

ORDINANCES AND REGULATIONS

For

Master of Technology (M. Tech.) Programmes

and

Master of Planning (M. Plan.) Programme

(Applicable to 2023 Admission Onwards)

(Approved by 93rd meeting of the Senate held on 17-07-2023)



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NIT Campus (P.O), Kozhikode, Kerala-673601

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ORDINANCES

- O.1** Eligibility for admission, admission policy and procedure shall be decided from time to time by the Senate/Board of Governors (BoG) of the National Institute of Technology Calicut (NIT Calicut) hereafter mentioned as Institute, following the guidelines issued by Ministry of Education (MoE), Govt. of India.
- O.2** The duration of the M. Tech./M. Plan. programme shall be TWO years (FOUR semesters).
- O.3** Award of the Institute scholarships to the M. Tech./M. Plan. students shall be governed by the rules of MoE, Govt. of India and regulations framed by the Senate of the Institute, from time to time.
- O.4** Award of M. Tech./M. Plan. shall be in accordance with the regulations of the Senate of the Institute.
- O.5** The Senate/BoG of the Institute has the right to modify any regulations stated from time to time.

REGULATIONS

R.1 Admission

- R.1.1 Admission to the M. Tech. and M. Plan. programmes of the National Institute of Technology Calicut (henceforth referred as Institute) will be in accordance with the instructions received from the Ministry of Education (MoE), Government of India (GoI) from time to time. The number of seats in each branch of the M. Tech. and M. Plan. programmes will be decided by the Senate/ BoG of the Institute following the instructions from MoE, GoI. Reservation of seats to various categories shall be as per the directives from MoE, GoI, from time to time. A few seats may be offered to Foreign Nationals, Indians living abroad and other categories in accordance with the rules and procedures issued by the MoE,GoI and the Institute from time to time.
- R.1.2 The eligibility for admissions to the M. Tech. and M. Plan. programmes will be published by the centralized counselling and allotment agency or the Institute, from time to time.
- R.1.3 Candidates have to fulfill the medical standards required for admission as set out in the Information Brochure of the Institute or by any other body or organization entrusted by MoE/ the Institute.
- R.1.4 The selected candidates shall be admitted to the M. Tech. and M. Plan. programmes after they fulfill all the admission requirements set by the Institute and after payment of the prescribed fees.
- R.1.5 In all matters related to admission to the M. Tech. and M. Plan. programmes, the decision by the Institute or by any other body/ organization entrusted by MoE/ the Institute and its interpretation given by the Chairman of the Senate shall be final and binding.
- R.1.6 If, at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute or any other body or organization entrusted for the admission by MoE/ the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.
- R.1.7 The fee structure shall be decided by MoE, GoI or any other body or organization entrusted by MoE, GoI or the Institute, from time to time.

R.2 Structure of the M. Tech./M. Plan. Programme

- R.2.1 The curricula of M.Tech programme for each stream of specialization/M.Plan shall consist of:
- i. Programme Core
 - ii. Programme Electives
 - iii. Institute Elective, and
 - iv. Projects/Thesis
- R.2.2 Every stream of specialization in the M.Tech programme/M.Plan programme will have a curriculum and syllabi for the courses approved by the Senate.
- Curriculum revisions, when required, will be proposed by a committee nominated by the Senate. All revisions shall be recommended by the Department Post-Graduate Committee (DPGC) and Department Consultative Committee (DCC) of the concerned

departments. The proposals will be discussed in the Board of Academic Council (BoAC) and will be recommended to the Senate with or without revision for approval.

