



**National Institute of Food Technology
Entrepreneurship and Management**

Ministry of Food Processing Industries, Government of India

F.No: N/S/K/1531/2018/Notification/253

Dated: 02.01.2018
03

Notification

In exercise of its power conferred under Rule 12 (x) of the NIFTEM Rules & Regulations, the Academic Council in its 15th Meeting held on 09.11.2017 recommended Revised Rules & Regulations governing Undergraduate and Postgraduate Programmes at NIFTEM based on amendments made by UGC in regard to academic courses, for approval of the Board of Management. The Board of Management in its 25th Meeting held on 05.12.2017 approved revised Rules & Regulations governing UG/PG Programmes at NIFTEM. Accordingly the revised UG/PG Regulations are enclosed at Annexure at I and II respectively.

The above Rules & Regulations shall come into force from the Academic year 2017-18.

Lin
3/1/2018
(Dr. T.N. Giri)
Registrar

To

1. All HoDs
2. Dean (SW) (for wide publicity among students)
3. Dean (A) / COE / CRD
4. Notification Guard File
5. AR (IT) for uploading on NIFTEM website

CC to:

1. VC Sectt.
2. Registrar office

1. TITLE, APPLICATION AND COMMENCEMENT

1.1 These regulations shall be called “**Rules and Regulations governing Undergraduate Programme at National Institute Of Food Technology Entrepreneurship And Management (NIFTEM) Kundli**”

1.2 The regulations at present shall govern the undergraduate studies leading to the award of **Bachelor of Technology** degree.

1.3 These regulations shall come into force from the academic year 2017-18 and shall be applicable to the students admitted for that academic year and onwards.

2. SCOPE OF THE REGULATIONS

2.1 The provisions of the Regulations are applicable to **Bachelor of Technology (B. Tech.) Degree in Food Technology and Management** and will also be applicable to new Under-Graduate (UG) disciplines that are introduced by the institute in future from time to time.

2.2 These regulations may be reviewed by the **Academic Council (AC)** of NIFTEM from time to time and changes recommended would be reported to the **Board of Management (BOM)** of NIFTEM. The Board shall be the final authority to ratify the same.

3. DEFINITIONS

In these regulations, unless the context otherwise requires:

3.1 Academic Council: The principal academic body of NIFTEM who have the control over and is responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests.

3.2 Academic year: A period of two semesters (minimum 180 teaching days) during which a cycle of study is completed.

3.3 Board of Studies: It is the body constituted with the approval of the institute to propose the courses, curriculum structure and content of the courses work for undergraduate programmes offered by NIFTEM.

3.4 Course: A segment of subject matter (as specified in the syllabus) to be covered in a semester, having a specific number, title and credit(s).

3.5 Course Credit: A measure of instruction or quantity of work in a course. One theory credit represents one hour of lecture or tutorial teaching per week and one practical credit represents a minimum of two hours of laboratory or / and field work per week.

3.6 Curriculum: Courses designed to provide learning opportunities to meet the requirement for a degree and offered in each semester as per the structure and guidelines approved by the competent body/authority.

3.7 Deemed to be University: The word ‘Deemed to be University’ shall refer to NIFTEM, unless otherwise specified.

3.8 Head of the Department: The Head of the Department (HOD) at the concerned academic or virtual department of NIFTEM.

3.9 Programme: It shall refer to the academic programme(s) under offer at NIFTEM.

3.10 Result: It is a measure of performance in a course at the end of the semester.

3.11 Semester: Time period having around 90 instructional days, excluding examination days. There would be two semesters in an academic year, excluding the vacations.

PART A: GENERAL UG RULES AND REGULATIONS

Regulation I: Academic Affairs

1. Admission and Registration

1.1 Admission

Admission to all undergraduate programmes shall be made on the basis of minimum qualification prescribed by Academic Council from the time to time. The admissions shall be made to the First Year level of a programme in the odd Semester of each academic session. The prescribed fees for a new admission shall be paid on or before the due date as notified by the Admission Cell, failing which the admission shall automatically stand cancelled without any further communication/notice in this regard. Foreign nationals and Indian nationals residing abroad including NRIs and PIO would be admitted, as per the norms approved by the Academic Council, in accordance with the policy laid down by the Government of India from time to time, provided they possess minimum prescribed qualification or equivalent. Admission of the students from a restricted country shall be considered, if received through Indian embassy/ High Commission or with due permission of Government of India as per the prescribed government rules in this regard. The admission of a student at any stage of study shall be cancelled if:

- (a) He/ She is not found qualified as per the eligibility criteria prescribed by NIFTEM.
- (b) He/ She is found unable to complete the Programme within the time period as stipulated for the undergraduate degree programme by the Academic Council.
- (c) He/ She is rusticated and thereby not allowed to study at NIFTEM in an act of gross indiscipline and misconduct.
- (d) He/ She requests for the same in writing on the prescribed format to the Academic Registry Cell of NIFTEM through HoD (UG) and the request is approved by the institute.
- (e) He/ She fails to submit migration and transfer certificate from the school/ board/ university/ institution last attended, in original, along with other supporting certificates or documents asked during the admission.
- (f) He/ She submits forged or unauthentic documents and seeks admission fraudulently.

2 Registrations

2.0 Pattern of Academic Programme

The academic calendar shall be the schedule of academic activities pertaining to Undergraduate Programmes for an academic session. It shall essentially include the dates for registration, mid-semester and end-semester examinations, semester breaks. The calendar may also include other relevant dates of importance and their relevance to the academic activities per-

taining to the undergraduate programme of NIFTEM or as provided by other divisions and departments before the approval of the Academic Calendar. The academic calendar shall be notified in advance i.e. Academic Calendar for an academic year shall be notified on the website of NIFTEM, on or before the end of odd semester examinations of preceding academic year. There shall be two semesters in an academic year (1st Semester of an academic year or Odd Semester (July-December); and 2nd Semester of that academic year or Even Semester (January-June) during which all courses specified for various undergraduate degree programmes are offered. In an academic year it would be obligatory to observe teaching equivalent to 180 instructional days in an academic year. The number of teaching days shall be almost equally distributed between the two semesters.

2.1 Registration for First Semester

2.1.1 A student once offered a seat in an Undergraduate programme of NIFTEM shall firstly be registered for the programme by the Admission cum Academic Registry Cell of NIFTEM. Through this registration a student shall get a unique number which shall remain unchanged throughout the degree programme.

2.1.2 Thereafter, the admitted students shall register for courses offered for the semester as per the curriculum within the last date(s) prescribed, failing which they will not be entitled to study the courses offered in that semester.

2.1.3 If a student confirms the admission by submitting the prescribed amount of fee and requests for late registration or late reporting for registration to the Head Admission Cell, the student may be allowed late registration or reporting by maximum of 05 working days, on case to case basis. This permission shall be mainly to facilitate the outside student to come prepared for joining of the course.

2.1.4 Attendance in respect of late admitted/registered students shall be reckoned from the date of registration.

2.2 Registration for Subsequent Semesters

- i. A student declared eligible, as per the provision of these regulations or otherwise is required to register for the semesters, in series, subsequent to semester I of the UG programme shall require to pay the prescribed fee by due date before registering in the subsequent even/odd semesters.
- ii. Timely submission of the fee shall be prerequisite, if not exempted otherwise, to register for the courses in that semester.
- iii. Every successive semester the registration for the courses would be made as prescribed above (2.1.2 and 2.1.4). In case of an eventuality, a student eligible to register for an even/odd semester from second semester and onwards, may be permitted for late registration with late fee up to a maximum of 21 days or as prescribed by NIFTEM from time to time. The permission for late registration with late fee payment shall be allowed by HOD (UG)/ Dean (A) on the recommendation of the faculty mentor/counselor allotted to the student concerned. While allowing this relaxation, the academic grades and discipline record of the student shall be taken into consideration by the mentor/ HOD (UG)/ Dean (A).
- iv. Students failing to register in time or willing to take temporary year long withdrawal from the studies shall submit a request seeking permission for delayed registration from the Academic Registry Cell of NIFTEM on a prescribed format with due supporting documents within 5 days of commencement of teaching session of the con-

- cerned semester, failing which the student will be deregistered and will require to re-register for the programme/course as per the provisions of registration. Once a withdrawal is opted and allowed it shall be effective for two consecutive semesters (odd/even or even/odd, as the case may be).
- v. A student, if allowed for temporary withdrawal, shall pay a fee, as prescribed by the Fee Committee of NIFTEM, for maintaining his/her registration at NIFTEM. An UG student at NIFTEM shall be allowed to take only one year long break at a time.
 - vi. mitted on the ground of ill health or emergency in family (limited to the parents and siblings) or other genuine reasons. On the recommendation of concerned faculty counselor and Head of the Department, Dean Academic may permit delay in registration.
 - vii. A student, if provisionally allowed to register late as per the application made in this regard, shall produce the proof (in original) of ill health or any other emergency), as stated in the application, at the time of reporting for late registration. Maximum period of temporary withdrawal shall be one year at a time and subsequent request for temporary withdrawals, shall be decided on the request of the student on merits subject to the remaining maximum allowable time span to complete the programme as prescribed in these regulations.
 - viii. A candidate admitted to UG programme and registered for the semester for the courses under offer may also be allowed to take a temporary withdrawal as above but the fee paid shall not be refunded, except for first semester of the course provided admission is still continued and there is a possibility that seat can be filled from other applicants available in the waiting list.
 - ix. The students shall have to clear all the dues and surrender the Institute ID card before availing temporary withdrawal or cancellation of their admissions. Student shall submit his/her application in this regard accompanied by a 'No dues certificate/clearance' issued by the various concerned, hostels, library, academic unit, etc in the prescribed format.

2.3 Cancellation of admission during the studies

2.3.1 Students from other universities admitted to UG programme shall produce a migration certificate and/ or School leaving certificate from the school/institution last attended, without which their admission shall be invalid and shall be cancelled if this document is not submitted within 30 days of his/her admission.

2.3.2 If a student discontinues studies by 3 weeks or more without prior permission of the Institute, his/her admission shall stand cancelled.

2.4 Registration after Discontinuation/Withdrawal from the course

A student, who discontinues for a year or more with prior permission as per the provision of these regulations, can re-register to continue the programme at the stage where it was discontinued. A nominal continuation fee shall be charged as prescribed and would be payable by the students for the period of discontinuity. The fees as applicable to normal regular student for the batch in which the student was admitted shall be applicable for such registration. The student will study the same courses as approved for his/her batch by the academic council. If there is case where one or more than one course are withdrawn or altered in content the student may be assigned to the department concerned to assign a faculty to carry out the study for such student so that student fulfills the credit requirements as per the approved curriculum for his / her batch.

2.5 Adding and dropping of courses

Until otherwise instructed by academic council, no adding and dropping of courses to the approved curriculum shall be permitted to the students or departments.

2.6 Readmission

Unless otherwise prohibited in these regulations, a student desirous of readmission shall be re-admitted to in the immediate next academic year at the stage where the study was discontinued. This re-admission shall be allowed on payment of readmission fee equivalent to one time fees charged from the 1st semester students admitted to the same programme during that academic year when this readmission is sought.

2.7 Time limit for completion of degree programme

2.7.1. The minimum duration of programs leading to the degrees to be awarded under these Rules and Regulations are four years for B. Tech. in Food Technology and Management.

2.7.2 The total time to earn the degree (inclusive of the period of withdrawal or drop or year backs, if any) is limited to six years.

3. Counselor / Mentor System:

3.1 In undergraduate Programme of NIFTEM, a group of 10-15 students shall be assigned to a faculty as a 'Counselor'.

3.2 The 'Counselor' shall act as a friend, philosopher and guide and mentor for the students and shall be counseling them on their academic as well as personal issues.

3.3 The 'Counselor' shall keep a track of the progress of the student and shall act as a link between the parents of the students assigned to the counselor/Mentor and NIFTEM (with the due information to parents).

3.4 The 'Counselor' shall also address student's academic or other difficulties and shall coordinate with the concerned office / teachers / NIFTEM officials / authorities, if required.

3.5 The 'Counselor' may also be asked to guide the student in academic follow ups for semester registration and academic leave etc.

3.6 The 'Mentor' shall be a faculty member/staff assigned to an individual student or a group of students to carry out outreach or field assignment or field visits to complete academic requirements as prescribed by the duly approved curriculum.

4. Attendance and Course Credits

4.1 Attendance

- i. Students at NIFTEM are required to attend all classes (lectures, tutorials, laboratories, workshops, fieldwork/internships, guest lecturers etc.).
- ii. A student, subject to the provisions of these Regulations, shall be debarred from appearing to end semester examination theory and or practical of a course in case he/she has

- failed to maintain his/her attendance at a minimum of 75% of the total lectures/ tutorials/laboratory/field visit sessions held.
- iii. All the absence, from lectures/ tutorials/laboratory/field visit sessions held, due to personal reasons, competitive exams, service selection board interviews, and minor sickness shall be accounted in 25% absence allowed as per the provision stated above.
 - iv. In extreme cases where absence is due to demise of mother or father and prolonged self illness, subject to the merit of the case on recommendations of counselor and Head UG , the institute may allow up to 10% grace in attendance to make a student eligible to appear in end semester examination theory or practical subjected to the documentary evidence for the same.
 - v. The institute may allow up to 10% grace in minimum attendance requirement, subject to recommendation of Dean Student Welfare (DSW)/CRD through DSW, to the students who have taken part or organized the extracurricular activities and/or represented NIF-TEM outside the campus for extracurricular activities and/or deputed for some public assignments like NCC, NSS or other recognized activities.
 - vi. During industry internships the minimum attendance shall be assigned by the concerned industry but in no case shall it be below 75%.
 - vii. A faculty member shall be designated as an Attendance Coordinator to coordinate and maintain the attendance record through biometric machines and compilation of attendance at the end of the semester.
 - viii. Absence from classes/campus of more than 30 days consecutively, without prior permission of Head UG, shall be considered as an act of indiscipline and admission cancellation may be recommended without any communication to the student or his/her parents. Any such absence if noticed by the faculty members/wardens/others shall be reported to the attendance coordinator.

