



MANIPUR TECHNICAL UNIVERSITY

# **MANIPUR TECHNICAL UNIVERSITY IMPHAL**

## **ORDINANCES**



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## MANIPUR TECHNICAL UNIVERSITY, IMPHAL

### NOTIFICATION

Imphal, the 22<sup>nd</sup> June, 2019

**No.22/1/2016-MTU:** In pursuance of the provisions of Section 44 of the Manipur Technical University Act, 2016, and with the approval of the Hon'ble Governor of Manipur and Chancellor of the Manipur Technical University, the Board of Management of the Manipur Technical University, hereby makes the following Ordinances, relating to various matters relating to Academic, Examination, Establishment and other matters of the University.

#### **1. Short title and commencement:**

- (1) These Ordinances may be called the Manipur Technical University Ordinances, 2016.
- (2) They shall be deemed to have come into force from the 8th August, 2016.
- (3) These Ordinances have been amended by the Board of Management of the Manipur Technical University on 22<sup>nd</sup> June, 2019 as per 6<sup>th</sup> BOM's Resolution.

#### **2. Definitions:**

(1) In these Ordinances, unless the context otherwise requires,-

- (i) **"Act", "Statutes", "Ordinances" and "Regulations"** means respectively the Manipur Technical University Act, 2016, the Statutes, Ordinances and Regulations of the Manipur Technical University Act.
- (ii) **"University"** means the Manipur Technical University.
- (iii) **"Chancellor", "Vice-Chancellor", "Controller of Examinations" and "Registrar"** means Chancellor, Vice-Chancellor, Registrar and Controller of Examinations of the Manipur Technical University respectively.
- (iv) **"Faculty"** means faculty of the Manipur Technical University
- (v) **"Academic Department" or "Department"** means an Academic Department of the Manipur Technical University.
- (vi) **"Dean"** means the Dean of a Faculty of the Manipur Technical University
- (vii) **"Affiliated colleges and institutions"** mean the colleges and institutions affiliated to the Manipur Technical University.
- (viii) **"Board of Studies"** means the Board of Studies of a Department.
- (ix) **"B.Tech"** means Bachelor of Technology
- (x) **"Academic Year"** means two semesters commencing from the semester when the first academic session begins



- (xi) “**Student**” means a student registered for an undergraduate program for full-time study leading to the B.Tech. degree
  - (xii) “**JEE**” means the Joint Entrance Examination (Main) conducted by the Central Board of Secondary Education (CBSE) or any other body as notified by the appropriate authority.
  - (xiii) “**Applicant**” means an individual who applies for admission to any B.Tech. course of the University
  - (xiv) “**NRI**” student means a student who is admitted against NRI/PIO/FN category.
  - (xv) “**OBC**” means the Other Backward Classes as notified by the Government of India or Government of Manipur from time to time.
  - (xvi) “**SC/ST**” means the Scheduled Castes and Scheduled Tribes as notified by the Government of India or Government of Manipur from time to time.
  - (xvii) “**UG**” program means a program of courses and/or any other component leading to the B.Tech. degree.
  - (xviii) “**Semester System**” means a program wherein each academic year is apportioned into two semesters.
  - (xix) “**Stream**” means the Branch of study. Example – Civil Engineering, Electrical Engineering etc.
  - (xx) “**Carry Over Scheme**” means a scheme for promotion of a student who has failed to pass the papers/subjects in a semester.
  - (xxi) “**End Semester Examination**” means an examination conducted on a date fixed by the University at the end of each semester.
  - (xxii) “**Admission Committee**” and “**Examination Committee**” means the Admission Committee and Examination Committee respectively of the Manipur Technical University.
  - (xxiii) “**External Examiner**” means an examiner who is not in the employment of the Manipur Technical University.
2. Words and expressions used in these ordinances shall have the meanings assigned to them in the Act and the Statutes.





**ORDINANCE1: ORDINANCE RELATING TO BACHELOR OF TECHNOLOGY PROGRAMMES AND ITS CONDUCT, EVALUATION OF EXAMINATION AND GRADING SYSTEM**

**1. SHORT TITLE AND COMMENCEMENT**

1.1 This Ordinance may be called “Ordinance relating to Bachelor of Technology Programmes and its conduct, evaluation of Examination and grading system of the Manipur Technical University”.

1.2 This Ordinance shall be applicable to the students enrolled to the B.Tech. Courses in various Departments from the Academic Year 2016-17.

**2. ACADEMIC DEPARTMENTS-** The University shall have such number of Academic Departments as may be decided by the Board of Management from time to time.

2.1 Course Coding and Course Number: A course is identified by an alphanumeric course code designated by two letters and three numbers. In a course code, the first two letters indicate the Academic Department offering the course and the last four numbers designate a particular course number including the level (year). For all the courses, the first digit corresponds to the level (year) at which a course is normally offered. The second digit denotes the semester and the last two digits the course/paper number. For example the course code for Civil Engineer Paper 1 in first semester of first year will be CE1101.

2.2 The University shall have the following Departments of Studies from the Academic year 2016-17:

Sl. No.	Name of Department	Faculty
1	Physics	Faculty of Science
2	Chemistry	
3	Mathematics	
4	Civil Engineering	Faculty of Engineering
5	Computer Science and Engineering	
6	Electrical Engineering	
7	Electronics and Communication Engineering	
8	Mechanical Engineering	Faculty of Humanities and Social Science
9	Professional and Technical Communication	
10	Economics	
11	Management	Faculty of Management Studies



### 3. UNDERGRADUATE PROGRAMMES

- 3.1. The University may offer such Undergraduate (UG) programs leading to the Bachelor of Technology as may be approved by the Board of Management.
- 3.2. UG Programs to be offered: The list of UG programs to be offered from Academic Year 2016-17 are given in Table – 1. The structure and the program may be amended/modified in accordance with the decision of the Academic Council and or other bodies as applicable.

Sl. No.	Academic Program	Code	Duration (in years)	Department
1	B.Tech. (Civil Engineering)	CE	4	Civil Engineering
2	B.Tech. ( Computer Science and Engineering)	CS	4	Computer Science and Engineering
3	B.Tech. ( Electrical Engineering)	EE	4	Electrical Engineering
4	B.Tech. ( Electronics and Communication Engineering)	EC	4	Electronics and Communication Engineering
5	B.Tech. (Mechanical Engineering)	ME	4	Mechanical Engineering

#### 3.3. Semester System and Duration of the Programme:

- 3.3.1. Semester System: An academic year shall be apportioned into two semesters. Each semester shall have 90 working days out of which number of contact days for teaching/ practical shall be 75 days and 15 days shall be for preparation and conduct of examination. The Academic Calendar shall be notified by the University each year, before the start of Academic Year.
- 3.3.2. Duration: The duration of UG programs is normally 4 Academic Years. However, the maximum duration of the UG program is 7 (seven) years from the date of initial registration. The maximum duration of the program includes the period of withdrawal, absence and different kind of leaves permissible to a student, but not the period of rustication. The duration of the program may be altered in accordance with the decision of the AC.

### 4. ADMISSION AND ELIGIBILITY

- 4.1. Eligibility and Admission Process: Admission to the UG program shall be through the Joint Entrance Examination (JEE)-Main conducted by the Central Board of Secondary Education (CBSE) or any other bodies as applicable. Vacant seats arising out of non-availability of candidates from JEE (Main) shall be filled up through an





Admission Test conducted by an Examination Committee. The eligibility and other information for admission shall be as approved by the Academic Council and provided in the information brochure/prospectus published by the University from time to time. Notwithstanding anything provided above, the admission for the academic year 2016-17 will be based on the marks obtained in the Class XII examination conducted by CBSE or State Board or any other Board as applicable.

- 4.2. Lateral Entry: A candidate who has passed the Bachelor of Science from a University recognised by the Manipur Technical University or a Diploma Course in Engineering conducted by the Manipur Technical University or a Board of Technical Education recognized by Manipur Technical University in the First Division or in an equivalent grade with at least 60% marks in the aggregate, where division is not awarded in the respective stream shall be eligible for Lateral Entry Admission to the third Semester i.e. in the second year of the course up to a maximum of 20% of approved intake and unfilled vacancies of first year. In the case of candidates belonging to SC/ST, the minimum percentage of marks secured at the B.Sc or Diploma Level Examination shall be 55% in the aggregate or equivalent grade. Admission of all such candidates shall be on the basis of merit at the diploma level and merit to be judged through a competitive test or personal interview in which a nominee of the University must be present.

## **5. CHOICE BASED CREDIT SYSTEM:**

- 5.1 All B. Tech. Programmes in the University shall be based on the Comprehensive Choice Based Credit System (CBCS).
- 5.2 In order to enable students decide their own pathways in each semester in terms of their choice of elective courses, project work etc. they will be assisted by a Faculty Advisor who will guide them in exercising their options.
- 5.3 The Board of Studies shall specify broad frameworks, set standards and benchmarks by specifying the educational components, learning outcomes and workloads to be followed by the Depts. and designing and delivery of course.

## **6. REGISTRATION OF COURSES OF STUDY:**

- 6.1 A student who joins the first Semester will be automatically deemed to have registered for the subjects for the first year. Every student shall be required to register for the subjects in the second and subsequent years. The registration of courses means the selection of elective courses like DEC and UEC as defined in 10.2 and 10.4 of this Ordinance which may be made in consultation with the Faculty Advisor. The registration as a student of the University, however, does not require renewal and will remain valid as long as he/she remains a student of the University. The student shall, however, pay the prescribed fees every semester/year as the case may be.
- 6.2 A student may be permitted to change courses, if applicable, within 7 days of the course registration.





- 6.3 The process of registration for courses shall start just before the start of the subsequent semester. The student shall also indicate during registration of course or courses of earlier Semester(s) in which he desires to appear, if otherwise eligible. Such a student may be allowed to appear in the Internal Evaluation, Mid Term and End Term Examination as applicable.
- 6.4 The candidate shall be allowed to register for the courses for a maximum of 38 credits in any semester except the first and second semesters. The minimum credits threshold for promotion is given at clause 24.2 of this Ordinance.
- 6.5 In order to get credit for any subject or course, a student has to earn a minimum of forty percent marks in the internal assessment, Mid Term Assessment and End Term Semester examination taken together.
- 6.6 If a student does not qualify, he can re-appear in the end semester examination in the subsequent year. The student has to complete appropriate registration for reappearing in the examination.
- 6.7 In case, the course content or syllabus of the subject is revised, a student reappearing or seeking improvement in that subject may be allowed to appear in the revised course only. However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Head of the Department so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received to Controller of Examination at least 4 weeks prior to commencement of the examination.

Provided that the student who has failed in an Elective Subject (Departmental Elective Course or University Elective Course) shall be provided the opportunity to change the Elective Subject when he re-appears in the subsequent semester.

In case a particular subject is discontinued, the department can specify another equivalent subject in lieu of the discontinued subject, in which the student shall appear in the internal, the mid semester and the end semester examinations.

## **7. AUDIT OF COURSE:**

Subject to the permission of the teacher handling the course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two courses without assigning any credits from the Third Semester onwards. For example, a student in CE course may attend a particular course of ME including lectures, tutorials and also appear in the examination. Successful completion of the audited course shall appear in the transcript of the student which does not earn any extra credit for the same.





## **8. DETAILED COURSE OUTLINE:**

- 8.1 Individual faculty members shall be required to prepare detailed course outline for each course to be taught by them in a particular semester and shall make the same available to each student registered to take the course, at the commencement of each semester.
- 8.2 The Detailed Course Outline shall be prepared within the overall framework and guidelines as provided by the Board of Studies/Academic Council and shall include such specific details about a particular course such as completion requirements, assessment criteria, unit wise course contents, prescribed texts, reading lists etc.

## **9. MEDIUM OF INSTRUCTION AND EXAMINATION:**

- 9.1 The medium of instruction in respect of all Programmes offered by the University shall be in English, except in cases of studies/ research in languages.
- 9.2 Question Papers of all examination shall be set and answered in English language, except in case of examinations in languages/literature where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
- 9.3 Project work/Project Report/Dissertation/Field Work Report/Training Report etc, if any, shall have to be written in English, except in case of the Programmes of studies in Languages/Literature where the same may be required to be written in the respective language.

## **10. STRUCTURE OF UNDERGRADUATE PROGRAMS:**

The four year B. Tech. Course comprises of courses divided in seven distinct areas namely, Departmental Core (DCC), Department Elective (DEC), Allied Engineering (AEC), Basic Science and Mathematics (SMC), Humanities, Social sciences and Management (HMC), University Electives (UEC) and Advanced Mathematics (AMC) Courses. All the courses offered in the First Year B.Tech. programs are categorized as "Common Courses" for all the academic programs.

### **10.1 Common Courses**

The courses offered to the First Year B. Tech. programs are grouped under this category. All the students need to complete these common courses in First Year. These courses will be divided into as many groups as may be necessary. These courses are planned to give the students a firm base in the areas of Science, Mathematics, Humanities and Allied Engineering discipline.

