



**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**

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**Notification**

In exercise of its power conferred under Rule 12 (x) of the NIFTEM Rules & Regulations, the Academic Council in its 15<sup>th</sup> 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 25<sup>th</sup> 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 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 31<sup>st</sup> 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 actives 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 2<sup>nd</sup> 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 2<sup>nd</sup> Year (3<sup>rd</sup> & 4<sup>th</sup>) or only 4<sup>th</sup> 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 4<sup>th</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 1<sup>st</sup> 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: