

**ORDINANCES
AND
REGULATIONS
for
Master of Technology (M.Tech.) Programme**

(Applicable for 2012 Admission Onwards)

(Updated upto 50th Senate: 11th March 2015)



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

CONTENTS

ORDINANCES

REGULATIONS

- R.1.0 Admission
- R.2.0 Structure of the M.Tech. Programme
- R.3.0 Programme Coordinator
- R.4.0 Class Committee
- R.5.0 Registration and Enrolment
- R.6.0 Minimum Requirement to Continue the Programme
- R.7.0 Maximum Duration of the Programme
- R.8.0 Temporary Discontinuation
- R.9.0 Discontinuation from the Program to take up a Job
- R.10.0 Project Work in Industry or other Organization
- R.11.0 Discipline
- R.12.0 Attendance & Leave
- R.13.0 Assessment Procedure
- R.14.0 System of Tests/ Assignments/Tutorials
- R.15.0 End Semester Examination
- R.16.0 Weights
- R.17.0 Make-up Examination
- R.18.0 Method of Grading
- R.19.0 Declaration of Results
- R.20.0 Re-evaluation of Answer Sheets & Repetition of a Course
- R.21.0 Project Evaluation
- R.22.0 Grade Point Average
- R.23.0 Grade Card
- R.24.0 Eligibility for the Award of M.Tech. Degree
- R.25.0 Power to Modify

ORDINANCES

- 0.1** 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 MHRD, Government of India.
- 0.2** The duration of the M. Tech. programme shall be 2 years (2 semesters per year).
- 0.3** Award of the Institute scholarships to the M.Tech. students shall be governed by the regulations framed by the Senate of the Institute, from time to time.
- 0.4** Award of M.Tech. shall be in accordance with the regulations of the Senate of the Institute.
- 0.5** The Senate/BOG of the Institute has the right to modify any regulations stated from time to time.

REGULATIONS

R.1.0 Admission

R.1.1 The number of seats in each branch of the M.Tech. programme will be decided by the Senate/BOG of the Institute following the instructions from MHRD, Government of India. Reservation of seats for different states, castes, tribes and other categories shall be as per the directives from MHRD, Government of India. Few seats may be allotted by MHRD under DASA or any other category.

R.1.2 Candidates seeking admission to M.Tech. Degree Programme under regular, sponsored and all other categories should have completed and passed regular full time B.E./B.Tech. Degree in an appropriate branch from an approved Institute/University with minimum 60% marks (or CGPA 6.5/10) in aggregate and for SC/ST candidates 55% marks (or CGPA 6/10) in aggregate in the qualifying examination

AMIE (approved by AICTE) holders in an appropriate area of study may also be considered eligible, subject to the condition that the candidate possesses eligible GATE score in the appropriate discipline.

Candidates with B.E./B.Tech. under lateral entry should have passed the three year diploma in engineering from an approved Board/Organisation with minimum 60% marks and for SC/ST candidate minimum 55% marks.

R 1.3 Candidates seeking admission under regular scheme shall have a valid GATE (Graduate Aptitude Test in Engineering) score in addition to the above.

R.1.4 Candidates satisfying R 1.2 and sponsored by the well established and reputed Industries/Institutes/R&D Organisations/National Laboratories/approved Educational Institutions can apply under sponsored category. They shall have minimum 2 years industrial/research/teaching experience in the relevant organizations at the time of submitting application.

R.1.5 Candidates sponsored under Quality Improvement Programme (QIP) approved by MHRD are also eligible to apply. Eligibility of such candidates will be as per the rules and regulations of QIP scheme.

R.1.6 Foreign nationals, satisfying R 1.2 or its approved equivalent, whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible to apply

.

.

R.1.7 The eligibility criteria for admission including the minimum GATE score required for admission as full time regular students will be decided by the Institute or any other body or organization entrusted for the admission by MHRD/ the Senate of the Institute and will be published in the admission brochure.

R.1.8 Reservation Policy as decided by the BOG following the directives of MHRD will be followed.

R.1.9 Chairman of the Post-graduate Admissions Committee nominated by the Chairman, Senate will decide on the operational aspects of selection of candidates based on the criteria laid down by the Senate of the Institute.

R.1.10 Vacancies, if required to be filled up after the admission date will be decided by the Chairman, Senate in line with the Institute norms published and reported to the senate for post-facto approval.

R.1.11 Normally, a candidate is allotted a branch of study at the time of admission. However, change of branch may be permitted before the closure of admission depending upon the merit of the candidate and availability of vacancies.

R.1.12 The fee structure is as decided by the BOG following the directives of MHRD from time to time.

