

**NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA, G.B. NAGAR
(AN AUTONOMOUS INSTITUTE)**



Affiliated to

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, UTTAR PRADESH, LUCKNOW



ORDINANCE

For

Bachelor of Technology (B. Tech)

GRADING SYSTEM FOR UG AND PG PROGRAMMES

Rules and Regulations for Undergraduate Course Bachelor of Technology (B.Tech) and Model Curriculum (Effective from the Session: 2020-21)

Choice Based Credit System (CBCS), Ordinance Governing the Degree of “Bachelor of Technology (B.Tech)”

Choice Based Credit System (CBCS):

The choice based credit system provides flexibility in designing curriculum and assigning credits based on the course content and hour of teaching. The choice-based credit system provides an opportunity to the students to choose courses from the prescribed courses comprising core, elective and open elective courses. The CBCS provides a cafeteria type approach? In which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is better than the conventional marking system. It is necessary to introduce grading system to make uniformity among all technical institutions of India. This will benefit the students to move to any institution within India and abroad. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the AICTE has formulated the guidelines to be followed.

The CBCS provides choices for students to select from the prescribed courses. Sequencing Plan for the B. Tech Degree Curriculum.

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

Credit Structure for Course Work (as per Autonomous Curriculum)

Lectures (hrs/wk/Sem)	Tutorial(hrs/wk/ Sem)	Lab.Work (hrs/wk/Sem)	Credits
3	1	0	4
2	1	0	3
0	0	2	1
0	0	3	1.5
0	1	3	2.5
0	1	2	2

1.Eligibility of the Students to Appear in the End Semester Examination

The students will get registered for examination in each semester after registering for the classes within 14 working days from the commencement of the semester.

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- 1.1 Every student is required to attend all (100%) the lectures, tutorials; practical's and prescribed curricular and co-curricular activities. The attendance can be condoned up to 15% on medical grounds or for other genuine reasons beyond the control of students.
- 1.2 A further relaxation of attendance up to 15% for a student can be given by concerned HOD/Director provided that he/she has been absent with prior permission of the concerned HOD/Director for the reasons acceptable to him.(on the basis of extreme condition causality in first relation or extreme medical emergency with valid proof).
- 1.3 Out of 15% mentioned in 1.2, a relaxation/shortage up-to 5% attendance may be condoned by the HOD/Director.
- 1.4 Out of 15% mentioned in 1.2, a further shortage up to 10% may be condoned by the Management of the Institute.
- 1.5 No student will be allowed to appear in the end semester examination if he / she does not satisfy the overall 70% average attendance requirement of Clause mentioned above and such candidate(s) shall be treated as having failed and will be further governed by clause no 2.2 & 2.3.
- 1.2.6 The attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

2. Duration of Courses

- 2.1 Total duration of the B.Tech Course shall be 4 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. from time to time.
- 2.2 The student admitted to 1st year B.Tech shall complete the course within a period of seven academic years from the date of first admission, failing which he/she has to discontinue the course. The students admitted under lateral entry scheme (2nd Year B.Tech) shall complete the course within a period of six academic years from the date of first admission, failing which he/she has to discontinue the course.
- 2.3 A candidate, who has failed twice in first year due to any reason (either due to his/her non- appearance or he/she has not been 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 but the maximum time allowed for completing the course will remain the same **as in clause 2.2.**
- 2.4 A student, who wishes to temporarily discontinue the program and continue the same subsequently, must 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 2.2
- 2.5 Further, total duration of course can be extended by 1 year with the permission of Honorable Vice Chancellor of AKTU, Lucknow to complete the course.
- 2.6 The minimum credit requirement for B.Tech degree will be as per the prescribed evaluation scheme of B.Tech.

3. Curriculum

- 3.1 The 4 year curriculum has been divided into 8 semesters and shall include lectures, tutorials, practical's, internship and projects etc. in addition to industrial training and educational tour

etc. as defined in the scheme and executive instructions issued by the Institute from time to time.