### **10.2 University Elective Courses (UEC)**

The University Electives are the courses offered by the Academic Departments to the Students of other disciplines. These courses are offered in V, VI, VII or VIII semesters.



A student must opt for a/some University Elective course(s) which is/are offered by any other academic department other than his own.

#### 10.3 Departmental Core Courses (DCC)

The department Core Courses consists of a number of courses considered essential for a chosen engineering discipline.

#### 10.4 Department Elective Courses (DEC)

The students are required to complete a number of Department Elective Courses offered by his/her parent Department. Every Department offers a wide variety of elective courses under this category.

#### 10.5 Humanities, Social Sciences and Management Courses (HMC)

The Humanities, Social Sciences and Management Courses consists of a number of courses considered essential of a B.Tech. program to inculcate the essence of technical report writing, communication skills, engineering economics and management.

#### 10.6 Basic Science and Mathematics Courses (SMC)

The Basic Science and Mathematics Courses consist of a number of courses considered essential for a B.Tech. program to build the background for learning engineering core courses.

#### 10.7 Allied Engineering Courses (AEC)

The Students are required to complete at least a set of prescribed Allied Engineering courses (majority of them as common courses) offered by engineering departments. These courses introduce to the student a wide spectrum of knowledge in allied engineering domain connected to the main engineering stream of the course of study of the students of concerned department.

#### 10.8 Advanced Mathematics Course (AMC)

These courses are meant to equip the students with the necessary mathematical tools and also give a clear understanding of the mathematical principles which are required for the particular course of study.

The common course structure to be followed by all the Engineering Departments is as given below:





## 10.9 COURSE STRUCTURE FOR B.TECH. PROGRAM

### First Year 1<sup>ST</sup> Semester

Sl. No.	Subject	Credits	Category
1.	Mathematics –I	4	SMC
2.	Physics-I	4	SMC
3.	Chemistry/Basic Electrical Engineering	4	SMC/AEC
4.	Basic Mechanical Engineering/Programming Fundamentals	4	AEC
5.	Workshop Practice /Engineering Graphics	2	AEC
6.	Professional Communication / Environmental Sciences	3	HMC/AEC
Total		21	

### 2nd Semester

Sl.No.	Subject	Credits	Category
1.	Mathematics-II	4	SMC
2.	Physics-II	4	SMC
3.	Basic Electrical Engineering / Chemistry	4	AEC/SMC
4.	Programming Fundamentals/Basics Mechanical Engineering	4	AEC
5.	Engineering Graphics / Workshop Practice	2	AEC
6.	Environmental Science / Professional Communication	3	AEC/HMC
Total		21	

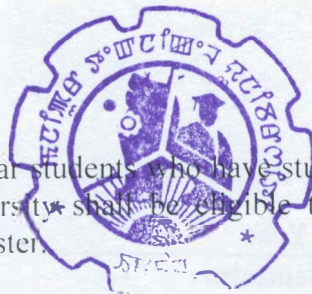
\* The detailed Course structure from 3<sup>rd</sup> to 8<sup>th</sup> semester for every engineering branch shall be as provided in the Regulations.

## 11. CHANGE OF STREAM

11.1 Change of stream may be allowed in Third Semester on the basis of merit in the B.Tech. first and second semester examination marks taken together subject to availability of vacant seats.

11.2 No change of stream will be allowed after the Third Semester.

11.3 The allocation of the vacant seats to the intending applicants in the B.Tech. 3<sup>rd</sup> semester shall be based on the following conditions:



I. Only the regular students who have studied B.Tech (1<sup>st</sup> and 2<sup>nd</sup> Semesters) in Manipur Technical University shall be eligible to apply for change of stream/ Branch in the B.Tech 3<sup>rd</sup> Semester.

II. The allocation of the vacant seats in different Branches shall be based strictly on the merit of the applicants i.e. CGPA they have scored in the B.Tech. 1<sup>st</sup> year (1<sup>st</sup> and 2<sup>nd</sup> semesters taken together) in the previous academic year.

III. Branch change in 3<sup>rd</sup> semester of all Engineering Departments is to be limited to students with CGPA 7.5 or higher and students with backlog papers are not to be allowed for branch change.

IV. Provided that in case of a tie among the students with JEE (Main) scores in JEE (Main) shall be considered and in case of a tie among the students admitted through Entrance Test their marks in the Entrance Test shall be considered;

V. Provided that in case of a tie between a student with JEE (Main) score and another with Entrance Test score, the former shall be ranked higher than the latter;

VI. Provided further that in case of tie among the students with Entrance Test Score their total marks in Mathematics, Physics and Chemistry/Technical Vocational subject in 12<sup>th</sup> Class shall be considered;

VII. Provided that not more than 25% of the total enrolled strength of a Branch shall be allowed to change to another Branch;

VIII. Provided that reservation of the vacant seats for different categories of applicants (i.e. UR/OBC/SC/ST/PWD) as per state Govt. norms shall be maintained in allocation.

## 12. EXAMINATION SYSTEM:

12.1 The University shall hold examinations for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding B.Tech. degrees.

12.2 The evaluation of students in a course shall have three components unless specifically stated otherwise:

- (i) Evaluation through the End of Term Examination
- (ii) Evaluation through the Mid Term Examination
- (iii) Continuous evaluation by the teacher(s) of the course

The distribution of marks for various components of the evaluation shall be as below:

Sl. No.	Course Type			Credits	Examination		Mark Distribution					Total marks
	L	T	P		Theory	Practical/ Lab course	CIE	MTE	ETE	PR S	PRE	
1.	3	1	0	4	Yes	--	20	30	50	--	--	100





1.	3	1	0	4	Yes	--	20	30	50	--	--	100
2.	3	0	2	4	Yes	Yes	10	30	50	10	--	100
3.	2	1	2	4	Yes	Yes	10	30	50	10	-	100
4.	3	0	3	4	Yes	Yes	10	30	50	10	-	100
5.	0	0	3	1	--	Yes	--	--	--	20	30	50

### **Abbreviations and Notations**

L	Lecture Hour per week
T	Tutorial hour per week
P	Practical hour per week
C	Credits
CIE	Continuous Internal Evaluation
MTE	Mid-Term Examination
PRE	Practical Examination
PRS	Practical Sessional (Internal Evaluation for only Lab courses)
ETE	End Term Examination

For any other component of a programme not covered by the above, the weightage shall be prescribed by the Board of Studies with the approval of the Vice-Chancellor.

12.3 A student shall be evaluated for his / her academic performance in a course through tutorials, practical, homework assignments, term papers, field work / industrial training, seminars, quizzes as Class Work Sessional (CWS) and Practical Sessional (PRS), End Term Examination (ETE) and Practical Examination (PRE) as applicable according to the guidelines formulated by the Academic Council.

12.4 (i) The internal assessment for the various courses shall be as given in Para 12.2 above.

(ii) The internal assessment for Project work shall be based on evaluation of project work by a committee consisting of the HoD concerned, guide of the Project work and a senior teacher of the Department. The internal assessment mark shall bear the signature of all the members of the committee.

12.5 The internal assessment marks for the theory and practical shall be displayed on the Department/Centre notice board at least two weeks prior to the commencement of the theory/ practical examination.

12.6 Internal assessment marks from Department/ Centre shall be sent to the University before the commencement of the End Term Examinations.

12.7 If a student fails at the End Semester Examination, the internal assessment marks obtained by the student shall however, be retained and carried forward.





12.8 After submission to the University the internal assessment marks shall not be changed under any circumstances.

12.9 Except in exceptional cases, the question papers for the Mid-Term Examinations shall be of 2 (two) hours duration and the question papers for the End-Term Examinations shall be of 3 (three) hours duration.

12.10 For backlog examinations, the latest version of the syllabus will be used for paper setting. Hence for a particular examination season the same paper shall be used for both regular and backlog students. However, a separate backlog paper will be set only in case of the title / credits changes. With prior permission of Head of the Department, the student may attend classes to cover new topic with a convenient batch or any arrangement as provided therein.

12.11 Students need to appear in the practical examination of the backlog courses where no separate credit is assigned for practical. In such cases where separate credit is assigned to the practical of those backlog courses, students need not to appear in the practical examination provided he/she has not obtained I or F Grade. A student awarded I Grade in a Course need to appear both theory and practical examination.

### **13. PAPER SETTING AND EVALUATION:**

13.1 The question paper for examination of a course shall be set by the faculty member who is teaching that course and that he/she shall also be the evaluator

13.2 In case of examinations involving Viva Voce, Practical, etc in a course offered by a Department/Centre, the evaluation shall be done by a panel comprising of the Dean of Faculty or his (her) nominee, the concerned faculty member and an external expert to be appointed by the Dean of the Faculty concerned.

13.3 Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, shall be evaluated by an external evaluator appointed by the Dean of the Faculty concerned. Provided further that in case of Viva-voce based on the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, evaluation shall be done by a committee comprising of the Advisor concerned, the external evaluator and Dean or his/her nominee.

13.4. The answer scripts shall be codified before the evaluation by a Codifier and after the evaluation by respective faculty members, the answer scripts shall be scrutinized for mark totalling and any other errors in marking by Scrutinizers. However Scrutiny does not mean Re-evaluation, whose rules are laid down in Section 16 of the Ordinance No. 1.

13.5. In case of affiliated colleges to Manipur Technical University, Imphal, a panel of eligible persons for appointment as Paper Setters, Examiners, Moderators Scrutinizers, Codifier and Tabulators shall be prepared by the respective Boards of Studies. The examination committee shall appoint Paper Setters, Examiners, Moderators Scrutinizers, Codifier and Tabulators from the panel approved by the Vice-Chancellor preferably three weeks before the scheduled date of examination. The Controller of Examinations will be responsible for maintaining the secrecy in this respect. A person employed as a codifier for an examination shall not be eligible for appointment as examiner/head examiner/scrutinizer/tabulator for that





examination. Codifiers, tabulators may not necessarily be from teachers, it may be from non-teaching staff too.

- 13.6. End Term Examination shall be preferably conducted jointly by the subject teacher and an external examiner appointed for this purpose by the University. In this case, considering the tight time schedule for the various tasks connected with End Term Examination, the external examiner shall be associated with the teacher only in the setting of the question paper.
- 13.7. The answer scripts of End Term Examination shall be evaluated by the subject teacher only, but, an external review of the entire End Term Examination shall be conducted by Examination Committee of the University before declaring the results. This step shall be useful in bringing confidence of the student on the fairness and transparency in the system. All the evaluated answer scripts of CIE in a subject shall be returned to the students from time to time during the semester. However, the answer scripts of End Term Examination shall only be shown to the students during the specified period after the evaluation and the detailed marks together with End Term Examination answer scripts and any other relevant papers connected with End Term Examination shall be submitted by the subject teacher(s) to the Controller of Examinations who shall hold it for a period of at least one semester. Steps shall be taken to destroy the same only after consulting the Dean of Academic Affairs at the end of the prescribed period.

#### **14. GUIDELINES FOR PAPER SETTING:**

- 14.1. The question papers for the Mid-Semester Examination shall be based on at least 50% of the course content prescribed for the Semester.
- 14.2. The question papers for the End Semester Examination shall be based on the total course content prescribed for the Semester.
- 14.3. Each Examiner shall prepare two sets of Question Papers for End Semester Examination.
- 14.4. The question papers for the Mid-Term and End-Semester Examinations shall be set in such a manner to encompass the total course content covered with limited internal choices so as to make it imperative for the student to study the prescribed course content in full and deter them from selective study.
- 14.5. The paper setter shall set the question paper for the Mid-Term Examination in the prescribed format and shall arrange to make adequate number of copies/printouts, which shall be submitted under sealed cover marked as "Confidential" to the Head of the Department/Director of the Centre, at least ten days prior to the commencement of the Mid-Term Examination.
- 14.6. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.





- 14.7. For Mid-Term Examination the Controller of Examinations shall keep the question papers received from the paper setters in the safe custody till the date of examination and shall arrange to issue the same on the date of examination to the invigilator concerned.
- 14.8. The paper setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same under sealed cover marked as "Confidential" to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination. The Controller of Examination shall use any of the two sets of Question Papers submitted.
- 14.9. Each Paper setter shall also be required to submit in a separate sealed cover the key to the Multiple Choice Questions and synoptic answers to questions to the Controller of Examinations, along with the question papers. These shall be kept under seal in safe custody by the Controller of Examinations.
- 14.10. The question papers set by the paper setters shall be reviewed in the meeting of the Board of Studies of the Department/Centre concerned held immediately after the examination is over and the comments and feedback for further improvement in future shall be recorded and furnished to the paper setter through the Controller of Examinations.

