

**ORDINANCES, RULES &  
REGULATIONS**

**for**

**ACADEMIC AUTONOMY**



**KAMLA NEHRU INSTITUTE OF  
TECHNOLOGY**

**SULTANPUR 228 118 (U. P.)**

**IN THE ABSENCE OF THE RULES LAID  
DOWN BY THE ACADEMIC COUNCIL, THE  
RULES OF GAUTAM BUDDHA TECHNICAL  
UNIVERSITY, LUCKNOW SHALL BE  
APPLICABLE**

# KAMLA NEHRU INSTITUTE OF TECHNOLOGY

## SULTANPUR

### 1.0 SHORT TITLE:

1. The ordinances and rules be called ordinances of Kamla Nehru Institute of Technology, an autonomous Institute under Gautam Buddha Technical University, Lucknow.
2. The ordinances and rules shall be enforced at once.

### 1.1 DEFINITIONS:

1. **Institute:** Institute means Kamla Nehru Institute of Technology, Sultanpur.
2. **K.N.I.T.:** K.N.I.T. means Kamla Nehru Institute of Technology, Sultanpur.
3. **B.O.G.:** B.O.G. means Board of Governors of Kamla Nehru Institute of Technology, Sultanpur.
4. **Director:** Director means Director of Kamla Nehru Institute of Technology, Sultanpur.
5. **Registrar:** Registrar means Registrar of Kamla Nehru Institute of Technology, Sultanpur.
6. **Faculty:** Faculty means faculty of Kamla Nehru Institute of Technology, Sultanpur.
7. **Academic Council:** Academic council means Academic Council of Kamla Nehru Institute of Technology, Sultanpur, constituted as per the directive of letter no. F.22-1/2011(AC) dated Jan 03, 2012.
8. **Faculty Board:** Faculty Board means Faculty Board of Concerned Department of Kamla Nehru Institute of Technology, Sultanpur, constituted as per the directive of letter no. F.22-1/2011(AC) dated Jan 03, 2012.
9. **R.D.C.:** R.D.C. means Research Degree Committee of each Department.

10. **Ordinances & Rules:** Ordinances and Rules means Ordinance and Rules of Kamla Nehru Institute of Technology, Sultanpur.
11. **B. Tech:** B. Tech means Bachelor of Technology, a degree awarded by Gautam Buddha Technical University, Lucknow, to the candidates passing out a four year undergraduate course from K.N.I.T., Sultanpur.
12. **M. Tech (Full Time):** M. Tech. means Master of Technology, a degree awarded by Gautam Buddha Technical University, Lucknow, to the candidates passing out a four semester regular post graduate course from K.N.I.T., Sultanpur.
13. **M. Tech. (Part Time):** M. Tech. means Master of Technology, a degree awarded by Gautam Buddha Technical University, Lucknow, to a candidate passing out a six semester part time post graduate course from K.N.I.T. Sultanpur.
14. **M.C.A.:** M.C.A. means Master of Computer Application degree awarded by Gautam Buddha Technical University, Lucknow, to the candidates passing out three years postgraduate course from K.N.I.T., Sultanpur.
15. **Ph.D:** Ph.D means Doctor of Philosophy.
16. **Semester:** Ordinarily, Semester means duration of 90 working days.
17. **Academic Year:** Academic Year consists of two semesters. Mainly, Odd semester and Even semester.

## 1.2 INTRODUCTION:

The Institute offers courses to the under and postgraduate degrees in the following disciplines:

### **Undergraduate:**

- (i) **B. Tech. in Civil Engineering:** A four years B. Tech. course is run by the Department of Civil Engineering.
- (ii) **B. Tech. in Computer Science and Engineering:** A four years B. Tech. Course is run by the Department of Computer Science & Engineering.

