addition to theory examination, the computation of pass marks (45%) shall take into account the combined marks of theory and viva-voce/practical examination.

13.8 (i) The minimum passing marks in a project/practical subject (including internal assessment marks, if any) / thesis/ training project report shall be 50% of the maximum prescribed marks in all the Undergraduate programmes.

(ii). If a student of B.Arch. fails to secure less than 50% in the sessional of any subject, he/she shall not be eligible to take up theory/viva-voce etc. examination in that particular subject. In the event of an ineligible student inadvertently being allowed to appear for the theory/viva-voce etc. examinations, the result of the concerned examination shall be null and void. However, such a student shall register his/her name in the respective college/institute for repeating work within fifteen days from the commencement of any of the subsequent semesters during which he/she desires to obtain the minimum prescribed sessional marks. Such a student shall be allowed to appear in the theory examination of that particular subject only when he/she secures the minimum of 50% marks in the sessional examination of that subject. Further, if he/she, due to this, does not satisfy the requirement of Ordinances 13.12, he/she shall not be promoted to next higher class. It shall be the responsibility of the concerned Head of the Architecture Department/Principal/Director to implement this rule strictly.

13.9 The answer books of End Semester Examinations shall be evaluated by table marking in the University or Evaluation Centres set up in affiliated colleges/institutes. For each subject, a panel of Head Examiner, Deputy Head Examiner and Evaluators shall be appointed. These panel of examiners shall be appointed by the Controller of Examination/Vice-Chancellor for the concerned discipline from amongst the faculty members of the affiliated colleges/institutes of the University preferably teaching that course in that semester.

13.10 To qualify (pass) in Seminar, Industrial Training, Viva-Voce etc., a student shall have to secure a minimum of 50% of the maximum prescribed marks.

13.11 A student, in order to pass, must secure 50% marks in aggregate in a particular academic year inclusive of both semesters of the academic year.

13.12 There shall be no passing marks in General Proficiency (GP). However, marks of General Proficiency shall be added in result.

13.13 A student who does not satisfy Ordinances 13.7, 13.8 & 13.10 shall be deemed to have failed in that subject and may re-appear for the University examination in the subsequent examinations. However, the internal assessment marks awarded to the student at first attempt in the concerned theory subjects/ practicals / project shall be carried forward.

13.14 (a) If a student satisfies the requirements of Ordinances 13.7, 13.8 & 13.10 in subjects of the semesters, he/she shall earn **Full credit** assigned in the study & evaluation scheme for the subjects mentioned therein.

(b) If a student fails to satisfy the requirements of Ordinances 13.7, 13.8 & 13.10 in some subjects of the semesters, he/she shall earn **Zero credit** in those subjects.

14. Eligibility for Promotion:

14.1 A student satisfying all the requirements under Ordinance 13 in all the subjects and earning minimum credits shall be promoted to the next year of study with **PASS** status. However, a student promoted to the next year of study with grace marks shall be awarded **PWG** (Pass with Grace) status.

14.2 (a) A student shall be eligible for provisional promotion to the next academic year of study with:

(i) **PCP** status, provided if he/she has earned total **60%** or more credits in theory subjects and **60%** or more credits in practical/project/thesis/training project report/viva-voce/group discussion etc. on the basis of combined result of both the semesters of a particular academic year. Credit assigned to GP shall not be counted for above calculation.

(ii) **PCP-A** status, provided if he/she fails to satisfy the Ordinance 13.12 (Aggregate marks), he/she must earn **60%** or more credits in theory subjects and **60%** or more credits in practical/project/thesis/training project report/viva-voce/group discussion etc. In such a case, he/she shall be eligible for provisional promotion with Carry Over papers.

(b) A student who fails to attain Pass/PWG status as per Ordinance 14.1 or fails to attain PCP/PCP-A status as per Ordinance 14.2 shall be declared **FAIL** in the particular academic year. However, he/she may appear in the Carry Over Examination (Ordinance 15 given below) to satisfy Ordinances 14.1 & 14.2.

