

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

ACADEMIC SECTION

No.F.4 (P) 35 Senate/MNIT/Acad/2016/1639

Dated: 15/12/16

OFFICE ORDER

Sub: Amendment in the UG Rules & Regulations (Manual July 2012).

In accordance with the approval granted by the Senate in its 35th Meeting (Item No 35-3.12) held on 06th October 2016, the following amendments are affected in Undergraduate Rules and Regulations (Manual July 2012):

1. Academic Requirements for eligibility of degree
2. Minimum requirements for continuation of registration, termination/Year-Back, probation and warning
3. Scheme for Advising Academically Deficient Students
4. Rules for Supplementary Examination
5. Revision of grade table.

These may come into force for session 2016-17 for all the undergraduate students.

1. Academic Requirements for Eligibility of Degree

1.1 Credit Requirement

A student is required to earn the credit requirement as per respective programme to be eligible for the award of the degree. The credits for the courses in which a student has obtained 'D' grade (minimum passing grade for a course) or higher shall be counted as credits earned by him/her.

1.2 Maximum and Minimum Duration

(a) The minimum and maximum permitted duration of each academic programme will be determined in terms of number of registered regular semesters, hereafter called registered semesters. Any semester in which a student has registered for a course will be called a registered semester subject to the following:

- i. Only the First and Second semesters of an academic year can be registered semesters.
- ii. A semester when a student has been granted semester withdrawal or granted semester leave will not be considered as a registered semester.
- iii. The semester when a student is suspended from the Institute on disciplinary grounds will not be counted towards the number of registered semesters.
- iv. A semester in which a student is allowed by the Institute to undergo semester - long internship will be counted as a registered semester.

(b) The minimum and the maximum permissible number of registered semesters for completing all degree requirements are defined in Table 1.1 as below.

Table 1.1 Minimum and Maximum permissible duration for completing degree requirements.

Academic programme	Minimum number of registered semesters	Maximum number of registered semesters
B.Tech.	8	14
B.Arch.	10	16

The Maximum duration for a student for complying with the Degree Requirement is EIGHT years (NINE years for B. Arch.) from the date of first registration for his first semester.

1.3 Graduation

A student is deemed to have completed the requirements for graduation if he/she has met all the academic requirements of the concerned programme and has paid all dues to the Institute and the Hostels, and no case of indiscipline is pending against him/her.

1.4 Award of Degrees

A student who completes all the graduation requirements is recommended by the Senate to the Board of Governors for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the Board of Governors accords its approval.

1.5 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for withdrawal of a degree already awarded.

2. Minimum requirements for continuation of registration, termination/year-back, probation and warning

A student is expected to earn a minimum number of credits as specified in Table 2.1 at the end of the first year in order to continue registration. If a student does not meet this criterion, his/her performance is classified as "Academically Deficient", and he/she may opt to start the programme afresh in the first year and put on the year-back, or else his/her registration will be terminated. The option of the year back is available only once in the first year.

Table 2.1 Criteria for continuation of registration at the end of the first year and second year

Check Point	Earned Credits (including earned in supplementary examination)	Decision	Remark
At the end first year	≥ 30	Allowed to register in the next semester	Minimum credits for Continuation of Registration
	< 30	Year Back (Once only in the first year)/Termination	Academically deficient

- If a student chooses Year Back option after the first year, then his/her credits earned and semesters registered will be carried over. The Year Back option will be permitted only once in the first year. If at the end of first year after Year Back, the earned credits are less than 30, then the registration will be terminated.
- Each student is expected to earn at least 15 credits in each registered semester. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then he/she will be placed on probation, a written warning shall be given to him/her and written intimation sent to the parents by academic section.
- A student placed on probation shall be monitored, including mandatory attendance in classes, special tutorials and mentoring. The academic performance of each academically deficient student is monitored by a Mentor-Senior Faculty.
- From the second year and onwards if the performance of a student on probation does not meet the criterion in item (b), then the student would face termination, and will be permitted to register by the Dean, Academics only if the mentor-senior faculty makes a favourable recommendation. The mentor's recommendation shall be prepared after consultation with the student, and should include (i) feasibility of completing the

- programme requirements, and (ii) identification of remedial measures for the problems leading to poor performance.
- (f) The registration of any student will be limited to a minimum of 15 credits and a maximum of 30 credits except final year

