

JAMIA MILLIA ISLAMIA

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Office of the Registrar

Notification

5th May, 2006

This is to notify for information of all concerned that the Executive Council in its meeting held on 13.2.2006 vide its Resolution No. 4.14 has approved the Examination Rules of the following Courses of Faculty of Engg. & Technology as per details given at **Annexure-I & II** of this notification.

1. Master of Technology (M.Tech) Programme (Semester System)
2. M.B.A. (Part-Time)

The Examination Rules will also be applicable to the following M.Tech Courses:

1. M.Tech. in Environmental Science & Engg.
2. M. Tech in Electrical Power System Management *

* The name of the Course has been approved by the Academic Council vide Resolution No. 9 dated 18.11.2005 from "M.Tech in Electrical Energy System Management" to "M. Tech. in Electrical Power System Management".

The said Examination Rules for the above Courses will form part of the Examination Ordinance-X (now re-numbered as Ordinance-XV) at **Annexure-B** (Vide Para -14) and will be effective from the Academic Session 2005-06.

The Ordinance will be amended accordingly.



(S.M. Afzal)
I.P.S.
Registrar

Copy for information and necessary action to:-

1. The Dean, F/o Engg. & Technology, JMI.
2. The Heads of Depts of F/O Engg. & Tech., JMI
3. The Controller of Examinations, JMI.
4. The Director, CIT - with a request to kindly incorporate these rules in the respective Ordinance accordingly, on Jamia's Website.
5. Notice Boards.
6. The Secretary to the Vice-Chancellor, JMI.
7. The Sr. P.A. to the Registrar, JMI.


(M. Hifzur Rahman)
Asstt. Registrar (L/O)

Mr. A. U. Khan


16/5/06

Master of Technology (M.Tech) Programme (Semester System)

Notwithstanding anything contained to the contrary, the following Ordinances shall apply to the M.Tech programme of the Faculty of Engineering & Technology under the Semester System.

General

1. The degree of Master of Technology (M.Tech) shall be awarded to candidates who have successfully undergone at this University, a regular programme of study of minimum two academic years (four semesters) in the relevant branch of Engineering for full-time students and minimum of three academic years (six semesters) for part-time students and who satisfy other academic requirements as specified by the Academic Council from time to time.
2. A full-time student shall be allowed a maximum period of four years for completing all the requirements of the programme. For part-time students, the maximum period permissible for completing the requirements of the programme shall be five years.
3. A sponsored candidate should specify at the time of application, whether he/she would join the programme as a full-time candidate or as a part-time candidate. To allow a change of status, from part-time to full-time, a part-time sponsored student shall be required to submit documentary evidence to the effect that he/she continues to be in employment along with No Objection Certificate (NOC) from his/her employer, within a month from the commencement of semester I.
4. On receipt of a request from a full-time student, specifying reasonable grounds, a student may be allowed to change to part-time student status, only after completion of the first two semesters. Consequent to this change, the student shall not be entitled to receive any Fellowship/Scholarship. Further, he/she shall still be required to complete all the requirements of the programme within a maximum period of four years.

Attendance

5. A student has to obtain the minimum percentage of attendance, as per the provision of University Ordinance -X. For this purpose the aggregate attendance in all the courses opted by a student in a semester shall be considered.

Evaluation and Promotion

6. A course may be a theory course or a practical course (including laboratory course, project, dissertation, seminar, field work, and industrial training etc.). Each M.Tech programme will have total of 70 to 76 credits, as decided by the Board of Studies of the department. Each theory course will carry 4 credits, laboratory course and seminar will carry 2 credits each, project will carry 6 credits and dissertation will carry 12 credits. Each credit will be equivalent to 25 marks.



Theory Course

- (a) In each semester, for each prescribed theory course, there shall be a Mid Semester Evaluation and End Semester Examination.
- (b) The Mid Semester Evaluation shall have a weightage of 40% while the remaining 60% weightage will be for End Semester Examination.
- (c) The marks in respect of the Mid Semester Evaluation of a course shall be called sessional marks. They will be notified by the Head of the Department concerned before the commencement of the End Semester Examination. The Mid Semester Evaluation (40%) shall comprise the following:
 - i. 30% for two Mid Semester Tests, both of equal weightage;
 - ii. 10% for other modes of sessional evaluation (to be specified by the Faculty Committee and notified before the commencement of teaching of each course)
- (d) A student has to secure at least 40% marks in each component (i.e. Mid Semester Evaluation and End Semester Examination) in order to pass the course.

