

Meerut Institute of Engineering & Technology

(An Autonomous Institute Affiliated to AKTU, Lucknow)

RULES & REGULATIONS-MBA

Session 2025-26

Ver. 1.0



Meerut

MIET, MEERUT
Rules and Regulations 1.0
MBA Programs

All the academic programs of the institute are governed by the rules and regulations approved by Academic council of MIET, MEERUT. These rules and regulations are applicable to all the students to this institute from academic session 2025-26 onwards as per the decision in the Academic Council meeting.

Preamble

MIET is one of the best & oldest institutions (established in 1997) that caters to education in the field of Engineering and Technology. It ensures that each student emerges competent enough to hold a dynamic image of his own after the completion of his or her stint at campus. Under the tutelage of the best-known faculty, MIET has earned the reputation of being one of the most preferred institutes by students and parents all these years.

Meerut Institute of Engineering & Technology (MIET) has officially been ranked as the 4th best Engineering College in Uttar Pradesh by AKTU. A renowned academic environment, extensive alumni networks in over 500 companies, excellent placements with rapidly increasing highest packages per year, interface with industry, and numerous extra-curricular activities make MIET a great educational institution.

MIET stands tallest among all other self-financed engineering institutions in northern India with accreditation from both NAAC (A Grade, CGPA- 3.24) and NBA (B.Tech-Biotechnology, B.Tech - Computer Science and Engineering, B.Tech - Information Technology, B.Tech - Electronics and Communication Engineering, B.Tech - Electrical Engineering, B.Tech – Biotechnology and B.Pharm). Leveraging Autonomy from the academic session 2025–26, MIET, Meerut has attained the status of an Autonomous Institution, offering a wide spectrum of academic programs at both the Bachelor's and Master's levels. The institution envisions excellence in technical education, interdisciplinary research, and innovation, with a strong focus on sustainability and inclusiveness in technology. Autonomy empowers MIET to dynamically design and upgrade its curriculum in line with emerging academic trends and industry needs, ensuring that students receive an education that is both comprehensive and aligned with modern professional demands.

Leveraging Autonomy

From the academic session 2025–26, MIET, Meerut has attained the status of an Autonomous Institution, offering a wide spectrum of academic programs at Master's levels. The institution envisions excellence in technical education, interdisciplinary research, and innovation, with a strong focus on sustainability and inclusiveness in technology. Autonomy empowers MIET to dynamically

Academic Ordinance for MBA Programs (Autonomous)

design and upgrade its curriculum in line with emerging academic trends and industry needs, ensuring that students receive an education that is both comprehensive and aligned with modern professional demands.

Vision of the Institution

To be an outstanding institution in the country imparting technical education, providing need-based, value-based and career-based programs, and producing self-reliant, self-sufficient technocrats capable of meeting new challenges.

Mission of the Institution

- To educate young aspirants in various Technical Fields to fulfil global requirement of human resources.
- To Provide sustainable quality education
- To Train and invigorate environment besides molding them into skilled competent and socially responsible citizens who will lead the building of a powerful nation.

Core Values

- Academic excellence
- Collaborative and interdisciplinary research culture
- Conducive ecosystem
- Strong values and ethics

National Education Policy (NEP 2020): The Institute has integrated the core principles and recommendations of the National Education Policy (NEP) 2020 into its curriculum framework, ensuring that the academic structure remains both contemporary and impactful.

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1. Short Title, Application and Commencement

The regulations outlined in this section apply to all programs offered by the Institution, effective from the academic year 2025–26 for newly admitted students. They have been formulated and revised in alignment with the guidelines for implementing academic autonomy, as per the provisions of **Section 26** of the UGC Act, 1956, the UGC Regulations, 2023, and the directives of **Dr. A.P.J. Abdul Kalam Technical University, Lucknow, Uttar Pradesh**. The Credit and Multidisciplinary Curricular Framework has been developed in accordance with the National Credit Framework and the AICTE Approval Process Handbook.

These regulations may be amended periodically by the Academic Council with the approval of the Governing Body, taking into account the recommendations of the respective Boards of Studies.

The Model curriculum provides choice for students to select from the prescribed courses. Sequencing Plan for the MBA Curriculum .

Semester	Course Coverage
I & II	Core Courses
III & IV	Core Courses and Specialization

• Abbreviations

1.	AICTE	All India Council for Technical Education.
2.	AC	Academic Council
3.	AKTU or University	Dr. A.P.J. Abdul Kalam Technical University
4.	ABC	Academic Bank of Credit
5.	AEC	Ability Enhancement Courses
6.	BOG	Board of Governors of the Institute.
7.	BOS	Board of Studies
8.	B.Tech	Bachelor of Technology as undergraduate degree awarded from university
9.	B.Pharm	Bachelors in Pharmacy
10.	BS	Basic Science Course
11.	CGPA	Cumulative Grade Point Average
12.	COE	Controller of Examinations
13.	CBCS	Choice Based Credit System
14.	CTS	Credit Transfer Scheme
15.	CTC	Credit Transfer Committee
16.	CIE	Continuous Internal Examination
17.	CA	Continuous Assessment
18.	Director	Director
19.	Dean (A)	Dean Academics
20.	Dean SW	Dean (Student Welfare)
21.	Dean R&D	Dean (Research & Development)
22.	ESE	End Semester Examination
23.	HOD	Head of Department
24.	HS	Humanities Course
25.	IQAC	Internal Quality Assurance Cell
26.	MSE	Mid Semester Examination

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27	MBA	Master of Business Administration
28	MC	Mandatory Course
29	NC	Non Credit
30	OE	Open subjects – Electives from other technical and /or emerging subjects
31	PG	Post Graduate Program
32	PC	Program Core
33	PE	Professional Electives
34	PC	Professional core courses
35	PW	Project work, seminar and internship in industry or elsewhere
36	SEC	Skill Enhancement Courses
37	VAC	Value Added Course
38	SGPA	Semester Grade Point Average
39	State Government	Government of Uttar Pradesh
40	TC	Transfer Certificate
41	TS	Teaching Scheme
42	UG	Undergraduate Program
43	UGC	University Grants Commission

• Definitions

1.	Academic Autonomy	Academic Autonomy means freedom in all aspects of conducting academic programs, granted by University for academic excellence.
2.	Academic Year	Two consecutive (one odd + one even) Terms constitute one academic year.
3.	Academic Council	Academic Council of the MIET. The highest academic body of the Institute and is responsible for the maintenance of standards of instruction, education and examination within the Institute.
4.	Anti-Requisite Course	Two or more courses that overlap significantly in content and both cannot be register during degree.
5.	Autonomous Institution/ College	An institution/college designated as autonomous by UGC under UGC Act 1956 & affiliated to Dr. A.P.J. Abdul Kalam Technical University, Ghaziabad
6.	BOS	Board of Studies of the Department of the Autonomous Institution.
7.	Backlog Course	Appeared for a course exam and not cleared (Pass) a course
8.	CGPA	It is a measure of overall cumulative performance of a student till that Semester.
9.	Course	Usually referred to, as ‘papers’ is a component of a Program. A course may be designed to comprise lectures/tutorials/laboratory work/ field work/ outreach activities/project work/ vocational training/viva/ seminars/ semester papers/assignments/ presentations/ self-study etc. or a combination of some of these.
10.	Course Registration	Choice for selection of a course in the academic semester.
11.	Credit	A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week per semester.
12.	Credit Point	It is the product of grade point and number of credits for a course
13.	Co-Requisite Course	Two or more courses have to register simultaneously (same semester).
14.	SGPA	It is a measure of academic performance of students in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