4.2 Course Credits Each course shall have an integer number of credits, which reflects its weightage. The number of credits of course in a semester shall ordinarily be calculated as under:-

- (a) **Lectures:** One lecture hour per week shall be assigned one credit.
- (b) **Practical:** Two /Three laboratory hours per week shall be assigned one credit. Four laboratory hours per week shall be assigned two credits.
- (c) **Tutorials:** One tutorial hour per week shall be assigned one credit. Special courses like project, practical training shall be treated as another course and shall be assigned such number of credits as may be approved by academic council.

5. Course Structure

Structure as approved by the Board of Studies and the Academic Council would be applicable to the students of B. Tech. programme. Course structure shall have the details of the courses titles, course codes and course credits based on lecture, tutorial and practical/field sessions.

6. Course Curriculum

Course Curriculum with detailed syllabus would be made available to the students by Dean Academic after their admission to the first year of the programme.

7. Industrial Training / Internship

The curriculum for B. Tech. course would include industrial training(s). Arrangement of training/internship in industry or academia or in research organizations (within or outside the country) would be the responsibility of Corporate Resource Division (CRD) of NIFTEM as per the policy notified and applicable from time to time. The performance and learning outcome of Industrial Training / Internship carried shall be made as per the provisions of Exam Regulations.

8. Project work

UG curriculum shall carry a provision of Project Problem in the last semester of the degree course, which shall be carried by the students normally in groups of 4-5 students. Dean Research will allot project supervisors to 5-10 groups & would supervise the overall project work.

9. Credit Requirement

A student shall be required to pass with earning 180 credits during the course, excluding deficiency or non-credit courses, if any.

***Note:** For 2017-21 Batch, the credit requirement shall remain as approved by the Council for 2016-20 Batch.*

10. Outbound activities

There shall be educational tours/industry visits/excursion tours as per the requirement of curriculum and a student would be required to participate in these activities as per the notices circulated in this regard.

Each undergraduate programme of NIFTEM shall essentially offer a credit linked outbound activity as 'Village Adoption Programme (VAP)'. Under VAP programme a student shall be required to stay in villages to carry out the academic exercise as per the guidelines of VAP as approved by the academic council from time to time.

11. Convocation

The convocation for the purpose of conferring the degree certificate and awarding medals/prizes be held by NIFTEM in its campus every year on a date fixed by the Chancellor. However the final degree certificate may be issued before convocation with the approval of the institute in case of dire need for admission within or outside the country or for job joining for which it is prescribed as a prerequisite.

13. Financial Assistance

Limited scholarships shall be available to deserving undergraduate students as per the relevant rules and guidelines notified by NIFTEM in this regard. This financial support shall be

provided by NIFTEM from its own resources allocated in this regard and in addition to the scholarships provided by various government departments/institutions and outside non-government agencies. However, a student shall be allowed to receive one scholarship only at a time normally.

13. Foreign Exposure

- I. Meritorious students of the NIFTEM shall be provided an opportunity for foreign exposure in a reputed university outside the India for 5 working days, excluding the travel period.
- II. One day in addition to above five days may be provided to the students to explore the socio-cultural practices of the country.
- III. Three students from 3rd year of the programme and five self financed students (on the basis of merit in this category) will be allowed for foreign exposure programme. In the order of merit prepared on the basis of CGPA of up to 5th semester shall be offered the opportunity of foreign visit under this programme after the sixth semester exams are held.
- IV. In this programme NIFTEM shall provide full travelling support limited to economy class air tickets only in any cheapest airline operators following Government of India rules. For lodging and boarding support suitable stipend will be provided to students which will be decided by the committee.
- V. This award shall not be transferable.
- VI. A student despite of falling in the merit shall be denied this opportunity if a punishment has been given to him/her under disciplinary rules and/or for use of unfair means in exams and or debarred for appearing in exams due to shortage of attendance during programme of study under consideration till date.
- VII. It is mandatory to have valid passport before applying for this programme

14. Residence

The Institute shall extend its hostel facility to all the undergraduate students as per the approved Hostel Rules effective from time to time.

15. Conduct and Discipline

NIFTEM have its conduct and disciplinary rules for the students. Penalties for breaking these rules shall be imposed by the disciplinary committee depending upon the misconduct/indiscipline committed by the student(s).

16. Overall Graduation Requirement.

1. In order to qualify for a Undergraduate Degree of NIFTEM covered under these Regulations, a student must:
 - (a) Complete all the minimum credit requirements for the degree as laid down in the prescribed curriculum of the discipline with a minimum pass grade scored in every subject.
 - (b) Obtained a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree as approved by the academic council.
 - (c) Have cleared all dues of NIFTEM, Hostel, NKC and the Departments.
2. UG degree programmes shall be required to be pursued as a regular course of study for minimum prescribed period which shall be as under:

2.1 B. Tech. (Food Technology & Management) 8 Semesters / 4 Years

3. A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in these regulations, shall have to discontinue studies and leave the Institute when asked to do so.

17. Provision of UG Coordinator from Each Department

All Heads of the Department of NIFTEM shall nominate one faculty member as UG Coordinator, who will be responsible for coordinating UG activities of the department under Head UG Studies.

PART B - EXAMINATION AND EVALUATION

Regulation-II: Eligibility to appear in End Semester Examination

- I. For appearing in End Semester Examination, the students will be issued Admit Card, only if he/she has :
 - a. Completed the prescribed course of study.
 - b. Satisfactory attendance record in the theory (taking lectures and tutorial together) and laboratory classes separately, as prescribed in these regulations.
 - c. Paid all NIFTEM dues including Hostel and NKC dues of the semester.
 - d. Has not been debarred from appearing in the examination as a result of disciplinary proceedings.
- II. Appearing in the end-semester examination in the theory & practical components of subjects are compulsory for a student. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester and have not been debarred.
- III. No student shall be deemed to have pursued a regular course of study unless the Head of the Department concerned / Dean (Academics) is satisfied that the required conditions prescribed in this respect have been fulfilled.

(b) Regulation –III: When Examinations to be held.

A tentative period of examination would be indicated in the Academic Calendar. Accordingly the Examination Branch of NIFTEM shall announce the dates of Mid Semester and End Semester Examinations (Theory). End semester practical examination shall take place in the practical classes the Faculty in-charge shall announce the dates for practical exams during last two weeks of the semester. Normally the Odd End Semester Examinations shall be conducted during December and Even End Semester Examinations shall be conducted during May-June of an academic year.

There shall be no re-examination for end semester examination of theory and practical. But a student shall be allowed to carry over maximum 04 missed exam courses for next semester [carry over is relevant to next year & not semester], if it is due to a compelling reason like serious self illness/death of father or mother/marriage of the

self or a sibling. He/she may appeal to the COE in this regard, through his/her counselor and Head UG for permitting himself/herself to appear at the supplementary examination(s) when conducted, as per the provisions of these regulations.

Make-up test may be held only for those students who could not appear in mid-term exams due to genuine reasons stated above. Following conditions shall apply in this regard:

- (i) Application for re-examination of class test/Mid Term test should be submitted to CoE within 10 days of the last date of mid-term exam through counselor and Head UG.
- (ii) Applications submitted after the deadline shall not be entertained.
- (iii) The student shall explain the reasons for missing the tests/midterm, as comprehensively as possible and attach all evidence in for missing the test in support of his/her statement. The onus of submitting complete application with all evidence shall rest with the student.
- (iv) The student shall deposit a fee of Rs 1000 for each missed test subject to maximum of Rs 5000 for one term.
- (v) CoE and Dean (A) shall examine the merits of each case and allow re-test.
- (vi) The barred students shall be provided with an opportunity to appeal to the institute, whose decision shall be final.
- (vii) Course teachers shall conduct the missed test as approved.

For internal evaluation of quiz and assignment and for an end semester practical examination, faculty concerned may decide the due dates/ Internals and practicals at his/her end as per his/ her satisfaction and looking into the deadlines of submission of the evaluated grades to COE, NIFTEM.

Regulation – IV: Evaluation Scheme

A course may have theory (lectures and tutorial) and/or practical component for evaluation. Each of the components shall have a separate evaluation. Numerical grading shall be made under each component and shall be converted in to a letter grade and point grade as per the provisions of these regulations, taking both theory and practical together based on the credit structure of the course. If a course do not have practical component or theory component as per the curriculum structure, it shall be evaluated for theory / practical part and letter grade and point grade shall be assigned accordingly. Maximum marks allotted to theory and practical each shall be 100 for each of the prescribed course.

Evaluation Theory and Practical Component of a Course

NIFTEM shall have continuous evaluation of the students through various assessment modes. In the theory portion of the course, there shall be an assessment during the semester and will have 40% weightage for the 'internal component' and assessment for 'end-term examination' shall have 60% weightage in total marks allotted to the theory component in a course. The detailed scheme is shown in the table below:

(i) For theory component:

Sr. No	Evaluation Mode (Frequency)	Marks Weightage	Remarks
1	Attendance in records	5	90% and above: 05 Marks; 85% to < 90%: 04 Marks; 75% to < 85% 03 Marks. No marks shall be awarded if attendance is less than 75%.
2	Quiz by Faculty (One)	10	Marks to be shown to students after evaluation by the faculty concerned.
3	Assignment (One – Evaluation by Faculty)	5	Marks to be shown to students after evaluation by the faculty concerned.
4	Mid-semester Examination and if Required a Repeat Mid-semester examination (one)	20	Date sheet for the Mid-Term tests shall be centrally announced by CoE. The pattern shall be decided centrally and circulated by CoE. Internal faculty concerned will set the question paper, evaluate answer sheets and will show to students and deposit with COE. Award Sheets will also be submitted by the faculty concerned to COE.
5	End Semester Examination or Supplementary End Semester Examination	60	To be conducted by COE, paper setting and evaluation by External expert to be selected by the COE from the data bank available and or from the panel of names suggested by HoD's from time to time. There may be mix of internal and external evaluation, as per requirement.
	Total	100	

The format of Mid-Term & End Semester Question Paper is given at Annexure 15.5

(ii) For Practical Component

Continuous Assessment		End Semester Assessment	
Components	Weightage	Components	Weightage
Practical Record (considering regularity and timely submission of lab records)	20	Lab experiment/Procedure writing/Tabulation/Equation as applicable	40
Practical Learning (Grade every practical by oral viva at the time of evaluation of record submission or practical conduction as a continuous assessment of Lab)	20	Viva and/or Industry Visit if conducted for the course	20

3. For arriving at a grade obtained by a student in a particular subject, initially a numeric marks obtained by the student out of hundred is to be determined.
4. Grades for field Assignments/Village Adoption Programme/Industry Visits shall awarded as under:
 - a. NIFTEM students shall undergo Outbound activities and Village Adoption Programme as prescribed by the course curriculum. The performance of the student in these activities shall be evaluated out of 100 and taken in to the result as per the credits assigned to these activities. Guidelines in this regard shall be notified by the concerned department /Controller of Examination of NIFTEM as approved time to time.

b. Industrial Visit/Training/Internship

The curriculum for B. Tech. course would include a compulsory industrial training / internship of minimum 16 weeks duration. Arrangement of training/internship in industry or academia or research (within or outside the country) shall be arranged / be routed through the concerned division or unit in NIFTEM. The performance of the student in the Industrial or Research Training/Internship shall be evaluated based on the training report and a certificate of his/her training from the organization followed by a viva-voce/presentation and evaluation of the write-up/report conducted by the department/faculty of NIFTEM to which the UG student is attached. The grades of Industrial Training shall be awarded on the following basis: (i) Write-up / Report 50%. (ii) Presentation and viva voce 50%. The grades in this regard shall be awarded by a committee consisting of: (i) Head (or his/her nominee) of the Department to which the UG student is attached (ii) One faculty member as nominated by Incharge of Corporate Resource Division. The evaluation made by different Committees shall be scrutinized by the Head UG Studies for parity among the various evaluation teams.

Project – Grading of the project will be made as per the exam regulations along with the prescribed weightage as Internal (Supervisor's) Assessment 40%, and External Assessment 60%. External Component of Project performance shall be evaluated through a committee consisting of an external examiner and two internal faculty members. Dean (Research) shall coordinate the process of external evaluation. The evaluation of different committee shall undergo a scrutiny by the Head UG Studies before result declaration for parity among the various evaluation teams.

5. Once the numeric mark is obtained, the same is to be converted to letter grade and point grade based on the guidelines given below:
 - a. In general there shall be no rigid marks-to-grade linkage.
 - b. The grades 'F' and 'O' are to be considered as bench mark grades.
 - c. For subjects which have a laboratory component, to secure any grade higher than 'F' a student has to achieve individually more than the cutoff marks in both the theory component and the laboratory component. Otherwise, he/she has to achieve higher than the cut-off marks in the theory component alone.
 - d. The range of cut-off of % of marks below which a student would be assigned an 'F' grade is 40% for the theory component and 50% for the laboratory component, the exact cut-off marks is to be decided by the teacher/co-ordination committee.

Range of % of Marks* in a Course	Point Grade	Letter Grade	Description
90 to 100	10	O	Outstanding
80 to 89	9	A	Very Good
70 to 79	8	B	Good
60 to 69	7	C	Fair
50 to 59	6	D	Average
40 to 49	5	P	Pass
00 to 39	0	F	Fail

*decimal fraction is round off taking 0.5 and above as 1 and below 0.5 as zero (0)

Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.

I: for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds.

X: for "Debarred" from appearing in the end semester examinations on grounds of 'Insufficient attendance' in a course or 'Indiscipline/ malpractices' in examinations or otherwise on his/her gross misconduct.

(e) All the grades in all the course including internal and end semester grades shall be processed at the end of each semester and will also include updates or changes in transitional grades during that semester as per provisions of these regulations.

(f) All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher.

(g) Laboratory grade shall be finalized and submitted to COE within 5 days of laboratory exams or within the deadlines given by COE.

6. In case of a student who repeats one or more than one course for end semester examinations under the provisions of F/I/X grade in a semester, the previous internal assessment shall be carried forward and he/she shall not be allowed to reappear for internal examination. Similarly the Grades of practical/workshop practice, etc. shall be carried forward and student shall not be allowed to reappear in these.
7. If a student fails in practical exam and passes the theory exam, he will have to repeat the theory papers of end semester along with practical exam. However, if a student absents in practical exam on genuine grounds/ reasons, his theory marks (if passed) shall be carried forward.

