

Malaviya National Institute of Technology Jaipur

FREQUENTLY ASKED QUESTIONS – B.Tech/B.Arch. ON ACADEMIC MATTERS

1. What is the maximum duration of U.G programs for B.Tech and B.Arch degree?

Ans. The duration of the UG programs leading to degrees of B. Tech. and B. Arch. are normally four and five years, respectively. However, the maximum duration is six years for the degree of B. Tech. and seven years for the degree of B. Arch., from the date of initial registration. The maximum duration of the programs includes the period of withdrawal, absence and different kinds of leaves permissible to a student. However, it shall exclude the period of rustication.

2. Is there any provision of branch change for students of I/II semester?

Ans. YES, A change of branch is permitted as per the instructions of Central Counseling Board (CCB) given in the counseling brochure. The branch will be changed provided there is a vacancy in the same category and state quota.

3. What are the minimum number and maximum number of credits I can register for?

Ans. You can register for a minimum of 15 credits and a maximum of 28 credits. But on the recommendation of a Department, Dean, Academic Affairs, may allow you to register for a maximum of 31 credits in not more than two Semesters during the entire program for fulfilling the requirements of minimum earned credits. However, the credits for NCC/NSS/Sports, creative arts and discipline shall not be counted for this purpose.

4. What are the rules for participation in NCC/NSS/Sports?

Ans. Every student is required to register for the specified number of credits in the first year, for participation in the NCC/NSS/Sports for the overall development of his/her personality. A student shall be continually evaluated for his/her participation and awarded grade. There shall be at least 80 hours of engagement in an academic year and the attendance regulations for the courses shall apply. This requirement shall be completed in the first year. If, however, a student is not able to complete this requirement in the first year, he/she shall complete it by the end of second year failing which he/she will not be allowed to register in the fifth semester.

5. What is to be done if I fail to register for courses, to be taken in a particular semester on the scheduled date?

Ans. In-absentia registration is not permitted. Late registration may be done up to scheduled date with late fees.

6. How an institute elective/ departmental elective can be changed?

Ans. A student shall have the option to add or delete courses from his/her registration record during the first ten days of the semester.

7. Does the institute provide any financial assistance (towards registration or travel expenses) for participation in student's seminars etc.?

Ans. Institute may provide the registration fees and the travel expenses for participation in student's seminars etc. For details, please contact, concerned Head of Department.

8. Can the summer training be taken in some research project with any faculty member?

Ans. It is desired that the students must be exposed to real life problems in the industry. They are expected and encouraged to go for industrial training so as to become familiar with industrial work environment. However, the faculty members may send the proposal to the T&P office that there is scope of providing training in their research/ consultancy project. Accordingly, T&P office can advise such training to the eligible students with the approval of the Director.

9. If I am not able to arrange summer training for myself, will the institute arrange training for me?

Ans. Yes, T&P office arranges training for the students in various industries. Interested students may apply. Those students who are interested in taking up any training during vacations after second year may also apply to T&P office. This training will not be evaluated. This will be useful with the view to enhance your technical knowledge and exposure.

10. Can the period of summer training (60 days) split in two parts, in two different organizations?

Ans. Yes. The period of summer training can be split in two parts. The first organization has to give in written that the workshops in the organization will be completed in one month. The candidate has to obtain this certificate within 15 days from the start of training. The second training could be arranged by the student himself/herself or he/she can ask the T&P office for the same. For more details please contact Department of training and placement.

11. What is the Grading System of marking?

Ans. A student is evaluated for his/her academic performance in a course through tutorials, practical, homework assignments, term papers, fieldwork, seminars, quizzes, Mid-Term Examinations (MTE), and the End-Term Examination (ETE). All evaluations of different

components of a course are done in marks for each student. The marks of various components are then, reduced to approved weight age (indicated in the scheme of Teaching and Examination) and added to get total marks secured on a 100-points scale. The academic performance of a student is then graded on a ten-point scale. **The grades are normalized for the whole class to obtain normal distribution (Gaussian Distribution) as far as possible.** The letter grades and their equivalent grade points are listed below.

STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	E	2
Very Poor	F	0
Audit	AU	-
Incomplete	I	-
Withdrawal	W	-
Continued Project	X	-
Non completion of Course Requirement	Z	-

12. What is normalization of grades?

Ans. The law of nature says that the distribution of grades of a given class sample size should follow a normal distribution (Gaussian Distribution). However, due to reasons such as very difficult question paper, or very easy question paper, or very tough marking or very easy marking etc., the actual distribution may not fall in normal distribution. Hence, there is a need for a correction.