## **15. GUIDELINES FOR EVALUATION:**

- 15.1 It shall be the bounden duty of the concerned faculty member(s) to: (a) evaluate all assignments, quizzes and mid-term examination answer scripts and return the same to the students within one week of the date of such examination; (b) address questions of students, explain and satisfy them about the marks/grades awarded to them; (c) display the marks/grades awarded to each student on the notice board of the Department/ Centre; and (d) submit the marks/grades awarded to the students to the Head of the Department/Director of the Centre concerned.
- 15.2 Each examiner shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the award list.
- 15.3. Head of the Department/Director of the Centre concerned, shall forward to the Controller of Examination, the consolidated award list of marks/grades awarded to the students in the Continuous Internal Assessment and Mid-Term Examination of each course offered by the Department.

## **16. REVALUATION OF ANSWER SCRIPTS:**

- 16.1 A student may apply on the prescribed application form along with the prescribed fees, for revaluation of his/her answer script(s) to the Controller of Examinations within seven working days from the date of declaration of the results.





- 16.2 Revaluation of the answer script shall be done by an independent expert on the subject drawn by the Controller of Examinations from an independent panel of Examiners recommended by Academic Council and appointed by the Vice-Chancellor. Answer scripts shall be revaluated with reference to the key and the synoptic answers of Questions submitted by the paper setter; and the marks/grades awarded by the independent expert shall be treated as final.
- 16.3 Candidates appearing at the University examinations are eligible to apply for re-evaluation of his/her answer-scripts in any number of papers per semester in which he/she has appeared at the End Term written examination.
- 16.4 The re-evaluation includes the process of verification of total. In case of an error in total, the verified marks (less or more) shall be considered.
- 16.5 The re-evaluation of the answer-scripts, shall not be permitted in respect of scripts of Practical Examination / Internal Assessment / Dissertation / Thesis / MCQ and Viva-Voce etc.
- 16.6 The Head of the Department shall forward the list of students who have applied for re-evaluation of answer-scripts of the theory paper/s along with prescribed fee of re-evaluation of the answer-scripts of the theory paper/s and send the same to the Controller of Examination.
- 16.7 A candidate applying for re-evaluation should note that the result of the re-evaluation of his/ her answer-book of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks/grades to his/her theory paper/s after re-evaluation.
- 16.8 Re-evaluation of the answer-scripts of the theory paper/s shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University Examination, it being understood that delay in the declaration of re-evaluation result for any reason whatsoever shall not confer any right upon them for admission to the next higher class which matter shall always be regulated in accordance with the relevant rules or regulations framed by the University on that behalf.
- 16.9 If the student is not satisfied with re-evaluation result, he/she may submit an application for review of answer scripts to the head of the Institute/Department after paying the requisite fees within one week from the date of declaration of re-evaluation result.
- 16.10 The institute/department will forward this application to Controller of Examinations within two working days of the receipt of such application.
- 16.11 The decision of the process is communicated to the Head of the Institute/Department and the student.
- 16.12 In case of increase in marks by at least 10% of total marks in the review of answer





scripts, revised grade sheet is issued and the fee is refunded.

## **17. CONDUCT OF EXAMINATION:**

- 17.1 All examinations of the University (except the entrance examinations for admission in different Programmes of Studies) shall be conducted and held at the University Campus only.
- 17.2 The Date Sheet for Mid-Term and End-Semester Examination shall be notified by the Controller of Examinations in consultation with Heads of the Department/Directors of the Centres/Deans of the School at least fifteen days prior to the commencement of the examinations.
- 17.3 The Mid-Term and End-Semester Examinations shall be conducted under the general supervision of the Head of Department, who shall act as Centre Superintendent for all examinations of the courses of his/her Department. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.
- 17.4 The Centre Superintendent shall notify/display the seating plan one day before the examination commences. He/She shall verify the subject/paper, date and time of Examination given on the cover of each packet upon receiving the Confidential Packet(s) from the Controller of Examinations or any Officer of the Examination Section of the University duly authorized by the Controller of Examinations. Centre Superintendent shall be responsible for the safe custody of the answer books, question papers, additional loose sheets and other materials supplied by the University and shall be responsible for any loss or theft of the same.
- Centre Superintendent before room-wise distribution shall count the copies of question papers and ascertain if the number tallies with that shown on the sealed envelope. He shall issue question papers to the Invigilator in-charge of each room/hall according to the number of candidates shown in the seating plan. He shall ensure that the relevant ordinances, rules, regulations, etc. are strictly followed. He shall supervise the works of the invigilators personally on each day of the examination

Discrepancy, if any, must be investigated immediately and reported to the Controller of Examinations.

- 17.5 The Centre Superintendent shall forward/furnish the following documents to the Controller of Examinations as soon as the examination is over:
- (i) a statement of number of answer scripts distributed amongst the examinees each day
  - (ii) a sheet plan showing the relative position of the candidates and their numbers;
  - (iii) roll sheets containing the signatures of the examinees present and absent
  - (iv) a list of absentees, in a separate cover; and
  - (v) Name and addresses of the Invigilators and their specimen signatures/initials countersigned by the Centre Superintendent. Centre Superintendent shall forward to the Controller of Examinations a statement showing the names of Invigilators and total number of shifts/sessions the amount of remuneration payable against each of them.

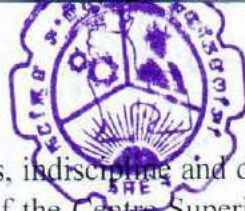




## **18. INDISCIPLINE AND UNFAIR MEANS IN EXAMINATION:**

- 18.1 There shall be zero-tolerance against use of unfair means and unfair practices in connection with examination and each examinee shall be required to strictly adhere to the instructions for taking examination. Non adherence to such instructions shall attract disciplinary action.
- 18.2 Use of unfair means is strictly prohibited and shall invite serious disciplinary action for anyone found using unfair means during any examination. Unfair practices and Unfair means relating to examination shall mean and include:
- (i) Exerting pressure, coercion and undue influence for postponement and change of dates and timings of examination.
  - (ii) Threatening the invigilator or any other behaviour amounting to insubordination as reported by the Invigilator/Centre Superintendent.
  - (iii) Seeking favours from and/or threatening the examiners, paper setters, evaluators, invigilators, co-examinees or any other officer or staff of the university.
  - (iv) Resorting to such practices and engaging into activities that are specifically prohibited during the course of examination.
  - (v) Keeping in possession of materials of any kind related to the subject of the examination concerned including mobile/cell phones/electronic aids, unless otherwise permitted as a component of examination and /or copying or attempting to copy from the materials in possession or from other persons within or outside the examination hall.
  - (vi) Exchanging notes, inter-changing answer scripts, helping other examinees, seeking help from and/or consulting other examinees or any other person inside or outside the examination hall.
  - (vii) Attempts of impersonation including writing some other candidate's registration number/roll number in the answer paper and/or Exchanging or attempting to exchange answer sheets or other materials during the course of examination.
  - (viii) Sitting or occupying seats other than the one allotted to the candidate or changing the seat during the course of examination without the permission of the invigilator.
  - (ix) Boycott/walkout of the examination and or causing disturbances of any kind during the conduct of examination.
  - (x) Any other act of omission or commission as may be declared by the Academic Council as unfair means in respect of any or all the examinations.





- 18.3 Detection of unfair means, indiscipline and disturbances during the examination shall be brought to the notice of the Centre Superintendent by the invigilator concerned in writing.
- 18.4 The Centre Superintendent shall report to the Controller of Examinations without delay, each case of alleged use of unfair means in the examination with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- 18.5 In case a candidate found using unfair means in examination refuses to make and sign the said statement, the incident shall be recorded by the Invigilator and countersigned by the Centre Superintendent.
- 18.6 The answer book of the candidate found using unfair means in the examination shall be seized and the candidate may be permitted to write his/her examination on a separate answer-book to be issued to him/her. The Centre Superintendent shall send both the answer-books to the Controller of Examinations along with his/her report.
- 18.7 All individual cases of reported use of unfair means in examination shall be referred to the Examination Discipline Committee. Provided that in case of use of unfair means on a mass scale at an examination centre, the Vice-Chancellor shall have the power to cancel the examination of all the candidates appearing from the centre concerned and order re-examination and initiate further disciplinary action against all concerned.

## **19. EXAMINATION DISCIPLINE COMMITTEE:**

19.1 The Examination Discipline Committee shall consist of the following members:

- (i) The Dean of Students' Welfare, who shall be the Chairperson
- (ii) Four Faculty members to be nominated by the Vice Chancellor
- (iii) An Officer of the University to be nominated by the Vice- Chancellor as non-member Secretary

Provided, the Vice Chancellor may nominate a different Chairperson or member in the above Committee in case any allegation on the use of unfair means in the examination involves any of the above mentioned members/Chairman.

The Terms of office of the Members of the Examination Discipline Committee, other than the Ex-Officio Members, shall be three years from the date of appointment and that three Members of the Committee shall constitute the quorum.

19.2 Centre Superintendent concerned shall be a special invitee to the meetings of the Examination Discipline Committee while considering the reported cases of Unfair Means.

19.3 Depending upon the extent and severity, the punishment for the use of Unfair Means may include:

- (i) Obtaining written apology and undertaking for good behaviour and conduct





- (ii) Lowering the Marks/Grade in the examination in which the Unfair Means was used
- (iii) Lowering the Marks/Grade in all examination of the Semester
- (iv) Awarding **"F" Grade** to the candidate in the particular examination in which the Unfair Means was used
- (v) Awarding **"F" Grade** in all Examinations taken by the candidate during the semester
- (vi) Debarring for certain specified number of semesters from appearing in examination of the University
- (vii) Cancellation of admission from the University
- (viii) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for certain specified period of time;
- (ix) Rustication from the University and debarring the student from taking admission in any Programme of Studies of the university for ever;

19.4 The Examination Discipline Committee shall decide the extent, and magnitude of punishment to those found guilty of using Unfair Means in examination with due regard to the nature and extent of offence committed by a candidate in use of Unfair means and shall ensure that the punishment is commensurate to the offence committed and in accordance with the principle of natural justice and is seen to be consistent.

19.5 All decisions taken by the Committee will be placed before the Vice-Chancellor for approval.

19.6 A candidate found guilty of using Unfair Means in examination by the Examination Discipline Committee, may appeal to the Vice Chancellor, in writing, within one month of the receipt of the decision of the University; and if the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

## **20. SPECIFIC PROVISIONS FOR THE CONDUCT OF ENTRANCE EXAMINATION FOR ADMISSION:**

20.1 While admission to the UG program shall be through the Joint Entrance Examination (JEE)-Main conducted by the Central Board of Secondary Education (CBSE) or any other Body as applicable, vacant seats arising out of non-availability of candidates from JEE (Main) shall be filled up through an Admission Test conducted by an Examination Committee.

20.2 The Paper Setters for the Admission Test shall be appointed by the Vice Chancellor

20.3 The overall administration, conduct, supervision and control of the Admission Test shall be the responsibility of the Controller of Examinations who with the approval of the Vice Chancellor, shall arrange:

- (i) To get the question papers for the Admission Test set by the paper setter(s) appointed by the Vice Chancellor





- (ii) For the confidential printing of the question papers for the Admission Test
- (iii) To appoint Centre Superintendents for each of the Test Centres
- (iv) For the smooth conduct of the Admission Test in all Test centres and exercise general supervision and control
- (v) For the evaluation of the Answer scripts and preparation of the merit list;
- (vi) In the absence of Controller of Examinations or otherwise if the circumstances so warrant the Vice Chancellor may appoint a Coordinator of the Admission Test who shall perform such functions as specified in the preceding Paragraphs.
- (vii) The Admission Test shall be held at the designated Test Centres as approved by the Academic Council and notified in the University Prospectus.
- (viii) Each Examination Centre shall be under the charge of a Centre Superintendent, who shall ensure smooth and fair conduct of the Admission Test.
- (ix) During an Admission Test, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent/Supervisory staff/invigilator/any other staff/ other examinees, he/she may be expelled from the Admission Test.
- (x) Notwithstanding anything contained in these Ordinances, the examination of all such candidates who are found using unfair means in the Admission Test shall be cancelled and consequently his/her answer script will not be considered for evaluation and preparation of merit list.

## 21. GRADING SYSTEM:

21.1 The academic performance of a student shall be graded on a 10-point scale as per the guidelines given in the table below. The letter grades and their equivalent grade points are also given in the same table. The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), to be calculated by the procedures given below.

Structure for Grading of Academic Performance:

Marks	Grades	Grade Points	Marks
$90 \leq$	A <sup>+</sup>	10	$\leq 100$
$80 \leq$	A	9	$< 90$
$70 \leq$	B <sup>+</sup>	8	$< 80$
$60 \leq$	B	7	$< 70$
$50 \leq$	C	6	$< 60$





40 ≤	D	5	< 50
-	F	0	< 40
Incomplete	I	-	-

Explanation:

**'F' Grade-** The 'F' grades denote failing in a course. 'F' grade may result from failing in a particular course or debarring from appearing in the end semester examination due to poor attendance.