Regulation-V: Promotion and Classification of Result

- 1) The results at the various NIFTEM Examinations shall be classified as set out herein under these Regulations.
- 2) The system of results and examinations shall be governed by the rules of the NIFTEM, as framed and implemented from time to time. The NIFTEM shall use Grading System as described below:

Semester Grade Point Average (SGPA) would indicate the performance of the student in the current semester. SGPA will be computed as follows:

SGPA = Total Points Secured/Total Credits, where

Total points secured = Total of grade points X credit hours, for all the subjects offered

by the students in the semester.

Cumulative Grade Point Average (CGPA) would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

$$\text{CGPA} = \frac{\text{Total Points Secured for all the subjects of all the Semesters studied}}{\text{Total Credits of all the subjects of all the semesters studied}}$$

Overall Grade Point Average (OGPA) will be computed at the end of the degree programme of the student. The OGPA will be calculated as follows

$$\text{OGPA} = \frac{\text{Total Points Secured for all the subjects studied in the degree}}{\text{Total Credits of all the subjects studied in the degree}}$$

The OGPA may be different from the CGPA at the end of the degree, because in OGPA a subject once failed and read again shall be counted only once, with the final grade points with which the subject was passed.

Formulation of Conversion policy from CGPA to Percentage:

“%age Marks = CGPA X 10” in line of the practice followed by other institutions of higher studies.

- 3) Any candidate who has not obtained the requisite Grades for passing the final examination for a degree may be admitted to a Supplementary examination or at a subsequent examinations, and if he secures the requisite Grades shall be declared to have passed the degree examination in that year.
- 4) The minimum grade required for passing in theory or theory part of the course, deficiency and non credit courses shall be ‘P’. The minimum grade required to pass in Practical (including all courses where contact hours are prescribed under practical lead only) or practical part of the course, etc and overall of all the subjects taken together shall be ‘D’. A candidate passing all the subjects in both the semesters shall be promoted to the next academic year of study, subject to a CGPA of 5.0 in current semester.

Promotion for B. Tech. programme

From 1st year to 2nd year

- (i) A student having passed all prescribed papers of 1st and 2nd semester shall be promoted to 2nd year.
- (ii) A student having not more than 4 back papers ('F', 'I' or 'X' Grades) in 1st & 2nd semesters taken together shall be provisionally promoted.
- (iii) The student provisionally promoted under sub-clause (ii) above shall appear in the end semester exam (theory) for the back papers along with the students of next batch both in 1st semester and 2nd semester as the case may be on payment of fee of Rs. 1000/- per subject. The marks of Class Test/ Mid-term, Internals & Practical Examinations will be carried forward. If however a student secured 'F' grade due to failing in practical examinations, he will repeat theory exam of end semester along with practical exam. In case a student absents in practical exam on genuine reason, his theory marks, if passed, shall be carried forward. Same rule will apply for 'I' & 'X' grades.
- (iv) If the student still fails to clear the back paper(s) as in sub-clause (iii) above; the student will repeat the year as an external student in respect of those papers in which he failed even after availing one chance and register in the semester(s), as the case may be, on payment of a fee of Rs. 1000/- per subject. If the student is required to repeat only one semester, he will have to sit at home during the other semester, as the case may be.

- (v) The student(s) who have more than 4 back papers (F, I & X) grades (of 1st & 2nd semester taken together), he/she shall not be promoted to next year of study. Such students shall repeat the year and register in 1st & 2nd semesters as may be required, as a regular student. If the student still fails in any or all course again, he/she may opt for one more supplementary chance by a written request to COE. These shall be maximum two supplementary attempts available for a course, as per the provisions above.

From 2nd year to 3rd year:

- (i) A student having passed all prescribed papers in 3rd & 4th semester and cleared all papers of 1st and 2nd semester shall be promoted.
- (ii) A student having not more than 4 back papers ('F', 'I' or 'X' Grades) in 3rd & 4th semesters taken together and has cleared all papers of 1st & 2nd semester shall be provisionally promoted.
- (iii) The student provisionally promoted under sub-clause (ii) above shall appear in the end semester exam (theory) for the back papers along with the students of next batch both in 3rd semester and 4th semester as the case may be on payment of fee of Rs. 1000/- per subject. The marks of Class Test/ Mid-term, Internals & Practicals will be carried forward. If however a student secured 'F' grade due to failing in practicals, will repeat theory exam of end semester along with practical exam. If a student absents in practical exam on genuine reason, his theory marks, if passed, shall be carried forward. Same rule will apply for 'I' & 'X' grades.
- (iv) If the student still fails to clear the back paper(s) as in sub-clause (iii) above; the student will repeat the year as an external student in respect of those papers in which he failed even after availing one chance and register in the semester(s), as the case may be, on payment of a fee of Rs. 1000/- per subject. If the student is required to repeat only one semester, he will have to sit at home during the other semester, as the case may be.
- (v) The student(s) who have more than 4 back papers (F, I & X) grades of 3rd & 4th semester taken together, he/she shall not be promoted to next year of study. Such students shall repeat the year and register in 3rd & 4th semesters as may be required as a regular student. If the student still fails in any or all course again, he/she may opt for one more supplementary chance by a written request to COE. These shall be maximum two supplementary attempts available for a course, as per the provisions above.

From 3rd year to 4th year:

- (i) A student having passed all prescribed papers in 5th & 6th semester and cleared all papers of 1st to 4th semester shall be promoted.
- (ii) A student having not more than 4 back papers ('F', 'I' or 'X' Grades) in 5th & 6th semesters taken together and cleared all papers of 1st to 4th semester shall be provisionally promoted.
- (iii) The student provisionally promoted under sub-clause (ii) above shall appear in the end semester exam (theory) for the back papers along with the students of next batch both in 5th semester and 6th semester as the case may be on payment of fee of Rs. 1000/- per subject. The marks of Class Test/ Mid-term, Internals & Practicals will be carried forward. If however a student secured 'F' grade due to failing in practicals, he will repeat theory exam of end semester along with practical exam. In case a student absents in practical exam on genuine

- reason, his theory marks, if passed, shall be carried forward. Same rule will apply for 'I' & 'X' grades.
- (iv) If the student still fails to clear the back paper(s) as in sub-clause (iii) above; the student will repeat the year as an external student in respect of those papers in which he failed even after availing one chance and register in the semester(s), as the case may be, on payment of a fee of Rs. 1000/- per subject. If the student is required to repeat only one semester, he will have to sit at home during the other semester, as the case may be.
 - (v) The student(s) who have more than 4 back papers (F, I & X grades) of 5th & 6th semester taken together, he/she shall not be promoted to next year of study. Such students shall repeat the year and register in 5th & 6th semesters as may be required, as a regular student. If the student still fails in any or all courses again, he/she may opt for one more supplementary chance by a written request to COE. These shall be maximum two supplementary attempts available for a course, as per the provisions above.

From 4th year to Pass Out:

- (i) A student having successfully completed all courses of the Degree Programme from 1st Sem to 8th Sem with a minimum OGPA of 5.0 or above shall be declared passed & granted the Degree with OGPA secured by him in Point Grade based on computation of the results in Letter Grade & Point Grade with approved credit structure of each course/semester.
- (ii) A student, who has back papers pertaining to 5th, 6th, 7th and 8th Semesters, shall register in the 5th year for the back paper(s) of corresponding semester(s) as an external student on payment of a fee of Rs. 1000/- per subject.
- (iii) No Provisional Degree Certificate (PDC) or Transcript will be issued to such students till he/she clears all the back papers.
- (iv) If a student is not able to clear all subjects of Semester 1st to Semester 8th during the span of 6 years, he shall not be eligible for the Degree.
- (v) A Candidate who has obtained minimum pass grade in the papers of 4th year (7th & 8th Semesters) may reappear in any paper of 7th or 8th Semester for improvement if his grade by surrendering the original marks through a supplementary exam only once at immediately subsequent examination. This concession is allowed to only those students who have secured higher grades in semester 01 to 06. The students desiring to reappear will have to pay the prescribed fee.

Note – Every promotion it would be assessed whether the students shall be able to clear the course during maximum permitted period or not and student shall be notified as per the provisions of these regulations.

Supplementary Exams:

A student will be eligible to appear in the supplementary examination in a subject if he/she actually appeared at the previous end semester examination in that subject and obtained the grade 'F'. If he/she was absent in the end semester exam on genuine grounds/ reasons and given 'I' grade; if he/she was debarred from appearing in end

semester exam due to low attendance & given 'X' grade. Controller of Examinations shall notify the call for supplementary exam applications. Intending students shall submit their applications, along with the necessary fees to the Controller of Examinations by the date notified. A student shall appear in the supplementary examinations of preceding year (s) along with the main exams of the concerned regular batch.

The students who have not been promoted due to more than 4 back papers, are required to appear in supplementary exam of odd/ even semester along with regular exams or register as a regular student in r/o course in which they have back (F, I or X) by paying the prescribed fee based on following options:

- a) Each student will be required to register for all back papers for odd semester by submitting a written application to Head (UG studies) within a week from the date of commencement of odd semester. For back papers of even semesters the option for registration could be submitted within a week from the date of commencement of even semester.
- b) The students will have option either to opt for regular class room teaching with students of current batch of the subject concerned or to appear only in end semester supplementary exam.
- c) The students who choose to register for regular teaching class shall pay course fee of Rs. 15000/- per course or as revised from time to time. If the courses are more than 4 in Nos. full semester fee plus hostel charges as applicable shall be applicable. In case a student has back papers of more than one semester (odd or even, as the case may be) he may opt for regular teaching for the semester in which he/ she has maximum back papers. The back papers of other semester(s) (odd or even, as the case may be) can be attempted in supplementary exam mode.
- d) The students who do not opt for class room teaching and wish to appear in end sem exam as supplementary course will register for supplementary exam as per call of Controller of Examinations on payment of supplementary exam fee as prescribed.
- e) The students who register for regular class room teaching will re-appear in Mid-Term Exams, Internals & Practicals of registered subjects by foregoing their original marks. Those who opt for supplementary exam mode will appear in theory or theory and practical exams, as the case may be, and their internal marks (Mid Term/ Class Tests, Quiz, Assignment, Case Study/ Library Paper, Practicals (wherever applicable) shall be carried forward

Maximum Span Period for the Completion of the Programme:

The maximum span period permitted to clear the Under Graduate degree course at NIFTEM shall be as under:

- (ii) A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal minimum period to clear the backlog to be qualified for the degree. In exceptional circumstance a further extension of one more year may be granted on the basis of the merits of each case with the approval of the institute.

Regulation-VI: Other General Rules for Examinations

1. Application for admission to NIFTEM examination shall be made in the prescribed form and forwarded to COE through the head of the Department where the instructions are imparted in case of M. Tech course and through HoD (UG Studies) in case of B.Tech course.

The Controller of Examinations shall send the admission tickets of all the candidates to HODs, in case of M. Tech course and Dean (Academics) in case of B. Tech course whose application for admission to the various examinations have been received by the Head of the Department concerned / Dean (Academics). As for delivery of Admission Tickets to the candidates are concerned, before delivering the admission ticket to each candidate, the Head of the Department concerned / Dean (Academics) shall satisfy himself that the candidate concerned has put in the requisite attendance at lectures etc. as laid down in the Regulations of the NIFTEM and is otherwise eligible to appear at the respective examination. The admission tickets in respect of candidates who have not fulfilled the attendance requirements shall indicate the 'X' symbol against the subject in which the student is debarred from appearing in the end semester exam due to low attendance. The Admission tickets of other students who are otherwise not eligible to appear at the examination shall not be delivered to them by HODs/Dean (Academics) and shall be returned to the Controller of Examination together with a statement showing the detailed attendance position and/or other facts in each case.

Provided that if practical examination in any subject is held before the examination in theory papers, it shall not be necessary for the Controller of Examination, in respect of candidates who are pursuing a regular course of study, to send Admission ticket to enable them to take such practical examination, and it shall suffice if he sends a list containing the Registration / Roll Numbers of such candidates to the head of the Department for being put up on the notice board of the Department concerned to enable such candidates to take their examination on the basis of the Registration / Roll Numbers assigned to them. Such candidates shall take the practical examination provisionally subject to their being issued admission Tickets later in terms of the foregoing provision.

2. Subject to the provisions contained in Clause 2 above, every candidate whose application has been accepted by the CoE, NIFTEM for Admission to an examination shall be given Admission ticket showing the name of the candidate and the Registration / Roll Number assigned to him for admission to the examination.
3. A candidate may not be admitted into the examination hall, if he/she fails to present to the Superintendent/Examination Coordinator/Room invigilator of the examination his/her admission ticket or to satisfy him that it will be produced within a reasonable time, failing which he/she will not be allowed to sit in the Examinations.
4. The Superintendent/Examination Coordinator of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature or thumb impression or photographs for the purpose of identification.
5. Permission to appear at examination may be withdrawn before or during the course of Examinations for which, in the opinion of the institute, justifies the candidate's exclusion. Information in this regards will be sent to Student and his/her Parents.

6. If a candidate for any NIFTEM examination owes any dues to the NIFTEM or his /her Department on any account and fails to pay the dues, or has borrowed or has in his possession of any book, apparatus, or other property belonging to the NIFTEM and fails to return the same, the Institute may withhold or authorize the withholding of the admission ticket of the candidate, or if the admission ticket has already been issued suspend the order of admission till all such dues have been paid or such property returned by the student.
7. Notwithstanding anything contained expressly or impliedly in these rules, the institute may, on being satisfied after such enquiry or as it may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a NIFTEM examination in relation thereto, delete or cancel the result of such candidate, if it comes to its notice, within four months of the publication of the said final result that:-
 - (i) The candidate was ineligible for admission to the course but was wrongly admitted, or
 - (ii) The candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some inadvertent mistake or some other unavoidable reason, or
 - (iii) A discrepancy was found in the attendance record on account of which the candidate, who had taken the examination was in fact ineligible, or
 - (iv) A discrepancy was discovered in the award of Grades etc. which rendered that result of the candidate liable to be cancelled to his/her disadvantage, or
 - (v) A grace disorderly conduct in Examination has been committed by the student(s) Provided that no such action shall be taken by the institute without giving an opportunity to the concerned student(s) to show cause against the proposed action.

