

KAMLA NEHRU INSTITUTE OF TECHNOLOGY SULTANPUR



Ordinances (Rules and Regulations) (Effective from the Academic Year: 2018-19)

For Bachelor of Technology (B.Tech.) Programmes

(Affirmed in Academic Council Meeting Held On-----)

The modified **Ordinances** (Rules and Regulations) for U.G. (B.Tech.) Programmes shall become effective from the Academic Year 2018-19 and supersede all corresponding rules, regulations and provisions contained in the earlier Ordinances (Rules and Regulations) for conduction of U.G. (B.Tech.) Programmes run by Institute.

1. Admissions:

Admissions to B. Tech. First 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 Admissions to B. Tech. First Year and B. Tech. Second Year through Lateral Entry Scheme will take place 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 admissions 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.

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 within the stipulated maximum duration.

3.3 A candidate who has failed twice in first year due to any reasons, including non-appearance or for not being eligible to appear in mid/end semester examinations, shall not be allowed further to continue his/her studies. 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 complied with.

4. Change of Branch :

4.1 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 provisions of clause 4.2.

(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 provisions of clause 4.2.

4.2 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.

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

4.4 The change of branch if allowed will become effective from B. Tech. III semester.

4.5 Further change of branch shall not be permitted.

5. Attendance:

5.1 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.

5.2 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 5.1 and such candidate(s) shall be treated as having failed and will be further governed by Clauses 3.2 & 3.3.

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

6. Curriculum

1. 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.
2. The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the Institute from time to time.

6.1 Course Coverage

There shall be broadly four types of courses.

- (i) **Foundation Courses:** The Foundation Courses are of two kinds: Compulsory Foundation and Elective foundation.
“Compulsory Foundation”: These courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines.
“Foundation Electives”: These are value based courses aimed at man making education.
- (ii) **Core Courses:** This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirements of a program in a said discipline of study.
- (iii) **Elective Courses:** This is course, which can be chosen from the pool of papers. It may be supportive to the discipline/ providing extended scope/enabling an exposure to some other discipline / domain / nurturing student proficiency skills.

- (iv) **Mandatory Courses:** These courses are mandatory for students joining B.Tech. Program and students have to successfully complete these courses before the completion of degree.

The semester-wise course coverage and credit structure for all the B.Tech. Programmes shall be as follows:

<u>Semesters</u>	<u>Course Coverage</u>
I –II	Applied Science Courses and Common Engineering Courses for all Branches; Mandatory Courses
III-IV	Applied Sciences Courses (Common for all Branches) and Engineering Core Courses: Core/Elective
V-VI	Humanities and Mandatory Courses, Engineering Core & Electives Courses; Other Electives; Branch-wise Orientation
VII-VIII	Engineering Core & Electives Courses; Open Electives; Branch-wise Orientation Electives/Elective; Other Electives, Internship, Project work

Credit Structure for Course Work

Lectures (hrs/wk/Sem)	Tutorials (hrs/wk/Sem)	Lab.Work (hrs/wk/Sem)	Credits
3	1	0	4
2	1	0	3
0	1	0	1
0	0	2	1
0	0	3	2
0	1	3	3
0	1	2	2

7. Examinations & Evaluation

7.1 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, practicals 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.

7.2 The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminar, project and industrial training shall be as

prescribed. The practicals, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.

Distribution of Marks

S/N	Exam Category	Evaluation						
		Sessional				Total	ESE	Grand Total
		CT		TA	Quizzes/Viva-Voce/Class Response			
		CT1	CT2					
101	Theory	15	15	20	50	100	150	
02	Practical	25			25	25	50	

7.3 The marks obtained in a subject shall consist of marks allotted in end semester theory paper and sessional work.

8. ELIGIBILITY FOR PASSING

8.1 A student who obtains Grades A⁺ to E shall be considered as passed. If a student secures “F” grade, he /she shall be required to reappear for the examination. It is mandatory for a student to earn the required credits as prescribed for each semester.

- (a) For a pass in a Theory Subject, a student shall be required to secure minimum of 30% of the maximum prescribed marks in the end semester examination and 40% of aggregate marks in the subject including sessional marks i.e. Minimum Passing Grade is “E”.
- (b) For a pass in a Practical/Internship/Project/Viva-voce examination, a student shall secure a minimum 50% of the maximum prescribed marks in the relevant Practical/Internship/Project/Viva-voce examination and 40% marks in the aggregate, which shall include the sessional marks of that Practical/Internship/Project/Viva-voce i.e. Minimum Passing Grade in is “E”.
- (c) For a pass in the subject which has only sessional component and No End Semester Examination component, such as Seminar, a student shall be required to secure a minimum of 40% of the maximum marks prescribed i.e. Minimum Passing Grade is “E”.