R.1.13 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by Institute or any other body or organization entrusted for the admission by MHRD/ the Institute, the Dean (Academic) may revoke the admission of the candidate and report the matter to the Senate.

R.1.14 In all matters related to admission to the M.Tech programme, the decision of the Institute and its interpretation given by the Chairman, Senate shall be final and binding.

R.2.0 Structure of the M.Tech. Programme

R.2.1 The programme of instruction for each stream of specialization will consist of :

- i. Core courses (compulsory)
- ii. Elective courses
- iii. Laboratory/Seminar/Mini Project/Design/Drawing/Industrial Training &
- iv. Project work and dissertation

- R.2.2** Every stream of specialization in the 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 Dean (Academic). All revisions shall be recommended by the Department Consultative Committee (DCC) of the concerned departments and approved by the Senate.
- R.2.3** The curriculum for any stream of specialization shall have a minimum total of 60 credits for successful completion of the M.Tech. programme.
- R.2.4** The complete programme will be of 4 semesters' duration. The academic programmes in each semester for any stream of specialization may consist of course (core and/or electives) work and/or laboratory/seminar/project/industrial training as specified in the approved curriculum.
- R.2.5** Credits will be assigned to the courses based on the following general pattern:
- i. One credit for each lecture period
 - ii. One credit for each tutorial period
 - iii. One credit for each laboratory or practical session of two periods
 - iv. Two credits for each laboratory or practical session of more than two periods
 - v. Credit for the seminar, project work and industrial/practical training will be as specified in the approved curriculum.
- R.2.6** A student will have to register for all the core courses listed in the curriculum of his/her selected area of specialization and successfully complete all of them.
However, Department Consultative Committee (DCC) may give recommendation to a student based on the his/her request not to register for some of the core courses and substitute them by some other courses (of equal credits) depending on the courses successfully completed by the student in the undergraduate programme at NITs or IITs within a period of two years. This needs approval from the Dean (Academic).
- R.2.7** 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 requirement/pre-registration data.

R.2.9 A Student who has acquired the minimum number of total credits for the award of the degree will not be permitted to register for more courses to improve his cumulative grade point average (CGPA) after completion of the course and project requirements.

However, during the third semester, along with the project, a student can register for a maximum of two courses in addition to the project/thesis as per curriculum. These two additional courses permitted will be inclusive of any courses in which he/she has failed in the earlier semesters or inclusive of any courses already prescribed in the third semester in the curriculum. The additional courses may be for the purpose of improving their CGPA, but such courses once taken cannot be cancelled if the student failed to improve the CGPA. No additional courses other than failed courses will be allowed in the fourth semester. The total number of credits for such students who take additional courses will be as per **R.5.3**.

Students who take courses in the third or fourth semesters will not be normally permitted to do their project work outside as per **R.10** below.

R.2.10 The medium of instruction, examination, seminar & project reports will be English

R.3.0 Programme Coordinator (PC)

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned department will assign a 'Programme Coordinator' for each M.Tech. programme. In the case of M.Tech. programmes having more number of students, the Programme Coordinator in consultation with the HOD may avail the services of a few Faculty Advisers (FA). However, PC will be the overall in charge for all matters concerning the students' work and progress.

In Departments offering more than one M.Tech. programmes, one of the Programme Coordinators will act as the Coordinating Programme Coordinator who will assist HOD in the admission process etc and coordinate general matters of all M Tech programmes in the Department.

Students shall first approach their PC for all kinds of academic advices, course registrations, leave and all academic/study related matters in the Institute. Whenever required, he/she shall provide necessary advice to the students. PC shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding to HOD/other concerned officials.

PC will keep the complete record of academics, attendance /leave, disciplinary actions if any, and any other relevant data of the students assigned to him/her.

R.4.0 Class Committee

R.4.1 For Semester I and II of M.Tech., a Class Committee for each programme will be constituted by the Head of the Department as follows:

Chairperson : Professor or a Senior Faculty member/Programme Coordinator of the concerned M.Tech. programme nominated by the HOD.

Members : 1) All course faculty handling classes/courses for the M.Tech. programme.

2) Programme Coordinator of the concerned M.Tech. programme, if he/she is not the Chairman.

3) One or two student members as representatives from the M.Tech. programme, nominated by the PC/HOD.

R.4.2 The term of the Class Committee shall be one semester.

The Director and Dean (Academic) or his/her nominee or HOD shall have the right to be present in any class committee meetings. The Chairman of the committee shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HODs for any further actions.

R.4.3 The responsibilities of the Class Committees include the following:

i) Finalise the evaluation/assessment /course plan submitted by the course faculty

ii) Review periodically the progress of the classes and with attendance of the students,

iii) Identify students with poor performance in the tests and low attendance. The list of such students shall be reported to the PC. These students shall be motivated or given necessary advice/warning through PC/HOD.

iv) Discuss problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations. These points shall be communicated to Dean (Academic) by the Chairperson.

v) Any other academic matters related to the concerned class.

vi) Arrange/coordinate makeup examinations, if any, by the Chairperson of the class committee for students in coordination with the examination cell.

Finalization of the semester results (without the student members). Final results will be submitted to the academic section in the prescribed format, published in the web/notice board, copy given to PC and HOD by the Chairperson of the class committee.

R.4.4 The method of evaluation/assessment /course plan will be decided by the concerned Course faculty/ Course Coordinator and will be announced in the class in the beginning of the semester. These details will be presented/ discussed in the first class committee (to be conducted within two weeks from the beginning of the semester) by the course faculty and modifications if any, based on the discussions shall be made. All such records shall be filed and kept by the Chairman of the class committee.

R.4.5 The class committee is required to meet at least twice in a semester once at the beginning of the semester and another after the end-semester examination to finalize the grades.

R.5.0 Registration & Enrolment

R.5.1 For the first semester every student has to enroll and register for the courses he/she intends to undergo once he/she is admitted by the admission office and joins the department. The concerned Programme Coordinator will guide the students in the registration process.

R.5.2 For the subsequent semesters, registration and enrolment shall be done at the beginning of the semester as per the schedule and procedure announced by the academic section.

A student shall be eligible for enrolment only if he/she completely satisfies the minimum requirement to continue the programme as per rule **R.6.0** and shall be permitted to enroll only if (i) he/she has cleared all the dues in the Institute, hostel & library up to the end of the previous semester and (ii) he/she is not debarred from enrolment by a disciplinary action of the Institute (iii) he/she has paid all the tuition fees and all other relevant fees, if any, prescribed by the Institute.

Students shall complete formalities like teaching evaluation of the courses registered in the previous semester, pre-registration etc, if any, as notified by the academic section before the registration into the next semester.

Students shall submit the course registration form duly filled in, in consultation with his/her PC, fee receipt and registration chit or any other forms in the prescribed format with all necessary enclosures, as required and notified by the academic section.

If for any compelling reasons a student is unable to register on the day of registration, he/she can register on or before the late registration day specified in the academic calendar on payment of late registration fee together with the usual fees.

R.5.3 Maximum number of courses that can be registered by a student in any semester corresponds to the total courses prescribed for the semester as per curriculum plus two courses (or 6 credits). See also **R 2.9**

R.5.4 Student has to ensure that his/her 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 not, he/she has to contact PC.

R.5.5 Course adjustment by adding/dropping course(s) to/from the initial registration is permitted on valid reasons, within three weeks of the commencement of the semester or as mentioned in the academic calendar, whichever is earlier, with the written approval of his/her PC and HOD.

However the student should ensure that the total number of credits registered for in any semester should satisfy the maximum and minimum credits limits as per rule **R.5.3** and also should enable him/her to earn the minimum number of credits per semester as per **R.6.0** .

Courses dropped will have to be taken when they are offered in the following semesters, if they belong to the list of core courses, which are compulsory.

R.6.0 Minimum Requirement to Continue the Programme

R.6.1 A 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 to satisfy this requirement, the student will be asked to leave the programme anytime after first, second or third semester, appropriately.

R.6.2 The above stipulation can be relaxed if the student is permitted by the Dean(Academic) to discontinue temporarily any semester on medical reasons, based on his/her request with the recommendation of PC,HOD and DCC.

R.7.0 Maximum Duration of the Programme

R.7.1 A student is, normally, expected to complete the M.Tech. programme in four semesters. The Maximum duration to complete the M.Tech. programme is **five years** from the date of admission. This is inclusive of all the periods including the period of temporary discontinuation or any other period of absence permitted.

R.8.0 Temporary Discontinuation

R.8.1. A student may be permitted by the Dean (Academic) to discontinue temporarily from the programme for a semester or a longer period for reasons of ill health or other medical reasons, based on the recommendation from PC and HOD.

In case of ill health or other medical reasons, students must produce a medical certificate from a Registered Medical Practitioner stating that he/she is not in a position to continue with the studies temporarily specifying the period, and the same should be duly endorsed by the Institute medical officer.

Normally, a student shall be permitted to discontinue from the programme only for a maximum duration of two semesters.