- R.2.3 The curriculum for any stream of specialization shall have a total of 75 credits for the M. Tech. programmes and 85 credits for the M. Plan. program, under various streams stipulated in R 2.1.
- R.2.4 The general pattern of the credit system followed in the Institute is (i) one credit for each lecture session per week per semester (ii) one credit for two laboratory practical sessions per week per semester (iii) two credits for three/four laboratory practical sessions per week per semester (iv) one credit for three drawing sessions per week per semester and (v) appropriate credits for design/ seminar/ project/ thesis/ studio/lecture clubbed sessions per week per semester.
- R.2.5 A student will have to register for all the core courses listed in the respective curriculum and successfully complete all of them.
- R.2.6 Programme Elective courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.
- R.2.7 Institute Elective courses will have to be taken from the courses offered in a particular semester from among the list of approved courses as per the curriculum.
- R.2.8 Departments have to offer all the core courses prescribed in the curriculum for any semester. Sufficient number of elective courses shall also be offered in line with the curriculum. Number of elective courses and other courses, if any, from the curriculum, to be offered in any semester can be decided by the DCC based on the requirements.
- R.2.9 Students will not be permitted to register for more courses than the number of courses specified in the respective curriculum for improving the cumulative grade point average (CGPA).
- R.2.10 English will be the language of instruction and examinations for all the courses in the Institute unless explicitly stated otherwise at the announcement of the course during a semester.

R.3 Programme Coordinator

- R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the department concerned will assign a Programme Coordinator (PC) for each M. Tech./M. Plan. programme.

Students shall first approach their PC for all academic advices, course registrations, leave and all academic related matters in the Institute. PC shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding to HoD/other officials.

PCs will keep the complete record of academics, attendance/leave, disciplinary actions if any, and any other relevant data of the students under them.

R.4 Class Committee

- R.4.1 For Semester I and II of each M. Tech. programme and for all Semesters of M. Plan programme, a Class Committee (CC) will be constituted by the Head of the Department (HoD) as follows:

Chairperson: A Faculty member nominated by the HoD.

Members:

- 1) All faculty members/Course Coordinator (if the same course is handled by different faculty) handling courses for the M. Tech./M. Plan. programme.
 - 2) PC of the M. Tech./M. Plan. Programme concerned.
 - 3) One or two student members as representatives from the M. Tech./M. Plan. programme, nominated by the PC/HoD.
- R.4.2 The term of the CC shall be one semester. Dean (Academic) or nominee or HoD shall have the right to be present in any CC meetings. The Chairperson of the committee/Programme Coordinator shall record the proceedings of each meeting and communicate a copy of the minutes to the HoD concerned for any further actions.
- R.4.3 The responsibilities of the CC include the following:
- i) Finalisation of the course plan, attendance and evaluation policies of all courses.
 - ii) Review periodically the progress of the classes
 - iii) Identify students with poor performance in the tests and low attendance. These students shall be motivated or given necessary advice/warning through PC/HoD.
 - iv) Discuss the problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations regarding curriculum and syllabi to the Department Post-Graduate Committee (DPGC) / HOD.
 - v) Finalisation of the semester results without the student members and forwarding the same to the HoD in the prescribed format.
- R.4.4 CC is required to meet at least three times in a semester; first in the beginning of the semester, second after the mid-semester examinations and the third after the end-semester examination to finalise the grades.

R.5 Department Postgraduate Committee

- R.5.1 Department Postgraduate Committee (DPGC) shall comprise of the PCs of all the PG programmes offered by the Department/School. There shall be a minimum of three members in this committee. If the Department/School offers less than three PG programmes, additional members can be appointed by the HoD. Chairperson (from the members of the committee) as well as members of the committee shall be appointed by the respective HoD every year
- R.5.2 Responsibilities of the Committee: The committee shall review, discuss and recommend all matters relating to the M.Tech programmes, including but not limited to:
- (i) Recommend to the DCC, the Curriculum and Syllabus revision required for the programme including new elective courses for the existing programmes. If there are separate departmental committees for curriculum revision, the members of DPGC shall be automatically part of such committees.
 - (ii) Process the application for condonation of attendance shortage as per R.14 and provide recommendation to HoD
 - (iii) With HoD as Chairperson, DPGC shall conduct inquiry on examination malpractice cases reported from M.Tech/M.Plan examinations and make recommendations to the Dean(Academic) regarding penalties to be imposed.

Additional members for this purpose may be appointed by the HoD, if required. Such an inquiry committee will have an external member nominated by the Dean (Academic).

- (iv) Recommend to the BoAC through DCC, appropriate measures to deal with the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (v) Make recommendations to BoAC through DCC on matters related to implementation of new academic policies, evaluation of credits earned from other Institutions as part of exchange programmes, Academic Bank of Credits (ABC) and similar initiatives.
- (vi) Any other activities/tasks assigned by the HoD from time to time.