Regulation- VII: Disorderly conduct and use of unfair means in examination

1. No student is allowed to use of dishonest or unfair means in NIFTEM Examination or indulge in disorderly conduct in the examination. Student found using dishonest or unfair means in the Examination or indulge in disorderly conduct in the examination shall be dealt as set out herein after under the Regulation.
 - (a) A case of use of dishonest or unfair means in the Examination shall be registered against the student on the following grounds;
 - (i) Assisting in any manner whatsoever any other student in answering the question paper during the course of the examination.
 - (ii) Taking assistance from any other student or any other person or from any book, paper, notes or other material in answering the question paper during the examination;
 - (iii) Carrying into the examination room any Book, Paper, Notes, Mobile phone, Communication Device, Scanner or other material whatsoever likely to be used directly or indirectly by the student in connection with the examination;
 - (iv) Smuggling in an answer book or a continuation sheet
 - (v) Taking out or arranging to send out an answer book or its any page or a continuation sheet
 - (vi) Replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;

- (vii) Getting impersonated by any person in examination;
 - (viii) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
 - (ix) Communicating with or talking to any other student or unauthorized person in or around the examination room during the course of the examination.
 - (x) Communicating or attempting to communicate directly or through relative, guardian and friend with an examiner with object of influencing him in the award of marks
- (b) Disorderly conduct in the examination includes:
- (i) Misbehavior in connection with the examination, with the Superintendent, the Examination Coordinator, the Invigilator on duty or the other staff working at the Examination centre, or with any other student, in or around the examination centre, before, during or after the examination hour;
 - (ii) leaving the examination room before the expiry of one hour or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;
 - (iii) Intentionally tearing off the answer book or a part thereof or a continuation sheet;
 - (iv) Disturbing or disrupting the examination;
 - (v) Inciting others to leave the examination room or to disturb or disturb the examination;
 - (vi) Carrying into the examination centre any weapon of offence.
- 2 No student shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.
- 3 A student found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was student, and may, in addition, be debarred from appearing at any future examination of the NIFTEM for a further period to be prescribed or be expelled from the NIFTEM and declared not a fit and proper person to be admitted to any further examination of the NIFTEM.
- 4 (a) Any student who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent or the Examination Coordinator of the Examination Centre, contravenes or is suspected of contravening the provision of clause 2 above, in the examination room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent or the Examination Coordinator who shall ask for a signed statement from the student. The student may be subjected to a search to recover any incriminating material from him by the Invigilator / Examination staff on duty.
- (b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of Examination Centre or the Examination Coordinator or the Examiner conducting practical or oral examination shall also have the power to expel a student who in his opinion, has contravened the provisions of clause 2 above, from the examination centre for the remaining duration of the paper.
- 5(a) The Superintendent or the Examination Coordinator of the Examination Centre or the Examiner or any designated officer of NIFTEM, as the case may be, shall report in writing to the Controller of Examination the case of every student who has contravened the provision of clause 2 above.
- (b) The reporting authority shall give full facts of the case in his report and forward with it the statements, if any, made on the occasion by the student and the Invigilator on duty and papers, books and other material recovered from the student, if any.

6. There shall be one Examination Disciplinary Committee. Such Committee hereinafter referred to as the Examination Disciplinary Committee and shall be constituted by the institute as under:
The composition of EDC is as under:
 - (i) Dean (Academics) - Chairperson
 - (ii) HoD (PG) - Member
 - (iii) HoD (FBM) - Member
 - (iv) Dean (SW) - Member
 - (v) CoE - Member Secretary
7. There shall be a Review Committee. Such Committee hereinafter referred to as the Review Committee and shall be constituted as under;
The EDRC consists of the following:
 - (i) Dean (R) - Chairperson
 - (ii) HoD (FE) - Member
 - (iii) Dean (SW) - Member
 - (iv) HoD(AES) - Member
 - (v) CoE - Member Secretary
- 8(a) Any official authorized by Controller of Examinations shall, seek the opinion from the subject Expert/Faculty concerned on the case and based on his/her report shall communicate to the student, in respect of whom a report has been received on pursuant to clause 5(a) containing the precise nature of allegations against him / her and shall ask the student to furnish his / her written explanation within a stipulated period.
- (b) On receipt of explanation from student or on expiry of period stipulated for submitting explanation, if no explanation is received from student Controller of Examinations shall assign his/her case for consideration to Examination Disciplinary committee.
9. After considering all the material facts on record including the explanation, if any, submitted by the student, he/she is found guilty of the use of dishonest or unfair means or disorderly conduct in the examination, the Examination Disciplinary Committee shall recommend appropriate penalty depending upon the degree of dishonesty/unfair means used by the student, as prescribed in these regulations.
10. The decision of Examination Disciplinary Committee (EDC) shall be communicated to the students concerned by COE. The student shall be given an opportunity to appeal for review of the decision of EDC by submitting an application in this regard to COE within 15 days from the date of receipt of the communication in that behalf. The COE will place all such appeals received from the students for review before the EDRC for review. Again the decision of the EDRC shall be communicated to the student concerned by COE.
11. The student if still not satisfied with the decision of the EDRC can file a mercy petition to the institute whose decision shall be final.
12. If the EDC recommends a penalty under clause 3 above, such recommendations shall be submitted before the Board of Management for its consideration.
 - a. The Board of Management may, after considering the report, of the Examination Disciplinary Committee take such action against the student under clause 3 above, as it may deem fit.
 - b. A student on whom any punishment has been imposed under clause 3 above, may, within 30 days from the date of the receipt of the communication in that behalf, make an appeal to the institute. In case the institute is satisfied that the case is fit for reconsideration, may refer the same to the Review Committee. The Review Committee may thereupon review the case and may send its recommendation to the Board of Management for reconsideration.

- c. In the case of a student who has been expelled from the NIFTEM in terms of provisions of Clause 3 above, the Board of Management may, on the recommendation of the institute, on the expiry of two years after such expulsion including the examination in connection with which he/she was punished, exempt the student from further operation of the punishment awarded to him/her.
- d. If within four months of the publication of the results, it is brought to the notice of the Controller of Examination that a student was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of this Regulation shall apply mutatis mutandis to the case of such a student provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Board of Management.
- e. A student against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, shall be deemed to have been only provisionally admitted to the subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him / her in compliance of the said enquiry or action, he / she would not have been entitled to take examination but for his provisional admission thereof.
- f. If any person, not otherwise covered by these provisions, is found guilty of having impersonated a student or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he/she knows or has reason to believe will be smuggled into the examination hall for the benefit of any student, or of having managed otherwise to replace the answer book or its any page of the student after the examination, he/she shall be disqualified from appearing in any NIFTEM examination for a period to be stated. The provision of this Regulation relating to manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

13. PENALTIES

List of Penalties for Different Types Offences Under UFM

Sl. No	Offences	Penalties
1.	Mobile phone found in possession in switch off mode with no evidence of copying.	Academic probation of one semester & a fine of Rs. 1000/-
2.	Mobile phone found in switch on mode with evidence of copying.	Current examination in the subject concerned cancelled with zero marks plus academic probation for one semester and a fine of Rs. 1,000/-
3.	Copying material found in his/ her possession with no evidence of copying.	Current examination in the subject concerned cancelled with zero marks plus academic probation for one semester and a fine of Rs. 1,000/-
4.	Copying material brought in examination hall and evidence of	Entire course examination in the subjects (both theory & practical) cancelled with zero

Sl. No	Offences	Penalties
	copying from it.	marks with academic probation for two semesters and a fine of Rs. 2000/-
5.	Ran away with answer book or decamped the answer book	Result of the student in all courses of the semester cancelled with zero marks with a fine of Rs. 2000/- & academic probation for the remaining period of his course. Matter may be reported to the nearest Police Station in writing under proper receipt.
6.	Impersonation	Current examination cancelled as a whole and disqualified from appearing in the next one semester exams. Matter may be reported to the nearest Police Station in writing under proper receipt.
7.	Use of abusive language in the answer book or at the exam centre, threatens the staff and indulges in violence during examination.	Current examination cancelled with zero marks. Matter may be reported to the nearest Police Station in writing under proper receipt.
8.	Swallowing/destroying evidence including tearing of the any answer book and also other examination material.	Examination of the course cancelled as a whole (theory and practical) with zero marks with academic probation of one semester.
9.	Mass copying or indulging in any other group activity leading to Un-fair Means	Penalty as may be decided by Examination Disciplinary Committee.
10.	Any other Unfair Means not covered above which jeopardize the sanctity of Examination.	Any other penalties as may be recommended by the Examination Disciplinary Committee for approval of the Competent Authority.

IMPORTANT NOTES

1. The fact that a particular roll no. was booked under Unfair Means (UFM) should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examination.
2. The candidate booked under UFM is not to be expelled from the examination centre.
3. Candidate found using any of the UFM are not to be debarred from appearing in the remaining papers.
4. Candidates can be physically searched by the Centre Superintendent/ Invigilators/ Member of the team of Surveillance Committee during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
5. Normally when a candidate goes out to toilet etc. the invigilator must ensure that the Answer Book question Paper of the candidate has been left behind on his seat in the examination hall.
6. At the end of the examination student should not be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his way out with the answer script, the complete statement explaining the circumstances under which the student has left with the script should be recorded. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should al-

so contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.

7. In respect of the cases detected by the members of the team of Surveillance Committee, the Centre Superintendent should forward the same to COE after giving an opportunity to the candidate concerned to give his explanation. For these cases also the prescribed proforma should be used.
8. Proper procedure must be followed while reporting the UFM case.

PART C: CONCLUSIONS

1. Other Matters

In case of dispute, difference of opinion in interpretation of these regulations and for all other matters not covered by the clauses the decision of Chairman Academic Council shall be binding.

Any legal matter relating to these Rules and Regulation shall be subjected to jurisdictions of Court(s) in Haryana state.

2. Relaxation

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence. The Academic Council shall have the power to relax any provision provided in the regulations in any specific matter/situation subject to the approval of Board of Management of NIFTEM & such decision(s) shall be reported to the Chancellor of NIFTEM for his approval.

1. Title, Application and Commencement

1.1 These regulations shall be called “**Rules and Regulations governing Postgraduate Programme at National Institute of Food Technology Entrepreneurship and Management (NIFTEM) Kundli**”

1.2 The regulations at present shall govern the postgraduate studies leading to the award of Postgraduate degrees.

1.3 These regulations shall come into force from the academic year 2017-18 and shall be applicable to the students admitted for that academic year and onwards.

Note: For 2017-19 Batch, the credit requirement shall remain as approved by the Council for 2016-18 Batch.

2. Scope of the Regulations

2.1 The provisions of this Regulation is applicable to M.Tech and MBA Degrees and will also be applicable to new Postgraduate(PG) disciplines that are introduced from time to time .

2.2 These regulations may be reviewed by the Academic Council of NIFTEM from time to time and changes recommended would be reported to the Board of Management (BOM) of NIFTEM.

The Board shall be the final authority to ratify the same.

3. Definitions

In these regulations, unless the context otherwise requires:

3.1 Academic Council: The principal academic body of NIFTEM who have the control over and be responsible for the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities, examinations and tests.

3.2 Academic year: A period of two semesters (minimum 180 teaching days) during which a cycle of study is completed.

3.3 Board of Studies: It is the body constituted with the approval of the University to propose the courses, curriculum structure and content of the courses work for postgraduate programmes offered by NIFTEM.

3.4 Course: A segment of subject matter (as specified in the syllabus) to be covered in a semester, having a specific number, title and credit(s).

3.5 Course Credit: A measure of instruction or quantity of work in a course. One theory credit represents one hour of lecture or tutorial teaching per week and one practical credit represents a minimum of two hours of laboratory or / and field work per week.

3.6 Curriculum: Courses designed to provide learning opportunities to meet the requirement for a degree and offered in each semester as per the structure and guidelines approved by the competent body/authority.

3.7 Deemed to be University: The word 'Deemed to be University' shall refer to NIFTEM, unless otherwise specified.

3.8 Head of the Department: The Head of the Department (HOD) at the concerned academic or virtual department of NIFTEM.

3.9 Programme: It shall refer to the academic programme(s) under offer at NIFTEM.

3.10 Result: It is a measure of performance in a course at the end of the semester.

3.11 Semester: Time period having around 90 instructional days, excluding examination days. There would be two semesters in an academic year, excluding the vacations

PART A
REGULATIONS-1: ACADEMIC AFFAIRS

1. Admission and Registration

1.1 Admission

1.1.1 Admission to all Postgraduate programmes shall be made on the basis of minimum qualification prescribed by Academic Council from time to time. The admissions shall be made to the first semester of a postgraduate programme in the odd Semester of each session.

1.1.2 All students, admitted to any of the Postgraduate courses and till they are on roll, shall be required to pay at the time of joining and also in subsequent semesters the tuition fee and other fees, as approved by NIFTEM.

1.1.3 The prescribed fees shall be paid on or before the due date as notified in the academic calendar, failing which the admission shall automatically stand cancelled without any further communication in this regard. In case of some eventualities the University on the recommendation of a faculty mentor/counselor allotted to the student may permit a delay of maximum up to 30 days. The student shall deposit the fee on the 31st day or immediate next working day after expiry of the fee deposit extension.

1.1.4 Foreign nationals and Indian nationals residing abroad including NRIs and PIO would be admitted, as per the norms approved by the Academic Council, in accordance with the policy laid down by the Government of India from time to time, provided they possess minimum prescribed qualification and equivalent.

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

(a) He/ She is not found qualified as per the eligibility criteria prescribed by NIFTEM.

(b) He/She is found unable to complete the Programme within the time period as stipulated by the Academic Council.

(c) He/She is rusticated and thereby not allowed to study at NIFTEM in an act of gross indiscipline and misconduct.