15. Carry Over System:

15.1 (a) A student, who satisfies the requirements of Ordinance 14.2 (a) (i), shall be required to appear in the examination of those theory papers/practicals etc. in which he/she earned zero credit. But he/she shall be allowed to appear upto a maximum of **FOUR THEORY PAPERS** and/or **PRACTICALS** in the Carry Over Examinations.

(b) A student provisionally promoted with PCP-A status as directed in Ordinances 14.2 (a) (ii), shall have to appear in the examination of those subjects in which he/she earned Zero Credit. In addition to this, he/she shall also be allowed to appear in the examination of other subjects of his/her choice in which he/she was declared PASS to satisfy the requirement of the Ordinances 13.12.

15.2 The Carry Over Examination shall be held in summer after even semester examination for subjects of both the semesters of a particular academic year in which student has failed.

16. Grace Marks:

A student may be awarded **Grace Marks** upto a maximum of total 10 marks in maximum of **Four** subjects but not more than three marks in any theory subject/practicals/project and /or aggregate marks in each academic year .

17. Ex-Studentship:

17.1 A candidate opting for ex-studentship shall be required to appear in all the theory & practical subjects in the end semester examinations of both semesters of the same academic year. However, the marks pertaining to Sessional, Industrial Training, Seminar and General Proficiency shall remain the same as those secured earlier.

17.2 A candidate opting for ex-studentship shall be required to apply to the college/institute by paying only examination fee within 15 days from the start of new session.

18. Re-Admission in the College/ Institute:

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

18.1 Declared fail.

18.2 Did not appear in a semester examination / or was not granted permission to appear in the examination.

18.3 Has been detained by the college/ institute and subsequently has been permitted to take re-admission.

18.4 An Ex-student who obtained Pass/PWG/PCP/PCP-A status.

18.5 Promoted with Carry Over Papers but willing to opt for re-admission.

19. Result:

The result of a student shall be declared on the basis of performance of both semesters of the same academic year. However, a final year student, who is not permitted in any one of the final year semester examinations due to shortage of attendance or any other reason shall be permitted to study as a regular student in that particular semester of the next academic year and to appear in that semester examination.

20. Award of Class at Degree Level:

20.1 The B.Tech/B. Pharm./BFAD/BHMCT/B.Arch. degree shall be awarded to the students who have passed all the stipulated examinations of their study.

20.2 For students admitted to first year in Undergraduate programmes (except B.Arch.), the result of any programme which comprises of all the eight semesters shall be declared on the basis of working out **Grand Total** by adding marks of all the four years of study in the following ways:

First Year	100 % of Aggregate marks
Second Year	100% of Aggregate marks
Third Year	100% of Aggregate marks
Fourth Year	100% of Aggregate marks

20.3 For students admitted to second year (lateral entry), the result of the programme which comprises of all the six semesters shall be declared on the basis of working out **Grand Total** by adding marks of all the three years of study in the following ways:

Second Year	100% of Aggregate marks
Third Year	100% of Aggregate marks
Fourth Year	100% of Aggregate marks

20.4 For students admitted to first year in B.Arch., the result of the programme which comprises of all the ten semesters shall be declared on the basis of working out **Grand Total** by adding marks of all the five years of study in the following ways:

First Year	100 % of Aggregate marks
Second Year	100% of Aggregate marks
Third Year	100% of Aggregate marks
Fourth Year	100% of Aggregate marks
Fifth Year	100 % of Aggregate marks

20.5 The Division shall be awarded on the basis of the result mentioned in the Ordinances 20.2, 20.3 and 20.4.

20.6 If a student passes all examinations and secures 50% or more marks but less than 60% marks, he/she shall be eligible for the award of B.Tech/B. Pharm./BFAD/BHMCT/B.Arch. Degree in **SECOND DIVISION**.

20.7 If a student passes all examinations and secures 60% or more marks, he/she shall be eligible for the award of B.Tech/B. Pharm./BFAD/BHMCT/B.Arch. Degree in **FIRST DIVISION**.

20.8 If a student passes all examinations in first attempt without **Grace Marks** and secures 75% or more marks, he/she shall be eligible for the award of B.Tech/B. Pharm./BFAD/BHMCT/B.Arch. Degree in **FIRST DIVISION WITH HONOURS**.