R.8.2 In case of change in the curriculum/ syllabus, a student has to register for the approved equivalent courses (meeting the same credits) as per the revised curriculum/syllabus in line with the advice of PC, whenever he/she is allowed to continue the programme after the period of discontinuation.

R.9.0 Discontinuation from the Programme to Take up a Job

R.9.1 Students may be permitted to discontinue the programme and take up a job provided they have completed all the course work (except major project) prescribed in the approved curriculum, subject to rules and regulations for the award of the financial support in force in the Institute.

The project work can be done during a later period either in the organization where they work if it has R and D facility, or in the Institute. Students desirous of discontinuing their programme at any stage after the successful completion of course work (except major project) with the intention of completing the major project work at a later date should submit application with details (copy of employment offer, plan of completion of their project etc) to the Dean (Academic) through PC/HOD with the recommendation from DCC, for the approval.

R.9.2 When the students are planning to do the project in the organization with R and D facility where they are employed, they shall submit a separate application as per rule **R.10.4**. When students are doing project along with the job in the organization (with R and D facility) where they are employed, the project work shall be completed in four semesters normally (two semesters of project work 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 he/she will complete the M Tech programme within five years from the date of admission as per **R.7.0**.

Method of evaluation and grading of the project will be the same as per **R.21.0**

R.9.3 When the students (who have been permitted to discontinue the programme to take up a job) are planning to do the project 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/HOD for permission to do the project. The project work shall be done as full time students in the Institute and can be completed in two semesters.

R.9.4 No financial support (if any) from the Institute will be available from the date of discontinue to all such students. Fees to be paid will be decided, as per the Institute rules, by the Dean (Academic).

R.10.0 Project Work in Industry or other Organisations

R.10.1 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 project work 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.10.2 Students who receive fellowship in a research project in an organization or internship in an industry can pursue their main project work at the organization/industry only if they have successfully completed the course work prescribed in the approved curriculum.

R.10.3 All other categories of students are permitted to do the project work in R&D Organizations/Industries which have facilities for research work in the area proposed, only under the following conditions:

- (i) Students have completed successfully the course work prescribed in the approved curriculum.
- (ii) Facilities within the Institute are not sufficient to carry out the proposed project work and facilities in other institutions are required continuously. (A certificate clearly stating the requirement and facilities available/not available with the Institute, issued by the faculty guide and a certificate stating the facilities available in the proposed organization and the time period for which the facilities shall be made available to the student, issued by a competent authority from the organization/Industry shall be submitted by the student along with the application)

R.10.4 DCC 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) Work plan of completion of project
- (iii) Name of R&D Organization/Industry in which the project is to be carried out
- (iv) Letter from the competent authority from the Organization/Industry granting permission to do the project with or without fellowship/internship.
- (v) Name and designation of an external guide from the proposed Organization/Industry (Scientists or Engineers with a minimum post graduate degree in the related area) and his/her profile with consent.
- (vi) Name of a faculty member of the Institute as internal guide with his/her consent.
- (vii) Certificate clearly stating the requirement and facilities available/not available with the Institute issued by the faculty guide and a certificate stating the facilities available in the proposed organization and the time period for which the facilities

shall be made available to the student, issued by the competent authority from the organization/Industry (Only for students as per R 10.3).

Dean (Academic) will grant the approval based on the recommendations from DCC.

R.10.5 The students who are permitted to do the project work in an industry as per **R.10.1 – R.10.3** will have to pay the tuition and other relevant fees to the Institute as per rules. They will not be eligible to receive any financial support from the Institute during this period, if they are receiving any financial support from the organistaion/industry in which they are doing the project work.

R.11.0 Discipline

R.11.1 Every student is required to observe a disciplined and decorous behaviour 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.11.2 Any act of indiscipline or misbehaviour of a student reported to the Dean (Academic) shall be referred to a Discipline & Welfare Committee constituted by the Chairman, Senate. The Committee shall enquire into the charges and decide suitable punishment, if the charges are substantiated. The Committee will also authorize the Dean (Academic) to implement the decision.

R.11.3 The punished students, if any, may appeal to the Chairman, Senate, whose decision shall be final & binding in all respects.

R.11.4 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. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

R.12.0 Attendance and Leave

R.12.1 Students must attend all the classes for the courses which are registered by him/her without fail. If he/she cannot attend any class due to sickness or due to any unavoidable circumstances, same shall be informed to the course faculty and PC in advance, if possible or at the earliest. Student shall submit leave applications with recommendations of PC to the HOD in advance, if possible or at the earliest.