(d) He/ She request for the same in writing on the prescribed format to the Academic Registry and Admission Cell of NIFTEM and request is approved by NIFTEM.

1.1.6 The Institute also reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her course on grounds of unsatisfactory academic performance, unauthorized / un-intimated continuous absence of more than 30 days or otherwise as per the other provisions of these regulations.

1.2 Academic qualifications

For admission to the M. Tech. Programmes, each candidate must have a four year Postgraduate degree (10+2+4 system) in Food or allied fields from a recognized University / Institute. In addition, M.Sc. (10+2+3+2 or 10+2+4+2) degree holders from a recognized University/ Institute in selected subjects, fulfilling the eligibility norms as approved by the Academic Council from time to time, are also eligible for admission to M. Tech. Programmes. However, the candidates should have Postgraduate degree (10+2+3)/ above qualification for the admission to MBA Programmes.

1.3 Mode of Selection and Admission

The admission notifications for Master Degree Programme are notified in the important newspaper and also on the University Website. Selection for the M.Tech and MBA Degree Programmes is done the basis of valid GATE Score and CAT/MAT score in the relevant subject, respectively. NIFTEM shall reserve the right to prescribe a cut off for GATE/CAT/MAT Score. In case of vacant seats, NIFTEM may conduct an entrance test in the relevant subject followed by an interview for the selection.

1.4 Registration

1.4.1 Pattern of academic Programmes

The academic calendar shall be the schedule of academic activities pertaining to Postgraduate Programmes for an academic session. It shall essentially include the dates for registration, mid-semester and end-semester examinations, semester breaks. The calendar may also include other relevant dates of importance and their relevance to the academic activities pertaining to the postgraduate programme of NIFTEM or as provided by other division and departments before the approval of the Academic Calendar by the Vice Chancellor, NIFTEM. The academic calendar shall be notified in advance i.e. Academic Calendar for an academic year shall be notified on the website of NIFTEM, on or before the end of odd semester examinations of preceding academic year. There shall be two semesters in an academic year (1st Semester of an academic year or Odd Semester (July-December); and 2nd Semester of

that academic year or Even Semester (January-June) during which all courses specified for various postgraduate degree programmes are offered. In an academic year it would be obligatory to observe teaching equivalent to 180 instructional days of six days system. The number of teaching days shall be almost equally distributed between the two semesters.

1.4.2 Registration for First Semester

A student once offered a seat in a Postgraduate programme of NIFTEM will be first registered for the programme by Admission-cum-Academic Registry Cell of NIFTEM. Through this registration a student shall get a unique number which shall remain unchanged throughout the degree programme. Thereafter the admitted candidates shall register for courses offered for the semester as per the curriculum within the last date(s) prescribed, failing which they will not be entitled to study the courses offered in that semester. Dean Academic shall notify the schedule of course registration. Late registration, by 21 days from the commencement of teaching in that semester, could be permitted only on genuine grounds like health reasons, if a student submits the fee and allowed for late reporting based on exigencies and emergencies duly supported by documentary evidence, Dean Academic shall be the final authority to accord such permission on recommendation of concerned Head of the Department. Attendance in respect of such late admitted students shall be reckoned from the date of registration.

1.4.3 Registration for Subsequent Semesters

- a. Every successive semester the registration for the courses would be made as prescribed above in 1.4.1.
- b. Students failing to register for the semester within the time allowed shall seek permission for delayed registration within 21 days of commencement of teaching or to discontinue before closure of the semester, failing which their admission shall stand cancelled.
- c. The students shall have to clear all the dues and surrender the Institute ID card to the IT Unit before discontinuing degree programme temporarily or cancelling their admissions. No dues certificated issued by the various departments, hostels, library, academic unit, etc., shall be finally confirmed by the Academic Registry Cell while sending the proposals for discontinuation of study temporarily or cancellation of admission.

1.5 Cancellation of admission

1.5.2 Students from other universities admitted to PG programmes shall produce migration certificate from the Institute from which the degree was obtained without which their admission shall be invalid and shall stand cancelled.

1.5.3 If a student discontinues studies by 3 weeks or more without prior permission of the Institute, the student's admission shall stand cancelled.

1.6 Post withdrawal Registration

A student, who discontinues for a semester or more with prior permission of the Institute, can re-register during any subsequent semester within the maximum permissible time limit by paying re-registration fee along with other fee payable. A nominal continuation fee shall be prescribed and would be payable by the students for the period of discontinuity. A student of M Tech will not be allowed to discontinue the study beyond one year.

1.7 Adding and dropping of courses

Until otherwise instructed no adding and dropping of courses shall be permitted to the students in addition to the approved course structure.

1.8 Readmission

A student desirous of readmission should seek readmission in the immediate next academic year after cancellation of admission, failing which candidate shall not be eligible for readmission.

1.9 Time limit for completion of degree programme

1.9.1. The minimum duration of programs leading to the degrees to be awarded under these Rules and Regulations is two years for M.Tech and MBA in Food Technology and Management.

1.9.2 The total time to earn the degree (inclusive of the period of Withdrawal, if any) is limited to four years.

1.10 Residence

1.10.1 The Institute shall extend its hostel facility to the Postgraduate students as per the approved Hostel Rules effective from time to time.

1.1 Advisor

Each of students admitted would be allotted to a faculty member belonging to the respective department who will act as Advisor for the students throughout the M.Tech Programmes. An advisor is expected to give formal and informal support to the student in a manner that he/she could excel in his learning endeavor and overall personality development. The supervisor will

also act as counselor cum mentor for the student. Advisor shall be responsible to provide guidance and supervision to the students allotted to him/her for the courses like status paper, industry project during internship and/or research project, as applicable, allotted to the students.

1.12. Attendance and Course Credits

1.12.1 Attendance

- i. Students at NIFTEM are supposed to attend all classes (lectures, tutorials, laboratories, workshops, fieldwork/internships, guest lectures etc.).
- ii. A student, subject to the provisions of these Regulations, shall be debarred from appearing to end semester examination theory or practical of a course provided he/she has failed to maintain his/her presence in minimum of 75% of the total lectures/ tutorials/laboratory/field visit sessions held.
- iii. All the absences, from lectures/ tutorials/laboratory/field visit sessions held, due to personal reasons, competitive exams, service selection board interviews, and minor sickness shall be accounted in 25% absence allowed as per the provision stated above.
- iv. In extreme cases where absence is due to demise of mother or father and prolonged self-serious illness, subject to the merit of the case and recommendations of counselor and concerned Head of the Department, University may allow up to 10% grace in attendance to make a student eligible to appear in end semester examination theory or practical.
- v. University may allow up to 10% percent grace in minimum attendance requirement, subject to recommendation of Dean Student Welfare, to the students who have taken part or organized the extracurricular activities and/or represented NIFTEM outside the campus for extracurricular activities and/or deputed for some public assignment with NCC, NSS or other recognized activities.
- vi. During industry internships the minimum attendance shall be assured by the concerned industry but in no case it shall be below 75%.
- vii. A faculty member shall be designated as an Attendance Coordinator to coordinate the maintenance of attendance record through biometric machines and compilation of attendance at the end of the semester.
- viii. Absence from classes/campus of more than 30 days consecutively, without prior permission of PG Head, shall be considered as an act of indiscipline and admission cancellation may be recommended without communication. Any such absence if noticed by the faculty members/wardens/others shall be reported to the attendance coordinator.

1.12.2 Course Credits Each course shall have an integer number of credits, which reflects its weightage. The number of credits of course in a semester shall ordinarily be calculated as under:-

- (a) **Lectures:** One lecture hour per week shall be assigned one credit.
- (b) **Practical:** Two /Three laboratory hours per week shall be assigned one credit. Four laboratory hours per week shall be assigned two credits.
- (c) **Tutorials:** One tutorial hour per week shall be assigned one credit. Special courses like project, practical training shall be treated as another course and shall be assigned such number of credits as may be approved by academic council.

1.13 Course Structure

Structure as approved by the Board of Studies would be applicable to the students of M.Tech and MBA programme. Course structure shall have the details of the courses titles, course codes and course credits based on lecture, tutorial and practical/field sessions.

1.14 Course Curricula

Course Curricula with detailed syllabus would be made available to the students by Dean Academic after their admission to the first year of the programme.

1.15 Industrial Training / Internship

a) M.Tech Programme: The curriculum for M. Tech. course would include industrial internship (optional in third semester). Arrangement of training/internship in industry or academia or in research organizations (within or outside the country) would be the responsibility of Corporate Resource Division (CRD) of NIFTEM as per the policy notified and applicable time to time. The performance and learning outcome of Industrial Internship carried shall be made as per the provisions of Exam Regulations. It would be highly desirable that an M.Tech student during internship handles an industry project. If an M.Tech student during internship find that it is not possible to conduct a project at the industry may report back to the institute by officially concluding the internship if also agreed by the industry. All communication in this regard should route through CRD of NIFTEM.

b) MBA Programme:

Internship: Approx 40 days period which starts immediate after 2nd semester end-term exam. Arrangement of training/internship in industry or academia or in research organizations (within or outside the country) would be the responsibility of Corporate Resource Division

CRD) of NIFTEM as per the policy notified and applicable time to time. The performance and learning outcome of Internship carried shall be made as per the provisions of Exam Regulations. It would be highly desirable that an MBA student during internship handles an industry project. If an MBA student during internship find that it is not possible to conduct a project at the industry may report back to the institute by officially concluding the internship if also agreed by the industry. All communication in this regard should route through CRD of NIFTEM.

1.16 Status Paper and Seminar

If credit seminar is included in course structure, grades in Seminar shall be awarded by Seminar In-charge. Grades of Seminar shall be awarded on the following basis:

- (i) Write-up / Report 30%
- (ii) Presentation 50%
- (iii) participation in the course by attending and responding to the other presentations of the course 20%.

Student will make an updated report on the topic so that it can be presented as a Status Report on the topic. NIFTEM shall notify the modality to offer.

1.17. Project work

It shall be a mandatory subject to the provisions of these regulations, to allot suitable credits in a PG programme of NIFTEM, preferably in final year.

- a) Each student of M.Tech/MBA in its 2nd Year (3rd & 4th) or only 4th semester as prescribed by curricula shall carry a project individually under the supervision of the faculty allotted to him/her as Advisor.
- b) To carry out for research project there shall be Student Advisory Committee (SAC), consisting of three faculty members, to guide the PG students on the problems chosen by the student and approved by the SAC. Advisor will be the Chairman of the Advisory committee. Two members shall be nominated by supervisor from the other department subject to relevant area of research and Mathematics/Statistics, respectively. Other two members are supervisor and faculty from the same department.
- c) A seminar for Pre-submission viva-voce shall be conducted in the 4th semester in the presence of Advisory committee.
- d) The summary of M.Tech/MBA Research Project should be sent to the nominated external expert 10 days before the date of final viva-voce to be conducted by the Office of the Head of the Department.

(e) A Spiral bound 3 copies of M.Tech/MBA Research Project should be submitted to Office of Head, day before the date of final viva-voce to be conducted.

(f) Students are required to submit the five hard bound copies of M.Tech/MBA Research Project Report duly signed by advisor and Head of the Department within 10 days from the date of final viva-voce conducted as per the prescribed format (Annexure I). In case of non-submission of project report within stipulated time, candidate result would be detained and further additional processing fee may be charged for declaration of results.

f) Grading of the project will be made as per the exam regulations with the following weightage

(i) Internal (Supervisor's) Assessment 40%,

(ii) External Assessment 60%.

1.18 Credit Requirement

1.18.1 A student shall require passing and there by earning minimum 80 credits, excluding deficiency or non-credit courses, if any.

10.2 Students can take maximum 30 credits in a semester.

1.19 Outbound activities

There shall be educational tours/industry visits/excursion tours as per the requirement of curriculum and a student would be required to participate in these activities as per the notices circulated in this regard.

Each postgraduate programme of NIFTEM shall essentially offer a credit linked outbound activity as 'Village Adoption Programme (VAP)'. Under VAP programme a student shall be required to stay in villages to carry out the academic exercise as approved by the academic council from time to time as per the guidelines of VAP.

1.20 Convocation

The convocation for the purpose of conferring the degree certificate and awarding medals/prizes shall be held by NIFTEM in its campus every year on a date fixed by the Chancellor. However the final degree certificate may be issued with the approval of University in case of dire need for admission within or outside the country or for job joining for which it is prescribed as pre requisite.

1.21 Financial Assistance

Limited scholarships shall be available to deserving postgraduate students as per the relevant rules and guidelines notified by NIFTEM in this regard. This financial support shall be provided by NIFTEM from its own resources allocated in this regard and in addition to the scholarships provided by various government departments/institutions and outside non-government agencies. Normally, a student at a time shall be allowed to receive one scholarship only.

1.22 Academic misconduct-cum- plagiarism policy:

1.22.1 The core work carried out by the student shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. In case plagiarism is established in the core work claimed then the Examination Disciplinary Committee (EDC)(Regulations 2: Examination and Evaluation) of the University shall impose appropriate penalty. The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations

1.22.2 Similarity checks for exclusion from Plagiarism. The similarity checks for plagiarism shall exclude the following:

- i. All quoted work either falling under public domain or reproduced with necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standards equations.

1.22.3 Levels of Plagiarism in non-core areas. For all other (non-core)cases, plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition: Similarities up to 10% .- excluded

Level 1: Similarities above 10% to 40%

Level 2: Similarities above 40% to 60%

Level 3: Similarities above 60%

1.22.4 Penalties for Students: Based on recommendations of the EDC. shall impose penalty considering the severe' of the Plagiarism.

i. Level t: Similarities above 10% to 40% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

ii. Level z: Similarities above 10% to 60% - Such student shall not be given any mark and/or credit for the plagiarized script and shall be asked to submit a revised script after a time period of one year but not exceeding eighteen months.

iii. Level 3: Similarities above 60% -Such student shall not be given any mark and/or credit for the plagiarized script and his/her registration for that course shall be cancelled.

1.22.5 Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

1.22.6 Penalty in cases where the degree/credit has already been obtained – If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period decided by (EDC).