R.6 Registration and Enrollment

- R.6.1 Registration of a student refers to the selection of courses planned by the student, to be credited in the next semester as per the applicable curriculum through Institute Information Management System (IMS), during the time frame specified for the same by the academic section. Enrollment refers to the physical reporting of the students before the PC on the day specified by the academic section immediately before the commencement of the semester.
- R.6.2 Maximum number of courses/credits that can be registered by a student in any semester corresponds to the total courses prescribed for the semester as per the curriculum. However, students who are repeating failed courses/crediting dropped courses shall be permitted to credit one more course along with the normal credits as per the curriculum.
- R.6.3 A student with W/F grade in a core course as per R.19 has to repeat it compulsorily. If the particular course is not available in the revised curriculum, then the student shall register for the approved equivalent course available. A student with W/ F grade in an elective course as per R.19 can either repeat the same elective course or register for a new elective course based on the advice of the PC
- R.6.4 Registration for higher semester courses is permissible only after registering for all the remaining core courses from lower semesters that are being offered at the time, subject to the maximum number of credits permitted.
- R.6.5 Students need to ensure that their name is included in the list of registered students with each course faculty at the beginning of the semester on the first instructional day itself. If it is not present, the issue needs to be resolved by contacting the PC.
- R.6.6 Adding/ dropping course(s) to/ from the initial registration is permitted only on valid reasons within the stipulated time as per the guidelines and procedure announced by the academic section
- R.6.7 A student shall be eligible for registration and enrolment only if (i) minimum requirement to continue the programme as per regulation R.7 is satisfied (ii) cleared all the dues in the Institute, Hostel & Library up to the end of the previous semester and (iii) not debarred from enrolment by a disciplinary action of the Institute (iv) completed the course feedback on the courses registered in the previous semester, as notified by the academic section (v) paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.
- R.6.8 The institute reserves the right to cancel the registration of a student to a semester

subsequent to the registration, if it is found that any of the conditions in R.6.7 were violated at the time of registration, unless the initial registration was made with the explicit prior written permission from the Chairperson of the Senate.

R.7 Minimum Requirement to Continue the Programme

R.7.1 An M. Tech. student should have earned not less than 10 successful credits and a SGPA of 4.0 or above in the first semester, 20 successful credits and a CGPA of 4.0 or above at the end of second semester and 30 successful credits and a CGPA of 5.0 or above at the end of third semester; failing which, the student will be asked to leave the programme any time after the first, second or third semester, respectively. Also, the student needs to successfully maintain registration to all the semesters.

An M. Plan. student should have earned not less than 12 successful credits and a SGPA of 4.0 or above in the first semester, 24 successful credits and a CGPA of 4.0 or above at the end of second semester and 36 successful credits and a CGPA of 5.0 or above at the end of third semester. Any student failing to satisfy this requirement, will be asked to leave the programme any time after the first, second or third semester, respectively. Also, the student needs to successfully maintain registration to all the semesters.

R.7.2 The above stipulation can be relaxed if the student is permitted by the Dean(Academic) to discontinue temporarily any semester on valid reasons, based on the request with the recommendation of DPGC and HoD.

R.8 Fellowship

R.8.1 A student admitted to M.Tech/M.Plan programme after qualifying GATE is eligible to receive fellowship as per the rate prescribed by MoE, GoI till the end of first semester. Renewal of the fellowship will be subject to the following

- 1) Full fellowship will be provided if the CGPA (as per R.23) at any point of time is 6.0 or above
- 2) 50% of the fellowship will be provided if $4.0 < \text{CGPA} < 6.0$

R.9 Maximum Duration of the Programme

R.9.1 A student is, normally, expected to complete the M.Tech./M. Plan. programme in four semesters. The Maximum duration to complete the M.Tech./M. Plan. programme is four years from the date of admission excluding the semesters withdrawn on temporary discontinuation as per R.10. The maximum duration for the cases mentioned in R.11 shall be five years from the date of admission.