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15.	CGPA	CGPA is a measure of a student's overall cumulative performance across all semesters. It is displayed at the end of each semester, accounting for all registered courses up to that point. Calculated as the ratio of total credit points earned in various courses to the sum of total credits across all semesters, CGPA is expressed to two decimal places.
16.	Detained course	A student enrolls in a course for a semester but, due to poor attendance, is not permitted to appear in the exam.
17.	Dropped course	The student registers for the course in a semester & he/she will drop a course from a specific semester within 2 weeks of start of the semester, if a student feels that the registered course is difficult.
18.	Dropping Semester	Not registering for a single course for the semester, though eligible
19.	Exam Registration	Giving willingness to appear for the exam
20.	Faculty Mentor	The faculty mentor shall advice and counsel the students about the details of the academic Program and the choice of courses considering the student's academic background and career objectives. Faculty mentor will be allotted a batch of 20 to 30 students and will carry this batch of students till the completion of the degree.
21.	First Attempt	If a student has fulfilled all formalities and becomes eligible to attend the end semester examinations, and has appeared in the end semester exam (if applicable) of a particular course, such an attempt (first sitting) shall be considered as first attempt.
22.	Governing Body	Governing Body of the Autonomous Institution. The body of an institution refers to the administrative body or board responsible for overseeing and managing the institution's policies, decisions, and overall functioning.
23.	Grade Point	It is a numerical weightage allotted to each letter grade on a 10-point scale.
24.	Grade Card	Based on the grades earned, a grade card shall be issued to all the registered students at the end of every semester. The grade card will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and CGPA earned till that semester.
25.	Institute	MIET, Meerut
26.	IQAC	It serves as an internal framework within the institution aimed at fostering continuous enhancement in the quality of education. The primary objective of the IQAC is to establish and implement a structured mechanism that ensures awareness, consistent, and stimulus improvement in the institution's overall performance.
27.	Lateral Entry	Students who are admitted to the third semester of the respective Program (Undergraduate Engineering Program or the Post Graduate MCA Program, based on the qualification at the time of entry)
28.	Letter Grade	It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B+, B, C, D, E, F and AB.
29.	Honors	Degree with additional credits earned by registering advanced courses of the same discipline.
30.	Minor	Degree with Minor Specialization by earning additional credits of different discipline
31.	Offered Courses	List of courses run by the Parent department in the semester
32.	Program	Specialization or discipline of B.Tech Degree Program, like Computer Science and Engineering, Civil Engineering, etc.
33.	Parent Department	A department which is offering that course and course code is decided by BOS of that department.
34.	Pending Course	A course, not registered or Re-registered
35.	Pre- Requisite for a Course	A course to be studied before registering for the next course.
36.	Program Core	Compulsory courses for all the students of a particular program.

37.	Professional Elective	Courses from the list of choices of a particular program
38.	Program Scheme	A structured teaching with course syllabus and exam scheme approved by BOS
39.	Regular Students	Students who are admitted to the first year of the respective Program
40.	Transcript	May be provided on demand summarizing the academic performance and progress including the courses taken, their grades and any degrees or awards they have.

2. Programs Offered

- **Postgraduate Degree Programs**

S.No.	Title of the PG Programme	Abbreviation
1.	Master of Business Administration	MBA

3. Rules of Admission

- The Institute shall adopt procedures to admit the students to the different Postgraduate Programs as prescribed by AKTU, Lucknow.
- The Institute shall follow norms for eligibility of the students for admission to various Programs as per the affiliating university/ state government norms.
- 3.1 Admission to MBA First Year through Entrance Examination: Candidates who have passed a minimum of three years of Bachelors degree or equivalent qualification with at least 50% marks (relaxation for SC/ST candidates of 5%) from a recognized university.
- 3.2 Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission is a minimum 3 years Bachelor Degree or equivalent from a recognized university with at least 50% marks or as may be notified from time to time by AICTE/University/Government of Uttar Pradesh.
- 3.3 The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 3.1 as per the guidelines of AICTE.
- 3.4 Every student admitted to the MBA program shall apply on prescribed form through respective college/institute to the registrar of the university for enrolment with all the necessary document such as migration certificate (in original)/ transfer certificate, as the case may be, and self-attested copies of all required academic certificates.
- **Fees to be charged for the Postgraduate Program**
- **Tuition Fees:** For the MBA programs, the tuition and other fees charged to students over the duration of Programs shall be as per the approval of the Fees Regulatory Body from time to time. The dates for payment of fees will be declared well in advance and intimated to the students through the website and other notices. The tuition fees and other fees payable by the student will have to be deposited in the institution's office/bank as prescribed by the Fees Regulatory Body, as per the given dates in the calendar of activities
- **Examination Fees:** There shall be separate examination fees Year wise.

4. Minimum and Maximum Duration of Courses

- 4.1** There shall be two Semesters, namely Odd Semester and Even Semester in each academic year. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE from time to time. Duration of year for MBA programs shall be as follows:

S. No.	Program	Minimum Duration	Maximum Duration
1	MBA Program	2 Academic year	4 Academic Year

- 4.2** The student admitted to 1st year MBA shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the course.

- 4.3** A candidate, who has failed twice in first year due to any reason (either due to his/her non- appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause 4.2.

- 4.4** A student who wishes to temporarily discontinue the program and continue the same subsequently, has to obtain prior permission from the Registrar of University by applying the director/head of the college or institute. Such student has to take admission to the same semester again from where he/she discontinued. However, the student shall be required to complete the program as per clause 4.2.

- 4.5** A typical Credit Structure for the courses is given in the Table below. This shall apply to the courses of students registered for all programs offered by the institution.

Lectures (L) (Hours/Week)	Tutorials (T) (Hours/Week)	Laboratory Work (P) (Hours/Week)	L:T:P	Credits (Total)
1	0	0	1:0:0	1
2	0	0	2:0:0	2
3	0	0	3:0:0	3
3	1	0	3:1:0	4
0	0	2	0:0:2	1
0	0	4	0:0:4	2

- **Credits to be Earned for the Award of Degree**

A. The total number of credits to be earned by a student to qualify for the award of MBA Degree is given in Table.

Program	Normal Duration		Total number of Credits to be Earned
	Years	Semesters	
MBA	2	4	108*

*Subject to evaluation scheme

- **Academic Bank of Credits (ABC)/APAAR, Credit Transfer Policy**

It is essential that all students should get enrolled on ABC/APAAR, create ABC ID, and share these ABC IDs with Institute. Credits Earned by the student will reflect in the student's ABC/APAAR account. The Credit Transfer Policy aims at providing a framework for promoting and facilitating Inter institutional transfer and mobility of students with transfer of credit across different Universities of India and abroad (**Annexure-A**).

- **Minimum Requirement for Award of Degree**

MBA Programs

- The minimum number of credits to be earned for MBA Programs in a discipline shall not be less than credits given in Table above.
- Completion of seminar and dissertation
- Eligibility for award of MBA Degree is securing D or above grades in all courses of all the semesters.

5. Enrolment

Admission to MBA 1st Year in 1st semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to latest notification of government of Uttar Pradesh (UP).