Thus, the final grades could be lower or higher than those shown to you through the answer books.

13. What are SGPA and CGPA?

Ans. The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) to be calculated by using the procedures given below:

Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

C = Number of credits earned in the i^{th} course of a Semester for which SGPA is to be calculated.

p_i = Grade point earned in i^{th} course.

i = 1,.....n, represent the number of courses in which a student is registered in the concerned semester

Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where

C_j = Number of credits earned in the j^{th} course of Semester for which CGPA is to be calculated.

p_j = Grade point earned in j^{th} course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.

j = 1,.....m, represent the number of courses in which a student was registered and obtained a grade not lower than D up to the semester for which CGPA is to be calculated.

14. What is the meaning of Scrutiny of Grades?

Ans. A student may apply for scrutiny of grades to the Chairman, DUGC (Departmental Under Graduate Committee), by paying the specified fees within three days from the date of scheduled display of grades. A Scrutiny Committee consisting of the Chairman, DUGC, the concerned Chairman of the Grade Moderation Committee and the Course Coordinator may check the entry of the weight age from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results

of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The scrutinized results will be intimated to the Academic Section within three days from the date of receiving the application in the Department. For the first year class, the Chairman of the Grade Moderation Committee and the Course Coordinator shall constitute the Scrutiny Committee.

15. If I miss any mid-term test, how the make-up can be made?

Ans. If a student fails to appear in the Mid- Term Examination due to sudden illness or mishap/ accident, he/she may apply to the Dean Academic Affairs through an application, which is supported by the Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District. This application should be forwarded the Chairman DUGC of the concerned department.

16. What steps are to be followed if I am unable to appear in the End-Term examination due to medical illness?

Ans. If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'I' grade to the Chairman, DUGC of the concerned Department offering the course, through the Course Coordinator and Program Advisor, provided that he/she has attended 75% of the classes held. The Chairman, DUGC may grant this request under intimation to the Academic Section. A second examination shall be held normally within ten days of the last day of End-Term Examination to convert 'I' grade to proper letter grade not exceeding 'B'. Under special circumstances, due to the student's inability to be present at the institute during ten day period following the last day of End-Term Examination, the Dean, AA, on the recommendation of the concerned Chairman, DUGC, may extend the period for conversion of I-grade as mentioned above, to the first week of the next Semester.

The application for second examination on medical grounds should be supported by a Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District. **In such a case you should keep all the original records of medical prescriptions, pathology, report, X-Ray, receipt of purchases of medicines etc. to support your claim.** The Institute reserves the right to accept or reject such an application and the decision of the Dean of Academic Affairs shall be final in this respect.

In special cases and on the specific recommendation of the Institute Medical Superintendent, a student may be permitted to appear in his/her regular examination in the Institute Dispensary.

17. What do you mean by Withdrawal from a course?

Ans. A student can withdraw from a course, if he finds himself incompatible with the course, within one week from the end of the first Mid-Term Examination under the advice of his/her Program Advisor by applying on a prescribed form through the Chairman, DUGC, to the Dean, Academic Affairs. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade (W) at the end of the Semester.

18. What is Semester Withdrawal?

Ans. In case of a student is unable to attend classes for more than four weeks in a Semester (due to medical reason or any contingency), he/she may apply to the Dean, Academic Affairs through Chairman DUGC, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the Semester. However, such application shall be made under the advice of the Program Advisor, as early as possible and latest before the start of the End-Term Examination. Partial withdrawal from the semester shall not be allowed.

Any application on medical grounds shall be accompanied with a medical certificate from the institute Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off campus or becomes ill while away from the Institute.

19. What is Summer Term?

Ans. The students of first and second year B.Tech. and B. Arch. courses who have registered but failed to clear Institute core courses in the previous semesters may be allowed to register themselves for such courses in the Summer-Term during summer vacation on payment of necessary fees on a specified date. The Summer-Term is a compressed Semester where all the regulations for the normal Semester shall apply but the registration shall be limited to three courses having total credits not exceeding 14.

20. What is Academic Probation?

Ans. A student shall be put on academic probation by the Dean, AA, at the end of each semester for monitoring his/her academic progress under one or more of the following conditions:

- (a) His/her CGPA becomes 4.0 or less
- (b) His/her SGPA is below that of last semester by two points or more
- (c) The earned credits in a Semester are less than 15 or
- (d) The cumulative earned credits are less than 17 times the number of semesters a student has registered except in the first Semester.

