



**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.

CGPA = Total Points Secured for all the subjects of all the Semesters studied / 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 = Total Points Secured for all the subjects studied in the degree / 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', 'T' 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 'T' & '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.