Student's Institute Registration ID

- After completion of admission, students are given a unique registration code/roll number, alpha numeric of 14 digits (CCYYAAXBBBNNNN) details as below:
CC: College Code
YY: Year of Admission
AA: Degree (01:UG/ 02:PG)
X: Student Category (1: Regular)
BBB: Branch Code
NNNN: Serial Number (Roll Number)
e.g. 68250210700001 (MBA 1st year Roll No. PG regular) The Branch codes for different

programs are the same as in AKTU

The Enrollment number and Roll number of the students will be given by the university AKTU.

6. Academic Calendar

The Institution shall follow a semester system. Each academic year is divided into two semesters, with the calendar, durations and academic activities being fixed in advance by the institute while maintaining a common opening /reopening date for the odd and even semester. The breakdown of an academic year for implementing the Semester Scheme is given in the table below.

S.No.	Activity	Description
1	Odd Semester	August-December
2	Even Semester	January-May
3	Duration of Regular Semester	15 weeks
4	Summer Vacation	June
5	Internship	July

7. Course Registration under CBCS Scheme

• Rationale for Introduction of CBCS

- The University Grants Commission, New Delhi in its 12th plan guidelines directed the Universities in the country to implement the Choice Based Credit System (CBCS Scheme) in postgraduate programs.

• Course Registration

- It is mandatory for all students to register every semester, for courses that he/she is going to study in the semester through a Course Registration process.
- The list of courses offered by each program will be announced immediately after exams are over.
- Students shall register all offered mandatory courses given by the program in the semester.
- Selection of professional and open electives courses from the offered list.
- To provide flexibility and promote self-paced learning, in alignment with the vision of the NEP 2020.
- The registration and commencement date for each Academic Session will be circulated by the Director office.
- Only registered students are permitted to attend the classes, and their attendance is marked.
- Students are advised to follow the schedule and guidelines during the registration process.

7.1 Adding and Dropping/ Withdrawal of Courses

The addition and dropping/ withdrawal of courses may be accomplished subject to the following conditions:

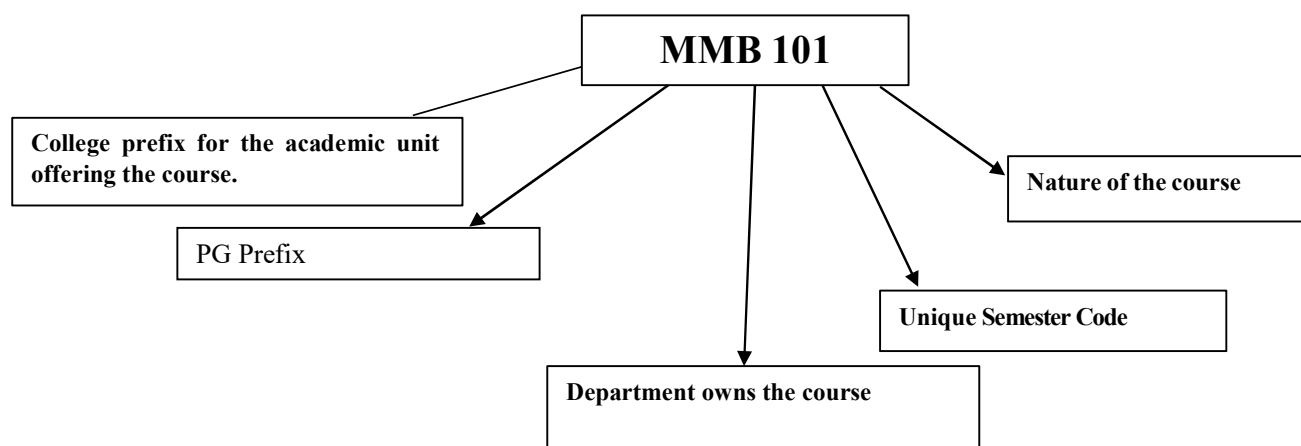
- (i) The choice of elective/ open elective courses will be based on the registration, which has to be completed well in advance before the commencement of the semester, as per the Academic Calendar.
- (ii) There may be a provision for adding/dropping/switching of elective/ open elective courses within stipulated time period, after obtaining the approval of the concerned Dean. After that no such above modification will be entertained.

8. Teaching Scheme

The course contents (Syllabi) for the courses that the Academic Council has authorized, and the Board of Studies has suggested will be followed by the Institution. A semester will last 15 weeks, including time for registration, internship, and other requirements. A semester total number of teaching days cannot be fewer than 90 days.

• Course Code

Each course is denoted by a unique alphanumeric code:



• Course Credit System/Structure

The final number of credits needed to complete a degree will depend on the program-specific teaching method that the AC has approved and the BOS has suggested. The overall number of credits that a student is required to register for in a semester will be determined by the teaching scheme of the specific program.

9. Feedback

Student feedback will be conducted by the IQAC office and related guidelines will be circulated to

the departments accordingly.

A. Faculty Feedback by Students

- Faculty Feedback from students (Odd and Even semester) will be conducted on ERP by the IQAC office two times and the detailed schedule and guidelines will be shared accordingly.
- Students having >60% attendance will be allowed to fill the feedback forms.
- It is mandatory for students to fill the feedback form.

B. Curriculum Feedback Survey

- Gathering feedback from students about the curriculum is essential for maintaining the relevance and effectiveness of educational programs. Students' perspectives offer valuable insights into what aspects of the curriculum are working well and what areas may need improvement.
- By actively seeking and considering student feedback, one can adapt and refine their curriculum to better meet the evolving needs and expectations of learners. This collaborative approach not only enhances the quality of education but also fosters a sense of ownership and engagement among students, empowering them to play an active role in shaping their learning experience.
- Curriculum Feedback Survey (Odd and Even semester) will be conducted at ERP by the IQAC office before the End of Semester and the detailed schedule and guidelines will be shared accordingly.

C. Course Exit Survey

- In order to help faculty enhance learning experiences and match curricula with industry demands, the course exit survey collects student input on the caliber of instruction and course material. This input encourages continued program improvement.
- Course Exit Survey (Odd and Even semester) will be conducted at ERP by the IQAC office before the End of Semester and the detailed schedule and guidelines will be shared accordingly.

10. Attendance Criteria

- Students are encouraged to maintain 100% attendance. Every student is required to attend all the lectures, tutorials, practicals and other prescribed curricular and co-curricular activities.
- The attendance criteria for appearing in MT1, MT2 and PUE will be 75%. ESE will be 75% Program wise.
- If a student wants to participate in any co-curricular /extracurricular activities in and outside of the campus, he/she has to approve the permission from department and/or Dean SW office in advance.
- Severe medical cases other than above will be submitted to Director of the Institute, by

individual departments for approval up to 15% attendance. However, it is mandatory to complete 60% attendance for ESE.

- In each semester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

11. Examination

- **Exam-Registration**

- A. A student should necessarily register separately for the End Semester Examinations (ESE) in all Backlog Course and the new registered courses as per the dates mentioned in the calendar.
- B. Every student must fill in the online examination form as per the dates given in the academic calendar through the portal.

- **Exam from Submission**

Every student must fill the online examination form as per the notification given by the Registrar Office through an available portal.

- **Question Paper Formation and Audit**

To ensure consistency of standards and fairness of assessments, three sets of question papers has to be prepared. Out of which one from MIET and rest two from other Institute/University of repute for each course. The final paper will be selected randomly by a duly constituted Committee. The Chairman or this Committee will be Head of the Institute.

12. Evaluation

- **Continuous Assessment**

A student's performance in a Semester shall be evaluated in two parts through (a) Continuous Internal Evaluation (CIE) and (b) End Semester Examination (ESE). CIE will include Teacher Assessments (TA), Mid Term Examinations (MT) and Attendance (ATT) in classes. The examinations will be held each Semester on dates as per the academic calendar.

- The Teacher Assessments (TA) shall be based on Assignments/Tutorials, Viva-Voce, Activity-based Learning, Collaborative Learning, Practical Based Learning, Problem-Solving, Group Discussions, and Seminars depending on the course.
- There will be two Mid Term Examinations (MT1 & MT2) & one PUE as per the scheme for Theory and Blended courses. The MSE shall be pen paper based or activity based as per evaluation scheme. A proctored online quiz shall be conducted for each Course Outcome (CO), and the marks obtained will be included in the Continuous Internal Evaluation (CIE).

12..1 Assessment Pattern for MBA Courses

As per Evaluation Scheme

- **Mid-Term Examination (MT) Process**

The Mid Term Examination Process will include the following: There will be one, two or three such exams in a semester on the dates given in the academic calendar. For few courses it will be Pen and Paper exams and for few it will be Activity based. All Pen and Paper exams will be conducted centrally by the Controller of Examinations, and Activity based exams will be conducted by respective departments.

- A. Examination Schedule, Seating-Plan, Invigilation-Duty, Hall Tickets, and List of students who are not permitted to appear in the MSE will be published centrally by controller of examination.
- B. Evaluation: A Centralized Evaluation system will be adopted. Evaluated Answer Sheets will be shown to students and then marks will be uploaded on ERP within the given deadline in the Academic Calendar.

- **Criteria for Make-up Examination**

- If a student is absent in any one or both MT then he/she will be permitted for Make-up Examination. The student has to give prior information to the respective Head of the department mentioning the reason for his/her absence.
- Only genuine case with prior permission will be allowed for Make-up Examination.
- Only one Make-up Examination will be conducted at the end of the semester covering the whole syllabus which will be considered for the MT in which the student was absent.
- If the student is absent in both MT1 & MT2, the Make-up Examination will replace only one of the MSE.

- **End Semester Examination (ESE) Process**

The End Semester Examination Process will include the following: Will be conducted by the Controller of Examination at the end of each semester on the dates given in the academic calendar.

- A. The Examination Schedule will be prepared 15 days before the conduction of End Semester Examination.
- B. Duration of Exams will be as per teaching scheme.
- C. Generation of Examination Schedule, Seating-Plan, Invigilation-Duty, Hall Tickets and List of Detained students will be published centrally by controller of examination.
- D. To ensure security inside the campus during End Semester Examinations, the local police station will be intimated.

- **Evaluation Process of ESE (Theory Courses)**

Professor In-charge of Digital Evaluation will be the Head of the Evaluation Process.

- i. A Centralized Evaluation system will be adopted.
- ii. Moderation of Evaluation: For each evaluated bundle, sample copies will be picked up for moderation.

- **Evaluation Process of ESE (Practicals /Project Courses)**

The practical's, viva-voice, projects shall be examined/evaluated through internal and external examiners as per scheme.

13. Award of Summer Training & Project Report

Each student has to successfully complete a following project for the award of MBA degree

- At the end of second semester examination, it is mandatory for every student of MBA to undergo on -the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks. The college/institute will facilitate this compulsory training for students.
- The student, after the completion of training will submit a report to the college/ Institute which will form part of third semester examination. However, the report must be submitted one month before the end of semester.
- The student will undergo a comprehensive viva-voce with external examiner at the end of second semester examination
- In fourth semester, the candidates will have to submit a Research Project Report on a problem/topic (from the specialization areas) to be assigned by the department **MBA** under the supervision of a core faculty member of the department. Both Projects; Summer Training Report & Research Project Report shall be treated as project work and remuneration shall be paid as notified by institute from time to time in respect of project evaluation.

14. Evaluated Answer Sheets Showing and Grievance Handling

- The schedule for evaluated answer sheets showing will be published by COE. The schedule contains the details of paper, important dates etc. According to the schedule the students should see the evaluated answer booklet of MT/ESE.
- It is the responsibility of students to see the evaluated answer sheet and marks obtained after each MT and ESE within the specified time.
- If a student fails to see on the said date, he/she is not entitled to file a grievance after the prescribed date.
- After seeing the answer booklet, they can apply to the CoE in the grievance format. CoE

will appoint a senior expert to resolve the grievance.

15. Eligibility For Passing

- **Passing Standards for MBA Program**

S. No.	Type of Course	Components of Assessment	Minimum Qualifying Criteria (%)
1	Theory Course	End Semester Examination (ESE)	$\geq 30\%$
		Overall Assessment (ESE+CIE)	$\geq 40\%$
2	Lab / Internship/ Project/ Viva-voce courses where only CIE is proposed	Overall Assessment (CIE)	$\geq 50\%$
3	Lab/Internship/ Project/ Viva-voce courses where both CIE and ESE are proposed	End Semester Examination (ESE)	$\geq 50\%$
		Overall Assessment (ESE+CIE)	$\geq 50\%$
4	Non-Credit Courses and Skill Enhancement Courses such as Foreign Language, IKS, UHV, Communication Skills, Innovation and Entrepreneurship, Campus to Corporate, COI etc.	Overall Assessment (ESE+CIE)	$\geq 40\%$

16. Grading System

At the end of each semester, the students will be awarded a letter grade in each registered course for the semester. The following guidelines will be followed for the award of grades:

- Grading shall be done on the total marks secured by students in a particular course after adding the various components of evaluation of that course.

- **Grade Points**

A. The Letter Grades and their corresponding Grade points are given in the below Table

Grade	Grade Point	Score (Marks)	Range	Interpretation
A+	10	$\geq 90\%$	90-100	Outstanding
A	9	$\geq 80\% \text{---} < 90\%$	80-89	Excellent
B+	8	$\geq 70\% \text{---} < 80\%$	70-79	Very Good
B	7	$\geq 60\% \text{---} < 70\%$	60-69	Good
C	6	$\geq 50\% \text{---} < 60\%$	50-59	Satisfactory

D	5	$\geq 45\% \text{---} < 50\%$	45-49	Average
E	4	$\geq 40\% \text{---} < 45\%$	40-44	Poor
FF	0	$< 40\%$	0-39	Fail
AB				Absent in ESE
DT				Detained

- B. FF, AB grades:** When these grades are awarded in any course, then that course shall be considered as a **Backlog Course**. If a student secured an “FF” grade, he /she has to reappear for the examination.
- FF grade: This grade is awarded when a student fails in the evaluation process.
 - AB grade: This grade is also a backlog to be awarded when a student is absent in the End- Semester Examination.
- C. DT Grade:** This grade will be awarded when a student is detained in a course. He/she will not be awarded any grade point.

- **Grade Points Average**

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated from the grades obtained and credit index and shall be rounded off to 2 decimal places.

16.1 Computation of SGPA, CGPA

The following will be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- A. Semester Grade Point Average (SGPA):** The performance of a student in a semester is indicated by a number called SGPA. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by the student in all the courses registered by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

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

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course considering all courses registered in that Semester (including those with F or AB Grades)

- B. Cumulative Grade Point Average (CGPA):** The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the Semesters of a program i.e.

$$CGPA = \frac{\sum C_i \times G_i}{\sum C_i}$$

considering all courses registered until that Semester. The detail illustration for computation of SGPA and CGPA is explained in (Annexure D).