For the other (elective) course in which 'F' grade has been awarded, the student may take the same course or any other course from the same category. Further, 'F' grade secured in any course stays permanently on the grade card. The weight of 'F' grade is not counted in the calculation of the CGPA. However, it is counted in the calculation of the SGPA.

In case a student is awarded a failing grade in the major project, he/she shall have to repeat the course in the form of a new project.

**'I' Grade-** This refers to an 'incomplete' grade which is required to be converted into a regular letter grade. 'I' grade may be awarded if the student's work during the semester is of passing quality and represents a significant portion (the student may have obtained a minimum of passing grade had he/she appeared in the examination(s)) of the requirements of a final grade but is compelled not to appear in the end term examination of the semester for a good cause as determined by the teacher; good cause may include current illness, serious personal problems, an accident, a recent death in the immediate family, a large and necessary increase in working hours or other situations of equal gravity. Incomplete grade will not be included in the SGPA calculation at the end of semester. However, at the time of graduation, any remaining 'I' grades are included when the grade point average is computed in order to determine whether the student has achieved the average required for the bachelor's degree. An Incomplete grade, in these computations, has the same effect as a grade F. The grade 'I' has to be converted into a regular letter grade in the makeup examination or in the next attempt of the next academic year failing which the 'I' grade will be automatically converted into a "F" grade.

## 22. PERFORMANCE:

22.1 The total performance of a student within a semester and the continuous performance shall be indicated by the (a) Semester Grade Point Average (SGPA) (b) Cumulative Grade Point Average (CGPA)

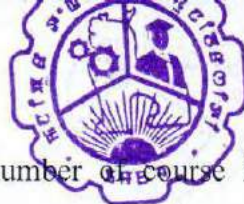
(i) Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

$$\text{S. G. P. A.} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  = Number of Credits of the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated

$P_i$  = Grade Point obtained in  $i^{\text{th}}$  course



$i = 1 \dots m$ , represent the number of course in which a student is registered in the concerned semester

$$C.G.P.A. = \frac{\sum_{i=1}^m C_i P_i}{\sum_{i=1}^m C_i}$$

Where,

$C_i$  = Number of Credits of the  $i^{th}$  course of a semester.

$P_i$  = Grade Point obtained in  $i^{th}$  course. A grade lower than 'D' (i.e. grade point < 4) in a course shall not be taken into account.

$i = 1 \dots m$ , represent the number of courses in which a student was registered and obtained a grade not lower than 'D' upto that semester for which CGPA is to be calculated.

#### Illustration for Computation of SGPA and CGPA:

##### Computation of SGPA Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	D	4	3 X 4 = 12
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18
Course 8	2	C	6	2 X 6 = 12
<b>TOTAL</b>	<b>24</b>			<b>168</b>

Thus, SGPA =  $168/24=7.00$

##### Illustration No. 2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	F	0	3 X 0 = 0
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18





Course 8	2	C	6	2 X 6 = 12
<b>TOTAL</b>	<b>24</b>			<b>156</b>

Thus, SGPA= 156/24=6.50

#### Illustration No.2 (a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 5	3	E	4	3 X 4 = 12

Ci (First Attempt)156+ Ci (subsequent attempt)12= 168

Thus, SGPA= 168/24=7.00

#### Illustration No. 3

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)
Course 1	4	B+	8	4 X 8 = 32
Course 2	4	C	6	4 X 6 = 24
Course 3	4	B	7	4 X 7 = 28
Course 4	3	A+	10	3 X 10 = 30
Course 5	3	A	9	3 X 9 = 27
Course 6	2	C	6	2 X 6 = 12
Course 7	2	A	9	2 X 9 = 18
Course 8	2	C	6	2 X 6 = 12
<b>TOTAL</b>	<b>24</b>			<b>183</b>

Thus, SGPA= 183/24=7.63

CGPA= 24x7.00+24x7.63/48=7.3125

#### CGPA after Final Semester

Sem : 1	Sem : 2	Sem : 3	Sem : 4	Sem : 5	Sem : 6	Sem : 7	Sem : 8
Credit : 21	Credit : 21	Credit : 26	Credit : 26	Credit : 26	Credit : 26	Credit : 6	Credit : 22
SGPA: 7	SGPA: 8	SGPA: 7	SGPA: 7	SGPA: 7	SGPA: 7	SGPA: 7	SGPA: 8



0	5	5	8	9	7	6	4
	0	0	0	0	7	0	4
			0	0	0		

**Thus CGPA =  $(21 \times 7 + 21 \times 8.5 + 26 \times 7.5 + 26 \times 8 + 26 \times 9 + 26 \times 7.7 + 26 \times 7.6 + 22 \times 8.44) / (21 + 21 + 26 + 26 + 26 + 26 + 26 + 22) = 1545.98 / 194 = 8.0$**

## 22.2 Choice Based Credit System (CBCS): Cumulative Grade Point Average (CGPA) System for Academic Programmes

All programmes of University shall follow the total credits as recommended by Board of Studies and approved by the Academic Council and will adhere to the distribution of continuous evaluation and term end examination prescribed in the approved programme structure. Over and above, mandatory 1 credit is allotted to Audit courses which is evaluated but not included in calculation of CGPA.

22.3 The evaluation of the students in a course shall have three components unless specifically stated otherwise:

- (i) Continuous evaluation by the teacher(s) of the course,
- (ii) Evaluation through the Mid Term Examination.
- (iii) Evaluation through the End Term Examination.

A student's performance in a subject shall be judged by taking into account the results of all three components of evaluation together. The weightage of Continuous Evaluation, Mid Term and End Term shall be **20:30:50**.

22.4 A student shall be evaluated for his/her academic performance in a course through tutorials, practical, home assignments, term papers, field work/ industrial training, seminars, quizzes as Class work Sessional and Practical Sessional, End Term Examination and Practical Examination as applicable to the guidelines formulated by the Academic Council.

22.5 The internal assessment marks for the Theory and Practical shall be displayed on the University Notice board at least two weeks prior to the commencement of the theory/practical examination.

22.6 Internal assessment and Mid Term Examination marks from concerned teacher shall be sent to the Examination Department before the commencement of the End Term Examinations in prescribed format

22.7 If a student fails at the End Semester Examination, the internal assessment and Mid Term Examination marks obtained by the student shall however, be retained and carried forward.

22.8 The internal assessment for Project work shall be based on evaluation of project work by a committee consisting of the HoD concerned, Guide of the Project work and a senior teacher of the Department. The internal assessment mark shall bear the signature of all the members of the committee.

## 22.9 Conversions of CGPA into Percentage of marks





Conversion Formula for the conversion of CGPA into percentage is given below.

**Percentage of marks secured,  $P = (\text{CGPA Earned} - 0.75) \times 10$**

Illustration for aCGPA of 8.20:  $P = (\text{CGPA Earned } 8.20 - 0.75) \times 10 = 74.5 \%$ .

### 23. AWARD OF DEGREE, DIVISION AND RANK:

23.1 The overall cumulative performance of a student shall be indicated by the Cumulative Grade Point Average (CGPA).

23.2 A student shall be awarded a degree when:

23.2.1 He/She has registered himself/herself, undergone the courses of studies, completed the project report/dissertation specified in the curriculum of his/her program within the maximum stipulated time, and secured CGPA for semesters I to VIII (III to VIII as the case may be) corresponding to the class as given in the table -

CGPA	Class
9.0 and above	First Class (Exemplary performance)
8.5 and below 9.0	First Class (Outstanding)
7.5 and below 8.5	First Class with distinction
6.0 and below 7.5	First Class
5.0 and below 6.0	Second Class (Upper)
4.0 and below 5.0	Second Class
below 4.0	Failed

23.2.2 There are no dues outstanding in his/her name to a Department of the University.

23.2.3 No disciplinary action is pending against him/her.

23.3 For award of ranks in a branch, a minimum of 10 students should have appeared in the 8<sup>th</sup> semester examination. The total number of ranks awarded shall be 10% of total number of students that appeared in 8th semester or 10 students, whichever is less in that branch

23.4 A student shall be eligible for a rank at the time of award of degree in each branch of Engineering /Technology, provided the student-



- (a) has passed 1<sup>st</sup> to 8<sup>th</sup> (students joining from 1st semester) or 3<sup>rd</sup> to 8<sup>th</sup> (in case of lateral entry) semester in all the subjects in first attempt only
- (b) has not repeated/rejected any of the lower semesters.
- 23.5 If two students get the same **CGPA**, the tie should be resolved by considering the number of times a student has obtained higher **SGPA**; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A+, A, B+, B etc shall be taken into account in rank ordering of the students in a program.
- 23.6 Gold, Silver and any other Medals as decided by the university shall be awarded to students who secured the top ranks of various courses as per university rules.
- 24. PROMOTION AND PROGRESSION:**
- 24.1. Generally, there shall not be any restriction for promotion from an odd semester to the next even semester except as provided in para 24.3.
- 24.2. For promotion from even semester to the next odd semester (i.e. of the next academic year) the student has to earn atleast half of the total credits in the preceding two semesters (academic session) including theory and practical credits.
- 24.3. (a) A student shall not be allowed to appear in the **SIXTH** semester examination if he/she has failed to clear all the subjects of **FIRST** semester.  
(b) A student shall not be allowed to appear in the **SEVENTH** semester examination if he/she has failed to clear all the subjects of **SECOND** semester.  
(c) A candidate shall not be allowed to appear in the **EIGHTH** semester examination if he/she has failed to clear all the subjects of **THIRD** semester
- 24.4. A student shall be awarded the "F" Grade if he has been declared ineligible to appear in the End Semester Examination of a course on account of not meeting the minimum attendance requirement. Such student shall be required to register for the same course when it is offered in the next year or shall have to register for another course in order to successfully complete the minimum credit requirements, if it is not a compulsory course.
- 24.5. A student shall be deemed to have successfully completed a course except when he/she has been awarded the "I" or "F" Grade. A student who has successfully completed a course may be allowed to repeat the course to improve his/her grade on payment of prescribed fees.
- 24.6. A candidate shall be required to secure a minimum of 40% Marks in the course taken, to successfully complete the course failing which he/she shall be deemed to have failed in that course.
- 24.7. The "**F**" Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. A student





obtaining Grade F in a Course shall be considered fail and is required to reappear in the subsequent End Term Examination. Whatever the letter grade secured by the student during his /her reappearance shall be awarded and grade card will be issued separately. The number of attempts taken to clear Course/s shall be indicated in the consolidated grade card/transcript.

- 24.8. Obtaining a minimum of Grade D (Grade Point 5) in aggregate in each course including the Internal Evaluation, Mid Term Examination End Term Examination shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than Grade D (GP 5) in a course, shall be deemed to have failed in that course.
- 24.9. Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Department concerned to be allowed to reappear in an examination and pay the fees as prescribed by the University.
- 24.10. A student with **"F" or "I" Grade** in a course shall be permitted to repeat/reappear in the Internal examination, the Mid-Term Examination and End-Semester Examination of the Course for **maximum number of three papers/courses along with the current Semester courses**. A student is permitted to appear in the End-Semester Examination alone without appearing in the Mid-Term Examination but not vice versa. If a student has appeared in the Mid Term Examination but failed to appear in the End-Semester Examination in the same year, the marks obtained in the Mid Term Examination shall be taken into consideration and carried over when the student appears the subsequent End-Semester Examination.
- 24.11. A Student who is ineligible to be promoted to the next academic year according to para 24.2 shall Re-register himself /herself in that academic year where he/she has been detained as repeater and his/her previous grades of that year shall not be carried over. Readmission in such cases shall not be considered fresh admission and therefore the student will continue to have the same University Registration No., which is allotted earlier.

## 25. CARRY OVER SCHEME:

- 25.1. A student obtaining Grade D (GP 5) (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course may be allowed to re-appear in the Mid Term Examination and End Term Examination of the course in a subsequent semester(s) when the course is offered.
- Applicable Examination fee shall be charged from the students in this regard.
- 25.2. If a student secures **"F" Grade** in a Project Work/Project Report/Dissertation/Field Work Report/Training Report etc, he/she shall be required to resubmit the revised Project Work/Project Report/Dissertation/Field Work Report/Training Report etc as required by the evaluator(s). Provided further that a student shall be permitted to re-





submit the Project Work/Project Report/Dissertation/Field Work Report/Training Report etc for a maximum of three times(including the first submission).

- 25.3. A student who has to reappear in the Mid Term Examination and End-Term Examination in terms of the above provision shall be examined as per the syllabus which will be in operation during the subsequent semester(s).

## **26. THE EXAMINATION COMMITTEE:**

The Examination Committee shall consist of the following members, namely:-

- (a) Vice-Chancellor, Chairman;
- (b) Pro-Vice-Chancellor, if any;
- (c) The Dean of the faculty concerned with the examination;
- (d) One Head of University department, nominated by the Vice-Chancellor;
- (e) One principal other than Dean, nominated by the Board of Management;
- (f) One teacher other than Heads of University departments or Principals, nominated by the Board of Management.
- (g) Controller of Examinations, Member-Secretary;

## **27. EXAMINATION FEES:**

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his or her discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students, however, may be withheld till all the dues are cleared.