- 3.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the Institute from time to time.
- 3.3 Departments will follow the scheme approved by BOS and academic council.

4. Change of Branch

- 4.1 Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub clauses is satisfied:

In first year, after the last date of admission to the B.Tech. 1st semester, on the basis of merit of entrance examination on vacant seat subject to clause 6.2.

In the second year, on the basis of merit at the B.Tech. First year examination for those who are passing without any carry over paper subject to clause 6.2

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

- 4.3 Change of branch facility is not applicable to following:-

Candidates admitted in B. Tech. Computer Science and Business System and Biotechnology and M. Tech Integrated in Computer Science and Engineering courses are not allowed to change the branch

Except branches mentioned in clause 4.3a, students are allowed to change branch in case he/she completes Bridge course (Difference in Course curriculum of respective branch) along with the regular subjects of the current semester to fulfil the requirement of the course curriculum of the branch in which student want to change the branch.

Change of branch is not applicable to the candidates admitted in Second Year of B. Tech. courses (lateral entry) as per clauses 2.2

- 4.4 The change of branch if allowed will become effective from B.Tech 3rd semester.
- 4.5 The Branch change process must be completed by 30th August of each academic session. Further change of branch shall not be permitted.

5. Examination

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

- 5.2 The distribution of marks for sessional, end semester theory papers, practical's and other examinations, seminar, project and industrial training/internship etc. shall be as prescribed. The practical's, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.

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

- 5.4 In case of pandemic / natural calamities / untoward happening Institute may take an appropriate decision as per the guidelines of Academic Council / Governing Body



6. Eligibility of Passing

- 6.1 A student who has obtained Grades A⁺ to E for Theory Subjects and A⁺ to C for Practical subjects shall be considered as passed. If a student has secured "F" grade, he /she has to reappear for the carry over paper (COP) examination. It is mandatory for a student to earn the required credits as mentioned in each semester.
- To pass in a Theory Subject/Drawing, student must score 30% marks in sessional as well as end semester examination separately and aggregate (sessional + end semester) marks must be 40% in each subject.
 - To pass in a Practical/Internship/Project/Viva-voce etc. examination, a student shall secure a minimum of 50% of the maximum marks in practical sessional as well as end semester practical examination separately and aggregate (practical sessional + practical end semester) of 50% marks in each.
 - To pass in seminar, as student shall secure a minimum of 50% of the maximum marks prescribed,
- 6.2 The students who do not satisfy the condition 6.1 or who remains absent in end semester examination shall be deemed to have failed in that subject and may reappear for carry over paper (COP) examination. However, the Sessional marks awarded to the student/s at previous attempt in the concerned subject will be carried forward.
- 6.3 A student shall be declared to have completed the program of B.Tech degree, provided that the student has earned the total credits as per the Evaluation scheme & also fulfilled the regulations laid down by the Institute.

7. Eligibility for Promotion

- 7.1 There shall not be any restriction for promotion from an odd semester to the next even semester.
- 7.2 For promotion from even semester to the next odd semester (i.e. of the next academic year) the student has to secure 50% credits in the immediately preceding two semesters including theory and practical credits.

Minimum Credit Threshold for Promotion	
Check Point	Credit Threshold
First Year to Second Year	50% Credits of First Year
Second Year to Third Year*	50% Credits of Second Year
Third Year to Fourth Year**	50% Credits of Third Year

*Student must have passed First Year without COP with 5.0 CGPA to get promotion in Third Year.

**Student must have passed in First Year & Second Year without COP with 5.0 CGPA (till 2nd year) to get promotion in Fourth Year.

- 7.3 The result of the semester shall be declared only on securing E or above grades in all subjects and minimum Semester Grade Point Average (SGPA) is 5.0.