R.10 Temporary Discontinuation

R.10.1. A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a maximum of two semesters for reasons of ill health or other medical reasons, based on the recommendation from PC and HoD. For break of study due to illness, all necessary medical reports and medical certificates from the doctor treating the student, giving definite reasons for the break of study and its duration shall be produced. The medical Certificate should be duly endorsed by the Institute Medical Officer. Before joining back, a fitness certificate from the doctor who treated the student, with endorsement from the Institute Medical Officer has to be submitted. Such temporary discontinuation shall be allowed only once in the entire duration of the program.

- R.10.2 The students desirous of initiating a start-up venture, shall submit their business proposal to the Centre for Innovation, Entrepreneurship & Incubation (CIEI) of the Institute through the DPGC and HoD concerned. The proposal shall be scrutinized by an Institute Level Review Committee for Innovation, Entrepreneurship and Startups (IRES) constituted by the Director. Based on the recommendation of the committee, the Director may approve the proposal for startup formation. Once the startup is registered, students concerned can submit an application to Dean (Academic) through DPGC, HoD and IRES Committee, if they require an academic break for their start-up activities.

Dean (Academic) will take appropriate action for temporary discontinuation based on the recommendation by the IRES committee. The academic break shall be given initially for one semester and further extensions will be given by the Dean (Academic) based on a review of the progress and recommendation by the HoD and IRES committee. Normally a student shall be permitted to discontinue temporarily from the programme for this purpose, only for a maximum duration of two semesters continuously or with breaks.

- R.10.3 In case of change in the curriculum/syllabi, a student has to register for the approved equivalent courses (meeting the credits) as per the revised curriculum/ syllabi as per the advice of PC, whenever the student is allowed to continue the programme after the period of discontinuation.

- R.10.4 Students proceeding for temporary discontinuation are required to maintain the Institute registration by paying the fees applicable for keeping the registration alive till they resume normal academic activities. Once they join back after temporary discontinuation, fees applicable for regular students shall be paid.

R.11 Discontinuation from the Programme to Take up a Job

- R.11.1 M.Tech students may be permitted to discontinue the programme and take up a job provided they have completed all the course work prescribed in the approved curriculum in the first and second semesters, as per the Institute rules.

The project works/theses can be done during a later period either in the organization where they work if it has R & D facility, or in the Institute. Students planning to avail this shall submit application with details (copy of employment offer, plan of completion of their project etc.) to the Dean (Academic) through PC and HoD with the recommendation from DCC, for the approval.

- R.11.2 When the M.Tech students are planning to do the project/thesis in the organization with R & D facility where they are employed, they shall submit a separate application as per rule **R.11.3**. Such students shall complete the project in such a way that two semesters of project work/thesis along with the job may be considered as equivalent to one semester of project work at the Institute. Extensions may be granted based on requests from the student and recommendation of guide/PC such that the student will complete the M. Tech. programme within five years from the date of admission.

- R.11.3 When the M.Tech students (who have been permitted to discontinue the programme to take up a job) are planning to do the project/thesis in the Institute, they shall submit an application (along with the permission to carry out the project work at the Institute from the employer) to the Dean (Academic) with recommendation of PC and HoD for permission to do the project/thesis. The project work/thesis shall be done on full-time basis in the Institute.

R.11.4 M.Tech Students availing Institute fellowship will not be receiving the same, once they avail the temporary discontinuation for taking up the job. Such students are required to maintain the Institute registration by paying the fees applicable for keeping the registration alive till they start/resume the project. Once they start/resume the project, fees applicable for regular students shall be paid.

R.12 Project Work/thesis in Industry or other Organisation

R.12.1 Sponsored candidates from Research and Development Organizations/Industries which have facilities for research work in the area proposed, may be permitted to carry out their M.Tech project work/thesis in the parent or similar Organizations/Industries, only if they have successfully completed the course work prescribed in the approved curriculum and received permission from the parent Organizations/Industries for the same.

R.12.2 Students are permitted to do the M.Tech project work/thesis in R&D Organizations/ Industries, which have facilities for research work in the area proposed, as per the policies of the respective departments, provided they have completed successfully the course works prescribed in the approved curriculum.