(d) For a pass in a subject having both Theory and Practical components, a student shall be required to secure a minimum of 30% of the maximum prescribed marks in theory examination and 50% of marks in practical examination; in addition the student must also secure 40% of marks in the aggregate in the subject including theory, practical, theory sessional and practical sessional i.e.

Minimum Passing Grade in a course is “E”.

8.2 In a subject consisting of only Theory Paper or both Theory and Practical components, if a student fails in any sub-component, viz. End Semester Theory Examination or Practical Examination, he/she would be considered to have failed in that particular subject and the carryover component of the subject will be required to be cleared in the following examination of the corresponding semester. If a student fails in more than one or all sub-components, he will be required to clear all sub-components in subsequent examinations. The manner in which a carryover component will be cleared is as follows:

(a) If a student has failed in End Semester Exam of a theory paper/s as per clause 8.1 (a), he/she will be required to reappear in the subsequent examination of that paper in the corresponding semester. He/she will be deemed to have passed in that subject provided he/she fulfills the requirements of clauses 8.1 (a); (b); and (d), whichever are applicable. In result the subject/s will be shown as failed with theory paper as carryover till the subject/s is cleared.

(b) If a student has failed in End Semester Practical Examination/s of theory subject as per clause 8.1 (b), he/she will be required to reappear in the subsequent Practical Examination of that subject in the next corresponding semester. The subject will be deemed to have been cleared by the student provided requirements of clauses 8.1 (b) and (d) are fulfilled. In result the subject/s will be shown as failed with practical exam as carryover till the subject is cleared.

8.3 A student who does not satisfy the conditions laid in clause 8.1 or a student who remains absent shall be deemed to have failed in that subject and may reappear for the subsequent examinations. However, the Sessional marks awarded to the student/s at previous attempt in the concerned subject shall be carried forward.

8.4 A student shall be declared to have completed the program of B.Tech. Degree provided the student has undergone the stipulated course work as per the regulations and has earned at least 160 Credits.

9. ELIGIBILITY FOR PROMOTION

9.1 There shall no restriction for promotion from an odd semester to the next even semester.

9.2 For promotion from even semester to the next odd semester (i.e. to the next Academic Year):

- (a) The sum of total credits earned by a student in an Academic Year (consisting of odd and even semesters) should be equal to or greater than minimum of the total credits assigned for either of the semesters, or
- (b) The credits earned by a student in either of the semesters of an Academic Year (consisting of odd and even semesters) should be equal to or greater than minimum of the total credits assigned for either of the semesters in that Academic Year. For example-

Example 1(a):

A Student of 1st year earned 10 credits in I semester and 8 credits in II semester. The total credits of I semester is 17.5 and II semester is 20.5.

Minimum Credits Threshold for Promotion	Credit Threshold
First Year to second Year	17.5 credits in First Year

Total credit earned by student is 18 (10+8) therefore he / she is eligible for promotion from 1st to 2nd year.

Example 2 (b):

A Student of Ist year earned 17.5 credits in Ist semester and 18 credit in IInd semester. The total credits of Ist semester is 17.5 and IInd semester is 20.5.

Minimum Credits Threshold for Promotion	Credit Threshold
First Year to second Year	17.5 credits in First Year

The student has secured full prescribed credits for I semester, hence he/she is eligible for promotion to Second Year.

9.3 For the result of an Academic Year, a student shall be declared PASS only if he/ she secures “E” or above grades in all the subjects and minimum Semester Grade Point Average (SGPA) of 5.0, in each semester of that Academic Year.

10. Carry over System

10.1 Following rules shall be followed for carry over papers:

- (a) A candidate who meets the conditions laid down in clauses 8.1 (a) and 8.1 (b) will be required to appear in those theory papers/ practical during respective end semester examinations in which he/she failed.

10.2 All carryover examinations shall be held only with end semester examination.

11. Grading System and Assessment Procedure

11.1 The Institute shall adopt absolute grading system wherein the marks are converted to grades and every semester result will be declared with semester grade point average (SGPA). Yearly Grade Point Average (YGPA) shall be calculated for an academic year. The Cumulative Grade Point Average (CGPA) shall be calculated at the end of last semester of the program. The grading system consists of following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A ⁺	A	B ⁺	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥ 90 (90-100)	<90 (80-89)	<80, ≥70 (70-79)	<70, ≥60 (60-69)	<60, ≥50 (50-59)	<50, ≥45 (45-49)	<45, ≥40 (40-44)	< 40 (0-39)

11.2 A student obtaining Grade 'F' in a subject shall be considered as failed in that subject and will be required to reappear in the examination of that particular subject. Such students after passing the failed subject in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s).