- (iii) **B. Tech. In Electrical Engineering:** A four years B. Tech. course is run by the Department of Electrical Engineering.
- (iv) **B. Tech. Electronics Engineering:** A four years B. Tech. course is run by the Department of Electronics Engineering.
- (v) **B. Tech. in Mechanical Engineering:** A four years B. Tech. Course is run by the Department of Mechanical Engineering.
- (vi) **B. Tech. in Information Technology:** A four years B. Tech. course is run by the Department of Computer Science & Engineering.

## **Post Graduate:**

### **Full Time**

- (i) **M.C.A.:** A regular three years post graduate course in Computer Application is run by the Department of Computer Science & Engineering.
- (ii) **M. Tech In Civil Engineering:** A full time Four Semester course in Civil Engineering (Geotechnical & Geo-environmental Engineering) is run by Department of Civil Engineering.
- (iii) **M. Tech In Computer Science & Engineering:** A full time Four Semester course in Computer Science & Engineering is run by Department of Civil Engineering.
- (iv) **M. Tech In Electrical Engineering:** A full time Four Semester course in Electrical Engineering (Power Electronics and Drive) is run by Department of Electrical Engineering.
- (v) **M. Tech In Mechanical Engineering:** A full time Four Semester course in Mechanical Engineering (Thermal Engineering) is run by Department of Mechanical Engineering.
- (vi) **M. Tech. in Electronics Engineering:** A full time Four Semester course in Electronics Engineering (Communication Engineering) is run by Department of Electronics Engineering.

### **Part Time**

- (i) **M. Tech. in Civil Engineering:** A part time Six semesters M. Tech. course in Civil Engineering (Water Resources Engineering/ Geotechnical Engineering) is run by the Department of Civil Engineering.
- (ii) **M. Tech. in Electrical Engineering:** A part Time Six Semester M. Tech. Course in Electrical Engineering (Power Systems/ Solid State Control) is run by the Department of Electrical Engineering.

- (iii) **M. Tech. In Mechanical Engineering:** A part time Six Semester M.Tech Course (Industrial System Engineering/ Machine Design) is run by the Department of Mechanical Engineering.
- (iv) **M. Tech. in Electronics Engineering:** A part-time Six semester Course in Electronics Engineering (Communication Engineering/ Digital Electronics) is conducted by the Department of Electronics Engineering.
- (v) **M. Tech. in Computer Science & Engineering:** A Part time Six Semester course in Computer Science & Engineering is conducted by the Department of Computer Science & Engineering.

#### **Ph. D. Programmes:**

Ph. D. programmes in the branches/disciplines given below are being run in the Institute in the following Department: (Subject to the approval of the Vice-Chancellor, Gautam Buddha Technical University, Lucknow)

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- (i) Department of Civil Engineering: Department of Civil Engineering is running Ph. D. programme in the areas of Water Resources Engineering, Structural Engineering, Environmental Engineering, Geotechnical and other allied fields.
- (ii) Department of Electrical Engineering: Department of Electrical Engineering is running Ph. D. programme in the areas of Power Systems, Electric Drive, Power Electronics, Measurement and Instrumentation; control System, Reliability Engineering and other allied fields.
- (iii) Department of Mechanical Engineering: Department of Mechanical Engineering is running Ph. D. programme in the areas of Operation Research, Heat Transfer, Industrial and Process Engineering, Internal Combustion Engines, Refrigeration, Alternative Energy, Design and Production Engineering and other allied fields.
- (iv) Department of Electronics Engineering: Department of Electronics Engineering is running Ph. D. programme in the areas of Communication, Micro Electronics, Digital Electronics and other allied fields.
- (v) Department of Computer Science: Department of Computer Science is running Ph. D. programme in the areas of computer Network, Computer Communication and Stochastic Functional Evaluation, Theory of queues and operation Research, Artificial Intelligence and Robotics, Speech analysis and other allied fields.
- (vi) Department of Applied Sciences and Humanities: Department of Applied Science and Humanities is running Ph. D. programme in the areas of Applied Mathematics, Applied Physics, Applied Chemistry, Professional communication, Humanities and other allied fields.