3. Schemes for Advising Academically Deficient Students

- (a) The students on probation in each batch will be put under a mentor Senior Faculty as a special advisor, identified by the department, who is expected to monitor the students on probation in a personalised manner. Normally, not more than 2-3 students would be assigned to a mentor. Head of Department and DUGC will appoint mentor at the beginning of an academic session.
- (b) A meeting of the mentors with Dean, Academics would be held at the beginning of each semester for coordination of the advising process.
- (c) A student on probation is expected to be in close contact with the mentor by meeting him/her at least once every 2 weeks for the entire period during which the student continues to remain on probation.
- (d) The mentor in consultation with the parents and student counsellor, if required, will make a student-specific academic plan. The mentor is expected to
- Closely interact with the weak student and his/her parents
 - Formulate individualised academic plan
 - Manage and track counselling process of the student, if any, in coordination with the Associate Dean, UG.
 - Approve their registration
 - Manage the recommendation/appeal for termination/continuation process in consultation with Head of the Department and Dean, Academics.
- (e) At the time of registration for a semester, the student meets his / her mentor if possible with parents, to
- identify specific problems and ways to mitigate the same
 - formulate an academic plan and target(s) for the semester
 - help Head of the Department in the processing of the student's appeal against termination, if applicable
 - approve the registration of the student.
- (g) While considering any appeal from an academically deficient student for continuation of his registration, the Dean, Academics would consider the following:
- (i) whether he/she has met his/her Advisor and Counsellor at the scheduled times on a regular basis and
- (ii) whether he/she is regular in help sessions.
- Registration of a student under probation will not be approved for the next semester if he/she does not comply with the process of meeting the mentor. He/she will then be required to withdraw from the semester.

A summary of the weak student's performance would be made available to the Head of the student's Department as well as Course Coordinators of the courses in which the student is currently registered.

4. Rules for Supplementary Examination

- i. The supplementary examinations will be conducted every year in the month of July and results shall be declared before the commencement of the next academic session.

- ii. Course in which 'FP' Grade is awarded (Failed due Poor Performance) can be registered for the supplementary examination. Course(s) in which 'FA' grade is awarded due to the shortage of attendance has to be registered in the regular semester as per the registration rules.
- iii. The supplementary examination is not meant for improvement.
- iv. The registration of any student will be limited to a maximum of 15 credits in the supplementary examination
- v. The weightage of different components for the computation of grades of the course, for which the student appears in the Supplementary Examination, shall be as follows:

Component	Weightage	Remarks
Theory Courses:		
Supplementary Examination (Examination duration-Three-hour)	100%	Marks in supplementary examination
Practical Courses:		
Supplementary Examination	50%	Marks in supplementary examination
Practical Sessional (Teacher's Assessment)	50%	Carried forward from the regular Semester

- vi. If 'FP' grade is awarded in any course(s) in a supplementary examination, this course(s) shall be registered in regular semester or in the supplementary examination to be held in the subsequent year.
- vii. A separate grade sheet will be issued for these supplementary examinations.
- viii. The maximum grade that can be earned in these examinations is limited to **DD (minimum passing grade)**.
- ix. A student wishing to appear in the supplementary examination has to pay a consolidated fee of Rs. 500/- for one course and Rs. 1000/- for more than one course.

5. Grades and Grade Points

It is proposed to make all earning grades as double letter grade. The marginal grade may be DD and F grade is converted into two grades FP (failed due performance) and FA (failed due attendance) to make a difference in Fail due to performance and due to attendance. A course in which FP is awarded is eligible for supplementary examination.

The 5.1 Revision of Grade Table

Academic Performance	Grades	Grade Points	Remarks
Outstanding	AA	10	
Excellent	AB	9	
Very Good	BB	8	
Good	BC	7	
Average	CC	6	
Below Average	CD	5	

Marginal	DD	4	
Failed due to Poor Performance	FP	-	
Failed due to Attendance Shortage	FA	-	
Waiver	WR	-	
Incomplete	I	-	
Withdrawal	W	-	
Project	S/X	-	S- Satisfactory, X- Unsatisfactory


REGISTRAR

Copy to:

1. All Deans.
2. All HoDs for display on department notice boards for information to students.
3. All Faculties.
4. Associate Dean (UG)
5. Convener DUGC.
6. PS to Director.
7. PA to Registrar.
8. Webmaster for uploading on Institute website.
9. Guard File.


Dy. Registrar (Academic)