1.22.7. Processing of all such case shall be routed through the Faculty Advisor to Student and dealt by EDC.

1.23 Foreign Exposure Guidelines for M.Tech. Programmes

- I. Meritorious students of all the PG programmes of NIFTEM shall be provided an opportunity for foreign exposure in a reputed university outside the India for maximum 45 working days, excluding the travel period. Minimum period of such program shall be 15 days.
- II. One student from each of the PG programmes and 01 self financed student (on the basis of merit in this category) of NIFTEM, in order of merit by CGPA/SGPA of 1st semester shall be offered the opportunity of foreign visit under this programme after the second semester exams are held.
- III. In this programme NIFTEM shall provide full travelling support limited to economy class air tickets only in any cheapest airline operators following government rules. Expenses other than air tickets shall be borne by the student concerned at his/her own.
- IV. This award is non-transferable and shall be available to the topper of the batch only. If more than one student is at the number one position in a programme, both can be given equal travel support maximum by dividing the cost of one ticket among the eligible students.

- V. A student despite of falling in the merit shall be denied for this opportunity if a punishment has been given to him/her under disciplinary rules and/or for use of unfair means in exams and/or debarred for appearing in exams due to shortage of attendance during programme of study under consideration till date.
- VI. It is mandatory to have valid passport before applying for this programme

Foreign Exposure Guidelines for MBA Programme

- I. International Immersion is an important part of MBA Program.
- II. All the admitted MBA students are required to go through an international immersion work of short-duration (approx 2 weeks) in one or more leading foreign university/institute/industry/school of management/agribusiness/food business management/food services management & hospitality or related and relevant discipline to management students.
- III. International Immersion may be conducted preferably in the 3rd semester. However, the exact duration and time of visit may be decided in consultation with organizing foreign University/ Institution/Industry based upon their convenience and availability. Only in exceptional case, the visit may be conducted in the 4th semester.
- IV. The above duration could be used for both the academic sessions and the general exposure about commerce and industry, politico-legal systems, socio-cultural dynamics, etc.
- V. In this programme, 85% of fee collected from students for International Immersion Programme shall be made available towards this programme. Remaining 15% will be the administrative charges of Institute. All remaining expenses shall be borne by the student concerned on his/her own.
- VI. Among the meritorious MBA students, NIFTEM will bear the lodging and boarding expenses of only one top-most student (in order of merit by CGPA/SGPA of 1st semester).
- VII. It is mandatory to have valid passport by each student before applying for this programme.
- VIII. All the students are required to submit post-visit report to the department of FBM&ED.
- IX. The expenses of accompanying faculty member(s) will be borne by NIFTEM.
- X. In case a student is not able to attend the foreign immersion programme due to some eventuality or visa not granted case, the committee as at 1.1 shall consider the case for refund/permission. The committee in such case may recommend a refund of the International Immersion Programme fee collected as under:
 - 1. Case of 'Visa-not-Granted': 85% of the fee collected
 - All other cases: Maximum up to 75% of the fee collected

1.24 Conduct and Discipline

NIFTEM shall have its conduct and discipline rules for the students. Penalties for breaking these rules shall be prescribed by the Disciplinary Committee depending upon the misconduct or indiscipline committed by the students.

1.25 Overall Graduation Requirement.

1.25.1 In order to qualify for a Post Degree of NIFTEM covered under these Regulations, a student must:

- (a) Complete all the minimum credit requirements for the degree as laid down in the prescribed curriculum of the discipline with a minimum pass grade scored in every subject.
- (b) Obtained a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree as approved by the academic council and in force.
- (c) Have cleared all dues of NIFTEM, Hostel, NKC and the Departments.

1.25.2 PG degree programmes shall be required to be pursued as a regular course of study for minimum prescribed period which shall be as under:

2.1 M. Tech. 4 Semesters / 2 Years

2.2 M B A 4 Semesters / 2 Years

1.25.3 A student, whose academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the limits of time specified in these regulations, shall have to discontinue studies and leave the Institute when asked to do so.

1.26 Leave of PG Students

HOD shall be the authority to grant the leave to the resident PG students and Counsellor shall be the authority to allow leave to the non-resident students. It would be obligatory for a PG student to inform Advisor and HOD office about the leave granted by warden or counselor by an email or in writing.

PART B

REGULATION-2: EXAMINATION AND EVALUATION

2.1 Eligibility to appear in End Semester Examination

- 2.1.1 For appearing in End Semester Examination, the students will be issued Admit Card, only if he/she has :
- Completed the prescribed course of study.
 - Satisfactory attendance record in the theory (taking lectures and tutorial together) and laboratory classes separately.
 - Paid all NIFTEM dues including Hostel and NKC dues of the semester.
 - Has not been debarred from appearing in the examination as a result of disciplinary proceedings.
- 2.1.2 Appearing in the end-semester examination in the theory & practical components of subjects are compulsory for a student. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester and have not been debarred.
- 2.1.3 No student shall be deemed to have pursued a regular course of study unless the Head of the Department concerned / Dean (Academics) is satisfied that the required conditions in respect of his instructions have been fulfilled.

2.2 Examinations

A tentative period of examination would be indicated in the Academic Calendar accordingly the Examination Branch of NIFTEM shall announce the dates of Mid Semester and End Semester Examination (Theory). End semester practical examination shall take place in the practical class as announced by the faculty in-charge during last two weeks of the semester. Normally the Odd End Semester Examinations shall be conducted during December and Even End Semester Examinations shall be conducted during May-June of an academic year.

There shall be no re-examination for end semester examination of theory and practical. But a student shall be allowed to carry over maximum 04 missed exam courses for next semester, if it is due to a compelling reason like serious illness/death of father or mother/marriage of the self or a sibling. He/she may appeal to the COE in this regard, through his/her counselor and UG Head for permitting himself/herself to appear at the supplementary examination(s) when conducted, as per the provisions of these regulations.

Make-up test may be held only for those students who could not appear in mid-term exams due to genuine reasons stated above. Following shall apply in this regard:

- (i) Application for re-examination of class test should be submitted to CoE within 10 days of the last mid-term exam through counsellor and UG Head.
- (ii) Applications submitted after the deadline shall not be entertained.
- (iii) The student shall explain the reasons for missing the tests, as comprehensively as possible and attach all evidence in support of his/her statement. The onus of submitting complete application with all evidence shall rest with the student.
- (iv) The student shall deposit a fee of Rs 1000 for each missed test subject to maximum of Rs. 5000 for one term.
- (v) COE and Dean (A) shall examine the merits of each case.
- (vi) The barred students shall be provided with an opportunity to appeal to the University NIFTEM, whose decision shall be final.
- (vii) Course teachers shall conduct the test as approved.

For internal evaluation of quiz, assignment, library papers etc and for an end semester practical examination teacher concerned may allow change of due date / practical exam batch / slot at his/her end as per his/ her satisfaction and looking into the deadlines of submission of the evaluated grades by COE, NIFTEM.

2.3 Evaluation Scheme

A course may have theory (lectures and tutorial) and/or practical component for evaluation. Each of the components shall have a separate evaluation. Numerical grading shall be made under each component and shall be converted to a letter grade as per the provisions of these regulations, taking both theory and practical together in 1:1 ratio. If a course do not have practical component or theory component as per the curriculum structure, it shall have be evaluated for theory / practical part and letter grade shall be made accordingly. Maximum marks allotted to theory and practical each shall be 100 for each of the prescribed course.

2.4 Evaluation Theory and Practical Component of a Course

NIFTEM shall have continuous evaluation of the students through various assessment modes. In the theory portion of the course, there shall be an assessment during the semester and will have 40% weightage in name of 'internal component' and assessment by 'end-term examination' shall have 60% weightage in total marks allotted to the theory component in a course. The detailed scheme is shown in the table below:

For theory component:

Sr . No	Evaluation Mode (Frequency)	Marks Weightage	Remarks
1	Attendance in records	5	90% and above: 05 Marks; 85% to < 90%: 04 Marks; 75% to < 85% 03 Marks
2	Quiz by Faculty (One)	5	Marks to be shown to students after evaluation by the faculty concerned.
3	Assignment (One – Evaluation by Faculty)	5	Marks to be shown to students after evaluation by the faculty concerned.
4	Library Paper/ Case Studies (One – Evaluation by Faculty)	05	Marks to be shown to students after evaluation by the faculty concerned.
5	Mid-semester Examination and if Required a Repeat Mid-semester examination (one)	20	Date sheet for the Mid-Term tests shall be centrally announced by CoE. The pattern shall be decided centrally and circulated by CoE. Setting of question paper, Answer sheets to be shown to students and deposited with COE. Award Sheets will also be submitted by the faculty concerned.
6	End Semester Examination or Supplementary End Semester Examination	60	To be conducted by COE, paper setting and evaluation External/Internal as approved by the University time to time, there may be mixed of internal and external evaluation.
	Total	100	

For Practical Component

Continuous Assessment		End Semester Assessment	
Components	Weightage	Components	Weightage
Practical Record (considering regularity and timely submission of lab records)	20	Lab experiment/Procedure writing/Tabulation/Equation as applicable	40
Practical Learning (Grade every practical by oral viva at the time of evaluation of record submission or practical conduction as a continuous assessment of Lab)	20	Viva and/or Industry Visit if conducted for the course	20

2.4.1 For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of hundred is to be determined.

2.4.2 Grades for Filed Assignments/Village Adoption Programme/Industry Visits shall awarded as under:

- a. NIFTEM students shall undergo Outbound activities and Village Adoption Programme as prescribed by the course curriculum. The performance of the student in these activities shall be evaluated out of 100 and taken in to the result as per the credits assigned to these activities. Guidelines in this regard shall be notified by the concerned department /Controller of Examination of NIFTEM shall be notified as approved time to time.
- b. **Industrial or Research Training/Internship:** The curriculum for M.Tech. Course would include a compulsory industrial training / internship of minimum 16 weeks duration. Arrangement of training/internship in industry or academia or research (within or outside the country) shall be arranged / be routed through the concerned division or unit in NIFTEM. The performance of the student in the Industrial or Research Training/Internship shall be evaluated based on his submission of training report and a certificate of his training from the organization followed by a viva-voce/presentation and evaluation of the write-up/report conducted by the department/faculty of NIFTEM to which the PG student is attached. The grades of Industrial Training shall be awarded on the following basis: (i) Write-up / Report 50%. (ii) Presentation

50%. The grades in this regard shall be awarded by a committee consisting of:
(i) Head of the Department /Faculty of NIFTEM to which the PG student is attached (ii) One faculty member as nominated by Overall In charge of Training.

- c. **Status Paper for M.Tech. Degree:** Soon after the students join M.Tech 1st year NIFTEM, they will select an appropriate topic for the Status paper in consultation with their supervisor and HoD. The topic will be within the mandate areas of NIFTEM. The student will deliver four seminars, two in each of the first two semesters on the Status paper, collect all available information on the subject and finally compile the whole year's work and submit it at the end of 2nd semester. The total credits for the Status Paper will be four: Two during each semester. The M. Tech. programme currently has two seminars, one in each semester. The Status Paper seminars will replace these.
- d. **Project** - The evaluation of the final year project of M. Tech. shall be done at the end of 3rd and 4th semester by an Advisory committee constituted by Head of the Department.
- e. A summary of M.Tech Research Project to be sent to the nominated external expert 10 days before conducting the final viva-voce by the Office of the Head of the Department.
- f. Dean (Research) would supervise the conduction of examination of the M Tech project as per the procedure approved by the Vice Chancellor.

2.4.3 Once the numeric mark is obtained, the same is to be converted to letter grade following the guidelines given below:

- a. In general there shall be no rigid marks-to-grade linkage.
- b. The grades 'F' and 'O' are to be considered as bench mark grades.
- c. For subjects which have a laboratory component, to secure any grade higher than 'F' a student has to achieve individually more than the cutoff marks in both the theory component and the laboratory component. Otherwise, he/she has to achieve higher than the cut-off marks in the theory component alone.
- d. The range of cut-off of % of marks below which a student would be assigned an 'F' grade is 40% for the theory component and 50% for the laboratory component. the exact cut-off marks is to be decided by the teacher/co-ordination committee.

Range of % of Marks* in a Course	Point Grade	Letter Grade	Description
90 to 100	10	O	Out Standing
80 to 89	9	A	Very Good
70 to 79	8	B	Good
60 to 69	7	C	Fair
50 to 59	6	D	Average
40 to 49	5	P	Pass
00 to 39	0	F	Fail

*decimal fraction is round off taking 0.5 and above as 1 and below 0.5 as zero (0)

Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.

I: for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds.

X: for "Debarred" from appearing in the end semester examinations on grounds of 'Insufficient attendance' in a course or 'Indiscipline/ malpractices' in examinations or otherwise on his/her gross misconduct

- e. All the grades in all the course including internal and end semester grades shall be processed at the end of each semester and will also include updates or changes in transitional grades during that semester as per provisions of these regulations.
- f. All the requirements for the laboratory component are to be satisfied by a student within deadline set-up by the teacher.
- g. Laboratory grade shall be finalized and be submitted to COE within 5 days of laboratory exams or within the deadlines given by COE.
- h. In case of a student who repeats one or more than one course for end semester examinations under the provisions of F/I/X/R grade in a semester, the previous internal assessment shall be carried forward and he/she shall not be allowed to reappear for internal examination. Similarly the Grades of practical/workshop practice, etc. shall be carried forward and student shall not be allowed to reappear in these.
- i. If a student fails in Practical Exam and passes the theory exam, he will have to repeat the theory papers of end semester along with Practical exam. However, if a student absents in practical exam on genuine grounds/ reasons, his theory marks (if passed) shall be carried forward.
- f. Re-evaluation of theory and practical paper is not permitted.

2.5 Promotion and Classification of Result.

2.5.1 The results at the various NIFTEM Examinations shall be classified as set out herein after under these Regulations.

2.5.2 The system of results and examinations shall be governed by the rules of the NIFTEM, as framed and implemented from time to time. The NIFTEM shall use Grading System as described below:

Semester Grade Point Average (SGPA) would indicate the performance of the student in the current semester. SGPA will be computed as follows:

$SGPA = \text{Total Points Secured} / \text{Total Credits}$, where

Total points secured = Total of grade points*credit hours, for all the subjects offered by the students in the semester.