R.12.3 DPGC shall examine the requests submitted from all such students with the recommendation from PC along with following documents:

(i) Details of the proposed work

(ii) Name of R&D Organization/Industry in which the M.Tech project/thesis is to be carried out

(iii) Letter from the competent authority from the Organization/Industry granting permission to do the M.Tech project/thesis with or without fellowship/internship.

(iv) Name of a faculty member of the Institute as internal guide.

HoD will grant the approval based on the recommendations from DPGC, with an intimation to Dean (Academic).

R.12.4 The students who are permitted to do the M.Tech project work/thesis in an industry as per R.12.1- R.12.3 will have to pay the tuition and other relevant fees to the Institute as per rules. They will not be eligible to receive institute fellowship (if any) during this period, if they are receiving stipend from the organization/ industry in which they are doing the project work.

R.13 Discipline

R.13.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities, which shall tend to bring down the prestige of the Institute.

R.13.2 Any act of indiscipline or misbehavior of a student reported to the Dean (Academic)/ Chairman, Senate will be referred to the appropriate disciplinary committee for further action.

R.13.3 The student who received punishment, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respects.

R.13.4 Ragging of any nature is a criminal and non bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed

from the Institute. In all cases of harassment, of the junior students by the seniors, the Institute level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the Institute. Each student of the Institute, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

R.14 Attendance

- R.14.1 Students are expected to attend all the classes for the courses they have registered for. The standard policy of the Institute is 80% attendance for any course. However, it is the prerogative of the course faculty to fix the attendance requirement for their courses without exceeding the 80% limit. The attendance policy of the course faculty shall be announced to the students in the first class itself. It has to be later presented and approved in the first class committee meeting. If a student could not attend any of the classes due to medical issues or any other compelling reasons, leave application as detailed below needs to be submitted to the course faculty.
- (i) Application for any leave shall be submitted within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.
 - (ii) Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. It is expected that the student shall inform the course faculty before proceeding on medical leave under normal circumstances.
- R.14.2 A student, whose attendance for any course registered in a semester is less than 80% or the limit prescribed by the course faculty, is not eligible to appear for the end semester examination for that particular course unless the shortage of attendance is condoned as per R.12.4. The percentage of attendance shall be calculated based on the number of classes conducted from the date of commencement of the semester as per the academic calendar except for first semester students. In the case of first semester students, it shall be counted from the date of admission of the student to the Institute or start of the classes, whichever is later.
- R.14.3 Students whose attendance is less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, shall be informed on the shortage of attendance on or before the last instructional day.
- R.14.4 Those students with attendance less than 80% or the limit prescribed by the course faculty, for any course registered in a semester, will be eligible to get their shortage of attendance condoned and hence to appear for the end semester examination for that course only if the student apply for condonation subject to the following conditions
- (i) the attendance in that semester for the course concerned, without applying any condonation, is not less than 50% of the total classes handled for that course.
 - (ii) attendance after applying the condonation for co-curricular/extra-curricular activities based on the approval granted by competent authorities (maximum limit is 10% of the classes handled by the course faculty) and the condonation on medical grounds is more than 80% or the limit prescribed by the course faculty.
- R.14.5 If a specific attendance requirement is prescribed for a course, all requests for the condonation of shortage of attendance must be submitted to the corresponding course faculty. The course faculty shall examine such requests and supporting documents and take a decision on whether the shortage of attendance can be condoned or not,

well before the date of the end-semester examination of the course concerned. In case the student has a grievance on the decision of the course faculty, an appeal can be made to the DPGC and the decision of this committee shall be final and binding.

- R.14.6 Students who have enrolled to Centre for Career Development (CCD) of the Institute for internship/ placement related activities are eligible for duty leave upto a maximum of ten days per semester, subject to the actual absence from class for these activities. The attendance details on day / company basis shall be provided by CCD, to the concerned departments/schools to verify the claims from the students.

R.15 Leave

- R.15.1 M. Tech./M. Plan. students are eligible for: (i) casual leave of 8 days per semester in addition to the period of vacation, if any, notified by the Dean (Academic) (ii) leave on medical grounds up to 7 days per semester (iii) duty leave up to 30 days per year for data collection/testing /measurements/attending workshops/conferences/presenting their papers, etc. in connection with their project/thesis. Additional period of duty leave, if required, may be sanctioned by Dean (Academic) based on the recommendation of guide/HoD. Casual leave will not be allowed for more than 5 days at a stretch and it cannot be carried over.