Practical Course

- (a) There will be no Mid Semester Tests in practical course. In laboratory course/project/dissertation/field work/industrial training etc., the End Semester Examination shall have a weightage of 40% while the performance of the student as evaluated by the teacher concerned during the semester (i.e. Mid Semester Evaluation) shall have a weightage of 60%. However, seminar shall have no End Semester Examination, and hence only internal assessment component i.e. Mid Semester Evaluation shall carry full weightage.
 - (b) A student has to secure at least 40% marks in the End Semester Examination in order to pass the practical course, except in the case of seminar that shall have no End Semester Examination
7. The marks of each course shall be the combined marks obtained by the student in the Mid Semester Evaluation and the End Semester Examination, if any.
 8. If a student fails to get a minimum of 40% in the Mid Semester Evaluation in a specific theory course, he/she will not be allowed to appear in the End Semester Examination of that particular course. Such a student will be allowed to appear in the Mid Semester Tests and End Semester Examination of that particular course, in the appropriate semester, along with other regular students, whenever the particular course is later offered by the concerned department.
 9. There will be no improvement in Mid Semester Evaluation marks except as contained in Clause 8 above.
 10. A student who does not meet the attendance requirement stipulated in Clause 5 above shall not be permitted to appear in the End Semester Examination, and shall not be promoted to the next semester. He/she will also be detained for the subsequent semester. Thereafter he/she will become an ex-regular student of the same semester in which he/she was detained. As an ex-regular student, he/she will appear in the Mid

Semester Evaluation as well as the End Semester Examination of all the courses of that semester.

11. Every student shall be promoted from an odd semester to the next even semester, except any who is detained due to shortage of attendance (as in Clause 10).
12. A full-time student should earn a minimum of 32 credits in semesters I and II put together in order to be promoted to the semester III. A part-time student should earn a minimum of 16 credits in semesters I and II put together and a minimum of 32 credits in semesters I, II, III and IV put together in order to be promoted to the next odd semester.
13. If a student does not get promotion from an even to the next odd semester according to Clause 12 above, he/she will be treated as an ex-student. As an ex-student, he/she may be permitted to attend the classes by the Head of the Department. Ex-students will be required to appear in the Mid Semester Evaluation of all the courses in which they could not secure the required minimum of 40% marks (in Mid Semester Evaluation component). They shall be required to appear along with the regular students, in the End Semester Examination of all their uncleared courses.
14. A promoted student will not appear in the Mid Semester Evaluation of uncleared course, provided he/she had obtained the required minimum of 40% marks in the Mid Semester Evaluation of that course. The marks obtained by him/her in the Mid Semester Evaluation (as a regular student) will remain valid.

Use of Unfair Means

15. If the result of a student is cancelled on account of using unfair means, his/her previous Mid Semester Evaluation marks shall remain valid and will be taken into account for the award of grades whenever he/she is subsequently permitted to appear in the End Semester Examination.

Re-evaluation

16. There shall be no re-evaluation in the M.Tech programme.

Supplementary/Compartmental Examination

17. There shall be no supplementary/compartmental examination in the M.Tech programme.

Award of Grades

18. Letter grades will be awarded by the teachers concerned, on the basis of the performance of a student, in a particular course. Letter grades on 10-Point Scale will be awarded. On obtaining a pass grade, the student will be supposed to have earned the credits assigned to that course and no chance for improvement of this grade shall be provided. The procedure for award of grades is as follows:

- a) All evaluations will be done in marks.

- b) The marks obtained by a student in Mid Semester Evaluation and End Semester Examination will be added together. These combined marks would be reduced to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- c) Letter grades will now be awarded as per the table given below.

| Grade | Range | Grade Point (P) | Significance |
|-------|------------------|-----------------|--------------------------------------|
| A | $M \geq 80$ | 10 | Outstanding |
| B | $65 \leq M < 80$ | 8 | Very Good |
| C | $50 \leq M < 65$ | 6 | Good |
| D | $40 \leq M < 50$ | 5 | Satisfactory (Minimum Passing Grade) |
| F | $M < 40$ | 0 | Unsatisfactory (Fail Grade) |

where M = marks obtained by a student on the 100-Point Scale.

Semester Grade Point Average (SGPA)

19. It is the weighted average of the grade points of all courses during the semester and shall be calculated as follows:

$$SGPA = \frac{\sum (\text{Credits assigned to a course}) \times (\text{Grade point awarded})}{\sum \text{Credits}}$$

$$= \frac{\sum (C_i P_i)}{\sum C_i}$$

where C_i = Number of credits assigned to the 'i'th course.

P_i = Grade point awarded in the 'i'th course.

$i = 1$ to n (Here 'n' is the number of courses in which a student is appearing in a semester).

Cumulative Grade Point Average (CGPA)

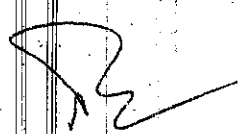
20. CGPA is defined in the same way as SGPA, except that the sum runs over all courses which the student has cleared so far.