## **28. ATTENDANCE:**

- 28.1 All the students of UG program are expected to attend every lecture, tutorial, practical or drawing class scheduled for them. The students of UG must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practical in order to be eligible to appear at the End Term Examination. The Vice Chancellor may relax the minimum attendance up to 15% on being satisfied that the student was either busy in authorized activities or suffering from any illness. The Vice-Chancellor may further relax the minimum attendance up to 10% for exceptional reasons to be recorded.

- 28.2 The Head of the Department shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before





the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

- 28.3 In case any student appears by default, who in fact has been detained by the Department/Centre, his / her result shall be treated as null and void.

**29. MAKE UP EXAMINATION ON SPECIAL GROUNDS:**

This facility shall be available to students who may have missed to attend the Mid Term and End Term Examination of one or more courses in a semester for valid reasons subject to permission given by subject teacher concerned considering the merit of the case. The makeup examination shall be held as per dates notified in the Academic Calendar. The students shall make an application to the authority within ten working days from the date of examination missed, explaining the reasons for their absence. The reason may be either busy in authorized activities of University or representing University or suffering from serious illness requiring hospitalization or death of an immediate family member or victim of any natural calamity. Application received after this period will not be entertained. Further, there will be no makeup of the makeup examination.

**30. EMERGENT CASES:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary the opinion/advice of a Committee consisting of any or all the Heads of Departments. The decision of the Vice-Chancellor shall be final in all such cases.



## ORDINANCE 2: PROCEDURE FOR CONSIDERING PROPOSALS FOR AFFILIATION OF COLLEGES AND INSTITUTIONS

### 1. PROCEDURE OF AFFILIATION:

- (1) A college or an institution applying for affiliation to the University shall apply to the Registrar in charge of affiliation in the prescribed form within the time-limit fixed by the University, accompanied by such fees as may be prescribed in this behalf by the University and shall satisfy the University that it fulfils all the conditions prescribed for affiliation by the Act, the statutes, the ordinances, the regulations and the instructions issued by the University from time to time.

1A. Ordinance shall be applicable to :-

- (i) Colleges or institutions established by the State Government or to be established in future imparting professional education in the State.
- (ii) Existing professional colleges or institutions of the State set up by a duly registered trust or society on self-financed basis provided they opt for affiliation to the University and get delinked from other University of the State to which they were affiliated earlier.
- (iii) All professional colleges or institution whenever established in future by the Government or society/trust on self-financed basis within the territorial jurisdiction of the University shall be required to get affiliated to the University after its becoming functional.

**1B. Eligibility Criteria:** A college/institution imparting professional education within the territorial jurisdiction of the University may be admitted to the University as its affiliated college/institution if it fulfils the following requirements: -

- (i) The college or institution having approval from the Competent Authority i.e. AICTE or PCI whichever is applicable;
- (ii) No Objection Certificate from the State Government wherever necessary;
- (iii) Undisputed ownership and possession of at least so much of land as is required under the norms of the AICTE/University from time to time;
- (iv) Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the course/programme with adequate scope for future expansion in conformity





with those prescribed by the AICTE. The buildings constructed shall be easily accessible and friendly to disabled persons;

- (v) Adequate essential civic facilities such as water, electricity, ventilation, separate toilets for boys and girls, telephone, internet, fax, transport for students and staff, etc. in conformity with the norms laid down by the AICTE/University;
- (vi) Director/Principal and adequate number of teaching and nonteaching staff having qualifications as prescribed by the AICTE/UGC/University;
- (vii) A library with adequate text and reference books of the proposed programmes besides two journals per subject, with book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the University Grants Commission from time to time;
- (viii) A multi-purpose complex having an auditorium, canteen, health center, indoor stadium, separate hostels for boys and girls as per the local requirements as prescribed by the AICTE;
- (ix) Appropriate furniture for lecture/seminar rooms, canteen, laboratories, library, faculty rooms, tutorial rooms, administrative wing and auditorium of the multipurpose complex;
- (x) Adequate Laboratory equipment for meeting the requirement of curriculum and syllabi;
- (xi) Adequate computers, software, internet and printers as per AICTE/PCI norms;
- (xii) The college shall be managed by a duly constituted Governing Council. The composition, functions and other conditions pertaining to the Governing Council shall be as prescribed in the Regulations.

However, the constitution of Governing Council for government college is not mandatory.

- (xiii) The Registered Society/Trust seeking affiliation shall be required to submit an affidavit duly sworn before an Executive Magistrate.
- (xiv) Notwithstanding anything mentioned above the other terms and conditions



for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.

**1C. Financial requirement and Utilization of Funds & Audit: -**

- (i) A non-government institute shall have endowment fund to the extent decided and notified by the University from time to time to run the institute for at least three years without aid from external sources subject to a minimum of Rs. 10/- lakhs per program.
  - (ii) Endowment fund shall be maintained in either of the two modes: -
    - In the name of the institute by way of government securities.
    - Or
    - FDR of Nationalized Bank held by the institute and pledged to the University.
  - (iii) The amounts under any head collected by the college from the students shall be expended solely for the betterment and growth of the college and to provide facilities for the benefit of the students and staff of the college.
  - (iv) The college shall submit its statement of accounts duly audited by a Chartered Accountant to the University every year and also submit the financial details in the prescribed format as given in the Regulations.
- (2) On receipt of such application, the Registrar shall conduct a scrutiny of the application and submit a report to the Vice-Chancellor which shall be placed before the Board of Affiliation for approval.
  - (3) Such independent inquiry and inspection shall be made, as the Vice-Chancellor deems necessary, by a competent person or persons authorised in this behalf by the Vice-Chancellor with regard to the fulfilment of conditions of affiliation and such other matters as he may think necessary and relevant.
  - (4) The Board of Affiliation shall take a final decision on the application for affiliation after considering the report of inquiry and inspection referred to in sub-clause (3) and the decision shall be communicated to the applicant by the Registrar.
  - (5) An application for affiliation made under sub-clause (1) may be withdrawn at any time before any communication is made under sub-clause (4).

5A. Affiliation may be withdrawn in full or part or suspended/ categorised as no admission status by the university if the college/ institute is found lacking one or more aspects as given below:-





- (a) The college/institute has failed to comply with the provision of the Central Council or statutes, ordinance, regulations of the University consecutive for three years.
- (b) The college/institute is found to have failed to comply with the prescribed condition/requirements of affiliation.
- (c) The college/institute is found conducting itself in manner prejudicial to the academic and administrative standard and detrimental to the interest of the University.
- (d) The college/institute is found to have obtained affiliation by submitting forged/fake documents or by concealing certain facts.
- (e) The college/institute has violated any of the terms and conditions of the affidavit.
- (f) Non –implementation of prescribed pay scales to its faculty and employees.
- (g) Enrollment less than 10 percent of the sanctioned intake for the last three consecutive years.
- (h) Ceasation of the functioning of the college/institute for consecutive two years.
- (i) The college/institute has shifted its location without obtaining prior approval of the University.
- (j) The ownership of the college/institute or management has been transferred to a different society/trust without obtaining approval of the University.
- (k) If the college/institute has failed to start any course or program for two consecutive years for which affiliation has been granted by the university.

Provided that no action under these clauses shall be taken unless the concerned college/institute is given opportunity to be heard and the matter shall be referred to the Board of Affiliation and the decision of the Board of Affiliation shall be final.



5B. If the University decides to withdraw the affiliation of the college/institute, or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time to issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty of alleviate the educational future of the affected students in an appropriate manner as per its decision.

In such a case, the students on rolls shall be transferred to other affiliated colleges and no fresh students shall be admitted by the college to that particular academic programme(s).

- (6) The procedure followed for the grant of affiliation shall apply mutatis mutandis for continuation of affiliation from time to time and for opening of new courses, subjects and programmes.

**6A. Addition of new programme(s)/ Deletion of existing programme(s):**

Proposal from any college/institute already affiliated with the University for commencing new programme/deletion of existing programme shall be considered by the University subject to the following conditions:

- (a) That there is genuine need of such a new programme in the existing college/institute and that it would not adversely affect the programme of any nearby existing college/institute.
- (b) Any proposal for raising the under-graduate college to postgraduate study level may be considered by the University subject to the condition that inter-alia the college has completed two batches with satisfactory performance of its under-graduate programme from the date of the grant of affiliation and has recruited qualified faculty in requisite number, system and services, and other infrastructure are functional as per the norms of AICTE/UGC and the University.
- (c) The college/institute has submitted application in the proforma prescribed for each purpose separately along with the requisite fee through bank draft drawn in favour of the Registrar, Manipur Technical University payable at Imphal.

The addition of new programme shall come into effect only after the approval of Board of Affiliation.





**6B Increase/ decrease in Intake:-**

Increase and decrease in Intake shall be considered by university on having genuine needs.

The University may reduce the intake in a particular discipline(s) of an academic programme (s) of a college, for such period that it may deem fit, provided there are proven evidences of gross violation of statutory requirements of affiliation norms and/ or the college has conducted itself in a manner which is prejudicial to the interest of the University which may inter-alia include:

- (i) Enrolment less than 50 percent of the sanctioned intake for the last three consecutive years.
- (ii) Inadequate and under qualified faculty with teacher-student ratio less than 60% as prescribed by the University.
- (iii) Non-implementation of prescribed pay scales to its faculty and employees.
- (iv) Consistently poor result for the last three consecutive years.
- (v) If the college/institution applies for the same.

- (7) Where affiliation to a college or institution is refused, the society or trust, as the case may be, aggrieved by such refusal may within thirty days from the date of communication of such refusal, request the Registrar for reconsideration of the decision by the University in such manner and with such fees as prescribed, and the decision of the Board of Affiliation on the request shall be final.

Provided that no request for reconsideration shall be entertained once such request has already been rejected.

- (8) Where a college or an institution obtains affiliation by fraud, misinterpretation or suppression of material facts and particulars, the Board of Management may, after giving the governing body of the college or institution, as the case may be, a reasonable opportunity of showing cause against the proposed action, in addition to any other action under any other law, withdraw the affiliation granted to the college or the institution, as the case may be.

**2. CONSTITUTION OF THE BOARD OF AFFILIATION:**

- (1) The Board of Affiliation will be constituted as follows:
- (i) The Vice-Chancellor – Chairman
  - (ii) One representative of the Chancellor – Member
  - (iii) One representative of the State Government – Member
  - (iv) Two Senior Head of Departments of the University appointed by the Vice Chancellor- Member



- (v) The Registrar – Member Secretary
- (2) The term of members shall be of 3 (three) years.
- (3) The quorum for the meeting shall be 50% of the total members.

### 3. PROVISIONAL AND PERMANENT AFFILIATION:

- (1) Affiliation granted initially to a college or an institution shall be provisional in nature and shall be required to be renewed on a year to year basis.  
The extension of temporary/provisional affiliation to the already affiliated colleges/institutes on year to year basis shall be considered by the University subject to fulfilment of all conditions laid down under sub-clauses 1B and 1C of clause 1.

Procedure for according the extension of temporary/provisional affiliation shall remain the same as for temporary/provisional affiliation.

- (2) Request for permanent affiliation may be considered only after at least two batches of the college or the institution, as the case may be, have successfully completed their degree course and it has fulfilled all the conditions of affiliation and attained academic standards prescribed by the University from time to time.

If the college fails to seek and qualify for permanent affiliation for the eligible programme (s) within the said period, the provisional affiliation shall not be extended.

The constructions of the building and infrastructure have been completed as per standard and norms of the AICTE/UGC/University from time to time. The programme must have been accredited by a National Body i.e. NAAC.

Principal, adequate number of teaching and non-teaching staff has been appointed on regular basis by the Governing Body of the college/institute on the recommendations of the duly constituted Selection Committee for non-government college or by the Government for government college.

The procedure for grant of permanent affiliation shall be the same as for temporary/provisional affiliation.

In case the University for reasons to be recorded in writing declines to allow permanent affiliation to any college/institute, the same shall be communicated to the college/institute with reason of rejection. The college/institute may apply again after removing the deficiencies but not before expiry of six months after the date of rejection of the earlier application.