Students who are receiving fellowship will not be receiving the same if the period of absence is beyond the period admissible for casual or medical leaves.

- R.15.2 If a student wishes to avail leave, leave application (in addition to the one mentioned in R.14.1) as detailed below needs to be submitted to the PC.

- (i) Application for leave shall preferably be submitted before proceeding for leave or within five instructional days after returning from leave.
- (ii) Application for casual leave is to be recommended by PC and approved by HoD.
- (iii) Application for leave on medical grounds should be supported with treatment records including a medical certificate from a registered medical officer who has treated the student with the endorsement by the Institute Medical Officer.
- (iv) Application for medical leave upto 7 days is to be approved by HoD and beyond 7 days is to be recommended by DPGC and approved by HoD.
- (v) Approval of medical leave shall be based on the discretion of DPGC/HoD.
- (vi) Students who are granted medical leave for a period of absence exceeding 7 days shall produce a Medical Fitness Certificate after returning from leave, for the approval of the leave.

R.16 Assessment Procedure

- R.16.1 The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests, assignments, tutorials, presentations, quizzes, course projects, reports, etc. and the end semester examinations in each course in each semester.
- R.16.2 Minimum one mid semester test with a minimum duration of 90 minutes is mandatory for lecture based courses and for courses where lectures are clubbed either with practical, drawing, projects, etc. The number of assignments, tutorials, presentations, quizzes, course projects, reports, etc. shall be decided by the course faculty.
- R.16.3 One end-semester examination with a minimum of two hours duration is mandatory for each lecture based course and for each course where lectures are clubbed either with

practical or drawing or projects etc. End semester examination is not mandatory for laboratory/practical/drawing courses.

R.16.4 The weightage of marks for various evaluation components shall be finalized by the course faculty with the approval of class committee.

R.16.5 The method of assessment for laboratory/practical/drawing/design courses, shall be based on tests and the performance of students in the regular laboratory/practical/drawing/design classes. This will be finalised by the course faculty with the approval of class committee.

If end semester examination is planned for a laboratory/practical/drawing course, it shall be conducted before the last instructional day and the weightage for it should not exceed 30%.

R.17 Project /Thesis Evaluation

R.17.1 Project/Thesis will be carried out by the students - individually in the respective semesters and semester breaks, as per the curriculum.

R.17.2 All phases of the project work shall be evaluated by a committee constituted by the HoD with (i) PC or nominee as the Chairperson (ii) 3 -5 faculty expert/s from the Department as members. If required, a faculty member from outside the Department can be invited to the evaluation committee. For each project, respective project guides can be inducted as an additional member. The committee will decide the evaluation policy and students shall be informed about the same in the beginning of the semester. The work done by each student shall be evaluated two or more times in a semester. Final grades will be decided by the evaluation committee after incorporating the mark awarded by the guide.

For M. Plan. Programme the following shall be the procedure for evaluation of Studio/Mini Project/Thesis:

(i) For Mini Project/Thesis, an Internal Evaluation Committee consisting of PC or nominee as the Chairperson and a panel of experts as recommended by DPGC will conduct the interim evaluations.

(ii) For Studio courses, the end semester evaluation will be conducted by a Jury panel consisting of one or more external members from reputed academic institutions/organizations, constituted by the HoD and approved by the Dean (Academic).

(iii) The end semester evaluation of Mini Project/Thesis will be conducted by a Jury panel consisting of a member from the department (as internal examiner) and one or more members from reputed academic institutions/organisations/industry (as external examiners) constituted by the HoD, in consultation with DPGS and approved by the Dean (Academic) .

R.17.3 If the thesis is accepted, the student shall submit the final version of the thesis to the Department, after incorporating all the corrections and suggestions, in the prescribed format with number of copies as notified by the Department along with no dues certificates and other relevant documents and receipts of fees paid (if any) to the Department on or before the last date notified for the same by the academic section. A soft copy of the thesis shall be submitted to the digital library of the Institute. If the work completed is not acceptable in quantity and quality, the student has to carry out additional work proposed by the evaluation committee / guide and present the same

again for evaluation. Usually the submission of thesis will be permitted up to the date of registration of the succeeding semester. Thereafter, the student needs to register for next semester to complete the work and submit the thesis.