Application for medical leave, supported by medical certificate from a registered medical officer with the endorsement by the Institute Medical Officer, shall reach the HOD with

recommendations from PC, within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

Every member of the faculty handling a class shall record attendance during all hours of instruction. The course faculty of the course is required to finalize the attendance on the last instructional day of the course in the semester.

R.12.2 Students are eligible for: (i) casual leave of 8 days/ semester in addition to the period of vacation, if any, notified by the Dean (Academic) for M Tech students. (ii) leave on medical grounds duly supported by medical certificate from a registered medical officer with endorsement from Institute medical officer upto 7 days/ semester (iii) duty leave upto 30 days/year for data collection/testing /measurements/attending workshops/conferences/presenting their papers etc in connection with their project. Additional period of duty leave, if required, may be sanctioned by Dean (Academic) based on the recommendation of guide/HOD.

All leave applications shall be submitted with supporting documents to the HOD with the recommendations of PC/guide.

R.12.3 The percentage of attendance calculated on the last instructional day shall be indicated by a letter code as given below and shall be reported to the class committee.

Attendance rounded to Code

90% and above : **H**
80% and above but less than 90% : **N** Less
than 80% : **L**

The percentage shall be calculated for the classes conducted from the date of the beginning of the classes in the semester as per academic calendar. In case of late admission of first semester students, it may be counted from the date of his/her admission.

R.12.4 A student whose attendance is less than 80% for a course (L grade) is not eligible to appear for the end – semester examination for that course, if he/she has not been sanctioned condonation of shortage of attendance as per rule **R.12.6**.

R.12.5 The details of all students who have attendance less than 80% in a course (L grade) shall be announced by the course faculty on the last instructional day in the class. These details shall be sent to the concerned PC/HODs.

R.12.6 Those with L grade, but having 80% or more attendance for the period other than their medical leave may be considered (only leave applications already submitted and approved by HOD will be considered) for condonation of shortage of attendance provided the overall attendance in the course including the period of illness does not fall below 50%. Application for condonation recommended by the Program Coordinator and concerned course faculty is to be submitted to the HOD on or before the last instructional day of the semester/or on a date indicated by the department. HOD, depending on the

merit of the case may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department (by HOD) with details to PC. PC shall arrange copies of the same to the concerned course faculty, faculty I/c of examinations and Chairman of the Class committee. All the records shall be kept with PC in the department.

A student shall be eligible for this concession at most once during the entire degree programme.

R.12.7 As an incentive to those students who participate in extra curricular activities such as Tathva and Ragam, and those who represent the Institute in sports & games, cultural/ technical events or festivals *outside the Institute*, and those attended in the Institute placement process, a relaxation of up to 5% attendance shall be given, subject to the condition that these students get prior approval from the following faculty

1. Tathva - Faculty Convener (Tathva)
2. Ragam/ cultural events or festivals - (inside/outside NITC)– Staff Advisor (Cultural)/Dean (Students Affairs)
3. Presenting Technical Papers/ Attending Technical Festivals- Faculty Advisor/HOD concerned.
4. Sports & Games- Faculty in charge of sports & games (Physical Education)
5. Final placement /internship selection process in the Institute through Training & Placement (T & P) (Professor, T &P)

All students participating in extra curricular activities such as Tathva and Ragam, and those who represent the Institute in sports & games, cultural festivals and technical festivals *outside the Institute* and attended final placement / internship selection process in the Institute through T & P, are advised to get approval for their duty period from the concerned officials, prior to the programme or event. Students participating /attending in the above, are advised to collect the duty /attendance certificates (if any) from the above appropriate authority immediately after the activity/programme.

The students who wish to apply for this condonation are required to fill up the necessary form and get it signed by the above appropriate authority. All such applications recommended by the concerned PC shall be submitted to HOD on or before the last day for the application for condonation in the semester as per the academic calendar or on a date indicated by the Department for the same, which ever is later. HOD, depending on the merit of the case may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department (by HOD) with details to PC. PC shall arrange copies of the same to the concerned course faculty, faculty I/c of examinations and Chairman of the Class committee. All the records shall be kept with PC in the department.

R.13.0 Assessment Procedure

R.13.1 The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests/ assignments/tutorials/presentations/course projects/reports etc and end semester examinations in each course in each semester.

R.14.0 System of Tests/ Assignments/Tutorials

R.14.1 A minimum two tests (of minimum one hour each) are mandatory for lecture based courses and for courses where lectures are clubbed either with practical or drawing or projects etc. Number of assignments/tutorials/presentations/course projects/reports etc shall be decided by the course faculty

The details of weightage of marks for the two tests and other items like assignments tutorials/presentations/course projects/reports shall be decided by the course faculty. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee, and modifications, if any, based on the discussions shall be made by the course faculty.