- **Conversion of CGPA into Percentage:**

The formula for conversion of CGPA to the percentage of marks is:

$$CGPA \times 10 = \text{Percentage of marks scored}$$

CGPA	Equivalent percentage
5.00	50%
6.00	60%
6.50	65%
7.00	70%
7.50	75%
8.00	80%

The students promoted to III semester onwards having their CGPA less than 5.00 will be given a chance to improve their CGPA above 5.00 by appearing at a maximum of 10% of the total credits. He/She can improve grade point only by the end semester examination of the same course as per the examination rule.

- **Promotion Rules**

16.2 For MBA Program

The MBA students shall be promoted to higher semester as per the conditions laid down below:-

Registration to Semester	Candidates should have earned minimum credits
II Sem.	Not Applicable
III Sem	50% of total credits (rounded off to lower side) of Semester I + Semester II.
IV Sem	Not Applicable

17. Declaration of Results

Semester Examination results will be declared within 30 days after the last theory/practical examination by the **CoE office**. Result compilation will be done by the **Result Section and grade finalization**. Result Section will prepare TR/Grade cards/ Marksheets/Transcripts/Certificates.

- A. At the end of each Semester (i.e., After the End Semester Examination) students will be issued a **Grade Card** by the Result Section/Registrar's office indicating the grades secured in each course, **SGPA**, and the **latest CGPA**.

- B. No representations regarding the results will be accepted after three months from the result declaration date.
- C. If an examinee does not rectify discrepancies in their examination registration application within two months of the result declaration, their registration to the examination may be cancelled.

18. Carry-Over Exam

The following rules shall be followed for carry-over exam:

- Students who carry **clear** backlogs but are promoted to the next higher academic year as per promotion criteria, should appear in that theory/lab/project course during respective end semester examinations of subsequent academic sessions in which the students got a backlog (FF Grade).
- Students who has a backlog due to absence in end semester examination (AB Grade) or UFM case but is promoted to the next higher academic year as per promotion criteria, should appear in that theory/lab/project course during respective End Semester Examinations of subsequent academic sessions in which the student got a backlog.
- Students appearing for carry-over papers in any semester shall be examined with the examination paper of that course running in that semester.
- However, CIE marks awarded to the student at the previous attempt in the courses concerned will be carried forward.

19. Not Promoted to Higher Academic Year

If the promotion criteria are not fulfilled, the student will not be promoted to the next higher Academic year. The following rules will apply:

- i. **EX-STUDENT:** If the student is not promoted to higher academic year and has **only Backlog courses** with **no Detained Courses**, the student may appear in the end semester examinations of the next academic year as **EX-STUDENT** for all the courses of previous academic year. In such cases, CIE marks awarded to the student at the previous attempt in all the courses will be carried forward.
- ii. The student **may be allowed for Re-admission**. In such cases, CIE marks awarded to the student at the previous attempt in all the courses shall be cancelled. The students will pay the fees for the whole academic year, attend classes and appear in all Examinations.
- iii. If the student is not promoted to higher academic year and has few Detained Courses, he/she must take Readmission. Such students should also pay the fees for the whole academic year, attend classes and appear in all Examinations. CIE marks awarded to the student at the previous attempt in all the courses shall be cancelled.

20. Re-Admission in the Institution

A student may be allowed re-admission provided the student satisfies one of the following conditions:

- i. A student is not promoted to the next higher academic year as per promotion criteria [Clause 19(i) to 19 (iii)].
- ii. If a student has not registered for any of the semester during an academic year than he/she has to take re-admission.
- iii. A student with Detained / absent courses who is not promoted to the next academic year must take re-admission.
- iv. A student did not register for any semester of an academic year appear in an End Semester Examination / or the student was not granted permission to appear in the End Semester Examination.

21. Special Provision for Scribe/Writer

- i. The students who use a scribe should produce a medical certificate in the prescribed form at from a Medical Officer to the effect that the student has physical limitations to write including that of speed and submit it along with the Admit Card before one day of the commencement of examination.
- ii. Disability Certificate issued by the Medical Board/Doctor of not below the rank of Civil Surgeon/ Medical Superintendent of a Central or State Government Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions
- iii. The academic qualification of a 'Scribe' (Writer) to write the examination on behalf of a physically challenged student should be one step lower than the qualification possessed by the student enrolled for appearing in the Examination. However, the qualification of the scribe should be matriculate or above.
- iv. Every student with a specified disability, whether using a scribe or not, shall be entitled to 30 minutes extra time for every 3 hours of examination.

22. Semester Drop

In case a student is unable to attend the classes for more than four weeks in a semester due to serious illness, he/she may apply to the concerned Head for withdrawal from the semester. However, such request along with necessary supporting documents shall be made by the students to the concerned Dean, latest before the start of the End Semester Examination. Partial withdrawal from the semester shall not be allowed. All rules and regulations for promotion will be applicable.

23. Award of Division, Ranks & Medals

Eligibility of Awarding Degree: A student shall be eligible for the award of a **Degree/Certificate** from the Institute and the University, provided the student has:

- i. Completed all requirements for the Program,
- ii. Paid all the dues to the Institute including the Department, Hostels, Library, and other units and
- iii. No case or disciplinary action pending against him/her.

- **CGPA, Division, and Honors**

A. A candidate who qualifies for the award of the degree securing D or above grades MBA Program:

Division and CGPA shall be awarded only after the Fourth and final semester examination after successful completion of **--credits**, based on integrated performance of the candidate for all the four semesters as per following details:

- A. A candidate who qualifies for the award of the degree securing D or above grades in all courses pertaining to all semesters in his/her first attempt within four consecutive semesters (two academic years and in addition secures a CGPA of **7.5** and above shall be declared to have passed the examination in **First Division with Honors**.
- B. A candidate who qualifies for the award of the degree by securing D or above grades in all courses of all the semesters within a maximum period of four semesters, after his/her commencement of study in the 1st semester and secures CGPA not less than **6.5** shall be declared to have passed the examination in **First Division**.
- C. All other candidates who qualify for the award of degree by securing D or above grades in all courses of all semesters within a maximum period of four semesters as applicable, after his/her commencement of study in the 1st semester shall be declared to have passed the examination in **Second Division**.

24. Awards

Awards shall be given for excellent performance in Academics, sports, cultural & extracurricular activities, debates, etc. and are to be given to the students as prescribed in the Bye-laws. The details of different awards for medals are as follows:

- **Eligibility for Medals**

- A. The students completing each course of the postgraduate Programs in one attempt shall be considered to be eligible for the above medals. If the topper student does not fulfill the above requirements, the medal shall be awarded to the next student in merit.
- B. In case the students having tie it shall be broken by considering the CGPA of the students. In case of a tie in CGPA, it shall be broken by considering the candidate's performance on the basis of SGPA of previous two semesters. If, however, the tie

still exists, then consider the SGPA of the previous four semesters and so on.

- C. Medals shall be awarded only if the number of students registered in a discipline is minimum ten.
- D. If a student declines the Medal, the same shall be awarded to the next student in Merit.
 - The College shall announce the Awards of Medal at least 20 days before the date of convocation.
 - The above Medals shall be awarded to the notified candidates in the convocation.

- **Gold Medal**

- The College shall award the Gold Medal to the best postgraduate students.

- **Silver Medal**

- The College shall award a silver medal to the next outstanding MBA students.

- **Bronze Medal**

- The College shall award a bronze medal to the next outstanding MBA students.