## 2. COMMITTEES

There shall be an Academic Council of the Institute, Board of Studies for each Department. In addition to this there shall be sub committees, such as Research Degree Committee and Examination Committee to regulate the academic work of the Institute.

The committees may interact with each other as and when necessary.

### 2.1 ACADEMIC COUNCIL:

#### (A) CONSTITUTION:

The Academic Council Shall Consist of:

- |       |   |          |
|-------|---|----------|
| (i)   | Director of the Institute   | Chairman |
| (ii)  | All Heads of Departments (Ex-Officio)   | Member   |
| (iii) | One Professor OR Associate Professor (in case any department does not have a Professor) from each Department, by rotation for two years, on the basis of seniority of service in the Institute.   | Member   |
| (iv)  | One Associate Professor or Assistant Professor, alternatively from each Department, by rotation for two years, on the basis of seniority of service in the Institute  | Member   |
| (v)   | Not less than Four Experts from outside the Institute representing areas of Engineering Education or Industry to be nominated by Board of Governors of the Institute for two years.   | Member   |
| (vi)  | One expert for each major Engineering discipline and also for Applied Sciences & Humanities nominated by the Vice Chancellor, Gautam Buddha Technical University, Lucknow in consultation with the Director, K.N.I.T. Sultanpur for two years | Member   |
| (vii) | Controller of Examination ( Ex – Officio )  | Member   |

**(B) DUTIES AND POWERS:**

The Council shall perform the following functions:

- (i) Scrutinize and approve the proposals, with or without modifications, of the Faculty Boards and other committees with regard to courses of study, the academic regulations, curricular, syllabi and modifications there of, instructional and evaluation arrangements methods and procedures relevant there to etc. Provided that where the Academic Council differs in any proposal, it will have the right to return the matter for reconsideration to the Faculty Boards concerned or reject it.
  - (ii) Frame regulations regarding the admission of students to different programmes of study in the Institute.
  - (iii) Frame regulations for conduct of examinations and initiate measures for improving quality of teaching, student's evaluation and student's advisory programmes in the Institute.
  - (iv) Approve candidates for conferment of degrees, diplomas or certificates by the University.
  - (v) Recommend to the B.O.G. for Institute of new programmes of study.
  - (vi) Recommend to the B.O.G. about scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
  - (vii) Advise the B.O.G. on suggestion pertaining to academic affairs made by it.
  - (viii) Promote research in the institute and ask for report on such research from the person's engaged therein.
  - (ix) Perform such other functions as may be referred to by B.O.G.
- (C) The council shall meet as often as necessary but at least once in a semester.
- (D) Meetings of the council shall be convened by the Chairman of the Council either on his initiative or on a requisition signed by not less than 25 percent of the members of the council.
- (E) 50% of the members of the council shall form the quorum for the meeting of the council.
- (F) The Director shall preside over every meeting of the council. In his absence, the senior most professor of the institute present shall preside over the meeting.



- (G) A written notice of every meeting together with the agenda shall be circulated by the Secretary of the Council to the members of the council at least one week before the meeting. The Chairman of the Council may permit inclusion of any item on the agenda for which due notice could not be given.
- (H) Not with-standing anything contained in sub rule (G) the Director may call an emergent meeting of the Council at short notice to consider urgent or special issues.
- (I) The ruling of the Chairman of the Council with regard to all questions of procedure shall be final.
- (J) The minutes of the proceedings of the Council shall be drawn up by the Secretary of the Council and circulated amongst all members within a month, provided that any such minutes shall not be circulated if the Council considers such circulation prejudicial to the interest of the Institute.

The minutes along with the amendments, if any, shall be placed for confirmation in the next meeting. If the minutes are confirmed and signed by the Chairman of the Council, they shall be recorded in the Minutes book, which shall be kept open for inspection of the members of the Academic Council and the Faculty Boards at all times during office hours in the office of the Chairman, Academic Council.