For laboratory/practical /drawing courses, the method of assessment shall be based on tests and the performance of students in the regular laboratory/practical/ drawing classes and will be decided by the course faculty. This will be announced in the class at the beginning of the semester and will be presented in the Class Committee and modifications if any based on the discussions shall be made by the course faculty.

All such records shall be filed and kept by the chairman of the class committee.

R.15.0 End - Semester Examination

R15.1 There shall be one end semester examination of minimum three hours duration for each lecture course and for each course where lecture clubbed either with practical or drawing or projects etc. For laboratory/practical/ drawing courses, end semester examination is not mandatory.

R.16.0 Weights

R.16.1 For all lecture courses and for all courses where lecture clubbed either with practical or drawing or projects etc., the end semester examination shall carry appropriate weight (normally between 40-60%) as per the curriculum. The remaining weight is for other components like tests /assignments/tutorials/course projects etc. For courses where the lectures are clubbed either with practical or drawing or projects etc. assessment procedure shall be a properly weighted combination of those for lecture and those for practical or

drawing or project components etc, and shall be decided by the course faculty in consultation with the 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 40%.

R.17.0 Make-up Examination

R.17.1 Students who miss the tests or the end-semester examinations for medical or reasons judged to be valid by PC /HOD are eligible for a make-up examination.

Students who miss the end semester examination and one or more tests shall be permitted to write one make-up examination only, and no marks shall be separately awarded for the missed tests.

Those who miss the tests can also appear for the make up examination and answer the relevant portions of the question paper with appropriate weight as attached to the test(s) based on the instruction from course faculty.

R.17.2 Those who miss test(s) and/or end-semester examinations shall apply to the concerned HOD through PC within five days after the missed test/examinations 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.

All applications for make-up examinations when approved by the concerned HOD shall be given to PC and the Class Committee Chairman for arranging the make-up examinations at appropriate time in coordination with the course faculty. The list of permitted students for make-up examinations shall be published in the department by the PC.

R.17.3 Students residing in the hostels should produce a medical certificate (as the proof for absence) issued by the Institute Medical Officer certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination.

Students residing outside the campus must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination, and the same should be duly endorsed by parent /guardian of the student and also by the Institute Medical Officer.

R.17.4 A student who misses the make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination, Dean (Academic) as the nominee of the Chairman of the Senate, may permit the student to appear for a second make-up examination based on the request from the student (enclosing proof for the reasons for missing the makeup) with appropriate recommendations of the PC/HOD.

R.18.0 Method of Grading

R.18.1 The faculty will return evaluated assignments, tutorials, term papers, test papers etc., within a reasonable time after the respective test/examination/submission.

Course faculty /Coordinators shall publish the total marks for the assessment other than that for the end semester examination, for all students registered for the course by the last instructional day. Any clarification on these marks shall be done by the student with the concerned course faculty before the end semester examination.

R.18.2 After the valuation of end semester examination, two copies of the results sheets for the respective course containing the marks scored, proposed grade and attendance code and one copy without the marks, shall be submitted by the course faculty to the Class Committee Chairman for conducting the class committee to finalize the grades. This shall include results of all make-up examinations.

A Class Committee without the student members shall be convened within seven days after the last day of the end-semester examination or on a convenient date before the date of declaration of results as per the approved academic calendar. The letter grades to be awarded to the students for different courses shall be verified and finalized at the meeting. Chairman of the Class Committee shall conduct a detailed analysis of the results and shall submit a copy of the analysis to HOD/Dean (academic), once the results are finalized.

R.18.3 Based on the semester performance, each student is awarded a final letter grade in each course. The letter grades and the grade points are as follows:

Grade	Grade Points
S	10
A	9
B	8
C	7
D	6

E	5
F	0 (Failure)
W	0 (Failure due to insufficient attendance)
I	0 incomplete (evaluation not completed and actual grade to be awarded later)

I grade will be awarded by a course faculty for a course to any student when the final evaluation could not be completed before the final class committee due to valid reasons. I grade shall be converted into proper grade before the registration of the next semester and will be conveyed to the academic section by the course faculty through HOD. Concerned PC and Chairman, Class Committee shall also be informed about the final result. If it could not be finalized before the registration of the next semester, appropriate permission shall be obtained from Dean (Academic)

R.18.4 A student is considered to have credited a course or earned credits in respect of a course if he/she secures a grade other than F, W or I for that course.