21. Award of Medals/Rank:

21.1 On the basis of final result, the top ten students in each branch (group) / programme shall be awarded ranks according to their merit, provided they passed all the examinations in single attempt and without any grace marks. The students at first two top positions in every branch (group) / programme amongst the students awarded division as per Ordinance 20.8, shall be awarded medals viz. Gold and Silver respectively in order of merit.

21.2 If two or more students secure the same grand total on a particular position, all such students shall be entitled for the medals.

22. Unfair Means at Examination:

22.1 A student found guilty of use of unfair means or disorderly conduct at or in connection with the examination or violation of the rules shall be liable to severe action under the provisions contained in the rules given at Annexure-2 of these Ordinances for dealing with unfair means cases. The original answer book of the guilty student shall be taken back and he/she shall be supplied with a new answer book along with unfair means form which shall have to be filled up by the student on the spot. The student shall have to sign the material recovered from him/her before leaving the examination hall. The two answer books along with the unfair means form filled up by the student shall be sent separately under the sealed cover by the Centre Superintendent to the Controller of the Examination of the University. If he/she refuses to fill up the unfair means form on the spot and/or refuses to sign the material recovered from him/her or has left the Examination Centre without filling up the unfair means form or if he/she has been found guilty of showing disorderly conduct, the Centre Superintendent shall submit detailed report of the incidence to the Controller of Examination of the University. The student shall be given an opportunity by the Controller of Examination to appear in person and to defend himself/herself that why action should not be taken against him/her for using unfair means and/or

showing misconduct, failing which action shall be taken on the basis of Centre Superintendent report. No representation or protest from him/her shall be entertained afterwards.

22.2 A Committee shall be constituted by the Vice- Chancellor of the University to deal with all unfair means cases. The committee, after examining individual cases shall recommend punishment in the light of provisions contained in the unfair means rules on their respective merits to the Controller of Examination for approval of the Examination Committee/Vice –Chancellor.

23. Rules for Scrutiny:

23.1 A student shall be required to pay requisite fee per paper for scrutiny of all the desired theory papers on a prescribed application form for scrutiny.

23.2 The scrutiny shall not be permitted in respect of Practical Examination/Project Examination/Internal Assessment/Sessional Marks.

23.3 Application for scrutiny of answer book(s) must reach the Controller of Examination through respective college/institute on or before the last date notified by the University. After the last date, no application shall be entertained.

23.4 The scrutiny of answer book(s), shall be done as follows:

23.4.1 Scrutinizer shall ensure the totaling of marks of the answer book(s).

23.4.2 Scrutinizer shall ensure the posting of marks in the answer book(s), question wise.

23.4.3 Scrutinizer shall report the omission, if any, of whole or part of the question left without evaluation on the format assigned for the same.

23.5 After approval of scrutiny result by the Controller of Examination and the Vice-Chancellor, the changes made in the answer book(s) after scrutiny shall replace marks awarded prior to the scrutiny and the student shall be informed accordingly.

24. Rules for Re-Evaluation (Challenge Evaluation) of Answer Book(s):

24.1 (i) If a student feels that his/her script has not been fairly evaluated, he/she may within fifteen days from the date of declaration of his/her result, apply for re-evaluation.

(ii) The Re -evaluation facility shall be for theory papers only.

24.2 Re-evaluation of answer book(s) shall not be permitted in respect of (i) the scripts of Practical Examination/ Project Examination/ Internal Assessment/ Sessional Marks/ Dissertation/ Thesis/ Viva-Voce. (ii) Carry Over Examination.

24.3 A student who wishes to apply for re-evaluation of his/her answer book(s) must submit his /her application on the prescribed form together with the requisite fee to the Controller of Examination before expiry of Fifteen days excluding the date of the declaration of his /her examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application form shall also be rejected.