- R.17.4 Final viva-voce examination of the Fourth Semester M.Tech Project/Thesis work submitted will be taken up only after the student completes all course requirements (successfully crediting the core as well as elective courses) as prescribed in the approved curriculum.
- R.17.5 The grades allotted for the Project/Thesis/Mini Project will be counted for calculation of CGPA as per R.23 and for the Class awarded for M.Tech/M.Plan Degree as per R.24
- R.17.6 The project work/thesis in the final semester will be considered for awarding Grade 'S' only if a paper, based on the project work is published/accepted for presentation at least in a Scopus indexed conference/journal or a patent application is filed or a software copyright is granted. However, every student shall strive to publish at least one paper in a reputed journal or conference in their domain or file a patent/copyright application. In exceptional cases, where the student and the guide want to submit a journal/conference publication at a later stage and if the student is able to submit the draft version of the journal/conference paper to the evaluation committee at the time of final presentation of the project work, the student may be considered for awarding S grade if the committee finds the work to be excellent and guide ensures the submission of the work for journal/conference publication.

R.18 Make-up Examination

- R.18.1 Students who miss the mid semester or end-semester examinations due to ill-health requiring hospitalization /physical indisposition with inability to move or any other compelling reason judged to be valid by the PC/HoD, are eligible for make-up examinations. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox. Make-up examination for the mid-semester component shall be conducted based on the mutual convenience between the students and course faculty during the semester.
- R.18.2 Those who miss mid semester or end semester examination in a course shall apply to the HoD concerned through PC within five instructional/ working days after the missed mid semester/end semester examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.

Students applying for make-up examination due to medical reasons must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that the student was admitted to hospital during the period of examination or the student was not in a condition to write the examination.

All applications for make-up examinations when approved by the HoD, the PC shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations for the mid semester and end-semester examinations shall be published by the department/school.

- R.18.3 Make-up examinations for mid semester and end semester examinations shall be conducted by the course faculty concerned and incorporate the marks of the relevant make-up examinations, finalise the results of the students to whom I grade was awarded as per R.19 (in case of end-semester make-up examination) and report the results to HoD/ Dean (Academic) through the Chairperson of the Class Committee

with appropriate entries in the Institute IMS.

R.19 Method of Grading

R.19.1 Based on the semester performance, each student will be awarded a final letter grade for each course, where the letter grades will correspond to the grade points as shown below.

| Grade | Grade points |
|----------------------------------|---------------------|
| S | 10 |
| A | 9 |
| B | 8 |
| C | 7 |
| D | 6 |
| E | 5 |
| F (Failure to credit the course) | 0 |
| W (Insufficient attendance) | 0 |
| I (Incomplete assessment) | 0 |

A student is said to have credited a course or earned credits in respect of a course when a grade other than F, W or I is secured for that course.

R.19.2 After the valuation of the answer scripts of end semester examination and the tabulation of marks for each course out of 100, the Course Faculty shall decide the range of marks for various letter grades S, A, B, C, D, E and F and award the letter grades to the students in that course accordingly. One or more class committee meetings without the student members shall be held before the date fixed for the declaration of results as per the academic calendar and the letter grades awarded to the students by the course faculty for various courses shall be scrutinised and finalized in that meeting, with appropriate entries in the Institute IMS. Chairperson of the CC shall then submit the verified and signed copy of the final results to the HoD for forwarding it to the Dean (Academic). One set of hard copies of consolidated results shall be kept at the department/school for reference and records.

R.19.3 Grade I (English Alphabet I) will be awarded by a course faculty to a student in a course as an interim grade when the assessment of the student in that course stands incomplete due to certain valid reasons like eligibility for make-up examination. Once an I grade is awarded to a student, the concerned course faculty shall ensure that it will be converted to a final grade before the next academic session (Monsoon/Winter) and the same shall be informed to the academic section through the Chairperson, CC and HoD.