11.3 Computation of SGPA, YGPA 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 YGPA (Yearly Grade Point Average) is calculated at end of each year as:

$$\text{YGPA} = (\text{SGPA}(\text{odd}) * \sum \text{Ci}(\text{odd}) + \text{SGPA}(\text{even}) * \sum \text{Ci}(\text{even})) / (\sum \text{Ci}(\text{odd}) + \sum \text{Ci}(\text{even}))$$

(iii) 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.

$$\text{CGPA} = \sum (\text{Ci} \times \text{Si}) / \sum \text{Ci}$$

Where Si is the SGPA of the ith semester and Ci is the total number of c

The SGPA shall be calculated at the end of each semester and YGPA shall be calculated at the end of each Academic Year. CGPA shall be calculated at the end of last semester of the programme and shall be rounded off to 2 decimal places and reported in transcripts/grade sheet.

Illustration for Computation of SGPA, YGPA and CGPA

Computation of SGPA of odd semester Illustration No.1

Course	Credit	Grade letter	Grade point	Credits (Credit x Grade)
Course 1	5.5	B+	8	5.5x8 = 44
Course 2	4	C	6	4x6 = 24
Course 3	5	B	7	5x7 = 35
Course 4	3	A+	10	3x10= 30
Total	17.5			133

Thus, SGPA= 133/17.5 =7.6

Computation of SGPA of even semester Illustration No.2

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	5.5	B+	8	5.5x8 = 44
Course 2	4	C	6	4x6 = 24
Course 3	5	B	7	5x7 = 35
Course 4	3	A+	10	3x10= 30
Course 5	3	F	0	3x0= 00
Total	20.5			133

Thus, SGPA= 133/20.5 =6.48

$$\text{YGPA} = (\text{SGPA}(\text{odd}) * \sum \text{Ci}(\text{odd}) + \text{SGPA}(\text{even}) * \sum \text{Ci}(\text{even})) / (\sum \text{Ci}(\text{odd}) + \sum \text{Ci}(\text{even}))$$

Thus, YGPA = 7.6 * 17.5 + 6.48 * 20.5 / (17.5 + 20.5) = 6.99

Illustration No.3

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 5	3.0	E	4	3.0 x 4 = 12

$$Ci \text{ (First Attempt)} + Ci \text{ (Subsiquent Attempt)} = 133 + 12 = 145$$

$$\text{Thus SGPA} = 145/20.5 = 7.07$$

CGPA after Final Semester Illustration No.3

Semester	I	II	III	IV	V	VI	VII	VIII
Credit	17.5	20.5	21.0	21.0	21.0	21.0	20	18.0
SGPA	7	8.5	9.2	6.86	8.18	7.73	8.68	9.4

$$\text{Thus, CGPA} = (17.5 \times 7 + 20.5 \times 8.5 + 21 \times 9.2 + 21 \times 6.86 + 21 \times 8.18 + 21 \times 7.73 + 20 \times 8.68 + 18 \times 9.4) / 160 = 8.66$$

11.5 Grade sheet: Based on the above recommendations on Letter grades, grade points, SGPA of each semester and YGPA of an academic year, a consolidated grade sheet indicating performance in a particular academic year shall be issued.

11.6 CGPA (calculated at the end of the last semester of the program) shall be issued.

12.CONVERSION OF CGPA INTO PERCENTAGE

Conversion formula for the conversion of CGPA into Percentage is $(CGPA - 0.75) \times 10 = \text{Percentage of marks scored}$.

$$\text{Illustration: } (8.66 - 0.75) \times 10 = 79.1\%$$

12. 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:-
- (i) Head of Department.
 - (ii) 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:-
 - (i) 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.

14. 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 Examination 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.

14. 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

15. 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 end 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.

16. 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 disciplinary activities in the Institute.

17. 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.

18. 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.

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

20. 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.

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	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	Relevant paper cancelled & candidate to be awarded 0 (Zero) marks in the end semester examination of the particular subject.

	gadget which can possibly be used for copying in the End semester examination	the subject of the question paper but it has not been used in answering the question paper. 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.
.....

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

6. Deliberation & Recommendation of Committee.
.....

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

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

(Dean Academic Affairs)

Comments of Chairman Academic Council

(Chairman Academic Council)