- 24.4 If a student wishes to apply for re-evaluation in two papers, he/she shall have to apply separately for each paper.
- 24.5 A student shall be required to pay requisite fee per paper, which shall not be refunded except when (i) the student is allowed to withdraw his/her application if permitted by the Controller of Examination/Vice-Chancellor or (ii) if the increase in marks obtained by the student in re-evaluation is more than 10% of the maximum prescribed marks for the paper.
- 24.6 With reference to the marking scheme provided by the Head Examiner to the Controller of Examination, who shall get each script separately re-evaluated and the revised result shall be determined in the following manner:
- (i) If the award of second examiner (re-evaluator) is more than the award of the first examiner subject to a limit of 10% of the maximum marks prescribed for the paper, the marks awarded by the first examiner shall be taken into account. In case the award of second examiner (re-evaluator) exceeds the above limit of 10%, the answerbook shall be referred to a third examiner and the average of the two closest awards shall be taken into account.
- (ii) (a) If the award of the second examiner (re-evaluator) is less than that of the first examiner upto the extent of 10% of the maximum marks prescribed for the paper, the award of the first examiner shall stand.
- (b) If the award of the second examiner (re-evaluator) is less than that of the first examiner and the decrease in marks exceeds 10% of the maximum marks prescribed for the paper, the answer-book shall be referred to a third examiner and the average of the two closest awards shall be taken as the marks of re-evaluation provided the result of the student is not affected adversely.
- 24.7 Whatever be the change in award after re-evaluation, the same shall be conveyed to the student.
- 24.8 A student, who has been declared eligible for Carry Over Examination as a result of re-evaluation, shall be permitted to appear at the Carry Over Examination or if the same is already over, at the time of next such examination.
- 24.9 A student, who becomes eligible to seek admission to the next higher class consequent upon the improvement of his/her result of re-evaluation in the middle of the session, he/she is required to take admission immediately. In such a case the attendance shall be counted from the date of actual admission.
- 24.10 The Controller of Examination may report to the Examination Committee of the University if any action is required to be taken against an Examiner/Evaluator/Checker for any gross anomaly caused by him/her.

24.11 A student who applies for re-evaluation shall not be entitled to claim any retrospective benefit such as rank/ grant of scholarship/ medal etc. on the basis of declaration of the result of re-evaluation. Further, the declaration of the result of re-evaluation shall be completed within one month from the date of submission of application form.

Provided that in case the re-evaluation result is received after the commencement of the subsequent examination which the applicant has taken, out of the two results i.e. one on the basis of re-evaluation and the other on basis of his/her performance in the subsequent examination, the result which is advantageous to the applicant shall be conveyed to him/her.

24.12 No further re-assessment shall be allowed after the award(s) by re-evaluators has/have been received.

25. Cancellation of Admission:

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

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

OR

(ii) He/She is found unable to complete the course within the stipulated time as prescribed in Ordinance 6.2.

OR

He/She is found involved in creating indiscipline in the college/ institution or the University.

26. Migration/Transfer Certificate:

A student shall be given migration certificate only after the completion of the programme and after paying the requisite fee. However, transfer certificate may be issued to a student during the programme, if required.

27. Scholarships, Prizes and Certificates:

27.1 The University shall award the merit-cum-means (MCM) scholarships, fee-waivers and such other scholarships and MHRD assistantships, awards and prizes as approved by the Executive Council/ Academic Council. Announcements on these scholarships/assistantships stating eligibility and the number and value of scholarships/assistantships etc. shall be made while inviting applications from time to time from the students of the affiliated colleges/institutes.

27.2 A student may draw scholarships or stipends from outside sources with the necessary permission from the Principal/Director of the affiliated college/institute/the University.

28. Starting a New Programme:

A new programme may be started suo motu by the Executive Council provided that the same is approved by the U.P. Government/AICTE. Such a proposal shall be referred to the concerned BOS for framing the detailed syllabi.

29. Minimum Students Requirements for an Elective Course:

An elective course in an affiliated college/institute shall run only if a minimum of ten students register for it in a regular semester. However, under special circumstance, a course may run with fewer students with the prior permission of the Vice-Chancellor/Academic Council on the recommendation of the Principal/Director.

30. Interpretation of Ordinances:

In case of any dispute, difference of opinion in interpretation of these Ordinances or any other matter not covered in these Ordinances, the decision of the Vice-Chancellor /Academic Council /Executive Council shall be final and binding.

31. Emergent Cases:

Notwithstanding anything contained in the above Ordinances, the Vice –Chancellor, in emergent situations may take such action on behalf of the Academic Council/Executive Council, as he/she deems appropriate and reports it to the next meeting of the Academic Council/Executive Council.