8. Computation of SGPA and CGPA

- 8.1 The Noida Institute of Engineering & Technology, Greater Noida (Autonomous Institute) affiliated to Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA) and Cumulative Grade

Point Average (CGPA). The CGPA will be calculated every semester. The grading system is with the following letter grades and grade points scale as given below:

For Theory Subjects:

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

For Practical Subjects:

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

- 8.2 A student obtaining Grade "F" shall be considered failed and will be required to reappear in the carry over examination. Number of attempts taken to clear a subject/s shall be shown in the transcripts.
- 8.3 The Institute has right to scale/moderate the theory exam/practical exam/sessional marks of any subject whenever required for converting of marks into letter grades on the basis of the result statistics of Institute as in usual practice.
- 8.4 The modality for moderation of marks before the declaration of result shall be decided by the examination committee.
- 8.5 The modality for moderation of marks if needed after the declaration of result shall be decided by the examination committee.
- 8.6 If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason & in case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
- 8.7 The Examination Committee shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 8.6.

8.8 All the matters defined under 8.4 to 8.7 shall be executed subject to the approval of Academic Council of the Institute.

8.9 **Computation of SGPA and CGPA** :- The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

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

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the course and G_i is the grade point scored by the student in the course

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

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

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

8.9.3 The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

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	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A+	10	3x10 = 30
Course 5	3	D	4	3x4 = 12
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			168

Thus $SGPA = (\text{Credit point/Credit}) = 168/24 = 7.00$

Illustration No.2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	B+	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A+	10	3x10 = 30
Course 5	3	F	0	3x0 = 00
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			156

Thus $SGPA = 156/24 = 6.50$



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Greater Noida Institute of Engineering & Technology
19, Knowledge Park-II, Greater Noida-201306

Illustration No.2 (a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 5	3	E	4	3x4 = 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	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	3	A+	10	3x10= 30
Course 5	3	A	9	3x9= 27
Course 6	2	C	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	C	6	2x6 = 12
Total	24			183

Thus SGPA= 183/24= 7.63

CGPA= 24 x 7.00 + 24 x 7.63 / 48=7.3125

CGPA after Final Semester

Sem.- 1	Sem. - 2	Sem. - 3	Sem. - 4	Sem. - 5	Sem. - 6	Sem. - 7	Sem. - 8
Credit: 24	Credit : 24	Credit : 27	Credit : 27	Credit : 24	Credit : 24	Credit : 24	Credit : 26
SGPA:7	SGPA:8.5	SGPA:9.2	SGPA:6.86	SGPA:8.18	SGPA:7.73	SGPA:8.68	SGPA:9.4

Thus, CGPA= 24 x 7 + 24 x 8.5 + 27 x 9.2 + 27 x 6.86 + 24 x 8.18 + 24 x 7.73 + 24 x 8.68 + 26 x 9.4 / 200 = 8.2

8.10 Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

9. Conversion of Grades into Percentage

Conversion formula for the conversion of CGPA into Percentage is:

CGPA Earned x 10 = Percentage of marks scored.

Illustration: CGPA Earned 8.2 x 10 = 82.0%

10. Award of Division, Rank and Medals

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

- A candidate who qualifies for the award of the degree securing E or above grades in all subjects pertaining to all semesters in his/her first attempt within eight consecutive semesters (four academic years)/ six consecutive semesters (three academic years) as applicable, and in addition secures a CGPA of 7.5 and above with at least 20 credits through MOOCs for the semesters I to VIII (III to VIII) shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS**.



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Institute of Engineering & Technology
Knowledge Part-II, Greater Noida-20130

- b) A candidate who qualifies for the award of the degree by securing E or above grades in all subjects of all the semesters within a maximum period of eight semesters/six semesters as applicable, after his/her commencement of study in the 1st/3rd semester an addition secures CGPA not less than 6.5 shall be declared to have passed the examination in FIRST DIVISION.
 - c) All other candidates who qualify for the award of degree by securing E or above grades in all subjects of all semesters within a maximum period of eight semesters/six semesters as applicable, after his/her commencement of study in the 1st/ 3rd semester shall be declared to have passed the examination in Second DIVISION.
- 10.2 For award of ranks in a branch, a minimum of 10 students should have appeared in the 8th semester examination. The total number of ranks awarded shall be 10% of total number of students appeared in 8th semester or 10 students; whichever is less in that branch.