R.19.0 Declaration of Results

R.19.1 After finalization of the grades in the Class Committee Meeting for first and second semesters (without students), hard and soft copies of consolidated results with marks, final grades and attendance codes (in a prescribed form, if any, specified by the academic section) shall be forwarded by the Class Committee Chairman to the Dean (Academic) through HOD. The consolidated results shall include results of all makeup examinations. One set of hard copies of consolidated results shall be sent to the concerned HOD and PC by the Class committee chairman for their reference and records.

Results (without marks but having the final grades and the attendance codes against roll number of students (without names) will be published by the Class Committee Chairman, in the web and Notice Boards on the time/day as per the academic calendar or as instructed by the Dean (Academic).

R.19.2 PC/HOD shall give necessary advice/warnings to the students with failures, if any, and make arrangements to inform the results to the parents/guardians of students, if required.

R.20.0 Re-evaluation of Answer Sheets & Repetition of a Course

R.20.1 Re-examination of answer sheets prior to re-evaluation

R.20.1.a) In case any student needs clarification on his/her grade or wishes his/her answer sheets of end semester examinations of any courses other than projects, laboratory, design, thesis, drawing and seminars, to be re-examined, he/she can contact the course faculty concerned within five working days after the commencement of the immediately succeeding semester or within five working days on publication of results, whichever is later. The student shall have access to his/her answer paper(s) in the end semester examination which may be shown to him/her by the faculty concerned. If the faculty feels that the case is genuine, he/she may reexamine the case and forward a revised grade, if any, to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HOD.

R.20.1.b) If a student feels that he/she has grievance which is not genuinely sorted out with the course faculty, he/she may represent the matter to the concerned HOD (Head of the Department to which the course faculty belongs) through his/ her PC/ HOD (Head of the Department to which the student belongs) within seven working days after the commencement of the immediately succeeding semester or within seven working days on publication of results, whichever is later. The HOD shall examine the case, take suitable decision and communicate the same to the student in writing. (If the concerned faculty is the HOD, then HOD may refer the matter to one of the senior faculty members of the department). Revised result, if any, shall be sent to the Dean (Academic) through the Chairman of the Class Committee with proper justification for the revision on intimation to the concerned PC/HOD.

R.20.2 Re-evaluation of Answer Sheets

R 20.2.a) If the student is not satisfied with the decision of the HOD, he/she may appeal to the Dean (Academic) through PC & HOD, within ten working days on receipt of the communication from the HOD, for the re-evaluation of the answer papers. The student has to make necessary payment for the re-evaluation and attach receipt along with application. Dean (Academic) may arrange for the re-evaluation of the answer papers in deserving cases through another faculty (from a panel of minimum 2 examiners proposed by the HOD) within the Institute. Once the re-evaluation of answer sheets is completed, the result shall be intimated by the faculty who re-examined the answer sheets to Dean (Academic) through the HOD. For all such cases, the results obtained for the re-evaluation will replace the earlier results, only if the difference is more than 5% of the maximum marks.

R.20.2.b) Requests received from the student within the stipulated time limits only shall be processed.

R.20.2.c) The decision of the Chairman, Senate will be final & binding for all the clauses above.

R.20.3 Repetition of a Course

R.20.3.a) A student who was awarded F and/or W grade in a core course has to repeat it compulsorily.

If the same course (same code/title/credit) is not available due to the change in the curriculum, then the students shall register for the approved equivalent course(s) (meeting the same credits) of the new curriculum as per the advice of PC.

If the course is an elective course, the student may repeat the course, if he/she so desires or register for a new elective course based on the advice from PC.

R20.3.b) Student repeating a course with F and/or W grade has to attend all the classes for the courses registered like a regular student and attendance shall be mandatory.

R.21.0 Project Evaluation

R.21.1 ‘Major Project’ or ‘Thesis’ will be done by the individual students normally in two semesters, as per the curriculum.

R.21.2 A panel of examiners with Programme Coordinator or his nominee as the Chairman and few faculty guides as members nominated by the HOD will form the Internal Evaluation Committee to evaluate the project or thesis. Evaluation committee will decide the norms for evaluation and this will be informed to the students at the beginning of the semesters. Minimum 3 members shall be present during the evaluation.

R.21.3 Only internal evaluation will be conducted during the first semester of the project (3rd semester of M Tech). At the end of 3rd semester, evaluation of the work done by the student will be completed and graded by the Internal Evaluation Committee. The final grade allotted shall be intimated to the academic section in the prescribed form by the Chairman of the Evaluation Committee through HOD. Results shall be published by the Chairman, in the Department Website and Notice boards on the time/day as per the academic calendar or as instructed by the Dean (Academic).