Cumulative Grade Point Average (CGPA) would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

$CGPA = \text{Total Points Secured for all the subjects of all the Semesters studied} / \text{Total Credits of all the subjects of all the semesters studied}$.

Overall Grade Point Average (OGPA) will be computed at the end of the degree programme of the student. The OGPA will be calculated as follows

$OGPA = \text{Total Points Secured for all the subjects studied in the degree} / \text{Total Credits of all the subjects studied in the degree}$.

The OGPA may be different from the CGPA at the end of the degree, because in OGPA a subject once failed and read again shall be counted only once, with the final grade points with which the subject was passed.

Formulation of Conversion policy from CGPA to Percentage:

“%age Marks = $CGPA \times 10$ ” in line of the practice followed by other institutions of higher studies.

2.5.3 Any candidate who has not obtained the requisite Grades for passing the final examination for a degree may be admitted to a Supplementary examination or at a subsequent examinations, and if he secure the requisite Grades shall be declared to have passed the degree examination in that year.

2.5.4 The minimum grade required passing in theory or theory part of the course, deficiency and non-credit courses shall be ‘P’. The minimum grade required to pass in Practical (including all courses where contact hours are prescribed under practical lead only) or practical part of the course, etc. and overall of all the subjects taken

together shall be 'D'. A candidate passing all the subjects in both the semesters shall be promoted to the next academic year of study, subject to a SGPA of 5.0 in current semester.

2.5.5 Promotion for M. Tech. programme

(a) From 1st year to 2nd year

- (vi) A student having passed all prescribed papers of 1st and 2nd semester shall be promoted to 2nd year.
- (vii) A student having not more than 4 back papers ('F', 'T' or 'X' Grades) in 1st & 2nd semesters taken together shall be provisionally promoted.
- (viii) The student provisionally promoted under sub-clause (ii) above and with shall appear in the end semester exam (theory) for the back papers along with the students of next batch both in 1st semester and 2nd semester as the case may be on payment of fee of Rs. 1000/- per subject. The marks of Class Test/ Mid-term, Internals & Practical Examinations will be carried forward. If however a student secured 'F' grade due to failing in practical examinations, he will repeat theory exam of end semester along with practical exam. In case a student absents in practical exam on genuine reason, his theory marks, if passed, shall be carried forward. Same rule will apply for 'T' & 'X' grades.
- (ix) If the student still fails to clear the back paper(s) as in sub-clause (iii) above; the student will repeat the year as an external student in respect of those papers in which he failed even after availing one chance and register in the semester(s), as the case may be, on payment of a fee of Rs. 1000/- per subject. If the student is required to repeat only one semester, he will have to sit at home during the other semester, as the case may be.
- (x) The student(s) who have more than 4 back papers (F, I & X) grades (of 1st & 2nd semester taken together), he/she shall not be promoted to next year of study. Such students shall repeat the year and register in 1st & 2nd semesters as may be required, as a regular student. If the student still fails in any or all course again, he/she may opt for one more supplementary chance by a written request to COE. These shall be maximum two supplementary attempts available for a course, as per the provisions above.

From 2nd year to Pass Out:

- (vi) A student having successfully completed all courses of the Degree Programme from 1st Sem to VIth Semester with a minimum OGPA of 5.0 or above shall

declared passed & granted the Degree with OGPA secured by him in Point Grade based on computation of the results in Letter Grade & Point Grade with approved credit structure of each course/semester.

- (vii) A student, who has back papers pertaining to 3rd and 4th Semesters, shall register in the 3rd year for the back paper(s) of corresponding semester(s) as an external student on payment of a fee of Rs. 1000/- per subject.
- (viii) No PDC or Transcript will be issued to such students till he/she clears all the back papers.
- (ix) If a student is not able to clear all subjects of Semester I to Semester IV during the span of 4 years, he shall not be eligible for the Degree.

Note – Every promotion it would be assessed that the students shall be able to clear the course during maximum permitted year or not and student shall be notified as per the provisions of these regulations.

Supplementary Exams:

A student will be eligible to appear in the supplementary examination in a subject if he/she actually appeared at the previous end semester examination in that subject and obtained the grade 'F'. if he/she was absent in the end semester exam on genuine grounds/ reasons and given 'I' grade; if he/she was debarred from appearing in end semester exam due to low attendance & given 'X' grade. Controller of Examinations shall notify the call for supplementary exam applications. Intending students shall submit their applications, along with the necessary fees to the Controller of Examinations by the date notified. A student shall appear in the supplementary examinations of preceding year along with the main exams.

The students who have not been promoted due to more than 4 back papers, are required to appear in supplementary exam of odd/ even semester along with regular exams or register as a regular student in r/o course in which they have back (F, I or X) by paying the prescribed fee based on following options:

- f) Each student will be required to register for all back papers for odd semester by submitting a written application to Head (UG studies) within a week from the date of commencement of odd semester. For back papers of even semesters the option for registration could be submitted within a week from the date of commencement of even semester.
- g) The students will have option either to opt for regular class room teaching with students of current batch of the subject concerned or to appear only in end semester supplementary exam.

- h) The students who choose to register for regular teaching class shall pay course fee of Rs. 15000/- per course or as revised time to time. If the courses are more than 4 in Nos. full semester fee plus hostel charges as applicable shall be applicable. In case a student has back papers of more than one semester (odd or even, as the case may be) he may opt for regular teaching for the semester in which he/ she has maximum back papers. The back papers of other semester(s) (odd or even, as the case may be) can be attempted in supplementary exam mode.
- i) The students who do not opt for class room teaching and wish to appear in end sem exam as supplementary course will register for supplementary exam as per call of Controller of Examinations on payment of supplementary exam fee as prescribed.
- j) The students who register for regular class room teaching will re-appear in Mid-Term Exams, Internals & Practicals of registered subjects by foregoing their original marks. Those who opt for supplementary exam will appear in theory or theory and practical exams, as the case may be and their internal marks (Mid Term/ Class Tests, Quiz, Assignment, Case Study/ Library Paper, Practicals (wherever applicable) shall be carried forward

2.6 Maximum Span Period for the Completion of the Programme:

The maximum span period permitted to clear the Postgraduate at NIFTEM shall be decided as under:

- (iii) A student who for whatever reasons is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal minimum period to clear the backlog to be qualified for the degree. In exceptional circumstance a further extension of one more year may be granted on the basis of the merits of each case with the approval of vice chancellor.

2.7 Other General Rules for Examinations

- 2.7.1 Application for admission to NIFTEM examination shall be made in the prescribed form and forwarded to COE through the head of the Department where the instructions are imparted in case of M.Tech course
- 2.7.2 The Controller of Examinations shall send the admission tickets of all the candidates to HODs. in case of M.Tech course whose application for admission to the various examinations have been received by the Head of the Department concerned. As for delivery of Admission Tickets to the candidates are concerned. before delivering the

admission ticket to each candidate, the Head of the Department concerned shall satisfy himself that the candidate concerned has put in the requisite attendance at lectures etc. as laid down in the Regulations of the NIFTEM and is otherwise eligible to appear at the respective examination. The admission tickets in respect of candidates who have not fulfilled the attendance requirements or are otherwise not eligible to appear at the examination shall not be delivered to them by HODs and shall be returned to the Controller of Examination together with a statement showing the detailed attendance position and/or other facts in each case. Provided that if practical examination in any subject is held before the examination in theory papers, it shall not be necessary for the Controller of Examination, in respect of candidates who are pursuing a regular course of study, to send Admission ticket to enable them to take such practical examination, and it shall suffice if he sends a list containing the Registration / Roll Numbers of such candidates to the head of the Department for being put up on the notice board of the Department concerned to enable such candidates to take their examination on the basis of the Registration / Roll Numbers assigned to them. Such candidates shall take the practical examination provisionally subject to their being issued admission Tickets later in terms of the foregoing provision.

- 2.7.3 Subject to the provisions contained in Clause 2 above, every candidate whose application has been accepted by the COE, NIFTEM for Admission to an examination shall be given admission ticket showing the name of the candidate and the Registration / Roll Number assigned to him for admission to the examination.
- 2.7.4 A candidate may not be admitted into the examination hall, if he/she fails to present to the Superintendent/Examination Coordinator of the examination his/her admission ticket or to satisfy him that it will be produced within a reasonable time, failing which he/she will not be allowed to sit in the Examinations.
- 2.7.5 The Superintendent/Examination Coordinator of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature or thumb impression or photographs for the purpose of identification.
- 2.7.6 Permission to appear at examination may be withdrawn before or during the course of Examinations for which, in the opinion of the University, justifies the candidate's exclusion. Information in this regards will be sent to Student and his/her Parents.
- 2.7.7 If a candidate for any NIFTEM examination owes any dues to the NIFTEM or his /her Department on any account and fails to pay the dues, or has borrowed or has in his possession any book, apparatus, or others property belonging to the NIFTEM and fails to return the same, the University may withhold or authorize the withholding of

the admission ticket of the candidate, or if the admission ticket has already been issued suspend the order of admission till all such dues have been paid or such property returned by the candidate.

2.7.8 Notwithstanding anything contained expressly or impliedly in these rules, the University may, on being satisfied after such enquiry as he/she may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a NIFTEM examination in relation thereto, on the ground that or cancel the result of such candidate, if it comes to his notice, within four months of the publication of the said final result that:-

- (v) The candidate was ineligible for admission to the course but was wrongly admitted, or
- (vi) The candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some inadvertent mistake or some other unavoidable reason, or
- (vii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
- (viii) A discrepancy was discovered in the award of Grades etc. which rendered that result of the candidate was liable to be cancelled to his/her disadvantage.
- (ix) Disorderly conduct in Examination Provided that no such action shall be taken by the Vice- Chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action.

2.8 Disorderly conduct and use of unfair means in examination

No student is allowed to use of dishonest or unfair means in NIFTEM Examination or indulge in disorderly conduct in the examination. Student found using dishonest or unfair means in the Examination or indulge in disorderly conduct in the examination shall be dealt as set out herein after under the Regulation.

2.8.1 A case of use of dishonest or unfair means in the Examination shall be registered against the student on the following grounds:

- (i) Assisting in any manner whatsoever any other student in answering the question paper during the course of the examination.
- (ii) Taking assistance from any other student or any other person or from any book, paper, notes or other material in answering the question paper during the examination:

- (xi) Carrying into the examination room any Book, Paper, Notes, Mobile phone, Communication Device, Scanner or other material whatsoever likely to be used directly or indirectly by the student in connection with the examination;
- (xii) Smuggling in an answer book or a continuation sheet
- (xiii) Taking out or arranging to send out an answer book or its any page or a continuation sheet
- (xiv) Replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;
- (xv) Getting impersonated by any person in examination;
- (xvi) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
- (xvii) Communicating with or talking to any other student or unauthorized person in or around the examination room during the course of the examination.
- (xviii) Communicating or attempting to communicate directly or through relative, guardian and friend with an examiner with object of influencing him in the award of marks

2.8.2 Disorderly conduct in the examination includes:

- (i) Misbehavior in connection with the examination, with the Superintendent, the Examination Coordinator, the Invigilator on duty or the other staff working at the Examination centre, or with any other student, in or around the examination centre, before, during or after the examination hour;
- (ii) leaving the examination room before the expiry of one hour or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;
- (iii) Intentionally tearing off the answer book or a part thereof or a continuation sheet;
- (iv) Disturbing or disrupting the examination;
- (v) Inciting others to leave the examination room or to disturb or disturb the examination;
- (vi) Carrying into the examination centre any weapon of offence.

2.8.3 No student shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.

2.8.4 A student found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was student. and may, in addition, be debarred from appearing at any future examina-

tion of the NIFTEM for a further period to be stated or be expelled from the NIFTEM and declared not a fit and proper person to be admitted to any further examination of the NIFTEM.

- (a) Any student who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent or the Examination Coordinator of the Examination Centre, contravenes or is suspected of contravening the provision of clause 2 above, in the examination room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent or the Examination Coordinator who shall ask for a signed statement from the student. The student may be subjected to a search to recover any incriminating material from him by the Invigilator / Examination staff on duty.
- (b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of Examination Centre or the Examination Coordinator or the Examiner conducting practical or oral examination shall also have the power to expel a student who in his opinion, has contravened the provisions of clause 2 above, from the examination centre for the remaining duration of the paper.
- 2.8.5 The Superintendent or the Examination Coordinator of the Examination Centre or the Examiner or any designated officer of NIFTEM, as the case may be, shall report in writing to the Controller of Examination the case of every student who has contravened the provision of clause 2 above.
- 2.8.6 The reporting authority shall give full facts of the case in his report and forward with it the statements, if any, made on the occasion by the student and the Invigilator on duty and papers, books and other material recovered from the student, if any.
- 2.8.7 There shall be one Examination Disciplinary Committee. Such Committee hereinafter referred to as the Examination Disciplinary Committee and shall be constituted by the University as under:

The composition of EDC is as under:

- | | | | |
|--------|------------------|---|------------------|
| (vi) | Dean (Academics) | - | Chairperson |
| (vii) | HoD (PG) | - | Member |
| (viii) | HoD (FBM) | - | Member |
| (ix) | Dean (SW) | - | Member |
| (x) | CoE | - | Member Secretary |

2.8.8 There shall be a Review Committee. Such Committee hereinafter referred to as the Review Committee and shall be constituted as under;

The EDRC consists of the following:

- | | | | |
|--------|-----------|---|------------------|
| (vi) | Dean (R) | - | Chairperson |
| (vii) | HoD (FE) | - | Member |
| (viii) | Dean (SW) | - | Member |
| (ix) | HoD(AES) | - | Member |
| (x) | CoE | - | Member Secretary |

(a) Any official authorized by Controller of Examinations shall, seek the opinion from the subject Expert/Teacher on the case and based on his/her report shall communicate to the student, in respect of whom a report has been received on pursuant to clause 5(a) containing the precise nature of allegations against him / her and shall ask the student to furnish his / her written explanation within a stipulated period.