Illustration:

- a) If 1028 students appeared for the 8th semester in Electronics and Communication Engineering Branch, the number of ranks to be awarded for Electronics and Communication Engineering will 10.
- b) If 90 students appeared for the 8th semester in Mechanical Engineering Branch, the number of ranks to be awarded for Mechanical Engineering will be 09.

For award of rank in a branch of Technology, the CGPA secured by the student from

- (a) 1st to 8th semester for the students admitted to B.Tech. Program from 1st year, and
- (b) 3rd to 8th semester for the students admitted to B.Tech. Program from 2nd year (Lateral Entry) shall be considered.

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

- (a) Has passed 1st to 8th (students joining from 1st semester) or 3rd to 8th (in case of lateral entry) semester in all the subjects in first attempt only.
- (b) Has not repeated/rejected any of the lower semesters.
- (c) 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.

- 10.3 The Gold, Silver and any other Medals as decided by the College shall be awarded to students who fall in the top ranks of various courses as per institute rules.

11. Unfairmeans

Cases of unfair means shall be dealt as per the rules and regulations. (Annexure 2)

12. Award of Sessional Marks

Sessional marks for theory subjects, practicals and projects shall be awarded as prescribed and at present the break-up of sessional marks shall be as follows:

- a) **Theory Subjects**



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19, Knowledge Park-II, Greater Noida-201305

- i) Maximum sessional marks for Theory papers are 50.
- ii) There will be three midterms test. Out of three mid term tests any one mid term may be conducted in open Book pattern (preferably theoretical subjects). Decision of open book examination will be taken by the Examination Committee. Each mid term will comprise of 30 marks (60%) of total theory marks. Mid term test marks will be calculated on the basis of best two mid-term tests out of three.
- iii) Teacher Assessment Tutorial/Assignment/ Quizzes/ABL etc. comprise 10 marks (20%) of total theory marks
- iv) Attendance comprises 10 marks (20%) of total theory marks
- b) Practical's**
 - i) Maximum sessional marks for Practical is 50
 - ii) Continuous Assessment Process will be adopted to evaluate the students for internal practical marks
 - iii) To motivate the students for lab performance on regular basis, the maximum marks are allotted to lab performance (30% of total marks i.e. 15 marks) and attendance (30% of total marks i.e. 15 marks).
 - iv) For Teacher Assessment 20% of total marks i.e. 10 marks is allotted. It will be assessed on the basis of performance in quizzes, Viva & Practical Base Learning. 20% of total marks i.e. 10 marks is allotted for preparing & maintaining lab records.

To support for Continuous Assessment and for better learning of Practical Subjects, extra practical classes may be arranged with permission of Director

13. Award of Internship, Mini Project, Major Project Marks at Institute Level

- 13.1 The marks of Internship, mini project marks shall be awarded on the following basis.
 - a. Write-up / Report 50%.
 - b. Progressive Presentation with Viva Voce 50% (At least 3 Presentation) needs to evaluate Quality of Project, Product development, Innovativeness / Novelty, Individual Contribution in project, Publication
- 13.2 The Major project marks shall be awarded on the following basis:
 - a. Write-up / Report 50%
 - b. Presentation 50%

(At least 3 Presentation) need to evaluate Quality of Project, Product development, Innovativeness/Novelty, Individual Contribution in project, Publication

The project will be evaluated by following committee

 - a. Head of the Department or his/her nominee.
 - b. External Member from other Department of the Institute/ Other Institute Concerned Officer –In charge.
 - c. Project Guide

Senior Faculty Members of the department nominated by the Head of Department.

