



KAMLA NEHRU INSTITUTE OF TECHNOLOGY SULTANPUR

ORDINANCES

For

Bachelor of Technology (B.Tech.) Programmes

(Effective from the Academic Year: 2017-18)

These are revised ordinances of U.G. (B.Tech.) Programmes to come into force from the Academic Year 2018-19 and shall supersede all rules, regulations and provisions contained in the earlier ordinances for conduction of U.G. (B.Tech.) Programmes run by Institute.

1. Admissions:

Admissions to B. Tech. Ist Year in 1st semester and lateral admission to B. Tech. Second Year in 3rd semester (lateral entry candidates only) shall be made as per the rules prescribed by the Academic Council of Dr. A.P.J. Abdul Kalam Technical University Lucknow.

2. Eligibility for Admissions:

2.1 Admission to B. Tech. First Year and B. Tech. Second Year through Lateral Entry Scheme will be through Entrance Examination as per norms of Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

2.2 Admission to B. Tech. First Year seats remaining vacant after entrance examination counseling of Dr. A.P.J. Abdul Kalam Technical University, Lucknow may be made at the Institute level provided the Government of U.P. / Dr. A.P.J. Abdul Kalam Technical University, Lucknow permits/notifies norms in this regard.

2.3 The Dr. A.P.J. Abdul Kalam Technical University, Lucknow shall have power to amend or repeal the eligibility criteria for admission as per the guidelines of All India Council for Technical Education (A.I.C.T.E.).

3. Programme Duration

- 3.1** Total duration of the B. Tech. Courses shall be 4 academic years (eight semesters) and 3 academic years (six semesters) respectively for the candidates admitted in I semester and III semester (through lateral entry). Each academic year shall comprise of two semesters normally consisting of 90 working days or as prescribed by A.I.C.T.E. from time to time.
- 3.2** The maximum time allowed for a candidate admitted in 1st /3rd semester for completing a B. Tech. course shall be 7 (seven)/ 5 (five) years respectively, failing which he/she shall not be allowed to continue his/her B. Tech. degree course. Further, a candidate will not be allowed to continue in the subsequent years of the programme, if the sufficient time period is not available for its completion in stipulated maximum duration.
- 3.3** A candidate who has failed twice in first year due to any reason, including non-appearance or for not having been permitted in mid/end semester examinations, shall not be allowed to continue his/her studies further. However he/she may be allowed to repeat first year a third time, if he/she so wishes, on the recommendation of a committee constituted by the Director, provided the provisions contained in Clause 3.2 are fulfilled.

4. Attendance:

- 4.1** Every Student is required to attend 100% academic work assigned in a semester, which includes theory classes, practicals, tutorials and other prescribed activities. Any relaxation in attendance is subject to the satisfaction of concerned HOD and Director. Normally a student shall not be allowed to appear in mid-term/end semester examination unless he / she has 60% attendance in each of the theory / practical subjects and overall average 75% attendance during the stipulated period in a semester. Attendance for dissertation work shall be verified by the supervisor / guide. However, an additional shortage to an extent but not exceeding 15% in overall attendance may be condoned for special reasons as given below.
- (a) A shortage of up to 5% may be condoned by the Head of the Department.
 - (b) A further shortage of up to 10% may be condoned by the Director on the specific recommendation of the concerned Head of Department.
- 4.2** No student will be allowed to appear in the mid/ end semester examination if

he/she does not satisfy the overall average attendance requirements of Clause nos. 4.1 and such candidate(s) shall be treated as having failed and will be further governed by clauses no. 3.2 & 3.3.

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

5. Change of Branch :

5.1 Change of branch may be allowed against the vacant seats at the following two stages, provided criteria in the following sub clauses are satisfied.

(i) In first year, after the last date of admission to the B. Tech. 1st semester, on the basis of merit of entrance examination on vacant seats subject to clause 5.2.

(ii) In the second year, on the basis of merit at the B. Tech. first year examination for those who are passed without any carry over papers subject to clause 5.2.

5.2 After change of branch, number of students in branch (s) shall neither increase over the intake approved by A.I.C.T.E. nor will it decrease below 75% of intake approved by A.I.C.T.E.

5.3 Change of branch is not applicable to the candidates admitted in Second Year of B. Tech. courses (lateral entry) as per clause 2.