## **2.2 BOARD OF STUDIES :**

### **(A) CONSTITUTION :**

The Board of Studies shall consist of:

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|-------|--|----------|
| (i)   | Head of the Department concerned   | Convener |
| (ii)  | All faculty members in the department having at least experience of three years as a teacher   | Member   |
| (iii) | Two expert in the concerned discipline from outside the Institute to be nominated by the Academic council from Engineering colleges, Institutes or Universities for a period of two years.   | Member   |
| (iv)  | One expert to be nominated by Vice Chancellor from a panel of six recommended by Institute Director  | Member   |
| (v)   | One meritorious Alumnus to be nominated by the Director  | Member   |
| (vi)  | The Convener of the Board of Studies, may with the approval of the Chairman Academic Council, co-opt external experts, whenever special course studies are to be formulated. One member of the other department with the approval of the Chairman Academic Council may be included | Member   |

### **(B) DUTIES AND POWERS :**

The Board of Studies shall perform the following functions:

- (i) Prepare syllabi for various courses keeping in view the objectives of the Institute and the national requirement for consideration and approval of the Academic Council. Proposals regarding courses, examinations etc. shall either originate in or be considered by the Board of Studies.
- (ii) Suggest methodologies for innovative teaching and evaluation techniques.
- (iii) Suggest panel of names to the Academic Council for appointment of examiners.
- (iv) Coordinate research, teaching extension on and other Academic activities in the department.

- (C) The Board of Studies shall meet as and when necessary but necessarily once in a semester.

- (D) Meetings of the Board of Studies shall be convened by the convener of the Board and he shall draw the schedule for the meeting.
- (E) 50% of the total members of the Board of Studies shall form the quorum for the meeting of the Board of Studies.
- (F) The Head of Department shall preside over every meeting of the Board of Studies. In his absence, the senior most Faculty member not below the rank of Associate Professor shall preside over the meeting.
- (G) The Director may call a joint meeting of the Board of Studies of different departments on any common issue.
- (H) The convener may call an emergent meeting of the Board of Studies of the department in consultation with the Director at short notice to consider urgent or special issues.
- (I) The ruling of convener of the Board of Studies with regard to all questions of procedure shall be final.
- (J) The minutes of the proceedings of the Board of Studies shall be drawn up by the convener or a faculty member nominated by the Board of Studies and circulated amongst all members.

Provided that any such minutes shall not be circulated if the convener, Board of Studies considers such circulation prejudicial to the interest of the Department.

- (K) There will be following Board of Studies in the Institute.

- (i) Board of Studies of Civil Engineering.
- (ii) Board of Studies of Computer Science & Engineering.
- (iii) Board of Studies of Electrical Engineering.
- (iv) Board of Studies of Electronics Engineering.
- (v) Board of Studies of Mechanical Engineering.
- (vi) Board of Studies of Applied Science and Humanities.

In case of Board of Studies of Applied Sciences & Humanities, members of Faculty from Physics, Chemistry, Mathematics and Humanities disciplines shall be included.

## 2.3 EXAMINATION COMMITTEE:

### (A) CONSTITUTION :

The examination committee shall consist of:

(i)	Dean Academic Affairs	Chairman
(ii)	Additional Controller of Examination	Member
(iii)	Deputy Controller of examination (1)	Member
(iv)	Deputy Controller of examination (2)	Member
(v)	All Heads of Department (Ex-officio)	Member
(vi)	Controller of Examination	Convener

### (B) DUTIES AND POWER :

The examination committee shall perform following functions:

- (i) Propose to the Director a panel of office bearers for conducting semester examination, tabulation and coalition of the results.
  - (ii) Consider cases of unfair-means and award punishment as per the rules laid down by Academic Council.
  - (iii) Scrutinize results of B. Tech., M. Tech., M.C.A., P.G. Diploma etc, before declaration and to review critical cases, such as, granting of grace marks or other allied matters.
  - (iv) Recommend candidates for conferment of degrees diplomas or certificates to the Academic Council for approval.
  - (v) Undertake all such works as assigned by the Academic Council from time to time related to the examinations.
- (C) The committee shall meet as often as necessary.
- (D) A written notice of every meeting together with the agenda shall be circulated by the convener of the committee to its members at least three days before the meeting. The Chairman may include any item on the agenda for which the notice could not be given. The Director may call an emergent meeting at short notice whenever needed.
- (E) The Professor Incharge, Academic/Dean, Academic shall preside over every meeting of the committee. In his absence, the senior most Professors present shall preside over the meeting.
- (F) 50% of the members of the committee shall form the quorum for the meeting of the committee.