4-Year / 5-Year Undergraduate Degree Programme Offered by the University

S.No.	Branch Code	Name of the Programme/Branch	Course Code	Degree Name
	00	Civil Engineering Agriculture Engg.	4	B.Tech
	02	Bachelor of Architecture in Building Engineering & Construction	6	B.Arch
	03	Interior Design	6	B.Arch
	10	Computer Science & Engineering	4	B.Tech
	13	Information Technology	4	B.Tech
	20	Electrical Engineering	4	B.Tech
	21	Electrical & Electronics Engineering	4	B.Tech
	22	Instrumentation & Control Engineering	4	B.Tech
	31	Electronics & Communication Engineering	4	B.Tech
	32	Electronics & Instrumentation Engineering	4	B.Tech
	33	Electronics & Telecommunication Engineering	4	B.Tech
	35	Applied Electronics & Instrumentation Engineering	4	B.Tech
	40	Mechanical Engineering	4	B.Tech
	41	Manufacturing Technology	4	B.Tech
	43	Mechanical & Industrial Engineering	4	B.Tech
	44	Production Engineering	4	B.Tech
	47	Automobile Engineering	4	B.Tech
	50	Bachelor of Pharmacy	5	B.Pharm
	51	Chemical Engineering	4	B.Tech
	54	Bio-Technology	4	B.Tech
	65	Bachelor of Fashion & Apparel Design	65	BFAD
	74	Bachelor of Hotel Management & Catering Technology	7	BHMCT
	80	Agricultural Engineering	4	B.Tech
	81	Bachelor of Architecture	6	B.Arch
	82	Food Technology & Engineering	4	B.Tech
	89	Agricultural Engineering	4	B.Tech
	97	Environmental Engineering	4	B.Tech

Annexure-1

<u>Subjects</u>	<u>Credits</u>
Project	2 for each three contact hours
Seminar/Group Discussion	2
Practical Training	2
Comprehensive Viva - Voce	2
Dissertation/Thesis	4 (B.Arch)
Training Project Report (B.Arch. Final Year)	To be decided by the concerned BOS

Annexure-2

Rules for Dealing with Cases of Unfair Means and Disorderly Conduct at the University Examinations:

1. No student on the rolls of the University shall use unfair means or indulge in disorderly conduct at, or in connection with the examinations.
2. **(a) Unfair means shall include the following:**
 - (i) Making a false representation pertaining to the eligibility of the student to appear in the examination;
 - (ii) Communicating or attempting to communicate with the Controller of Examination of the University or any person of its office, or Superintendent of Examination, or any person connected with the conduct of examination, or with any paper-setter or examiner, with the object of finding out the name and address of the paper setter or examiner, or finding out the questions that have been set by the paper-setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in the discharge of his/her duties in connection with the examination;
 - (iii) Talking to another student, or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff, before handing over the answer book to the room-invigilator{RI};
 - (iv) Giving or receiving assistance in answering the question paper to or from any other student/ person in the examination hall or outside during the examination hours;
 - (v) During examination time having in possession or access to:-
 - (a) Any paper, books, note or any other unauthorized material which has relevance to the syllabus of the examination-paper concerned.
 - (b) Anything written on the scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the examination-paper concerned;
 - (c) Anything written or signs made on the body of the student, on his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the examination-paper concerned;
 - (d) Anything written, or signs made on the admit card/ question paper which have relevance to the syllabus of the examination-paper concerned;
 - (vi) Swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfair-means, or being guilty of causing disappearance or destruction of any such material either by himself/herself or with the assistance of any other person;

- (vi) Smuggling a question paper or an answer book (main or supplementary) or part thereof into the examination room/ Centre or out of it;
- (vii) Replacing or getting replaced an answer book (main or supplementary) or part thereof during or after the examination.
- (viii) Impersonating any student or getting impersonated by any person for taking the Examinations.
- (ix) Copying of a substantial part of any work/ material without any acknowledgment by a student in his/her dissertation/thesis field-survey work;
- (x) Tampering with records of an examination;
- (xi) Using any obscene or abusive language in his/her answer book.
- (xii) Cheating or attempting to cheat the University in any manner; and
- (xiii) Any act or omission, by or on behalf of the student connected with the examination, whether prior to or subsequent to such examination or the result thereof which in the opinion of the Committee is 'Unfair-means'.