5.4 The change of branch if allowed will become effective from B. Tech. 3rd semester.

5.5 Further change of branch shall not be permitted.

6. Curriculum

The Institute shall follow credit-based semester system. Every programme will have a specific curriculum for all semesters (semester I to semester VIII) with a syllabi consisting of theory, practical, project work, etc. and shall be in accordance with the prescribed syllabus. The courses shall be covered through lectures, tutorials, laboratory classes, seminar, industrial and practical training, project, tours etc.

6.1 Course Coverage

The course coverage for all the B.Tech. Programmes shall have the following categories:

i. Humanities and Social Sciences (HS)

- ii. Management (M)
- iii. Basic Applied Sciences (BAS)
- iv. Basic Engineering Sciences (BES)
- v. Departmental Core (DC)
- vi. Departmental Electives (DE)
- vii. Open Electives (OE),
- viii. Project Work, Seminar and Industrial Training
- ix. Mandatory Audit Courses (MAC)

6.2 Credit Structure

Each course is assigned a certain number of credits as follows. Few audit courses as per demand and requirement of students may be offered.

- (a) 1 credit per lecture hour per week
- (b) 1 credit per tutorial hour per week
- (c) 1 credit per 2 hours laboratory/practice/project per week.
- (d) 2 credits per 3 hours laboratory/practice/project per week.

7. Evaluation & Promotion Rules

The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce and attendance. The marks for continuous assessment (sessional marks) shall be awarded at the end of the semester. The end semester examination shall comprise of written papers, practical and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.

The distribution of marks for sessional, end semester theory papers, practical and other examinations, seminar, project and industrial training shall be as prescribed in the course structure. The practical, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required. The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

The curriculum of B.Tech. Programmes has been designed with total minimum 192 credits with 06 credits of Mandatory Audit Course as per the following break-up:

Course Category	Year I		Year II		Year III		Year IV		Total Credit	
	SEMESTER→	I	II	III	IV	V	VI	VII		VIII
Humanities & Social Sciences (HS)	5									05
Management (M)						4	4			08
Basic Applied Sciences (BAS)	9	9	4	4						26
Basic Engg Sciences(BES)	10	15								25
Deptt Core (DC)			20	20	20	15	9	5		89
Deptt Electives (DE)						4	8	8		20
Open Electives (OE)							4	4		08
Projects/Seminars/Training (PST)						1	3	7		11
Mandatory Audit Courses (MAC)			3	3						06
Total Credit	24	24	24+3	24+3	24	24	24	24	24	192+6

7.1 Grading System and Assessment Procedure

An **Absolute Grading System** wherein the marks shall be converted into grades and the result of each semester will be declared with **Semester Grade Point Average (SGPA)** and **Cumulative Grade Point Average (CGPA)**. The CGPA will be calculated for every semester, except the first semester. The grading system to be adopted with Letter Grades and Grade Points Scale shall be as given below:-

Letter Grade	Description	Grade Point	% (Marks Range)
A ⁺	Outstanding	10	≥ 90% (90-100)
A	Excellent	09	<90% (80-89)
B ⁺	Very Good	08	<80% ≥ 70% (70-79)
B	Good	07	<70% ≥ 60% (60-69)
C	Above Average	06	< 60% ≥ 50% (50-59)
D	Average	05	<50% ≥ 45% (45-49)
E	Poor	04	< 45% ≥ 40% (40-44)
F	Fail	00	<40% (0-39)
U	Short Attendance	-	-
W	Withdrawal	-	-
I	Incomplete	-	-
UFM	Unfair Means	-	-
AP	Audit Pass	-	-
AF	Audit Fail	-	-
S	Satisfactory Completion	-	-
Z	Course Continuation	-	-

7.2 Examinations

The theory and practical examinations shall consist of continuous assessment throughout the semester in all subjects. The End Semester Examination (ESE) will be conducted by the Institute at the end of the semester. The assessment of courses will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks obtained by the candidate as detailed below:-

S. No.	Exam Category	Evaluation							
		Sessional						ESE	Grand Total
		CT/Viva		TA			Total		
		CT1 /V1	CT2 /V2	W	R	CP			
01	Theory Subject	15	15	--	--	10	40	60	100
02	Lab	10	--	--	--	10	20	30	50
03	Industrial Training	10	--	20	20	--	50	--	50
04	Seminar	10	--	20	20	--	50	--	50
05	Project 1	20	20	40	20	--	100	--	100
06	Project 2	25	25	50	50	--	150	100	250
07	MAC	10	10	--	--	--	20	30	50