### **ORDINANCE 3: BOARD OF STUDIES OF A DEPARTMENT**

#### **1. CONSTITUTION, TERM, POWER AND FUNCTIONS OF THE BOARD OF STUDIES OF A DEPARTMENT:**

- (a) Every Department shall have a Board namely 'Board of Studies' consisting of the following members:
  - (i) The Professors in the Department;
  - (ii) Two Associate Professors and one Assistant Professor, by rotation according to seniority, amongst the Associate Professors and Assistant Professors appointed in the Department respectively.
  - (iii) Two members nominated by the Vice- Chancellor.
- (b) All members of the Board of Studies, other than ex-officio members, shall hold office for a term of two years. The term of members shall commence from such date as may be nominated. Any member can be considered for re-nomination for any number of times.
- (c) The powers and functions of the Board of Studies shall be:-
  - (i) to coordinate the teaching and research work in the programmes assigned to the department;
  - (ii) to appoint committees of courses for the department's teaching, wherever required, and to supervise the work of such committees. the composition, powers, functions of such committees and other relevant matters shall be as approved by the vice-chancellor;
  - (iii) to recommend to the academic council, the courses and syllabi of studies in the various programmes assigned to the department;
  - (iv) to recommend to the vice-chancellor, names of paper setters, examiners and moderators, wherever required;
  - (v) to consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the academic council;
  - (vi) to promote and consider schemes for interaction with industry, and to submit such proposals to vice-chancellor/ academic council;
  - (vii) to prepare and formulate schemes for Department development and to submit such proposals to Vice-Chancellor/ Academic Council;
  - (viii) to consider feedback reports on the placement and employability of the passed out students and to suggest remedial measures, wherever necessary, for consideration of the Vice- Chancellor/ Academic Council;
  - (ix) to consider proposals for revenue generation including professional consultancies, Resource sharing etc. and to submit such proposals to Vice-Chancellor/ Academic Council;
  - (x) to perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Board of Management, the Academic Council or the Vice-Chancellor;
  - (xi) to delegate to the Head of Department (HoD), or to any other member of the Board of Studies or to a Committee, such general or specific powers as may be decided upon by the Board from time to time.



## **2. MEETINGS:**

Notice for a meeting of the Board of Studies, shall ordinarily be issued at least 10 days before the day fixed for the meeting.

However, an emergent meeting can be called at a shorter notice, with the prior approval of the Vice- Chancellor.

## **3. QUORUM:**

The quorum for the meeting of the Board of Studies shall be one- third of its total members.

## **4. RULES OF CONDUCT OF THE MEETING:**

Rules of conduct of the meeting of the Board of Studies shall be prescribed by the Regulations.

## **5. THE CONVENOR AND CHAIRMAN OF THE BOARD, POWERS & DUTIES:**

The Head of Department shall be Convenor and Chairman of the Board and his powers and duties shall be as follows-

- i) to coordinate and generally supervise the teaching and research work in Department;
- ii) to frame the general time-table of the Department in coordination with that of other Departments, whenever applicable;
- iii) to maintain discipline in the class rooms and laboratories;
- iv) to keep a record of the evaluation of sessional work and of the students at lectures, tutorials, seminars or practical where these are prescribed;
- v) to arrange for examination of the university, in respect of students of Department in accordance with such directions as may be given by the academic council or Vice-Chancellor;
- vi) to perform such other academic duties as may be assigned to him by the Academic Council, the Board of Management or Vice-Chancellor.





## **ORDINANCE 4: FUNCTION OF DEANS OF FACULTIES**

### **(1) REPRESENTATION ON OTHER BOARDS AND COMMITTEES:**

- (a) The Deans shall be the member of the Selection Committees of their respective faculties as provided in Clause (2) of Statute 17 of the First Statutes of teaching staff;
- (b) Deans shall also be the member of the DPC constituted for confirmation of service of their respective faculty.
- (c) The Deans shall be the Convener and the Chairman of the Faculty Research Committees as may be constituted for their respective Faculty. They shall also act as the Chairman of Selection Committees that may be constituted for selection of JRF/SRF/Project Fellow/Other academic staff for any of the research projects being pursued by any of the concerned faculty;
- (d) Dean(s) may be nominated by the Vice Chancellor to act as Chairman/ Member of a Board / Committee of the University to address any academic, administrative, disciplinary and / or a financial matter as per requirement.
- (e) Dean(s) may also be nominated to a Committee constituted by any outside academic/ administrative institution for representing the University.

### **(2) ACADEMIC RESPONSIBILITIES & AUTHORITIES:**

- (a) Deans shall be responsible for implementing the Vision and Mission of the University in their respective Faculty.
- (b) Deans shall be the Principal Academic Executive Officer for their respective Faculty and shall exercise supervision and control over the affairs of their respective Schools for implementing the decisions taken by the different Statutory Bodies of the University and the Vice-Chancellor of the University.
- (c) Subject to the various provisions as laid down in the University's Act, Statutes, Ordinances, Regulations, Policies and the decisions of the competent authorities, Deans shall be responsible for the maintenance of standards of education and examinations in their respective Faculties as laid down in Sub Clause (4) of Statute 6 of First Statute.
- (d) Deans shall also be responsible for the proper constitution of the Statutory Bodies of their respective Faculties such as Board of Studies, School Research Committees and any other Body that may be provided for under any Statute/ Ordinance besides convening their meetings as per laid down procedure and periodicity. Further, they shall also be responsible for notifying and maintaining the records of such meetings.
- (e) The Deans shall be responsible for an overall academic development of their respective Schools including the formulation and updation of academic curriculums for the programmes conducted by them, determination of an appropriate mix of pedagogies, research activities, including the Ph.D. programme/s and interface with industries, other academic and research institutions / concerned statutory body/ bodies. While overseeing the implementation of different academic programmes, they shall also be responsible for maintaining an optimal balance between curricular and co curricular activities (including extension services) of





their respective Schools. Deans shall also act as Nodal Officer in so far as the coordination is required for academic, research and administrative activities within their Schools and the University and the monitoring mechanism that may be laid down by the University from time to time;

- (f) Deans shall be responsible for maintaining warranted punctuality and discipline both in the faculty and students of their respective Faculties through strict adherence to time table, attendance records and initiating disciplinary action/s etc.
- (g) Deans shall ensure the availability of required faculty, including the guest faculty, and shall distribute the teaching work load as per the norms prescribed by the University. The requirement in respect to the entire faculty may be assessed well in advance and the same may be got approved from the Vice Chancellor so that their recruitment / appointments are finalized latest by the close of April for each academic session; this exercise must ensure providing of a minimum period of three months for the University for the completion of the recruitment process.
- (h) The Deans shall also act as the Chairperson of the Academic Equivalence Committee for their respective Faculties.
- (i) The Deans shall also ensure that research, consultancy and extension activities assigned to their respective Faculties are accomplished within the given time frame besides ensuring financial accountability for these activities as per the laid down procedure and norms of the University.
- (j) Deans shall ensure that duly approved lists of examiners and academic experts are provided to the examinations and establishment branches preferably on academic year basis.
- (k) Deans shall act the Chairmen of the Library Committees of their Faculties and as such they would ensure the timely availability of the required books in the University Information Resource Centre.
- (l) Deans shall be responsible for maintaining discipline among the students of their respective Faculties in general, and in respect to their attendances, in particular. The student/s whose attendance/s are likely to fall short, should be intimated well in advance so that they are provided with an opportunity to improve their respective attendance records.
- (m) Deans should convene the meetings of the faculty members of their respective Schools at frequent intervals so as to enable every faculty member to contribute his/her best to the promotion of academic and research cause of their respective Schools.

### **(3) ADMINISTRATIVE RESPONSIBILITIES:**

- (a) The entire teaching and non teaching staff, irrespective of their designation, shall be under the direct administrative control of the Deans of their respective Faculties in so far as conduct of academic programme/s and coordination with other Schools and administrative departments is concerned.
- (b) Deans shall be responsible for granting of casual leave, including grant of special casual leave for not exceeding 04 days for attending any seminar / workshop/ conference, etc., for all teaching and non teaching staff as per rules on the subject





notified separately ; they shall, however, act as recommending authority for the grant of all other kinds of leaves.

Provided further, the Deans shall be responsible for conveying the Personnel Branch of the University at least 10 working days in advance prior to the scheduled departure in case any faculty member is granted any special casual leave (including duty leave) for examining their admissibility and the corresponding financial liability.

- (c) Deans should provide necessary guidance to the concerned faculty of their respective Faculties for filling up of the formats prescribed for Faculty Appraisal and Development System /CAS.
- (d) Deans shall have the authority to grant approval to the faculty of their respective Schools for attending mandatory Orientation / Faculty Development Programmes within India provided such programmes are scheduled in summer / winter vacations; however, if such programmes are spread over to the University's academic session then the prior approval of the Vice-Chancellor shall invariably be required. Further, the financial expenditure shall require the prior approval of the competent authority of the University.
- (e) All correspondence concerning with grant of leave and other personnel matters including complaints against the Dean that may be initiated by any faculty and staff of the respective School, shall be routed through the Office of the Dean. The correspondence received from the different Schools, without having routed through respective Deans, shall not be entertained by the Competent Authorities of the University.

Deans shall, however, ensure that no correspondence is with hold beyond a reasonable time (normally one week) and the same is forwarded to the concerned authorities of the University.

- (f) Deans shall act as the Custodian of the records and other stocks and capital assets for their respective Schools including maintaining a proper register for the capital assets.
- (g) Deans shall act as Redressal Officer for all kind of grievances of the students of their respective Schools aside acting as a Coordinating Officer between the respective School and the Administrative Branches of the University.

#### **(4) FINANCIAL RESPONSIBILITIES:**

- (a) Preparing the Budget of the School for each financial year and submission of the same latest by the close of November 30 ; these Estimates should cover both Plan and Non-plan Expenditures for the School and should cover the anticipated recurring and non- recurring expenditures under both the Heads as per the developmental plan for the School ; if need be, Revised Estimates for each financial year be forwarded to the University by the School latest by the close of October 31st each financial year.
- (b) Exercise such financial powers as approved by the Finance Committee.
- (c) Making disbursement of honorarium to the entire faculty, engaged both from within the School and outside academic/ corporate world as Guest Faculty for the conduct of Weekend Programmes as per the norms and policy of the University.



However, the Dean shall obtain prior approval of the Vice-Chancellor for engaging the faculty (both from within the School and outside academic/ corporate world as guest faculty) in principle and the disbursement shall be made only after proper verification by a Committee, comprising of the Coordinator and two other faculty members of the concerned School and headed by the Dean.

- (d) Proper accounting, documentation and utilization of the funds allocated by the University under the budget head of 'imprest'.
- (e) Acting as the Chairman of the 'Justification Committee' and 'Purchase Committee' for all purchases done by the School including the purchases under sponsored research projects wherever prescribed as per the rules of the funding agency.
- (f) Carrying out the stock verification of all the items of the Register for Capital Assets annually and prior to the close of March 31st each year.





## **ORDINANCE 5: MAINTENANCE OF DISCIPLINE AMONG STUDENTS**

### **1. POWERS TO VEST IN THE VICE- CHANCELLOR:**

- (1) All powers relating to maintenance and enforcement of discipline among and disciplinary action against the students of the University shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officers and authorities of the university as he may specify in this behalf.

### **2. ACTS OF INDISCIPLINE AND MISCONDUCT:**

- (1) Without prejudice to the generality of the power to maintain and enforce discipline under this Ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and affiliated colleges and institutions:-
  - (a) physical assault, or threat to use physical force, against any member of the teaching or non- teaching staff of the University or against any student of the University.
  - (b) remaining absent from the class, test or examination or any other curricular or co- curricular activity which he is expected to participate in ;
  - (c) carrying of, use of or threat to use, any weapon;
  - (d) misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;
  - (e) use of drugs or other intoxicants except those prescribed by a qualified doctor;
  - (f) any violation of the provisions of the Civil Rights Protection Act, 1976;
  - (g) indulging in or encouraging violence or any conduct which involves moral turpitude;
  - (h) any form of gambling;
  - (i) violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
  - (j) discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
  - (k) practicing casteism and untouchability in any form or inciting any other person to do so;
  - (l) any act, whether verbal or otherwise, derogatory to women;
  - (m) drinking or smoking;
  - (n) any attempt at bribing or corruption of any manner or description;
  - (o) wilful destruction of the property of the University or an affiliated college or institution;
  - (p) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
  - (q) creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;





- (r) causing disruption of any manner or description of the academic functioning of the University system;
- (s) indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case maybe.
- (t) Truancy and unpunctuality;
- (u) Ragging as defined in this Ordinance.

### **3. PENALTIES FOR BREACH OF DISCIPLINE:**

Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him,

- (1) The Vice-Chancellor may in the exercise of his powers aforesaid, order or direct that any student—
  - (a) be expelled from the University, in which case he shall not be re-admitted to the University; or
  - (b) be, for a stated period, rusticated in which case he shall not be admitted to the University till the expiry of the period of rustication; or
  - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
  - (d) be imposed with the fine of a specified amount of money;
  - (e) be debarred from taking a University examination or examinations for one or more years.

### **4. DECLARATION TO BE SIGNED BY A STUDENT:**

At the time of admission, every student shall be required to sign a declaration on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University.