25. Unfair Means

Cases of unfair means shall be dealt as per the Unfair Means (UFM) Policy of the Institute for Mid Semester Examinations and End Semester Examinations. (**Annexure C**)

26. Issue of Duplicate Marksheet/TC

Type of certificate	Fees*	Processing time
Duplicate mark sheet/ TC	Fees prescribed by finance committee in time to time shall be applicable	1 Month

27. Issue of Transcript

After successful completion and award of degree, a transcript may be issued to the students as per scheme of the program. Candidates can apply for transcripts by submitting an application to the Registrar office along with photocopies of the grade sheets, name of the University where he/she wishes to apply and prescribed fees. The processing time will be 15 days.

28. Passing Certificate / Provisional Degree

The students, who have completed all requirements as set out in these rules and regulations, will be eligible for issue of Passing Certificate/ provisional certificate during graduation day

ceremony of the institution, duly signed by the CoE and Head of the Institution.

29. Award of Degree and Certificate

After successful completion of the program at the Institution, the student will be eligible for award of degree in subsequent convocation of the Institute. A student shall be eligible for the award of the degree only if the student has

- Passed all prescribed courses.
- Attained the minimum required CGPA.
- Satisfied minimum academic requirements.
- Satisfied all requirements specified by the concerned department; if any.
- Satisfied all requirements specified by the Academic Council and/or ordinances.
- Paid all the dues to the institute.
- No pending case of indiscipline.

The degree certificate in person will be distributed from the Institution office after submitting the copies of grade sheets(original) of all semesters and proving his/her identity.

30. Transitory Regulations

These regulations are applicable to students who were discontinued for some reasons and rejoin the program, then he/she shall be governed by the scheme of examination, syllabi contents and the rules and regulations in force at the time of rejoining the student. A candidate, who discontinued in the year/semester, will be admitted to the same semester on paying the prescribed fees as decided by the Board of Governors from time to time. On readmission, he/she shall be required to pass in all the courses in the curriculum prescribed for such a batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed in such courses in the earlier semesters he was originally admitted into.

POLICY FOR CREDIT TRANSFER AT MIET

1. This policy aims at providing a framework for promoting and facilitating Inter institutional transfer and mobility of students with transfer of credit across different Universities of India and abroad.
2. MIET being an autonomous Institution affiliated to AKTU, shall follow the rules of the affiliating University.
3. This policy prescribes:
 - a) Procedure for facilitating and promoting transfer of credits earned by the students of MIET to other Universities/ Educational Institutions; and
 - b) Policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/Educational Institutions.

Facilitation for Transfer of Credits to Other Universities/ Educational Institutions:

4. MIET shall facilitate the transfer of credits earned by its students to other Universities/ Educational Institutions.
5. A student of MIET seeking transfer of credit to other Universities/ Educational Institutions shall submit a written request, along with the fee as prescribed by the Academic Council from time to time, to the Controller of Examination.
6. The Controller of Examinations, upon receipt of such request, shall issue a complete transcript of the Courses taken by the student at MIET and shall forward the application of the students to the concerned University/ Educational Institution.

Policy and Procedure for accepting Credit Transfer from other University

7. MIET shall have a policy of accepting transfer of credits earned by a student from the following University/ Educational Institutions/ Research Institutions:
 - a) Such Indian or Foreign Universities/ Educational Institutions/ Research Institutions with which MIET has signed an MOU for students and faculty exchange.
 - b) Any other University/Educational Institution/Research Institution that has been recognized and approved for the purpose of credit transfer by the Academic Council of MIET.

Policy Coverage for Credit Transfer:

A. Transfer of Credits Within India:

- a) The **Academic Bank of Credits (ABC)** is a digital credit repository managed by the UGC.
- b) Students of MIET can transfer credits for courses pursued at other UGC-recognized universities, IITs, IIMs, NITs, and other reputable Indian Institutions.
- c) The courses must match MIET curriculum and have been completed with a minimum grade or GPA set by MIET.

B. Transfer of Credits from Overseas Institutions:

- a) Credits earned from foreign universities recognized by the Association of Indian Universities (AIM) can be transferred to MIET.
- b) The content of these courses must be comparable to the courses of MIET.
- c) Professional translation of documents is required for verification when applicable.

C. Accumulation of Credits from External Institutions:

- a) MIET students may earn up to 25% of their total program credits from other recognized institutions while pursuing their program at MIET, with prior approval the Director of the Institute.

D. Eligibility and Procedures:

- a) Students must apply in the prescribed format with the necessary documents and fee within the stipulated time frame.

E. Maximum Allowable Credits:

- a) Restrictions exist regarding the percentage of credits that can be transferred, ensuring academic integrity and uniformity.

F. Equivalence Standards:

- a) Clear frameworks are in place to equate credit hours from other universities to MIET'S credit system

8. Request for acceptance of transfer of credits shall be:

- a) Entertained only if received from such candidates who have been duly selected for admission in a Programme of Study, as per the Rules and regulations governing admission at MIET.
- b) Made by the student concerned within 10 days from the date of his/her registration for the semester.
- c) Made in the prescribed format and along with the fees as prescribed by the Academic Council of MIET from time to time; and
- d) Supported by such documents as may be prescribed by the Academic Council.

9. Registrar shall be the Nodal Officer for receiving and processing the request for accepting transfer of credits. To facilitate and expedite the process, the Director of the Institute may constitute a committee comprising of a senior faculty as chairman, two faculty members and finalise the request for acceptance of credit.

10. The maximum credits that can be accepted for transfer shall not exceed 25% of the total credits required for the completion of the Programme of Study in which a student has been admitted.

11. Only such Courses may be considered for acceptance of credit transfer, in which the student has secured at least C grade/ GP of 5 or above/a minimum of 50% marks. In case a student has earned more credits from other University/Educational Institutions/Research Institutions, the student may indicate his/her performance of courses for credit transfer. However, the decision of the Chairman of the Committee in this regard shall be treated as final.

12. The credit equivalence for accepting credit transfer shall be determined as under:

- a) For credit(s) earned by students from Universities that have the credit system in place, a Course work requiring 15 contact hours shall be considered as equivalent to 1 credit of the University; and
- b) For Courses completed from Universities/ Educational Institutions/Research Institutions that do not follow credit system but have semester system in place, a Course work requiring a minimum of 30 lecture hours per semester shall be considered as equivalent to 2 credit of the University; and

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- c) For Courses completed from Universities/Educational Institutions/Research Institutions that neither follow the credit system nor have the semester system, a Course requiring formal classroom instruction/lab work of at least 2 hours per week shall be considered as equivalent to 2 credits of the University.
- 13.** Institute may also allow its students to accumulate certain credits from other Universities/Educational Institutions/Research Institutions in full or partial fulfilment of the required Course work. In such cases;
- a) The student shall be required to obtain prior approval of the Director of the Institute.
 - b) The Courses can be undertaken only in the institutions specified in para 7 above; and
 - c) The maximum number of credits that can be accumulated by a student from other institutions shall not exceed 25% of the total credits prescribed for the successful completion of the Programme of Study.

UNFAIR MEANS POLICY
(Mid Semester Theory/Practical/Project Examinations)

Preamble

Evaluation of students by means of various types of examinations is an integral part of the teaching-learning process. It not only allows teachers to evaluate the students for professional readiness but also makes students learn to obey various “Do’s and Don’ts” while he/ she is in the profession. In the recent past, the number and types of UFM cases have noticeably increased, which is a very alarming situation. Above this, misbehaviour by students during examinations is also rising day by day.