CT: Class Test; TA: Teacher's Assessment; ESE: End Semester Examination;
V1: Viva-Voce 1; V2: Viva-Voce 2; W: work; R: Report; CP: Class Performance

Notes:

- A. The course coverage for Class Test-I, Class Test-II and End Semester Exam (ESE) will be 40%, 80% and 100% of the syllabus respectively.
- B. Students who remain absent in either of the class tests on genuine grounds such as medical reasons, Institute representation in academic/extra-curricular activities with prior permission of the concerned Head of Department may be permitted for a special test. Students, who remain absent in both the class tests with prior permission will be allowed only one special test of 15 marks covering 80% of the syllabus.
- C. Class Performance will be based on assignments/tutorials, quizzes/viva-voce and attendance

7.3 General Proficiency

A **qualitative Assessment Remark** for General Proficiency as detailed in the table below will be given in the transcript on the basis of cumulative percentages of marks scored by the student during each semester through various components. Distribution/Weightage for award of marks in each component is prescribed in the subsequent table.

S. N.	Assessment	Weightage of Marks	Marks
1.	Discipline/Behavior of Students Inside/Outside Institute campus by DSW	40%	20
2.	Games/Sports/Cultural/Literary/PFAC/Hobby Events by Chairman, CSA	40%	20
3.	Academic Activities/Special Lecture/ Industrial Visits by HOD	20%	10

S. N.	Marks Secured	Remark
1.	80-100%	Excellent
2.	60-79%	Very Good
3.	40-59%	Good
4.	20-39%	Satisfactory
5.	<20%	Average

7.4 Moderation of Question Papers:

- A. All the question papers received by the Controller of Examination shall be moderated by the concerned department. For all Engineering Departments, the committee shall comprise of:-
- Head of Department.
 - Two faculty members nominated by the Director.
- B. For Applied Science & Humanities Department, the committee will comprise of Head of the Department and one faculty member in each subject nominated by Director.
- C. If any question paper is rejected or altered to the extent of more than 40%, the committee will submit a report to the Director citing the reason for rejection/alteration thereof.
- D. Moderated papers shall be submitted to the Director directly by concerned Head of Department. The Director will select one question paper for each subject. While selecting a question paper for a subject, the following guidelines shall be followed:-
- Efforts shall be made that half the question papers for departmental subjects are internal and rest half are external, provided that the external papers are available.

- (ii) Director's office shall maintain a record of external and internal papers of each semester, so that in the corresponding semester of following years, the external and internal paper subjects could be rotated.

7.5 Criteria for Passing

A student who secures Grades A⁺ to E shall be considered as passed. If a student secures "F" grade, he /she has to reappear for the concerned examination. It is mandatory for a student to earn the required credits prescribed for the respective semester.

- A. To pass in a Theory Subject, a student shall have to secure minimum 30% of the maximum marks prescribed for the End Semester Examination (ESE) and 40% of marks in the aggregate of End Semester Examination (ESE) and sessional marks assigned for that particular subject, i.e. **Minimum Passing Grade** shall be "E".
- B. For passing a Practical/Internship/Project/Viva-voce examination, a student shall have to secure a minimum of 50% of the prescribed maximum marks in the End Semester Examination of Practical/Internship/Project/Viva-voce and 40% of marks in the aggregate of Practical/Internship/Project/Viva-voce/ ESE and assigned sessional marks i.e. Minimum Passing Grade shall be "E".
- C. To pass in Seminar, a student shall require to secure a minimum of 40% of the maximum marks prescribed, i.e. Minimum Passing Grade shall be "E".
- D. A student securing **Grade "F"** shall be considered as having failed and will be eligible to reappear in the concerned End Semester Examination in the corresponding semester if he/she had secured 40% or more marks in sessional while studying the concerned subject in the regular semester. However, if the student has secured less than 40% marks in the sessional, he/she will also be required to complete the sessional work of the concerned subject by way of assignments, quizzes and both class tests. The SGPA of the concerned semester will be calculated on the basis of the new grade secured by the student in the repeat examination of the subject (with new or old sessional marks as the case may be). Number of attempts taken to pass a subject(s) shall be recorded in the transcript.