(b) Disorderly conduct:

1. The student in the Examination Hall or outside but within the campus of the Examination Centre during the Examination shall be under the disciplinary control of the Superintendent of the Centre or his/her nominee and shall obey his/her instructions.
2. ***Disorderly conduct includes:***
 - (i) Disobeying the instructions of the Centre Superintendent (CS)/Addl. Centre Superintendent (ACS)/ Deputy Centre Superintendent (DCS)/Room Invigilator (RI)/ Relieving Officer (RO)/Flying Squad Member (FSM)/University Appointed Officials (UAO);
 - (ii) Threatening, intimidating or assaulting CS /ACS /DCS /RS /RO /FSM / UAO, any member of the Flying Squad or any other member of staff working at the examination centre or another student in connection with the examination before, during or after the examination hours;
 - (iii) Misbehaving with CS/ACS/DCS/RS/RO/FSM/UAO or any other member working at the examination centre in connection with the examination before, during or after examination hours;
 - (iv) Leaving the examination room, before the expiry of half an hour after the commencement of the examination or leaving the examination room without obtaining the permission of the RI or without handing over the answer book to the RI or without signing the attendance sheet;
 - (v) Tearing off or mutilating an answer book (Main or Supplementary) or any part thereof;

- (vi) Disturbing or disrupting the conduct of examination or attempting to do so;
- (vii) Inciting or compelling any other student to leave the examination room or to disturb/disrupt/boycott the examination;
- (viii) Bringing into the Examination Hall/ Centre (a) any weapon, or (b) any other material objected to by the RI/ CS or any other member of the Supervisory Staff;
- (ix) Appearing in the examination without being in possession of the admit Card unless permitted by the CS;
- (x) Refusing to be searched by the RI/CS/ any other member of the Supervisory Staff, or obstructing or hindering such search in the Examination Hall, Verandah and Urinal etc.

3. Punishment:

A student found guilty of unfair means or disorderly conduct at, or in connection with an examination, shall at the discretion of the Committee appointed for the purpose, be punished with one or more of the following:

- (i) Cancellation of the result of the paper in respect of which he/she is found to have been guilty; and/or
- (ii) Cancellation of the result of the examination for which he/she was a student; and/or
- (iii) Debarring the student from securing admission to a class and appearing at any further examination of the University for a stated period;
- (iv) and/or other punishment, deemed suitable, by the committee appointed for the purpose.

4. Norms of Punishment:

The following norms for award of punishment are laid down:

- (a) If a student is found guilty of seeking admission to an examination by making a false representation pertaining to his/her eligibility to appear at the examination, he/she shall be disqualified from appearing at any examination up to a period of two years including the present examination.
- (b) Where a student is found having in his/her possession or within his/her reach any material relevant to the syllabus of the Examination paper concerned but has not copied from or use it, suitable punishment shall be awarded to him/her by the committee.

(c)

- (i) If the behaviour of the student on being caught is satisfactory Present Examination shall be cancelled provided that if the material found in possession of the student is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she shall be treated as having obtained 'Zero' mark in that paper .
- (ii) If the behaviour of the student on being caught is unsatisfactory Present Examination shall be cancelled.

Note: If a student uses resistance or violence against the RI or any other person on examination duty, the punishment may be enhanced according to the gravity of the offence.

(d) Where a student is found to have copied from or used the material caught:

- (i) If the behaviour of the student on being caught is satisfactory Present Examination shall be cancelled provided that if the material found in possession of the student is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she shall be treated as having obtained 'Zero' mark in that paper .
- (ii) If the behaviour of the student on being caught is unsatisfactory Present examination shall be cancelled and the student shall be further debarred from appearing at two/three subsequent examinations.

Note:

(i) If the student uses resistance or violence against the RI or any person on examination duty or consistently refuses to obey the instructions of the CS/ACS/DCS, the above punishment may be enhanced according to the gravity of the offence.