R.19.4 Students whose attendance is less than 80% for a course in a semester will be awarded the letter grade W for that particular course in that semester irrespective of the marks obtained by them for that course, unless their shortage of attendance is condoned as per R.15.4.

R.20 Declaration of Results

R.20.1 After finalization of the grades in the CC meeting, hard copies of consolidated results with marks and final grades in the prescribed format, specified by the academic section

shall be forwarded by the CC Chairperson to the Dean (Academic) through HoD. One set of hard copies of consolidated results shall be kept at the Department for reference and records.

- R.20.2 Students shall have access to their results through IMS on the time/day as per the academic calendar or as instructed by the Dean (Academic). Final results of the students to whom I grade was awarded as per R.19.3 will be published in due course after the make-up examination.

R.21 Re-evaluation of Answer Scripts

- R.21.1 If a student has any grievance on the grade in a Lecture/Lecture cum Laboratory based course, the course faculty concerned can be contacted within 5 working days after the publication of the results or the commencement of the immediately succeeding semester, whichever is later. The end semester examination answer scripts shall be shown to the student by the course faculty. If it is felt that the case is genuine, the faculty shall revalue the answer scripts, provided a request is submitted through PC and HoD. The revised grade, if any, shall be forwarded to the Dean(Academic) through the Chairperson of the CC and HoD of the department/school where the student belongs to, with proper justification for the revision. The course faculty shall ensure that the decision on the request is communicated in writing to the student within a week, if there is no change in the published results.

- R.21.2 If the student is not satisfied with the decision of the course faculty, an appeal can be submitted to the Dean(Academic) through PC and HoD for re-evaluation of the answer scripts by another faculty along with the receipt for the payment of prescribed re-evaluation fee within ten working days on receipt of the communication from the course faculty. Dean (Academic) may arrange for the re-evaluation of the answer scripts by another faculty member from a panel of minimum 2 examiners proposed by the HoD of the Department/School/Centre offered the course. Once the result of re-evaluation of answer scripts is intimated by the faculty who conducted the re-evaluation to the Dean (Academic), the results obtained on re-evaluation will replace the earlier results, if the difference is more than 5% of the maximum marks. Requests received for re-evaluation after the stipulated time shall not be entertained. The result after this re-evaluation shall be final and no further process shall be permitted.

R.22 Slow-pace Learning

- R.22.1 Courses to be normally registered in each semester are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum subject to satisfying R.7 and R.9 with the approval of PC.

R.23 Grade Point Average

- R.23.1 The performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA) which is given as

$$SGPA = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student in the relevant semester.

- R.23.2 The performance of a student up to and including a particular semester is indicated by

the Cumulative Grade Point Average (CGPA) which is given as

$$CGPA = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course and the summation is over all the courses registered by the student up to and including the relevant semester.

R.23.3 The CGPA is not convertible to percentage. However, notionally the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.

R.24 Class/Division

R.24.1 Class/ Division shall be based on CGPA as follows.

First Class with Distinction: $CGPA \geq 7.5$

First Class: $7.5 > CGPA \geq 6$ and

Second Class: $6 > CGPA \geq 5$

R.25 Exit Policy

R.25.1 M.Tech. students deciding to leave the program after successfully crediting all the courses prescribed in the curriculum of the respective programme and completing Project up to and including Phase-2 will be eligible to receive a Post Graduate Diploma in the specialization of study. Such students shall have to submit a project report based on the work done up to Project Phase-2. Once the PG diploma is awarded, they will not be able to rejoin the programme to complete the PG degree.

R.26 Eligibility for the Award of M. Tech./M. Plan. Degree

R.26.1 A student becomes eligible for the award of the M.Sc. Degree, when the student has

- (i) registered and successfully credited all the core courses prescribed in the curriculum of the program within the stipulated time.
- (ii) successfully acquired the credits in the different categories as specified in the approved curriculum of M. Tech. (corresponding to the discipline of study)/ M. Plan. within the stipulated time.
- (iii) no dues to any departments/sections of the Institute including hostels, and has no disciplinary action pending.

The award of the degree shall be recommended by the Senate and approved by the BoG of the Institute.

R.27 Power to Modify

R.27.1 Notwithstanding anything that has been stated above, the Senate has the right to modify any of the above regulations from time to time.