Keeping this in mind, the following are the proposed policies for curbing and handling such cases.

The following acts on the part of a student will be considered as the use of Unfair Means.

Minor Acts (Category I offenses)

- A. The following acts will be considered Intentional cheating:
 - i. Being in possession or having access in the examination hall of Papers, books, notes, or chits with content related to the examination.
 - ii. Writing on clothes, handkerchief, body parts, table, desk, calculator, foot rule, set squares, protractors, slide rules, or any other material.
 - iii. Any smart electronic device or similar material accessible to the candidate that could potentially provide assistance during the examination or is intended to do so.
 - iv. Using or attempting to use objectionable material in their possession for copying.
 - v. Looking at another candidate's work and trying to replicate it.
 - vi. Assisting others by providing answers or sharing unauthorized material.
 - vii. Carrying Mobile inside the Examination Hall.
- B. Engaging in conversation with another candidate or individual, either inside or outside the examination hall, without the authorization of the supervisory or invigilation staff, or seeking or offering guidance through verbal communication or any form of body language, is prohibited.
- C. Writing on any other material, any question or any portion of a question from the question paper, or any related material, as well as the solution to such questions on any paper or other material in the Examination Hall.
- D. Altering one's seat without the approval of the supervisory staff or deliberately sitting in a seat that has not been assigned to them is prohibited.
- E. Disclosing identity by writing the Roll number on any part of the Answer- booklet other than the specified place or making any peculiar remarks in the answer booklet.
- F. Failure to comply with the legitimate instructions of the controller of examinations or any member of the supervisory staff is not permitted.

Serious Acts (Category II offenses)

Annexure B
UFM Policy

- A. Leaving the examination hall without handing over the complete answer booklet, or any part of it, to the supervisor/invigilator, as well as removing or damaging it, is strictly prohibited.
- B. Tearing or disposing of another candidate's answer booklet.
- C. Destroying any evidence of Unfair Means.
- D. Illegally bringing an answer booklet, continuation sheet, or any part of it into or out of the examination venue is strictly forbidden.
- E. Replacing or facilitating the replacement of an answer booklet, any of its pages, or a continuation sheet during or after the examination is also prohibited.
- F. The use of abusive or obscene language in the answer booklet or within the examination hall is not permitted.
- G. Misbehaving during Examination. This includes:
 - i. Engaging in misconduct or inappropriate behavior toward the Superintendent, any member of the supervisory staff, the inspection team, the flying squad, or with another candidate, whether inside or outside the examination hall, before, during, or after the examination, is strictly prohibited.
 - ii. Causing any disturbance in the examination hall or its surrounding area is strictly prohibited.
 - iii. Organizing a walkout, encouraging others to walk out, or engaging in any form of misconduct, either inside or outside the examination hall, is strictly forbidden.
 - iv. Disrupting or disturbing the examination in any way is strictly prohibited.
 - v. Making disrespectful/provocative remarks or gestures to anyone within the premises during the examination.
 - vi. Manhandling someone within the examination premises.
 - vii. Creating/making unusual/absurd sounds/noise individually or in mass.
- H. Intentionally writing another person's roll number on one's answer booklet is strictly prohibited.
- I. Forging another person's signature on any document or using a forged document, knowing it to be fraudulent, to gain admission to the examination hall or for any other purpose is strictly prohibited.
- J. Repeating any of the Minor Acts Second Time.

Very Serious Acts (Category III offenses)

- A. Attempting any act that disrupts the sanctity and confidentiality of the Examination Process.
- B. Getting oneself impersonated by someone in the examination or impersonating another candidate.
- C. Coming to the examination hall under the influence of alcoholic drinks or drugs.
- D. Carrying into the examination hall fire-arms or any other weapon.
- E. Repeating any of the Serious Acts Second Time.
- F. Repeating any of the Minor acts Third time.

Action to be taken during the Examination

During the examination, if any candidate is found indulging in Unfair Means, UFM guidelines should be strictly followed.

- i. The original answer booklet is replaced by 2nd answer booklet.
- ii. The student must provide an explanation, and the invigilator is required to submit a report, both in the designated format provided
- iii. UFM copies (both 1st & 2nd) along with the UFM form and supporting documents should be kept in separate packets and submitted to the Control Room.
- iv. The Candidate shall be allowed to appear in that examination and remaining examinations provisionally. However, CoE may debar the candidate from appearing in remaining examinations if he/she feels the presence of the candidate to be detrimental to the smooth conduction of Examinations.

Punishments

S. No.	For Offences under the		Punishment
	Category	Clause	
1	I	A	Cancellation of 01 course which can be extended to 50% of the courses of the concerned MSE depending upon the severity of the offense.
2		B, C	Cancellation of 1 st copy and evaluation of 2 nd copy.
3		D	Cancellation of 01 course of the concerned MSE
4		E	Cancellation of 01 course of the concerned MSE which may be extended to 02 courses of the concerned MSE depending upon the severity of the offense.
5	II	A, B, C, H	Cancellation of 50% of the courses of the concerned MSE
6		D, E, F, G, I, J	Cancellation of 50% of the courses of concerned MSE which may be extended to all courses of concerned MSE or deduction of marks from other components of internal assessment depending upon the severity.
7	III	B, C, E, F	Cancellation of examinations of all courses of concerned MSE followed by Proctorial Action.
8		A, D	Cancellation of examinations of all courses of concerned MSE followed by Proctorial Action/Rustication. The candidate shall be handed over to the police and a case shall be registered against him/her.

Implementation of Punishments

For an understanding of the offense, its severity, and the implementation of punishments, a committee shall be constituted as follows-

Parties Mean	The offender and invigilators
---------------------	--------------------------------------

Executive UFM Committee	Five members – Controller of examination (COE), 02 Deputy COE, Chief Proctor, Discipline Incharge of Concerned Department.
Sub Committee Type I	Three Members –01 Deputy COE, 01 external member (a senior professor from any other program/branch), 01 Course Expert (not teaching the student that course)
Sub Committee Type II	Three Members –01 Deputy COE, 01 member (a senior professor from any other program/branch), Chief Proctor/Addl. Chief Proctor.

- The sub-committees will be formed by CoE. The sub-Committee will make decisions on individual cases. These decisions will then be ratified by Executive UFM Committee.
- Under all the circumstances, the decision of the Executive UFM Committee would be final.

Implementation Protocols

Category I:

- Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- Talk to parties, if required.
- Matter to be forwarded to the committee.
- Decision by **Sub-Committee Type I**.
- Ratification by Executive UFM Committee.**
- Information to Deans for implementation.

Category II & III:

- Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- Talk to parties, if required.
- Matter forwarded to the committee.
- Decision by **Sub-Committee Type II**.
- Ratification by Executive UFM Committee.**
- Information to the Deans for implementation.

UNFAIR MEANS POLICY **(End Semester Theory/Practical/Project Examinations)**

Preamble

Evaluation of students by means of various types of examinations is an integral part of the teaching-learning process. It not only allows teachers to evaluate the students for professional readiness but also makes students learn to obey various “Do’s and Don’ts” while he/ she is in the profession. In the recent past, the number and types of UFM cases have noticeably increased, which is a very alarming situation. Above this, misbehavior by students during examinations is also rising day by day.

Keeping this in mind, the following are the proposed policies for curbing and handling such cases.

The following acts on the part of a student will be considered as the use of Unfair Means.