(ii) The Phrase 'Present Examination is cancelled' in (4)(c) (i) and (ii) refers to cancellation of only theory papers and practicals (wherever held).

(e) If a student is found talking to another student or to any unauthorized person inside or outside the examination hall, during the examination hours without the permission of a

member of the supervisory staff, his/her examination in that particular paper may be cancelled.

(f) If a student is found reading or possessing some incriminating material relevant to the syllabus of the paper in the Verandah/Urinal, etc. his/her examination in that particular paper or his/her whole examination depending on the gravity of the offence, shall be cancelled.

(g) If a student leaves the examination hall:

(i) Before the expiry of half an hour after the commencement of the examination;
and/or

(ii) Without obtaining the permission of the RI; and/or

(iii) Without handing over the answer book to the RI; and/or

(iv) Without signing the attendance sheet;

His/Her examination of the paper concerned may be cancelled.

(h) If a student during the course of practical examination presents to the examiner practical or class work, or note book, which does not belong to him/her, that particular examination shall be cancelled.

(i) If a student:

(i) Leaves the examination hall without handing over his/her answer book to the invigilator concerned and takes it away with him/her, or

(ii) Tears it of, or otherwise disposes of his/her answer book any part thereof inside or outside the examination shall, or

(iii) Incites/compels any other student to leave the examination hall, or attempts to disturb, the conduct of examination or indulges in any kind of activity in the campus of the Examination Centre which is violative of the sanctity or purpose of the examination he/she shall be disqualified from appearing in any University examination for one to three years including the present year of examination, depending upon the nature and gravity of the offence.

(j) If a student on being caught by an invigilator, a member of the flying squad or any other authorized member of the supervisory staff runs away from the examination hall along with the piece of paper/ material in his/her possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by swallowing / throwing it away, or by any other means, he/she shall be disqualified from appearing in any

University examination for a period up to two years including the present one.

(k) If a student is found guilty of:

- (i) Smuggling in an answer book in whole or in part inside the examination hall, or
- (ii) Taking out or arranging to send outside the examination hall, an answer book or question paper, in whole or in part, or
- (iii) Replacing his/her answer book or getting it replaced in whole or in part during or after the examination, or
- (iv) Impersonating a student or being impersonated by any person, he/she shall be disqualified from appearing in any University examination for a period of two to three years including the present examination.

Note:- A person other than the student assisting him/her in the above shall be liable to such action as may be decided by the committee constituted for the purpose .

(l) If a student is found guilty of disobeying the instructions of RI / Centre Superintendent (or any other person authorized by him/her) or if he/she occupies a seat other than that allowed to him/her without permission of the proper authority, the examination of that particular paper may be cancelled.

(m) If a student deliberately writes any other student's roll number on his/her answer book, he/she shall be disqualified from appearing in any University examination for a period up to two years including the present examination.

(n) When a student is found guilty of misconduct/ misbehavior and/ or indiscipline in connection with the examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him/her from appearing in any University examination for a period up to a maximum period of two years including the present examination, depending upon the nature and gravity of the offence.

(o) If a student carries into the examination hall/ centre any weapon and does not hand– over the same to the invigilator or any other authorized member of the supervisory staff , he/she shall be disqualified from appearing in any University examination up to two years including the present one depending upon the nature and gravity of the offence.

(p) Where a paper or any other material connected with the examination is found or detected even after the examination is over, the student concerned may be disqualified from appearing in any University examination up to a maximum period of two years including the present one depending upon the nature and gravity of the offence.

(q) Case of use of unfair means or of disorderly conduct not covered under the above categories from (4) (a) to (4)(p) or those which in the opinion of the Committee appointed by the Vice-Chancellor shall recommend to the Controller of Examination some other punishment.

(r) When a student is found guilty of disobeying the instructions of the RI/ Centre Superintendent (or any other person authorized by him/her), or of deliberately changing his/her seat with another student or writing other student's Roll Number on his/her answer book or of misconduct indiscipline or misbehaviour including causing any kind of disturbance for other examinees in the examination hall or indulging in any activity in the campus of the examination centre which is violative of the sanctity and purpose of the examination, the Centre Superintendent may report all such cases to the Controller of Examination.