14. Re- Admission in the Institution/ College

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

- 20.1 A candidate is declared failed
- 20.2 A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination



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20.3 A candidate has been detained by the institute and subsequently has been permitted to take re-admission. (**Annexure 1**).

20.4 A candidate promoted with carry over subjects and he/she opted for readmission.

15. Cancellation of Admission

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

- a) He / She is not found qualified as per AICTE / State Government norms and guidelines or the eligibility criteria prescribed by the Institution
or
- b) He/ She is found unable to complete the course within the stipulated time as prescribed in clause 4.2
or
- c) He / She are found involved in creating indiscipline in the institute.

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

16. Permission for Scribe to Appear Examinations

1. Candidates in need of Scribe should apply with the reason and following evidences.
 - a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - b) Photo of the student/ candidate highlighting the inability to appear for the examination.
 - c) The particulars of proposed scribe i.e. name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
 - d) A letter from the scribe stating that he/she is willing to act ascribes.
 - e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.
2. COE then approves that he /she personally can verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

17. Medium of Instructions: Medium of instruction shall be English

18. Carry Over Examinations: Following rules shall be followed for carry over papers:

- a. A candidate who does not satisfy the requirements of clause 6.1(a, b & c) will be required to appear in those theory papers / practical during Carry over examination
- b. **Examinations for Carry over Papers (COP) will be conducted after the declaration of result of each semester examination.**

19. Improvement Examinations: Students opted for improvement will be allowed to appear for improvement during carry over examination.

19.1 Improvement Examinations will be conducted :

(a) For those students having CGPA less than 5.0 with Pass result.

(b) For those students who are lacking by 0.25 CGPA to get First Division (CGPA should be $> 6.25 < 6.5$) at the end of the course.

A student may opt maximum of three subjects of previous Academic Year (Theory/ Practical or Combination of both) to appear in improvement examination.



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Knowledge Part-II, Greater Noida-201306

ANNEXURE-I

Statues of Detained Students

Following amendments have been approved for status of detained students in any semester

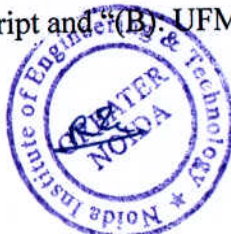
- a) An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in a given semester.
- b) Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semester) as laid down in clause 8.4 and repeat the entire year course in the next academic year OR to abandon only the ODD semester as laid down in section 8.4 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 8.5 and 8.6 of the ordinance.
- c) If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 7 (From the performance of only EVEN semester), he/she then have to study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for Promotion in EVEN semester he/she will be considered FAIL in entire year and will have to repeat both semesters in the subsequent year.
- d) Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semester) as laid down in clause 6 & 7 and repeat the entire year course in the next academic year OR to abandon only the EVEN semester as laid down in section 6 & 7 of the ordinance. If the student chooses to abandon the relevant semester only, he/she shall be further governed by the clause 6 & 7 and 6 & 7 of the ordinance.
- e) If such a student abandons only the EVEN semester performance then it will be verified whether he/she has attained the minimum credits required to be promoted to next year as given in clause 7 (From the performance of only ODD semester). If he/she did then he/she has to study only the EVEN semester (in which the student was detained) in the subsequent academic year as a re-admitted student. Otherwise he/she will be considered fail in entire year and will have to repeat both semesters in the subsequent year.

ANNEXURE-II

Instructions and Penalty for Using Unfairmeans

Procedure to be followed by the invigilator / Centre superintendent / observer in case of unfair means:

1. As soon as any case of unfair means comes to the notice of the Invigilator, he/she shall bring it to the notice of the Examination Center Superintendent of the examination center as well as the Observer appointed by the institute.
2. The invigilator shall take possession of the Answer Book of the candidate along with paper or other material found in his possession and immediately provide the candidate a second Answer Book.
3. The Superintendent shall record the time when the case was brought to his notice. He shall also record the time of issue on the second Answer Book. "(A): UFM-Main Answer Script" should be written on the page cover of the main answer script and "(B): UFM- Second Answer Script" on the cover page of the second answer book.