The credits for NCC/NSS/Spots, creative arts and discipline shall not be counted for the purpose of (c) and (d) above.

21. What is Course Audit?

Ans. A student, who has completed 100 earned credits, may be allowed to register for audit of elective courses to the extent of 8 credits out of which at least four credits should be from outside the Department. The student may take up a course under "audit" category if he/she wants to gain extra knowledge. No examination is taken for the audit course.

A student registered for an audit course, may be awarded by the concerned teacher an "AU" grade, if his/ her attendance is more than 75%. However, it will not be counted towards minimum earned credits for a given programme.

A student registered in a course may request for conversion to audit registration in that course within one week from the end of the first Mid- Term Examination and this change will be recorded in the registration record and the Grade sheet.

22. What is the minimum number of credits required for continuation of registration?

Ans. The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her. The total no. credits earned by a student at the end of each year should be in accordance with the table given below .

MINIMUM REQUIREMENT OF EARNED CREDITS FOR CONTINUATION OF REGISTRATION

	Year	B.Tech.	B. Arch.
1.	I Yr.**	28	28
2.	II Yr.**	60	60
3.	III Yr.	94	94
4.	IV Yr.	130	130
5.	V Yr.	166	165
6.	VI Yr.	192***	192
7.	VII Yr.		214***

** Excluding Sports/Creative arts/NCC/Discipline credits

**Including credits, if any, earned during Summer-Term

***The figure should not be less than the minimum prescribed

23. What is the minimum CGPA required for the award of degree?

Ans. A student who has a minimum CGPA of 5.0 and earned a minimum number of credits as specified in the UG curriculum he/she is registered for, is eligible for the award of the degree.

A student, who has earned the minimum credits required for a degree but fails to obtain the minimum, specified CGPA for this purpose shall take additional courses till the minimum CGPA is attained within the maximum time limit for the UG program.

24. What to do if I get 'E' or 'F' grade in any of the courses? Is there a provision for back papers ?

Ans. The 'E' and 'F' grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance. A student has to repeat all compulsory (core) courses in which she/he obtains either 'E' or 'F' grades, until a passing grade is obtained. However, if 'E' or 'F' grade is awarded to a student in Project, he/she will not be eligible to repeat the same and will not be eligible for the award of degree.

For the other (elective) courses in which 'E' or 'F' grades have been obtained, the student may take the same course or any other course from the same category. Further, 'E' and 'F' grades secured in any course stay permanently on the grade card. The weight age of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

25. What should I do if I am unable to complete the project work due to medical reason or any technical reason?

Ans. A student who is unable to complete his/her Project due to medical or technical reason may be awarded an 'X' grade on the recommendation of an Evaluation committee consisting of

- (i) Head of the Department or his/her nominee;
- (ii) Chairman, DUGC or his/her nominee,
- (iii) Coordinator(s) and/or Supervisor(s) of the Projects.

The student concerned shall have to present his/her work to the Evaluation Committee for the Project latest by 4 weeks before the beginning of the next semester.

26. Under what circumstances my enrolment can be cancelled?

Ans.

(A). Termination of enrolment due to absence

If you are continuously absent from the classes for more than four weeks without informing the Course Coordinators, the Coordinators shall immediately bring it to the notice of First Year Class Coordinator/the Head of the concerned Department as the case may be, for informing the Academic Section. Your name shall be removed from the institute rolls and such absence during first year will render you ineligible for readmission.

(B). Termination of enrolment on academic grounds

- (I) The enrolment of a student in a curriculum may be terminated if he/she fails to earn minimum number of credits specified at different yearly levels in the programs notwithstanding the fact that the student has or has not been put under academic probation. Semester withdrawal will be excluded to determine the yearly level of a student for this purpose. The academic Section shall normally issue the communication regarding termination of enrolment within fifteen days from the date of declaration of results.

- (II) The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the Students.

A student whose enrolment has been terminated, may appeal to the Director for reconsideration within fifteen days from the date of issuance of the communication of termination and the appeal will be disposed off within fifteen days. If the appeal is allowed, his/her registration and enrolment shall be restored.

27. Is it possible to repeat any course(s) for improvements of grade, if yes will the previous grade reflect in the improved grade?

Ans. No, it is not possible to repeat any course(s) for improvements of grade.

28. How and when can the students go for industrial visit?

Ans. Students can go for industrial visit under the guidance of any faculty member. The Institute may provide partial Financial Assistance for the visit. For more details, please contact Head of Department.