Note:

- (1) A student can approach a court of justice for redress, if any, within 90 days from the date of dispatch of the decision of the University to the student.
- (2) The records of the cases of unfair-means/ disorderly conduct may be destroyed after the expiry of one year from the date of dispatch of the decision of the University to the student.
- (3) Special examination, if any, arranged by the University during the period for which a student has been punished, shall not be counted as a subsequent examination for the purpose of this Ordinance.
- (4) The period for which a student is debarred shall not be counted towards the maximum period within which a student must pass a particular course.

Mahamaya Technical University Noida (G.B.Nagar)

Form for reporting cases regarding Unfair means or Dishonest act and Disorderly conduct at or in connection with an Examination

Note:

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

FOR THE USE OF CENTRE OF EXAMINATION

(A) To be filled in by the Centre Superintendent/ Room Invigilator:

1.	Name of Examination		
2.	Name of student		
3.	Name of student's father		
4.	Student 's Roll No		
5.	Full postal address of the candidate (In Capital Letter)		
6.	College / Institute of study		
7.	Name of Centre		
8.	Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair means or shown disorderly Conduct.	Subject	Subject Code
9.	Day & Date of Examination		
10.	Time of Incident		
11.	Name of examination and Roll No		

(B) Supervisory Staff Report (Room Invigilator/ Internal Flying Squad/ Centre Superintendent):
(strike off whichever is not applicable)

- (a) The material was recovered from the student
 - (i) while copying
 - (ii) from pocket/ purse/ box
 - (iii) from around the table
 - (iv) from the answer book
 - (v) while transmitting to other candidate
 - (vi)
- (b) Unfair-means cases related to recovery of calculators/ Mobile communication devices.
 - (i) Whether use of calculator is not permitted and the student has used the calculator.
 - (ii) The student has brought a programmable calculator though only a scientific calculator was permitted. In case of recovery of programmable calculator there was material stored/ no material was stored in the calculator.
 - (iii) The student was in possession of a mobile communication device.
 - (iv) Any other
- (c) Conduct of student after being caught cooperative/ aggressive/ indisciplined / abusing highly indisciplined
- (d)
 - Miss conduct
 - Chatting with other students
 - Misbehaving with officials
 -

Date.....

Signature and Full Name with address of the supervisory staff
(IN BLOCK LETTERS)

(C) Student's Statement:

I have read the report of the Room Invigilator's /Supervisory staff made against me as given in column No. B and submit the following statements.

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

I agree with the report of the Room Invigilator /Supervisory staff made against me?	Yes / No
If you agree with the report, then:	
Why did you bring the material referred to in the above report?	
Did you make any use of it?	
What explanation have you to offer for your misconduct/ disorderly conduct as mentioned in the report?	
Have any other thing to say, by way of self-defence or clarification? (If necessary, an extra sheet may be used).	
If you do not agree with the report then give your explanation, if any, in your defence against the report of the Room Invigilator /Supervisory staff.	

Signature of Student

N.B.:-

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

(ii)The University shall consider no other representation made later on in this regard.

(iii)If a student refuses to give his/her statement on the spot or runs away from the centre, his/her case shall be decided by the University in absentia on the basis of the report of the Room Invigilator's / Centre Superintendent, and no representation or protest from him/ her shall be entertained afterwards.

(D)Statement of Witness if any:

Statement of the witness, if any, in case the student denies the allegations of the Room Invigilator's or refuses to give his/her statement on the spot or runs away from the Centre without giving his statement.

(E)Remarks of the Centre Superintendent:

Note:-

(i)The Centre Supdt. should personally make an enquiry into the above matter and give his/ her statement/ observations in detail.

(ii)If a student denies the allegation of the Room Invigilator's or refuses to give his/ her statement on the spot or runs away from the Centre without giving his/her statement, the Centre Supdt. should record the Statement of the witness in the matter in Para D.

(iii)In case the Unfair-means/ misconduct of the student is such that documentary proof is not possible,please mention the details (after recording the statements of witnesses, if deemed necessary).

Date.....

Place.....

Signature of the Centre Supdt.....

Name of the Centre Supdt.
(In Block Letters)