### **5. TOTAL PROHIBITION OF RAGGING AND PENALTIES THEREFORE:**

- (1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.
- (2) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (3) Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which—
  - a) Involve physical assault or threat to use physical force;
  - b) Violate the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe;





- c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
  - d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- (4) The Head of Department shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
  - (5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of a University teaching department may also *suo motu* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice-Chancellor clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident and the nature of the incident.
  - (6) The chairman or the convenor of the Board of Discipline, as the case may be, may also submit an interim report to the Vice-Chancellor establishing the identity of the perpetrators of ragging and the nature of the incident.
  - (7) The chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor accordingly.
  - (8) Where the Vice-Chancellor is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

## 6. CONSTITUTION OF THE BOARDS OF DISCIPLINE:

- (1) The Boards of Discipline at the level of the University teaching departments and affiliated colleges and institutions shall be constituted by the Vice-Chancellor as follows:-
  - University Teaching Departments:
  - (i) A Professor of the University to be nominated by Vice-Chancellor by rotation - Convenor
  - (ii) Two senior teachers of the University to be nominated by the Vice-Chancellor - Members
  - (iii) One senior lady teacher of the University to be nominated by the Vice-Chancellor - Member
  - (iv) Heads of Department(s) of the concerned Department / Departments to which the act of indiscipline or misconduct by a student or students pertains to.
- (2) The nominated members shall hold office for a period of two years and a vacancy occurring in the Board of Discipline shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- (3) Three members of the Board of Discipline including the chairman, shall form the quorum.



- (4) In the absence of the chairman, the senior most member of the Board of Discipline shall act as the chairman.

## **7. FUNCTIONS OF THE BOARD OF DISCIPLINE:**

- (1) The Board of Discipline shall perform the following functions:-
- (i) To consider matters concerning maintenance of discipline among the students in the University teaching department or the college or the institution, as the case maybe,
  - (ii) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Board of Discipline by the Dean and to submit their findings, conclusions and recommendations for the quantum of punishment under the provision of this ordinance to the Vice-Chancellor or the person authorised by the Vice-Chancellor in this behalf.
  - (iii) To supervise and monitor the disciplinary climate prevailing in the University or the college or the institution, as the case maybe.
  - (iv) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective indiscipline, misconduct and ragging, etc.
  - (v) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring institutions and the concerned authorities of the University regarding maintenance of law and order in the University or the college or the institution, as the case maybe.
  - (vi) To perform such other functions as may be assigned to it by the Vice-Chancellor from time to time.
- (2) The decision in each case shall be conveyed by the chairman/ Convenor of the Board of Discipline concerned communicating the penalty or penalties, if any, imposed on a student or students.
- (3) A student or students, who are aggrieved with the penalty imposed upon them, may appeal to the Vice- Chancellor whose decision in this regard shall be final and binding on the parties.





## **ORDINANCE 6: CONFIRMATION OF SERVICE**

**1. General:** Confirmation will be made only once in the service of an official which will be in the entry grade. An officer who has successfully completed the probation shall be considered for confirmation.

**2. Confirmation in the grade to which initially recruited:-**

- (i) The appointee should satisfactorily complete the probation.
- (ii) The case will be placed before the Departmental Promotion Committee for confirmation.
- (iii) A specific order of confirmation will be issued when the case is cleared from all angles.

**Note :-** If a University employee is appointed to another post in the University by direct recruitment, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. The fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

**3. Eligibility for confirmation:-** Before confirming a University employee, the appointing authority shall satisfy himself-

- (i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his case by the competent authority or he belonged to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his initial appointment.
- (ii) that the person satisfied the condition of the age-limit prescribed in the recruitment rules at the time of his initial appointment unless he was exempted from the condition to the extent provided in any general or special instructions.
- (iii) that he has been duly examined by appropriate medical authority and found fit, wherever necessary.
- (iv) that his character and antecedents have duly been verified through appropriate authorities.
- (v) that before confirming, integrity clearance in respect of him shall be obtained.

**4. Confirmation of Probationers:-** A person appointed against a permanent post as a direct recruit with definite conditions of probation shall be confirmed in the grade with effect from the date on which he successfully completes the period of probation. The decision whether he should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, i.e., ordinarily within 6 to 8 weeks and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service should be informed of his shortcomings well before the expiry of the original probationary period so that he can make severe efforts at self-improvement.



## 5. Composition of DPCs to consider cases of confirmation-

5.1 Posts equivalent to the grade of Assistant Professor and above

1. The Vice-Chancellor
2. Dean of the faculty concerned
3. One member nominated by the Board of Management
4. The Head of Department concerned.

5.2. All posts lower than the grade of Assistant Professor

1. The Vice-Chancellor
2. The Registrar
3. One Head of Department, nominated by the Vice-Chancellor, wherever applicable
4. Dy. / Asst. Registrar nominated by the Vice-Chancellor.





## ORDINANCE 7: APPOINTMENT ON CONTRACT/DAILY WAGE BASIS OR AS CONSULTANT OR GUEST FACULTY

Appointment of Teaching or Non Teaching employees of the University may be made on contract basis for a specified period of 03 or 06 months against a regular sanctioned post which may be extended with a Service Break. Engagement on daily wage basis or as Consultant or Guest Faculty may, however, be made for any specified period not exceeding 03 months as per exigency of the University without a regular sanctioned post.

1. **Appointing Authority:** The appointing authority for all appointments mentioned above will be the Vice- Chancellor except in case of engagement of persons on daily wage basis.
2. **Salary/Remuneration:** The person appointed on contract basis shall be paid a consolidated salary equivalent to 'Minimum of the Pay Band plus Grade Pay' of the Post. In case of retired Govt. employee being engaged, it shall be Last 'Pay drawn minus Pension', if he/she is a pensioner. The remuneration for the Consultant or the Guest Faculty shall be as per the norms adopted by the State Government for the Government Colleges or Universities. The Persons engaged on daily wage basis shall be paid daily wages at the rate fixed by the State Govt. from time to time. No retirement or pensionary benefit on account of the said appointment shall be-admissible.
3. **Age limit:** The age limit for the persons engaged on contract basis shall be as per the Recruitment Rules. There shall be no age limit for those engaged on daily wage basis or as Consultant or Guest Faculty.
4. **Screening /Selection Committee:**
  - (1) All appointments of teachers on contract basis will be done by the selection committee as laid down in Statute-17.
  - (2) All appointments of teachers as Consultant or Guest Faculty will be done by the Vice-Chancellor as recommended by a Screening/Selection Committee comprising of the following:
    - (a) Vice Chancellor or his nominee -(Chairperson)
    - (b) The Head of Department (HoD) concerned, wherever applicable or a (HoD) nominated by the Vice Chancellor for general/combined posts.
    - (c) Registrar -(Convener)
    - (d) Two experts, if necessary to be nominated by the Vice chancellor in case of teaching/ teaching supporting posts.
  - (3) The engagement of persons on daily wage basis shall be done by the Registrar.
  - (4) This committee may transact business by actual meeting or by circulation. It may also be decided by the committee whether it is necessary to issue an advertisement and to hold test and/or interviews in each case. The above committee will also recommend the emoluments in each case as per the rules of the University.
5. **Service Conditions:** A person engaged on contract basis shall enter into a Contract Agreement as appended in the Statutes. The conditions of service for the persons engaged on contract/part time basis shall be as per terms and conditions laid down in the Contract



Agreement. The service conditions for the Consultant, Guest Faculty and Daily wage employees shall be as per rules of the State Government.

6. **Removal of Difficulties:** Any difficulty or doubt arising in the appointments or service conditions mentioned above shall be decided by the Vice-Chancellor as per the relevant rules of the State Government.





## **ORDINANCE 8: APPOINTMENT ON DEPUTATION/TRANSFER**

Appointment of Teaching or Non Teaching staff on deputation from other Government Departments/Institutes and their subsequent absorption to the University may also be made on terms and conditions as applicable for State Government employees.

## **ORDINANCE 9: PREVENTION OF SEXUAL HARASSMENT**

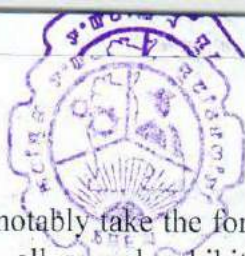
- 1. Definition:** "Sexual Harassment" includes such unwelcome sexually determined behaviour (whether directly or by implication) as
- (a) Sexually offensive physical contact or advances;
  - (b) A demand or request for sexual favours.
  - (c) Sexually coloured remarks;
  - (d) Showing Pornography; And
  - (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work, whether he or she is drawing salary, or honorarium or doing voluntary service, in the University, or in an affiliated institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the person has reasonable ground to believe that his or her objection would disadvantage him or her in connection with his or her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

### **2. Sexual harassment also includes unwelcome:-**

1. Loaded comments having sexually offensive connotations.
  2. Remarks or jokes having sexually offensive connotations;
  3. Obscene, e-mails or phone calls having sexually offensive connotations
  4. Sexual physical gestures, lewd stares;
  5. Physical contact having sexually offensive connotations and stalking;
  6. Exhibition of pornography;
  7. Making of sounds having sexually offensive connotations;
  8. Playing of music or songs having sexually offensive connotations.
  9. Relating sexually explicit anecdotes;
  10. Threat to take vindictive action for denial of sexual favours;
  11. Singing lewd songs;
- 3.** Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or effect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.





4. The act or behaviour can notably take the form of pressure, insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.
5. Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
6. Any behaviour is unacceptable if
  1. Such conduct is unwanted, unreasonable and offensive to the recipient
  2. A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and/or
  3. Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
  4. Act or conduct creating sexually hostile and intimidating environment.

#### **7. Who Can Make a Complaint?**

A person who is—

- a. A student of this University;
- b. Seeking to be an employee or employed in this University;
- c. A member of the staff of this University or is a member of any committee, board, management, academic of any committee, board, management, academic council or holds an administrative or consultative position in the University;
- d. An applicant for admission into any course offered by this University.

Subject to the condition that where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of a minimum of Rs. 5,000/- (five thousand rupee) and a maximum of Rs. 10,000/- (ten thousand rupee only).

#### **8. The Complaint Committee:**

There shall be a 'University Complaint Committee' which shall be constituted by the Vice-Chancellor, comprising of 5 ordinary members. The Committee shall have the power to co-opt additional members but at least half of the members of the Committee shall be women. The Chairperson of the Complaints Committee will be nominated by the Vice-Chancellor and shall be a woman. Three members shall form the quorum.

#### **9. Eligibility for Membership of the Complaint Committee:**

A person employed as Professor or as Associate Professor or in an equivalent grade in the University shall be appointed as ordinary Members of the Committee





In appointing ordinary members, the Vice-Chancellor may take into account the seniority, ability and background of the member.

The Committees as (i) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

#### **10. Jurisdiction:**

All members of staff; teaching or non-teaching, and all students whether studying in the Manipur Technical University or its affiliated units, are subject to the jurisdiction of this Ordinance.

The territorial jurisdiction of the University Complaints Committee shall extend to acts of sexual harassment committed in the Manipur Technical University campus, while that of Institute Complaint Committee to the Institute campus. The campus shall also include hostels, guesthouses, car parks and other properties owned, maintained or under the control of the University/ institute or where classes, lab work and workshops etc are held.

#### **11. Conducting Enquiry by the Complaint Committee:**

In the case of sexual harassment of a third person by a student or staff of this University, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

- i) Any person aggrieved shall prefer a complaint before the Complaints Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the alleged perpetrators and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that he or she cannot disclose his or her identity for any particular reason the complainant shall address the complaint to the Vice Chancellor and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Vice Chancellor shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaints Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.
- v) The Complaints Committee shall after examination of the complaint submit its recommendations to the Vice Chancellor recommending the penalty to be imposed.
- vi) Vice Chancellor upon receipt of the report from the Complaints Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Assistant Professors or above the case shall be submitted to the Board of Management, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.





## **12. Disciplinary Action:**

Where the conduct of an employee amounts to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

In the case of an employee of an affiliated institution, the matter will be referred to the management of the institution for appropriate disciplinary action.

Where the conduct of a student amounts to misconduct, appropriate disciplinary action in accordance with the relevant Ordinance on 'Maintenance of discipline amongst Students', shall be initiated by the competent authority.

## **13. Third Party harassment:**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in-charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

## **14. Annual Report:**

The Complaints Committees shall prepare an Annual Report giving full accounts of its activities during the previous year and forward a copy thereof to the Vice Chancellor concerned who shall report to the Board of Management.

## **15. Saving:**

Nothing contained in this Ordinance shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Women Act 1990, Protection of Human Rights Act 1993, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the University shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.





### **ORDINANCE 10: SITTING ALLOWANCES**

The Sitting Allowances for the members of the Board of Management and Academic Council not belonging to the University shall as may be notified from time to time.

### **ORDINANCE 11: REMOVAL OF DOUBTS**

Where any doubt arises as to the interpretation or application of any of the provisions of these Ordinances, the matter will be referred to the Board of Management, whose decision shall be final.