R.21.4 At the end of second semester of the project (4th semester of M Tech), all the students shall present his/her complete project/thesis work, before the Internal Evaluation Committee. Committee will decide whether the work done by the student is satisfactory in quality/ quantity to submit the thesis or whether he/she needs to carry out additional work. If the work completed is not sufficient, the student has to carry out the additional work proposed by the committee/guide and present it again.

R.21.5 If he/she is allowed to submit the thesis, he/she shall submit the thesis in the prescribed format with number of copies 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.

Late submission of thesis under any case is permitted only with late submission fees and approval of Dean (Academic), up to the date of registration of the next semester. Thereafter, the student needs to register for 5th semester to submit the thesis.

R.21.6 Final viva-voce examination of Project/Thesis work submitted will be taken up only after the student completes all the core as well as elective course requirements (other than the major project/thesis) as prescribed in the approved curriculum, satisfactorily.

R.21.7 An Evaluation Committee consisting of Programme Coordinator or his nominee as Chairman, the Guide (as Internal Examiner) and a senior faculty from any other Department (within the Institute), in the same or in a related field as External Examiner, constituted by the HOD shall conduct the final viva-voce examination as per the schedule announced by the Department. The Department may also opt to invite an external member from outside the Institute with the approval of the Dean (Academic), provided no expert in the related field is available within the Institute.

R.21.8 The Internal Evaluation Committee through the continuous evaluation for the project/thesis will award a maximum of 70% of the total marks for the projects in the fourth semester and the remaining 30% will be for the final viva-voce examination. Total marks awarded shall be converted into the letter grades and shall be intimated to the academic section in the prescribed format by the Chairman of the Evaluation Committee through HOD. Results shall be published by the Chairman, in the Website and Notice boards.

R.21.9 The Grades allotted for the project during 3rd and 4th semesters together will be counted for the calculation of CGPA for the project and for the Class awarded for M.Tech. Degree as per R.24.2. A thesis will be accepted only if the grade secured in the 3rd Semester is E or higher and the combined Grade Point Average for both 3rd and 4th Semesters together for the project/thesis is not less than 6.0.

In case the combined GPA secured in 3rd and 4th Semesters for the project/thesis is less than 6.0, the candidate will have to repeat the project on the same topic or another topic as advised by the guide/PC. All such students need to register for the next semester after completing all the required formalities.

R.21.10 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 /number of copies as notified by the Department and soft copy to the digital library.

R.22.0 Grade Point Averages.

R.22.1 The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

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

where the summation is taken over all the courses registered for by the student in the semester, except Pass/Fail courses and C indicates the number of credits for the course and GP the grade point scored by the student for the course.

The performance of a student up to and including a particular semester is indicated by the earned credits and the Cumulative Grade Point Average (CGPA).

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

where the summation is taken for all the courses registered for by the student except Pass/Fail courses if any, up to and including the recently completed semester.

R.23.0 Grade Card

R.23.1. The semester wise Grade Cards will be issued to each student through PC by the academic section normally within a month from the completion of finalization of the results and shall contain the following details:

- a) code, title, credit and category of each course registered in the semester,
- b) letter grade obtained,
- c) * indication for subjects with more than one appearance,
- d) attendance code,
- e) total number of credits earned by the student upto the end of that semester in each category and grand total, and
- f) SGPA & CGPA.

R.23.2. Class/Division

Classification is based on CGPA and is as follows:

CGPA 8 and above: **First Class with Distinction**

CGPA 6.5 and above, but less than 8: **First Class**

CGPA 5 and above, but less than 6.5: **Second Class.**

R.23.3 The CGPA can be converted to percentage of marks as follows:

$$(\text{CGPA} - 0.5) \times 10 = \text{Percentage of marks.}$$

R.24.0 Eligibility for the Award of M. Tech. Degree

R.24.1. A student shall be declared to be eligible for the award of the M.Tech Degree if he/she has

- i) registered and successfully credited all the core courses of M. Tech
- ii) successfully acquired the credits in the different categories as specified in the approved curriculum of M Tech corresponding to the discipline (branch) of his/her study within the stipulated time
- iii) completed the normal duration of the programme for M. Tech
- iv) no dues to any departments/sections of the Institute including hostels, and
- v) no disciplinary action pending against him/her.

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

R.24.2 Students who completed the programme and are eligible for the award of the Degree can get the following documents from the academic section based on application, within two weeks from the declaration of results:

Transfer, Migration, Provisional Degree Certificates, Course Completion Certificate and consolidated Grade Card.

Degree certificate will be issued during convocation as per the notifications issued by the Institute.

R.25.0 Power to Modify

R.25.1 Notwithstanding all that has been stated above, the Senate/BOG has the right to modify any of the above regulations from time to time.