- E. A student can avail one chance to improve his/her grade in one subject of the immediate preceding semester in the next corresponding End Semester Examination, provided that he/she has secured E or higher grade in that subject. The grade secured in “**Improvement Attempt**” will be used for calculation of SGPA of the concerned semester and old grade secured in that particular subject will stand nullified.
- F. For Final Year B.Tech. students a provision of special carry-over examination is made after the declaration VIIIth Semester result.
- G. For Audit Courses, Grade AP (Audit Pass) or AF (Audit Fail) shall be awarded and this will not be counted for the computation of SGPA/CGPA.
- H. A student shall be declared as pass in a semester only on securing E or above grades in all subjects and minimum Semester Grade Point Average (SGPA) as 5.0.
- I. For promotion from odd semester to the next even semester and even to the next odd semester (academic year) a student shall be required to secure credits as per the following provision:

Minimum Nos. of Credits Required		
Odd to Even Sem	Even to Odd Sem	Academic Year
11	11	25

7.6 Computation of SGPA and CGPA

- (i) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- (ii) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

- (iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- (iv) Formula for the conversion of CGPA into percent marks is :-

$$\text{CGPA} \times 10 = (\% \text{ Marks})$$

7.7 Award of Division, Rank and Medals

Division shall be awarded only after the eighth and final semester examination based on integrated performance of the candidate for all the eight semesters (six semesters for lateral entry) as per following details:

- A. A candidate who qualifies for the award of the degree securing **E** or above grades in all subjects pertaining to all semesters in first attempt within eight consecutive semesters (four academic years)/ six consecutive semesters (three academic years) as applicable, and in addition secures a **CGPA** of **7.5** and above for the semesters I to VIII or III to VIII shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS**.
- B. A candidate who qualifies for the award of the degree by securing **E** or above grades in all subjects of all the semesters within maximum permissible period and secures CGPA not less than 6.5 shall be declared to have passed the examination in **FIRST DIVISION**.
- C. All other candidates who qualify for the award of degree by securing **E** or above grades in all subjects of all semesters and secures CGPA not less than 5.0 shall be declared to have passed the examination in **SECOND DIVISION**.
- D. The first **Three** students in a branch will be awarded ranks, provided they have secured **Grade E** or above in all subjects pertaining to all semesters in first attempt within eight consecutive semesters (four academic years)/ six consecutive semesters (three academic years) as applicable.
- E. **Award of Medals :**

The following **Medals** shall be awarded to passing out meritorious students of the institute with a provision that the prospective medal recipients fulfill the conditions laid down in clause 7.7(A) and 7.7(B)

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

7.8 Scrutiny and Re-Evaluation:

- A. Scrutiny shall be permitted within two weeks after declaration of result and will only be allowed in theory papers of End Semester Exam on the request of a student after deposition of prescribed fee for each subject.
- B. Re-evaluation of theory/practical papers is not permitted. However, challenge evaluation may be exercised by a student.
- C. The challenge evaluation of theory papers shall be allowed under following circumstances, on the request of a student after deposition of prescribed fee.
 - i. After having got scrutiny of a subject done if a student is not satisfied, he can opt for challenge evaluation within a week of the scrutiny result.
 - ii. The student can apply for challenge evaluation on a prescribed format.
 - iii. The challenge evaluation shall be done by two experts of the subject appointed by the Director from the approved list of examiners and/or on the recommendation of concerned Head of Department.
 - iv. The student will be awarded arithmetic mean of the marks awarded by the two subject experts.
 - v. The marks awarded by the original examiner shall stand null & void.
 - vi. If the variation between marks originally awarded and arithmetic mean of those awarded by two experts is of 10 marks or more, challenge evaluation fee shall be refunded to the student.

8. Ex-Studentship:

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

9. Re-admission :-

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

- A. He/she is declared failed.

- B. He/she did not appear in a semester examination/or he/she was not granted permission to appear in the examination.
- C. He/she has been detained by the institute and subsequently has been permitted to take re-admission.
- D. He/she has been promoted with carry over subjects and he/she opts for readmission.

10. Unfair Means:

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

11. Cancellation of Admission:

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

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

or

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

or

(c) He/she is found unable to complete the course within the stipulated time as prescribed in clauses 3.2 & 3.3.

or

(d) He/she is found involved in indisciplinary activities in the Institute.