### **ORDINANCE 12: PROCEDURE FOR AWARD OF MASTER OF BUSINESS ADMINISTRATION (MBA) IN RURAL MANAGEMENT**

1. The Manipur Technical University Imphal awards the Master's degree in Business Administration in Rural Management to those who have successfully completed the stipulated Postgraduate Master's Program.
2. The Postgraduate Master's Program with the governing Rules and Regulations are formulated and approved by the Academic Council and BOM of the University. The Academic Council can modify or change the course structure, the governing rules and regulations from time to time and shall recommend them to BOM for its approval. These rules and regulations will be applicable to any candidate seeking admission for MBA in Rural Management programme in the University.
3. A candidate becomes eligible for the recommendation to the Manipur Technical University for the award of the MBA degree in rural management after fulfilling all the academic requirements prescribed by the Academic council of the University.
4. The Chairman of Academic Council would appoint from among the Professors of the University for a period of two (2) years to work as a Chairman of the PG admission committee on his/belhalf and he shall be eligible for reappointment. Chairman, PG Admissions would be responsible for the entire admission process including scrutiny of applications and conduct of entrance test, interviews of the candidates etc. He/she would be assisted by the respective departmental heads and departmental admission committee appointed by the Vice-Chancellor.
5. Provided further that, if at any time, there is no professor in a department, an Associate Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the powers of Chairman PG.
6. Provided further still, that if at any time, there is no Associate Professor in a department, an Assistant Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the powers of Chairman PG.



## **ORDINANCE 13: PROCEDURE FOR AWARD OF DOCTOR OF PHILOSOPHY (PH.D.) DEGREE**

1. The Manipur Technical University Imphal awards the degree of Doctor of Philosophy (PhD) in Engineering/Sciences/Humanities and Social Sciences (HSS) to a candidate who has successfully completed the stipulated Programme of Research.
2. The Programme of Research with the governing rules and regulations are formulated by the Academic council of the University. The Academic council can modify or change the structure, governing rules and regulations from time to time.
3. A candidate to be awarded the PhD degree has to submit a thesis embodying the finding of his/her research carried out under the programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
4. A candidate becomes eligible for the award of the PhD degree after fulfilling all the academic requirements prescribed by the Academic council of the University.
5. The award shall be made upon the recommendation of the Academic council of the University after ratification by the Board of Management (BOM) of the University.
6. The PhD degree shall be awarded in the discipline of the Department, which registers the student for the PhD programme.
7. The Manipur Technical University shall not conduct Ph.D. programmes through distance education mode.
8. Part-time Ph.D. will be allowed provided all the conditions mentioned in the extant Ph. D. Regulations are met.





## ORDINANCE 14: PROCEDURE FOR AWARD OF MASTER OF TECHNOLOGY (M. TECH.) IN ENGINEERING

1. The Manipur Technical University Imphal awards the degree the degree of Master of Technology (M. Tech) in Engineering to those who have successfully completed the stipulated Postgraduate Master's Program.
2. The Postgraduate Master's Program with the governing Rules and Regulations are formulated and approved by the Academic Council and BOM of the University. The Academic Council can modify or change the course structure, the governing rules and regulations from time to time and shall recommend them to BOM for its approval. These rules and regulations will be applicable to any candidate seeking admission for M. Tech. in the University.
3. A candidate becomes eligible for the recommendation to the Manipur Technical University for the award of the M. Tech. degree after fulfilling all the academic requirements prescribed by the Academic council of the University.
4. The Chairman of Academic Council would appoint from among the Professors of the University for a period of two (2) years to work as a Chairman of the PG admission committee on his/belalf and he shall be eligible for reappointment. Chairman, PG Admissions would be responsible for the entire admission process including scrutiny of applications and conduct of entrance test, interviews of the candidates etc. He/she would be assisted by the respective departmental heads and departmental admission committee appointed by the Vice-Chancellor.
5. Provided further that, if at any time, there is no professor in a department, an Associate Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the powers of Chairman PG.
6. Provided further still, that if at any time, there is no Associate Professor in a department, an Assistant Professor among the faculties of the University authorized by the Vice Chancellor shall exercise the powers of Chairman PG.
7. **CATEGORIES OF M. TECH. STUDENTS**

The Institute admits M. Tech students under the following categories:

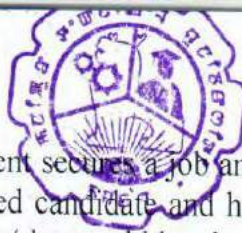
### **I) REGULAR (FULL-TIME)**

These are students who work **full time** for their M. Tech. degree and receive assistantship from the University or any other recognized funding agency.

### **II) SPONSORED (FULL-TIME) STUDENTS**

A candidate in the category is sponsored by a recognized R&D organization, national institute, governmental organization or industry for doing M.Tech in the University **on a full time basis**. He/she should have at least two years of working experience in the respective field. He/She will not receive any financial support from the University. Sponsorship letter should be attached with the application. During the course of





programme if a regular student secures a job and wishes to join the same, then he/she will be treated as a sponsored candidate and he/she will have to get the sponsorship letter from his employer. He/she would be charged institutional fees as for sponsored candidates.

### **III) PROJECT STAFF**

This category refers to candidates who are working on sponsored projects in the University and admitted to the M. Tech. program. The duration of the project at the time of admission should be at least 2 years. This category of students may be registered on a full-time or a part-time basis.

### **IV) INSTITUTE FACULTY**

This category refers to the candidates who are the staff of Manipur Technical University, who can attend classes at the University while employed. These candidates should be able to attend regular classes as per the schedule of the University. The applicant must be a regular employee of the University with at least two years of experience with the University at the time of admission and be engaged in professional work in the discipline in which admission is sought. No financial assistance will be provided by the University to such students. A No Objection Certificate from the Head of the Department must be enclosed at the time of applying. This candidate would pay regular fees of the University under full/part time student category and no concession in institute fees can be allowed.

## **8. MINIMUM QUALIFICATIONS**

Students for admission to the M. Tech. Program in Engineering Departments must satisfy one of the following criteria:

- (i) Bachelor's degree in Engineering/Technology or equivalent in an appropriate area, with a minimum of First Class/60% marks or CGPA of 6.5 on a scale of 10 or equivalent (CGPA of 6.00 or equivalent in case of SC / ST).
- (ii) Valid GATE score for Regular (full-time) students. Departments may specify additional requirements over and above these minimum requirements. All the Non-GATE candidates will have to undergo an entrance test conducted by department in which he/she is applying. Passing in this test will be mandatory for admission. University Admission Test as well as English Test will be mandatory.

## **9. ADMISSION PROCEDURE**

9.1 Admission to the M. Tech. Program of the Institute will normally be in the months of June/July every year. For admission an advertisement will be issued in the month of April/May in National level English newspaper, State level Manipuri Newspapers as well as on the University website.

9.2 Admission to all the category of students is granted on the basis of GATE scores and / or an interview / admission test held usually during the month of June or July every year. It will be mandatory for every candidate to appear for the Entrance Test and Interview. No absentia of any sort would be allowed.





9.3 The applicants who have completed or are likely to complete all the examinations including the thesis oral examination, viva etc. of the qualifying degree by the date of admission to the program may be considered for admission; however, if admitted, they must produce the evidence of their having passed the qualifying degree examination with the specified minimum marks/CPI (as specified in clause 3) within 8 weeks of the beginning of the semester, failing which their admission is liable to be cancelled. In case of any dispute or discrepancy decision of the Vice Chancellor, MTU and Ex-officio Chairman of the Academic Council will be final and shall be binding on the candidate.

9.4 Candidates seeking admission for the M.Tech course other than the area in which candidate has completed his/her bachelor's degree will be eligible to apply provided they have a valid GATE score in the area in which they wish to pursue their M.Tech. These candidate will not be eligible for the scholarships from the external funding agencies. These students will have to undergo University Entrance Test/Interview conducted by the concerned department.

## **10. FINANCIAL SUPPORT**

Students admitted to the M. Tech. Programs will be considered for assistantships, fellowships etc.subject to the following norms:

10.1 A student must have a valid GATE score at the time of admission.

10.2 Students receiving assistantship from the University or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.

10.3 The continuation of the assistantship/fellowship will be subject to satisfactory performance of the duties assigned by the department and satisfactory progress in the postgraduate program.

Financial assistance of the candidates failing to secure minimum grades in the semester examination would be stopped without any prior notice.

10.4 Financial assistance will normally be for a maximum period of two years. In no case, it will be extended beyond 2 years.

10.5 No financial assistance from the University will be available to foreign students. Project staff will get funding from project as per rules but will not get any additional assistance from the University.

10.6 Only those students who are currently registered in the postgraduate program shall be entitled to scholarships. The students on leave longer than that specified under the leave rules, and those who are not registered are not entitled to scholarship.

## **11. LEAVE RULES**

11.1 An M Tech student is eligible for maximum 30 days of leave in a calendar year.





11.1.1 The leave of 30 days includes medical and all other leaves, in an academic year. If any Saturday, Sunday or Holiday falls during the leave, they will be counted towards the leave except for such holidays prefixed or suffixed with the leave. **The accumulated leave can be availed during vacation only.**

11.1.2 Out of the 30 days of leave per annum, an M. Tech. Student will be permitted to avail maximum 15 days of leave on completion of each semester. However, any leave not availed at the end of any semester can be carried over to the next semester and the cumulative can be availed together, subject to a maximum of 30 days at a time.

11.1.3 During the semester period, (i.e. July – November and January – May), a student will be allowed only a maximum of 5 days of leave .

11.2 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail reduction of scholarship on a prorata basis, besides any other action that may be decided by the University.

11.3 Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, besides other actions as may be decided by the University..

11.4 If a student remains absent or discontinues from the course for a period of more than 3 months his/her admission to the course will be automatically cancelled.

11.5 If a student is unable to complete his/her M.Tech within a period of two years, he/she must apply for permission for the extension of time by six months immediately after completion of two years, with recommendations of the concerned guide and head of the department to Dean Academics. Dean academics will seek the approval of the Vice Chancellor MTU and the Chairman, Academic Council for granting such extensions on case to case basis. Maximum two extensions of six months duration would be permissible for M.Tech student from any category of students as stipulated in Section(2) above. This extension period will not exceed the total period of three years from the date of admission of the candidate in the University. Candidate will have to pay institute fees prevailing during this extension period.

11.6 If a student fails to complete his/her M.Tech within a period of four years from the date of admission for the course he/she will automatically cease to be a student of the University and his/her admission would be automatically cancelled.





**ORDINANCE NO. 16: IMPLEMENTATION OF MASSIVE OPEN ONLINE COURSES (MOOCS) AS CHOICE BASED CREDIT SYSTEM IN MANIPUR TECHNICAL UNIVERSITY**

(As per UGC guidelines on Adoption of Choice Based Credit System and UGC-Credit Framework for Online Learning Courses through SWAYAM, Regulation 2016, as deemed by University Grants Commission in exercise of the powers conferred by clause (f) and (g) of sub-section (1) of Section 26 of the UGC Act 1956.)

- 1.0 The Ordinance will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching in University Teaching Departments (UTDs) and Autonomous colleges affiliated to University. Hence, here after it is referred as an Ordinance for implementation of Massive Open Online Courses (MOOCs).
- 2.0 They shall come into effect from the date of getting approval from the 'Academic Council'.
- 3.0 The Ordinance will be applicable to all regular full-time and part-time undergraduate and post-graduate programmes conducted in the University and its affiliated colleges.
- 4.0 The guidelines issued by the statutory bodies e.g. UGC/AICTE issued time to time will be adopted for implementation.
- 5.0 If UGC notifies any change in future in its Regulations governing MOOCs, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University.
- 6.0 The University will be responsible for Instituting, Planning, Monitoring, and Assessing their educational programmes. The departmental committee of the concerned departments will take such decisions for MOOCs.
- 7.0 The MOOCs course on SWAYAM follows four quadrant approach which means the e-learning system has the following components:
  - i. Quadrant I is e-tutorial that shall contain Video and Audio content, Animations, Simulations, Virtual Labs.
  - ii. Quadrant II is e-Content that shall contain PDF/e-Books/illustration, video demonstrations, documents and Interactive simulations wherever required.
  - iii. Quadrant III is Web Resources that shall contain related links, Open Content on Internet, Case Studies, Anecdotal information, Historical development of the subject, Articles.



- iv. Quadrant IV is Self- Assessment that shall contain Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions' Short Answer Questions, Long Answer Questions, quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

8.0 The University through the departmental committees decides upon the courses which will be offered to the students from the list given by SWAYAM. The decision should be made within 4 weeks from the date of notification by SWAYAM.

9.0 Provided that the institution can only allow up to 20% of the total credit being offered in a program in a semester through SWAYAM platforms.

10.0 If the students score more than or equal to 20 credit points through MOOCs, then the university shall award an Honor's degree to the student, titled with the respective discipline of the student.



By order

Sd/-

(Ng. Bhogendra Meitei)

Registrar

Manipur Technical University

6<sup>th</sup> BOM's Resolution : 22<sup>nd</sup> June, 2019