(b) On receipt of explanation from student or on expiry of period stipulated for submitting explanation, if no explanation is received from student Controller of Examinations shall assign his/her case for consideration to Examination Disciplinary committee.

2.8.9 After considering all the material on record including the explanation, if any, submitted by the student is found guilty of the use of dishonest or unfair means or disorderly conduct in the examination, the Examination Disciplinary Committee shall recommend to the Board of Management the punishment that may be imposed on the student under clause 2 above, as it may deem fit.

2.8.10 The Board of Management may, after considering the report, of the Examination Disciplinary Committee take such action against the student under clause 2 above, as it may deem fit.

2.8.11 A student on whom any punishment has been imposed under clause 2 above. May, within 30 days from the date of the receipt of the communication in that behalf, make an appeal to the Vice Chancellor. In case the Universities satisfied that the case is fit for reconsideration, may refer the same to the Review Committee. The Review Committee may thereupon review the case and may send its recommendation to the Board of Management for reconsideration.

2.8.12 In the case of a student who has been expelled from the NIFTEM in terms of provisions of Clause 2 above, the Board of Management may, on the recommendation of the Vice Chancellor, on the expiry of two years after such expulsion including the ex-

amination in connection with which he/she was punished, exempt the student from further operation of the punishment awarded to him/her.

- 2.8.13 If within four months of the publication of the results, it is brought to the notice of the Controller of Examination that a student was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of this Regulation shall apply mutatis mutandis to the case of such a student provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Board of Management.
- 2.8.14 A student against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, shall be deemed to have been only provisionally admitted to the subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him / her in compliance of the said enquiry or action, he / she would not have been entitled to take examination but for his provisional admission thereof.
- 2.8.15 If any person, not otherwise covered by these provisions, is found guilty of having impersonated a student or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he/she knows or has reason to believe will be smuggled into the examination hall for the benefit of any student, or of having managed otherwise to replace the answer book or its any page of the student after the examination, he/she shall be disqualified from appearing in any NIFTEM examination for a period to be stated. The provision of this Regulation relating to manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

2.9 PENALTIES

2.9.1 List of Penalties for Different Types Offences Under UFM

Sl. No.	Offences	Penalties
1.	Mobile phone found in possession in switch off mode with no evidence of copying.	Academic probation of one semester & a fine of Rs. 1000/-

2.	Mobile phone found in switch on mode with evidence of copying.	Current examination in the subject concerned cancelled with zero marks plus academic probation for one semester and a fine of Rs. 1,000/-
3.	Copying material found in his/her possession with no evidence of copying.	Current examination in the subject concerned cancelled with zero marks plus academic probation for one semester and a fine of Rs. 1,000/-
4.	Copying material brought in examination hall and evidence of copying from it..	Entire course examination in the subjects (both theory & practical) cancelled with zero marks with academic probation for two semesters and a fine of Rs. 2000/-
5.	Ran away with answer book or decamped the answer book	Result of the student in all courses of the semester cancelled with zero marks with a fine of Rs. 2000/- & academic probation for the remaining period of his course. Matter may be reported to the nearest Police Station in writing under proper receipt.
6.	Impersonation	Current examination cancelled as a whole and disqualified from appearing in the next one semester exams. Matter may be reported to the nearest Police Station in writing under proper receipt.
7.	Use of abusive language in the answer book or at the exam centre, threatens the staff and indulges in violence during examination.	Current examination cancelled with zero marks. Matter may be reported to the nearest Police Station in writing under proper receipt.
8.	Swallowing/destroying evidence including tearing of the any answer book and also other examination material.	Examination of the course cancelled as a whole (theory and practical) with zero marks with academic probation of one semester.
9.	Mass copying or indulging in any other group activity leading to	Penalty as may be decided by Examination Disciplinary Committee.

	Unfair Means	
10.	Any other Unfair Means not covered above which jeopardize the sanctity of Examination.	Any other penalties as may be recommended by the Examination Disciplinary Committee for approval of the Competent Authority.

2.10 Important Notes

- 2.10.1 The fact that a particular roll no. was booked under UFM should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Book to the Controller of Examination.
- 2.10.2 The candidate booked under UFM is not to be expelled from the examination centre.
- 2.10.3 Candidate found using any of the UFM are not to be debarred from appearing in the remaining papers.
- 2.10.4 Candidates can be physically searched by the Centre Superintendent/ Invigilators/ Member of the team of Surveillance Committee during the examination at any time except that as far as possible a female candidate should be searched by a female member only.
- 2.10.5 Normally when a candidate goes out to toilet etc. the invigilator must ensure that the Answer Book question Paper of the candidate has been left behind on his seat in the examination hall.
- 2.10.6 At the end of the examination student should not be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his way out with the answer script, the complete statement explaining the circumstances under which the student has left with the script should be recorded. **In no case this provision should be used to cover up the loss of Answer Book.** The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Book/efforts made to recover the Answer Book should also be stated.
- 2.10.7 In respect of the cases detected by the members of the team of Surveillance Committee, the Centre Superintendent should forward the same to COE after giving an opportunity to the candidate concerned to give his explanation. For these cases also the prescribed proforma should be used.
- 2.10.8 Proper procedure must be followed while reporting the UFM case.

2.10.9 **Other Matters-** In case of dispute, difference of opinion in interpretation of these regulations and for all other matters not covered by the clauses the decision of Chairman Academic Council shall be binding. Any legal matter relating to these Rules and Regulation shall be subjected to jurisdictions of Court(s) in Haryana state.

2.10.10 **Relaxation:** The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence. The Academic Council shall have the power to relax any provision provided in the regulations in any specific matter/situation subject to the approval of Board of Management of NIFTEM & such decision(s) shall be reported to the Chancellor of NIFTEM for his approval.

Draft Guidelines on the Preparation of M.Tech. Project Report

OBJECTIVE

A Project Report is a documentation of a Graduate student's project work—a record of the original work done by the student. It provides information on the student's research work to the future researchers. The Dept. is committed to preserve a proper copy of the student's report for archiving and cataloging it in the Departmental Library, making it available to others for academic purpose.

Standardization, readability, conformance to ethical norms, and durability are the four overriding criteria for an acceptable form of a report. The objective of this document is to provide a set of guidelines that help a research student to prepare the report to satisfy the above-mentioned criteria.

FEATURES

1. The final copy of the report has to contain all the modifications/corrections suggested by the examiners (including the members of the Viva-Voce Board) and is to be submitted after the student successfully defends the project in the viva-voce examination.
2. The report has to contain an appropriate *copyright notice*.
3. The report has to include a declaration by the student to the effect that he/she has not resorted to any unethical practice while carrying out the research work and preparing the report.
4. The *contribution* of the student must be explicit in the Introduction chapter of the report.

PRODUCTION

Report Size

1. The maximum number of pages of the Report should be preferably between 85 -100 pages.

Paper Size

2. The standard size of paper of a Report is 21.5 cm (8½ inch) wide and 28 cm(11 inches) long.
3. Oversized figures and tables, if any, should be reduced to fit with the size of the report but the reduction should not be so drastic as to impair clarity of their contents. One may also fold these pages to fit with the report size.

Single-Sided vs. Double-Sided Printing

4. It is suggested that the report be printed on one side of the paper. Double-sided printing can be done only if the paper is opaque enough not to impair readability on the other side in normal lighting conditions.
5. Often, in a double-sided report, a figure appears on one side of a sheet of paper with its backside kept blank.
6. In a double-sided report, a new chapter always starts on an odd-numbered page. Therefore, if a chapter ends on an odd-numbered page, the backside of the previous sheet of paper has to be kept blank.

Non-Paper Material

7. Digital or magnetic materials, such as CDs and DVDs, may be included in the report. They have to be given in a closed pocket in the inside of the back cover page of the report. It should be borne in mind that their formats may become obsolete due to rapid

change in technology, making it impossible for the Library to guarantee their preservation and use.

8. All non-paper materials, as above, must have a label each indicating the name of the student, the date of submission, and the copyright notice.

Page Numbering

9. Page numbers for the prefacing materials of the report shall be in small Roman numerals and should be centered at the bottom of the pages.
10. Page numbers for the body of the report should be in Arabic numerals and should be centered at the bottom of the pages. The pagination should start with the first page of Chapter 1 and should continue throughout the text (including tables, figures, and appendices)
11. In a double-sided report, each side of a sheet of paper should be counted as a page, even if the back side of a sheet of paper is blank.
12. In a double-sided report, the odd-numbered pages are always on the right and even-numbered pages are always on the left.

Binding

13. The report submitted for examination has to be softbound and printed on both sides. The reports should have, on their spines, the abbreviated title of the report, the name of the student, and the year of submission of the report.

FORMAT FOR THE REPORT

After the text of the report is written, it is to be formatted in an appropriate manner for printing. The following guidelines are provided to format the report for easy readability.

Font

14. The preferred font size of the text in the report is 12 point, but in no case should it be less than 11-point. The minimum font size of materials within a table or a figure can be 8 point, however.
15. The preferred font type is Times New Roman.

Margins

16. A margin of 3.75 cm (1½ inch) is to be given on the binding edge while on the other sides, it is to be 2.5 cm (1 inch). The text of the report, including headings, figures tables, and notes, but excluding page numbers, must be accommodated within the page area.

Line Spacing

17. The line spacing in the main text must be between one-and-a-half and two. Single line spacing should be given for quotations, abstract, declaration, report approval, figure captions, table titles, figure legends, footnotes, and references.
18. Equations, tables, figures, and quotations should be set off from the main text with adequate space (not less than the normal line spacing adopted for the main text).
19. Two consecutive paragraphs should be separated by a spacing which must be larger than the line spacing adopted for the text.

Cover Page

1. Cover page should contain the title of the report and the name of the candidate.
2. The spine of the report (when finally submitted after the Viva-Voce Examination) should be provided with an abbreviated title of the report, the name of the student, and the year of submission of the report.
See Sample Page 1 for details.

Title Page (First Inner Page)

The title page (first inner page) should be similar to the cover page but should contain a few additional items. This page will not only bear the title of the report and the candidate's name, but also the name of the degree for which the report is submitted, the name of the Institute, month and year of submission of the report, and the copyright notice.

The copyright notice shall consist of the following:

- a. The encircled symbol "C" ©
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Declaration by the Students

The student has to give a declaration to the effect that the data used for the work, the work depicted in the report, and the written material contained in the report are not copied from others and that due permission has been taken from, and due credit has been given to, the sources whenever they are used.

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Acknowledgements

It should be limited, preferably, to one page. (Optional)

Contents

Chapter numbers, chapter names, section numbers, section headings, subsection numbers, and subsection headings, along with the corresponding page numbers, should be given in the Contents.

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List of Symbols

All the symbols used in the report are to be given here along with their explanations and units of measurement (if applicable).

Abstract

1. The abstract of the report should be limited to 250-350 words.
2. A list of keywords should follow the abstract.

BODY OF THE REPORT

1. The report should be written in either British or American English, not a mixed mode. However, because of increasing acceptance of both styles and blurring of the distinction between the two, what is important is that consistency should be maintained all throughout the text.

Note: Indian authors often use both styles without knowing whether the style they follow while writing is American or British. Also many American words are increasingly included in British English Dictionaries (such as Oxford or Cambridge Dictionaries). Further, there are subtle differences in the British and American styles with regard to punctuation, abbreviations, quotations, etc., which are increasingly accepted by the proponents of both styles, and hence the distinction between them has blurred over the years.

2. The chapters should have numbers in Arabic numerals and should be written as Chapter 1, Chapter 2, etc. This should be followed by the title of the chapter (e.g., Introduction, etc.). The font size should be 14-point, bold for the titles.
3. Figures, tables, graphs should be positioned within the body of the text immediately after citation and should not be positioned separately
4. Units should be in SI format.

References

1. Journal of Food Science and Technology style to be followed.
2. Irrespective of the style adopted, the reference details must include the title of the source.

Appendices

1. Each appendix should be identified as Appendix A, Appendix B, etc.
2. It should also have a title.
3. The appendices and their titles should be listed in the Contents.
4. Section and sub-section headings, equations, figures, and tables should be identified as A.1, A.2, etc., in accordance with their appearance in an appendix.

THE TITLE OF THE REPORT SHALL LOOK LIKE THIS LINE

(The title is in Times New Roman Font with 16-point size, bold, one and a half line spacing)

Rohit Kumar

(Candidate's name in Times New Roman Font, 14-point size in Bold Italics)

Sample Page 2

THE TITLE OF THE REPORT ON THE SECOND PAGE SHOULD LOOK LIKE THIS

(Times New Roman, 16-point size, Bold and Centered)

*Report submitted to
National Institute of Food Technology Entrepreneurship and Management
for the award of the degree*

(4 lines gap) (Times New Roman, 12-point size, Bold, Italics and Centered)

of

(1 line gap) (Times New Roman, 12-point size, Bold, Italics, and Centered)

**Master of Technology
(Food Technology and Management)**

(1 line gap) (Times New Roman, 14-point size, Bold, (Centered)

by

(1 line gap) (Times New Roman 12-point size, Bold, Italics, and Centered)

Rohit Kumar

Under the guidance of

Name of Supervisor/s

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

(LOGO)

**DEPARTMENT OF
NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND
MANAGEMENT
MONTH YEAR**

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

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DECLARATION

I certify that the work contained in this report is original and has been done by me under the guidance of my supervisor(s).

- b. the work has not been submitted to any other Institute for any degree or diploma.
- c. I have followed the guidelines provided by the Institute in preparing the report.
- d. I have compile with all the norms and guidelines given in the Ethical Code of Conduct of the Institute.
- e. Whenever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given due credit to them by citing reference in the text of the report and giving their details in the references. Further, I have taken permission from the copyright owners of the source (s), wherever necessary.

Signature of the Student

CERTIFICATE

This is to certify that the Dissertation Report entitled, "Title of the Project" submitted by Mr./Ms. "Name of the Student" to NIFTEM, Kundli, District Sonapat, Haryana is a record of bonafide Project work carried out by him/her under my/our supervision and guidance and is worthy of consideration for the award of the degree of Master of Technology inof the Institute.

Supervisor

Supervisor

Date:

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