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

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

APPENDIX - A

UFM Rules

Part –I: Offences under Unfair Means /Activities/ Misconduct during Examination

The following will include the instances of unfair means, unlawful activities or misconduct but not limited to the narration-

1. Writing name, roll number or putting signature at a place other than the space provisioned for, or putting any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
2. Possession of book (s), notes, papers or any other like material related in any way with the examination.
3. Possession of Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which can possibly be used for communication or copying.
4. Receiving or giving assistance in copying or in any form during the course of the examination.
5. Smuggling in or out of the examination hall an answer book etc. and tearing leaf/leaves from the answer book or tampering with the answer book in any way.
6. Talking or consulting in any manner with fellow examinees or any unauthorized person inside or outside examination centre without the permission of invigilators/examination officials.
7. Writing questions or answers on any paper other than the Answer Book.
8. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
9. Using abusive/derogatory language orally or in the Answer Book against the Centre Superintendent /Examiner / Invigilator/ examination officials or threatening / using violence towards Invigilator/ Centre Superintendent.
10. Impersonation, i.e. sending some other person to take the examination on one's behalf.
11. Use of unfair means detected during evaluation by the examiner of the subject and subsequently reported.
12. Any other type of misconduct or a deliberate previous arrangement to indulge unfair practices in the examination.
13. Any other unethical and unlawful activity observed by the Centre Superintendent /examination officials.
14. Any other case of Unfair Means detected at any stage during or after the examination.

Part –II: Procedure to be followed for proceeding with Case of Unfair Means

The below detailed procedure shall be applicable both for the Mid-Semester Exams (Tests) and End Semester Exams. As soon as a case of unfair means is reported to centre superintendent/authorized examination officials by room invigilators/member of the flying squad/authorized examination persons, the original Answer book and copying material(s) shall be seized from the examinee and secured in a sealed envelope along with the statement of examinee and statement of the room invigilators/ examination officials on **FORM-A** which shall be duly countersigned/witnessed by concerned examination officials. The candidate shall

be provided with a second Answer Book to continue for the remaining period of the examination. The Centre Superintendent shall record, on the first Answer Book the time when it was taken away from the candidate and on the second Answer Book the time when it was issued to the candidate.

1. The UFM committee to deal with the cases of unfair means shall comprise of the following:

1. Dean Academic Affairs	Chairperson
2. Concerned Head of the Department	Member
3. Examiner of the subject (Internal)	Member
4. Controller of Examination	Member- Secretary

2. All cases of unfair means with relevant documents will be sent by Centre Superintendent to Controller of Exams within 03 days of a unfair means case having been occurred. The Controller of Exams subsequently, on the consent of the Chairperson, will call the meeting of the above Committee and present the sealed envelope containing both the Answer Books (original and second) and copying material(s) to the respective subject examiner/teacher along with the relevant **FORMS A & B** in the meeting. The subject examiner shall examine the contents of the material used for UFM to verify, whether the same is relevant to the subject and up to what extent the material has been used for answering the question(s). The subject examiner shall present the case to the Unfair Means Committee to deliberate and take decisions on such cases.

3. The Controller of Exams shall also inform the Dean Academic Affairs about the unfair means cases in writing with full details so that the concerned student can be called by Dean's office to appear before the Unfair Means Committee with written explanation to defend his/her conduct.

4. The Unfair Means Committee shall meet within a week of the end of Mid-Sem./End Semester Exams. Recommendations of UFM Committee shall be forwarded to the Director/Chairman, Academic Council on **FORM-B** for approval.

5. Decision of the Unfair Means Committee shall be notified by the Member-Secretary after approval of the Chairman, Academic Council and shall be subsequently reported in the next meeting of the Examinations Committee.

Sl. No.	Description of Offence	Actions	Punishment
1	Candidate is found in possession of material such as book(s), papers, paper chits, written material on computerized calculator/ mobile phone clothes / body parts etc. or any other electronics gadget which can possibly be used for copying in the End semester examination	If the Unfair Means Committee on the basis of examiner's report determines that the material found in possession of the examinee is irrelevant to the Question paper	Only warning to be issued to the examinee.
		If the Unfair Means Committee on the basis of examiner's report finds that the material is relevant to the subject of the question paper but it has not been used in answering the question paper.	Relevant paper cancelled & candidate to be awarded 0 (Zero) marks in the end semester examination of the particular subject.
		If the Unfair Means Committee on the basis of examiner's report finds that the material has been used in answering the question paper, then the committee will deliberate on the nature and amount/quantity of material found in the possession of candidate and extent used in answering the question paper.	(a) Relevant paper cancelled and candidate to be 0 (Zero) marks in the end semester examination of the particular subject. (b) In addition to (a) on the basis of result of deliberation, the committee will award the following punishment:- Reduction of marks in maximum of two subjects by a factor of 0.3 and 0.2 respectively in First and Second subjects (other than the relevant subject) in which the candidate secured maximum marks.
2.	If the same candidate is found in possession of undesirable material (s) again in the same or other End Semester Examination	To be dealt as fresh case	Punishment to be awarded as per above provisions.
3.	Misbehavior examination officials/any other issue related with indiscipline in the examination premises.	Examinations related issues will be dealt with by Unfair Means Committee which shall award appropriate punishment.	In addition, Indiscipline cases will be referred to Proctorial Board of the Institute for appropriate action.