Director

Noida Institute of Engineering & Technology
19, Knowledge Park-II, Greater Noida-201306

4. The Invigilator, who detects the use of UFM by a candidate, shall also record his statement about the UFM case on specified UFM format.
5. Centre Superintendent shall also give his statement in specified UFM format.
6. The statements of Invigilator and Centre Superintendent shall be in presence of the observer and shall also submit his / her statement about the incident on the specified format.
7. In case the candidate refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator/s on duty. The statement of the candidate if any and the statement of the Invigilator/s are attested by the Centre Superintendent and countersigned by the observer.
8. The Examination Center Superintendent / Observer shall also provide the details of the UFM case to the control room of the Institute through E-mail ONLY.
9. In case a student is found to have written something on the body part a photo of same may be taken on the web cam available etc., if possible.
10. No extra time will be given for completing the Examination as a result of this procedure.
11. After the Examination is over, both of the answer books marked as A (confiscated copy) and B (freshly issued copy) along with the material found in possession and COMPLETELY filled and signed the prescribed FORM and COUNTERSIGNED BY THE OBSERVER SHALL BE SEND IN SEPARATE ENVELOPE MARKED **UFM** TO THE OFFICE OF THE CONTROLLER OF EXAMINATION OF INSTITUTE.
12. In case a candidate has smuggled out an Answer Book, the Centre Superintendent should call the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police and a copy of the FIR is sent to the office of the Controller of Examination along with the statement of the invigilator present in the room, statement of the observer and also of the candidate (if candidate is available).
13. In case of impersonation, the Centre Superintendent shall report the matter to the POLICE. Center superintendent shall also report the incident to the Controller of Examination of the Institute along with the detailed report with necessary documents duly countersigned by the observer.
14. In cases of misconduct of serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the other concerned (e.g. Security person etc.) may be obtained and sent to the office of the Controller of Examination.
15. In case of electronic gadgets, the clear photocopy of that from front and back, and the enlarged photocopy of the screen shot / the printout of the material stored in the electronic gadgets duly signed by the candidate, invigilator, Center Superintendent, and countersigned by observer MUST be attached with UFM report. The electronic gadgets need NOT to be submitted to the Institute.

Convening of Committee on Unfairmeans:

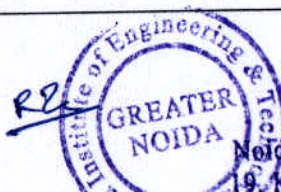
A Committee (Standing Committee) appointed by the Chief Controller of Examination/Director shall enquire into cases of unfair means in the Examination. The student who is involved in UFM cases will be given a chance to submit their representation to the committee, if they want, during a period as specified via circular by the office of the Controller of Examination. The Committee shall thoroughly examine the cases on the basis of the material / documents placed and student report (if any). The committee shall submit its recommendations after laying down clearly the nature of the offence to the Chief Controller of Examination/Director for consideration and necessary orders.



[Signature]
Director

Table Showing Punishment Details for Unfairmeans w.e.f. From Odd Semester of Session 2020-2021 of the Institute:

A	1.	Doesn't follow the instructions given by the Center Superintend / Invigilator.	Warning will be issued to the candidate not to repeat in future. If repeated, CONCERNED PAPER will be awarded ZERO marks or "F" Grade.
	2.	Communicates with another examinee or try to pass on information even after a word of caution from the invigilator or any competent authority.	
	3.	Any sort of writing on the question paper except the Roll No. at the given space.	
	4.	Any exam relevant literature found near or just beneath his/her seat but he/she has not copied from the said material as ascertained by the Center Superintend / Observer / invigilator.	
	5.	Use of indecent or abusing words in the answer book.	
	6.	Attempts to remove Encrypted code / Bar Code or any sticker from the answer book.	
	7.	Indulges in writing the matter relevant to subject before commencement of examination	
	8.	Attempts oral communication with another examinee	
	9.	Indecent behavior at the examination centre or in the examination hall.	
B	1.	If the examinee is found in possession notes, chits, answer book of any other examinee, etc. however he/she has not written from the said material in his/her answer book	Cancellation of result of CONCERNED PAPER and will be awarded ZERO marks or "F" grade in that paper.
	2.	Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book which may reveal his identity.	
	3.	Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings.	
	4.	Brings any electronic gadgets (except memory less scientific calculator if permitted in that paper) in the examination hall.	
	5.	Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor.	
	6.	Any sort of writing on the question paper regarding solution of the questions.	
C	1.	Examinee has copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, handkerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.	Cancellation of result of the CONCERNED PAPER and two other paper in which the candidate has secured the minimum marks percentage among the rest of the papers
	2.	Examinee has indulged in exchange of answer book with other examinee.	



Director

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	3.	Examinee has copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall.	except the paper in which candidate has UFM. That is total three papers will be awarded ZERO marks or "F" grades.
	4.	If the examiner find some written/printed papers etc. of exam related material from the answer book of an examinee	
	5.	Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act	
	6.	Examinee is found to throw away his answer book, supplementary, question paper, practical job or part thereof	
	7.	If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee	
	8.	If the examiner reports that in the examinee's answer book is written with more than one type of hand writing	
	9.	If the examiner reports about missing pages or additional pages in the answer book of examinee	
	10.	If the examinee obstructs the process of conducting the examination in any way.	
	11.	If the examinee tries to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination	
	12.	If the examinee attempts to bribe by way of Keeping currency notes in his/her answer book	
	13.	If the examination committee is satisfied with the report of the examiner that the candidate has copied from one another or from any other sources or involved in mass copying during the examination.	
	14.	Possesses any sort of exam relevant material written/printed on compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc.	
D.	1.	If the examinee obstructs/threatens orally or assaults the invigilator or any competent authority on exam duty.	Cancellation of result of the all the theory papers in that semester (all the theory papers in that semester will be awarded ZERO marks or "F" grades).
	2.	Tries to bring duly written answer book or supplementary from outside	
	3.	If the examinee is found with bulk material like book, note book, and short notes etc. related with the concerned paper.	
E	1.	If a person impersonates as examinee and if this is detected during or after the examination.	Cancellation of result of the all the theory papers and practical examination in that semester will be cancelled.
	2.	If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall.	

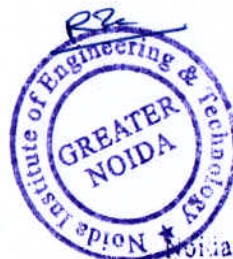


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Noida Institute of Engineering & Technology
Knowledge Part-II, Greater Noida-201306

	3.	Leaves the examination hall without submitting his answer book or tries to destroy it.	(All the theory and practical papers will be awarded ZERO marks or "F" grades in that semester).
	4.	If the examinee is not appearing in that particular examination but who is a candidate of other examination of the institute behaves in an in disciplinary manner during particular examination or helps other examinee in using unfair means.	
F	1.	Possesses Gun, Revolver, Knife or any other prohibited weapon in or around exam hall.	Cancellation of result of the all the theory papers and practical examinations (i.e. the papers and practical examination will be awarded ZERO marks or "F" grades) in that YEAR and candidate has to repeat that session.
	2.	Physically assaulting invigilator or any competent authority on exam duty.	
G.		(In a Carryover Paper). If unauthorized material is found with the candidate in bulk such as books, huge cheating material, etc. which shows the clear intention of copying.	The candidate shall be awarded zero marks or 'F' grade in that Carryover paper and will not be allowed to appear in that paper for next one year.
H.		If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in A to G as above and which has been bearing on the examination or result of the examinee and/or any other examinee.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned on case to case basis.

The result of the student will be declared after implementation of the decision of examination committee



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