- (G) The ruling of the Chairman of the committee with regard to all questions of procedure shall be final.
- (H) The minutes of the proceedings of the committee shall be drawn up by the convener of the committee and circulated amongst all members within a week  
Provided that any such minutes shall not be circulated if the Chairman of the Committee considers such circulation prejudicial to the interest of the Institute.
- (J) In special cases, if any, it may advise the Chairman, Academic Council to convene a special meeting of Academic Council.

## **2.4 RESEARCH DEGREE COMMITTEE:**

### **(A) CONSTITUTION:**

Research Degree Committee shall consist of:

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|-------|---|------------------|
| (i)   | Director of the Institute   | Chairman         |
| (ii)  | Two Professors (in case of non-availability of Professors, one Professor and one Associate Professor, or both Associate Professors of the concerned department in order of seniority for two years. | Member           |
| (iii) | Supervisor and Co-Supervisor, if any  | Member           |
| (iv)  | Two experts in the subject from outside the institute to be nominated by the Director in consultation with the concerned Head of Department.  | Member           |
| (v)   | Head of Department  | Member-Secretary |

### **(B) DUTIES AND POWER:**

R.D.C. shall perform following functions:

- (i) Examine the synopsis of Ph. D. work for the registration of candidate to Ph. D. programme.
- (ii) Prepare report in every case to be registered and recommend to the Academic Council for approval.
- (iii) Examine reports of experts and give specific recommendations.
- (v) Arrange Lectures of eminent persons of various fields at the Institute to generate a research atmosphere and induce staff members and students to the frontal areas of the research.
- (vi) Frame regulations regarding the admission as well as registration of candidates to Ph. D. programme.
- (vii) Undertake all such matters assigned by the Academic Council related with promotion of research activities in the Institute.

- (c) The committee shall meet as and when necessary but ordinarily once in a semester.
- (D) Meetings of the Committee shall be convened by the Chairman of the Committee.
- (E) The Chairman shall preside over every meeting of the committee. In his absence, the senior most Professor present shall preside over the meeting.
- (F) At least one external expert must be present in the meeting; else, meeting shall be adjourned.
- (G) 50% of the members of the committee shall form the quorum for the meeting of the committee.
- (H) A written notice of every meeting together with the agenda shall be circulated by the Member-Secretary of the meeting to all the members at least one week before the meeting. The Chairman of the committee may include any item on the agenda for which due notice could not be given.
- (I) Not with-standing anything contained in sub rule (H), Chairman may call an emergent meeting of the committee at short notice to consider urgent or special issues.
- (J) The minutes of the proceedings of the committee shall be drawn up by the Member-Secretary and circulated amongst all members within a month.
- (K) There shall be following Research Degree Committees in the Institute:
  - (i) R.D.C. of Civil Engineering Department
  - (ii) R.D.C. of Computer Science & Engineering, Information Technology and Master of Computer Applications Department
  - (iii) R.D.C. of Electrical Engineering Department
  - (iv) R.D.C. of Electronics Engineering Department
  - (v) R.D.C. of Mechanical Engineering Department
  - (vi) R.D.C. of Applied Science and Humanities.
- (L) In case of Department of Applied Science and Humanities any one of Professors/Associate Professors of Chemistry, Physics, Mathematics and Humanities shall be nominated in the order of seniority.
- (M) The proceedings of R.D.C. shall be reported to the concerned Faculty Board