4	If a candidate is found in possession of any material, which can possibly be used in performing/writing practical examination.	The copying material along with the answer book will be sealed and sent to Controller of Examination for presenting the case before UFM Committee.	If Committee finds that UFM material is relevant to the practical examination, that particular examination will be cancelled and the candidate will be awarded 0 (zero) marks in that particular practical subject.
5	If a candidate is found in possession of any material, relevant to the particular subject in a class test or mid semester examination.	Same procedure as in case of End Semester Examinations will be followed.	The test will stand cancelled and candidate will be awarded 0 (zero) marks in that particular test.

**Kamla Nehru Institute of Technology,
Sultanpur-228118(U.P.)**

FORM-A

(Same Form to be used both for End Semester and Mid-Term (Examinations))

1. Details of the Examination (to be filled in by the Invigilator/s)

Name of the Examination

Name of Candidate

Roll of Candidate Enrollment No. of Candidate

Subject Title Subject/Paper Code

Examination Room No.

Day, date and Time

2. Details of the copying material which were found in the possession of candidate (to be filled in by the Invigilator/s)

No. of Printed Pages:

No. of Hand written pages/Chits

Programmable Calculator/ Cell Phone/Any other electronics gadget being used for copying purpose

Any other material:

Did candidate misbehave on getting caught

3. Details to be filled in by the candidate in his/her own hand-writing

(i) Were the any of above-mentioned material(s) found in your possession:

(ii) Write the names of material(s) with serial nos.

.....
.....

(iii) Were the materials(s) were used by you in answering the question paper

Signature and Name of Candidate Signature of Invigilator(s) with Date

(i)

(ii)

(iii).....

(Counter-Signature of Centre Superintendent)

(Note: The copying material(s) found in the possession of candidate, e.g., pages of book, hand written papers and any other related materials (except the electronic gadgets) will be signed by candidate and counter-signed by the room invigilator(s) and sealed with the original Answer Book in the same envelope, which will be later sent to the Controller of examinations. In case of an electronics gadget, the same will sealed in a separate envelope and got received to Controller of examinations along with the sealed original Answer Book.

**Kamla Nehru Institute of Technology,
Sultanpur-228118(U.P.)**

**FORM-B
Recommendation of UFM Committee**

The UFM Committee meeting was held onto consider the UFM case with the following detail:

Particulars of the Examination

Name of Candidate

Roll of CandidateEnrollment No. of Candidate

Subject Title Subject/Paper Code

(Particulars of Columns 1 to 5 to be filled in by Subject Examiner)

1. Whether the candidate has used the enclosed material(s) in answering the Question paper, please tick the appropriate option-

- (a) No
- (b) Yes

2. (a) If yes please clearly state which enclosed material(s) have been used for copying

- (i) (ii)
- (iii) (iv)

(b) Please encircle the copied portions(s) in green ink and give Question Nos. in which the enclosed UFM material(s) have been used in answering question(s)

.....

3. Please give your clear opinion (preferably give a percent) in one of the following options with regard to extent of copying material(s) matching with the Question Paper.

- (a) Not Significant (up to 10%)(b) Moderate (10%-30%).....(c) Significant above 30%

4. Please give your clear opinion, in percent, the question paper having been answered using the UFM material.

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5. Marks obtained in Answer Book-I (Original)

Marks obtained in Answer Book-II (Second)

6. Deliberation & Recommendation of Committee.

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(Examiner of the Subject) Head of the Department) (Controller of Examinations)

(Dean Academic Affairs)

Comments of Chairman Academic Council

(Chairman Academic Council)