Division

21. Division will be awarded in the following manner (with maximum CGPA of 10 as base):

CGPA ≥ 8.5
 $6.5 \leq$ CGPA < 8.5
 CGPA < 6.5

I Division with honours
I Division
II Division



EXAMINATION RULES
Master of Business Administration (Part-time)
 Faculty of Engineering and Technology
 Jamia Millia Islamia

1. The Degree of Master of Business Administration (Part-Time) shall be awarded to the candidates who have undergone at this university the M.B.A. Part-time course of three academic years and have fulfilled all the requirements of the degree.
2. The first year examination for the degree of Master of Business Administration (Part-Time) shall be open to candidates who have undergone a part-time course of study for one academic year at the university and also satisfy the requirements as per the Academic Ordinances of Jamia Millia Islamia.
3. The second year examination for the degree of Master of Business Administration (Part-Time) shall be open to candidates who have undergone a part-time course of study for one academic year at the university and also satisfy the requirements of the Academic Ordinances after having passed the First Year of Master of Business Administration (Part-Time) Examination.
4. The third year examination for the degree of M.B.A. (part-time) shall be open to candidate who have undergone a regular course of study for one academic year at the university and also satisfy the requirements of the Academic Ordinances after having passed the Second Year.
5. Each examination shall comprise university examination and sessional work (case study, presentation, take-home assignments, tests, practical and/or Viva-voce examinations of various courses). The credits and relative weightages of Sessional and University Examination components of each course shall also be as prescribed.

To pass in each subject students are required to obtain:

- (a) Minimum 35% marks in theory paper.
- (b) Minimum 40% marks in theory and sessional combined.
- (c) At least grade 'D'.

6. The absolute marks obtained by a candidate shall be converted into the five grade letter on 10 point scale as given below:

| Grade Letter | Grade Points | Significance |
|--------------|--------------|---|
| A | 10 | Outstanding |
| B | 08 | Very Good |
| C | 06 | Good |
| D | 04 | Satisfactory |
| E | 02 | Unsatisfactory |
| I | 00 | Incomplete (Absent in University Examination component) |

[Handwritten Signature]

7. The grade in each subject shall be awarded on the basis of the total marks obtained by a candidate in the sessional work and the University Examination (Theory) according to the procedure prescribed in appendix I.
8. (i) The Session Performance Index (SPI) is the weighted average of the grade points and describes the performance of the candidate in the course of a particular Academic Year. If the grade points of the letter grades awarded to a candidate in various courses are denoted by G1, G2, G3, and the credits of the course by C1, C2, C3 etc. respectively, the SPI is computed as follows:

$$SPI = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3}{C_1 + C_2 + C_3 \dots \dots \dots}$$

- SPI =

The Cumulative Performance Index (CPI) describes the overall performance of a candidate up to, and including the Latest Academic Session. It shall be computed in a manner similar to the SPI.

- (ii) Equal weightage is to be given to each year in calculating a candidates CPI.
- (iii) The division in which successful candidates are to be placed at the end of the Final Examination shall be base on the Cumulative performance Index (CPI) as indicated below:

| | |
|------------------------------|-----------------|
| First Division with Honours: | CPI ≥ 8.5 |
| First Division: | 8.5 > CPI ≥ 6.5 |
| Second Division: | CPI < 6.5 |

9. A candidate who obtains Grade E/I in one or more courses at the Annual Examination or who, though eligible has not been able to appear for any valid reason at the regular Annual Examination, may be permitted to appear at the subsequent University Examination.
10. A candidate shall not be promoted from 1st year to 2nd year, if he fails in more than a total of three courses. Further a candidate shall not be promoted from 2nd year to 3rd year, if he fails in more than a total of four courses including the courses of the current class and/or lower classes.
11. A candidate not promoted to the next higher class after having undergone a regular course of study, may be permitted to appear at the subsequent University Examination as an ex-student if otherwise eligible.
12. A candidate detained due to shortage of attendance may be permitted to repeat the class as a regular (Part-time) student, after obtaining permission from the Dean, and will have to pay full fee afresh.
13. A Supplementary Examination shall be held after the Annual Examination only for the courses of the 3rd (Final Year). The grades shall be awarded on the basis of

- the class average of the course at the corresponding Annual Examination for the session.
14. A candidate is expected to complete all the prescribed requirements for the degree within three academic years after his/her admission. However, he/she may be permitted to complete the requirements within next two (2) additional academic years. Provided that, if a candidate fails to complete the requirements of the degree within the two additional academic years thus permitted, the academic council may, on the recommendation of the Dean, further permit him to complete the remaining requirements of the Degree within one more academic year.

APPENDIX - I

PROCEDURE FOR THE AWARD OF GRADES

1. Grade Ranges based on class average marks (Ma) in percentage
- A. $5 (Ma + 60)/8$ % and above
 - B. $(7 Ma + 100)/8$ % and less than $5 (Ma + 60)/8$ %
 - C. $(11 Ma)/12$ % and less than $(7 Ma + 100)/8$ %
 - D. $(9 Ma)/12$ % and less than $(11 Ma)/12$ %
 - E. Less than $(9 Ma)/12$ %

Class Average Marks (Ma) is the ratio of total marks obtained by all the candidates in the sessional work and University Examination in a course to the number of candidates appeared excluding those who secure marks below 35% and above 85%.

Provided that in case the number of candidates appeared at the university Examination in a course is less than 10, the grades are to be awarded on the basis of last examination of that course. However, a Moderation Committee may be formed constituting the Dean/Coordinator or his nominee and the concerned subject teacher to look into the matters of award of grades/review/etc.

2. For sessional of each theory course, three tests shall be conducted during the session out of which the best two shall be considered.
3. For each practical/field related course, there shall be continuous assessment of the performance of a candidate throughout the academic year.