Minor Acts (Category I offenses)

- K.** The following acts will be considered Intentional cheating:
- viii.** Being in possession or having access in the examination hall of Papers, books, notes, or chits with content related to the examination.
 - ix.** Writing on clothes, handkerchief, body parts, table, desk, calculator, foot rule, set squares, protractors, slide rules, or any other material.
 - x.** Any smart electronic device or similar material accessible to the candidate that could potentially provide assistance during the examination or is intended to do so.
 - xi.** Using or attempting to use objectionable material in their possession for copying.
 - xii.** Looking at another candidate's work and trying to replicate it.
 - xiii.** Assisting others by providing answers or sharing unauthorized material.
 - xiv.** Carrying Mobile inside the Examination Hall.
- L.** Engaging in conversation with another candidate or individual, either inside or outside the examination hall, without the authorization of the supervisory or invigilation staff, or seeking or offering guidance through verbal communication or any form of body language, is prohibited.
- M.** Writing on any other material, any question or any portion of a question from the question paper, or any related material, as well as the solution to such questions on any paper or other material in the Examination Hall.
- N.** Altering one's seat without the approval of the supervisory staff or deliberately sitting in a seat that has not been assigned to them is prohibited.
- O.** Disclosing identity by writing the Roll number on any part of the Answer- booklet other than the specified place or making any peculiar remarks in the answer booklet.
- P.** Failure to comply with the legitimate instructions of the controller of examinations or any member of the supervisory staff is not permitted.

Serious Acts (Category II offenses)

- Q.** Leaving the examination hall without handing over the complete answer booklet, or any part of it, to the supervisor/invigilator, as well as removing or damaging it, is strictly prohibited.

- R.** Tearing or disposing of another candidate's answer booklet.
- S.** Destroying any evidence of Unfair Means.
- T.** Illegally bringing an answer booklet, continuation sheet, or any part of it into or out of the examination venue is strictly forbidden.
- U.** Replacing or facilitating the replacement of an answer booklet, any of its pages, or a continuation sheet during or after the examination is also prohibited.
- V.** The use of abusive or obscene language in the answer booklet or within the examination hall is not permitted.
- W.** Misbehaving during Examination. This includes:
 - viii.** Engaging in misconduct or inappropriate behavior toward the Superintendent, any member of the supervisory staff, the inspection team, the flying squad, or with another candidate, whether inside or outside the examination hall, before, during, or after the examination, is strictly prohibited.
 - ix.** Causing any disturbance in the examination hall or its surrounding area is strictly prohibited.
 - x.** Organizing a walkout, encouraging others to walk out, or engaging in any form of misconduct, either inside or outside the examination hall, is strictly forbidden.
 - xi.** Disrupting or disturbing the examination in any way is strictly prohibited.
 - xii.** Making disrespectful/provocative remarks or gestures to anyone within the premises during the examination.
 - xiii.** Manhandling someone within the examination premises.
 - xiv.** Creating/making unusual/absurd sounds/noise individually or in mass.
- X.** Intentionally writing another person's roll number on one's answer booklet is strictly prohibited.
- Y.** Forging another person's signature on any document or using a forged document, knowing it to be fraudulent, to gain admission to the examination hall or for any other purpose is strictly prohibited.
- Z.** Repeating any of the Minor Acts Second Time.

Very Serious Acts (Category III offenses)

- A.** Attempting any act that disrupts the sanctity and confidentiality of the Examination Process.

Annexure B
UFM Policy

- B.** Allowing oneself to be impersonated by another individual during the examination or impersonating another candidate is strictly prohibited.
- C.** Entering the examination hall while under the influence of alcohol or drugs is strictly prohibited.
- D.** Bringing firearms or any other weapons into the examination hall is strictly prohibited..
- E.** Repeating any of the Serious Acts Second Time.
- F.** Repeating any of the Minor acts Third time.

Action to be taken during the Examination

During the examination, if any candidate is found indulging in Unfair Means, UFM guidelines should be strictly followed.

- v.** The original answer booklet is replaced by 2nd answer booklet.
- vi.** The student must provide an explanation, and the invigilator is required to submit a report, both in the designated format provided
- vii.** UFM copies (both 1st & 2nd) along with the UFM form and supporting documents should be kept in separate packets and submitted to the Control Room.
- viii.** The Candidate shall be allowed to appear in that examination and remaining examinations provisionally. However, CoE may debar the candidate from appearing in remaining examinations if he/she feels the presence of the candidate to be detrimental to the smooth conduction of Examinations.

Punishments

Table I			
S. No.	For Offences under the		Punishment
	Category	Clause	
1	I	A	Cancellation of 01 course which can be extended to 50% of the courses of the concerned ESE depending upon the severity of the offense.
2		B, C	Cancellation of 1 st copy and evaluation of 2 nd copy.
3		D	Cancellation of 01 course of the concerned ESE

4		E, F	Cancellation of 02 courses of the concerned ESE
5	II	A, B, C, H	Cancellation of 50% of the courses of the concerned ESE
6		D, E, F, G, I, J	Cancellation of 50% of the courses of concerned ESE which may be extended to all courses of concerned ESE depending upon the severity.
7	III	B, C, E, F	Cancellation of examinations of all courses of concerned ESE followed by Proctorial Action.
8		A, D	Cancellation of examinations of all courses of concerned ESE followed by Proctorial Action/Rustication. The candidate will be turned over to the police, and a case will be filed against them.

Implementation of Punishments

For an understanding of the offense, its severity, and the implementation of punishments, a committee shall be constituted as follows-

Table II	
Parties Mean	The offender and invigilators
Executive UFM Committee	Five members – Controller of examination (COE), 02 Deputy COE, Chief Proctor, Discipline Incharge of Concerned Department.
Sub Committee Type I	Three Members –01 Deputy COE, 01 external member (a senior professor from any other program/branch), 01 Course Expert (not teaching the student that course)
Sub Committee Type II	Three Members –01 Deputy COE, 01 member (a senior professor from any other program/branch), Chief Proctor/Addl. Chief Proctor.

- The sub-committees will be formed by CoE. The sub-Committee will make decisions on individual cases. These decisions will then be ratified by Executive UFM Committee.
- Under all the circumstances, the decision of the Executive UFM Committee would be final.

Implementation Protocols:

A. Category I:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a **Statement of Defense** from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by **Sub-Committee Type I**.
- vi. **Ratification by Executive UFM Committee.**
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

B. Category II & III:

- i. Formal receiving of complaints from students/members of the examination committee/any other member concerned.
- ii. Talk to parties, if required.
- iii. Taking a **Statement of Defense** from the Concerned Student.
- iv. Matter to be forwarded to the committee.
- v. Decision by **Sub-Committee Type II**.
- vi. **Ratification by Executive UFM Committee.**
- vii. Information to the Digital Evaluation Incharge & ERP incharge for implementation.

Power to Modify:

- i. The office of CoE reserves the right to addition, deletion, or modification of any clauses mentioned in the manual.
- ii. Notwithstanding anything contained in this manual, the Chief Controller (Head of the Institute) can take appropriate decisions in an emergency situation.

Calculation of CGPA

Total Exam Registered Credits of Semester I + II = $\sum C_i = 45$

Total Credits Earned in 1st year (Semester I + II) = 45

Total Earned Grade Points of Semester II = $\sum C_i \times G_i = 122 + 165$

$$\text{CGPA} = \frac{\sum C_i \times G_i}{\sum C_i} = 287/45 = 6.38$$