M.Tech. REGULATIONS

(Effective from 2019 onwards)
Last updated: 16th Senate (22, April, 2019)

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
KARAIKAL – 609609

INDEX

M.1   INTRODUCTION

With the objective of developing the scientific and engineering manpower of the highest quality to cater to the needs of the industry, R&D organizations, and academia, NIT Puducherry offers post graduate programmes in engineering and technology. The procedures and requirements stated in this manual serve as guidelines for Post Graduate admissions and studies at NIT Puducherry. Provision of these regulations shall come into force with effect from the academic year 2019-2020 and shall be applicable to all M.Tech. courses offered by the institute, including any new discipline that may be introduced from time to time (unless otherwise stated).

Categories of full time M.Tech. Students:

    a.   Candidates with a valid GATE score admitted through CCMT

    b.   Foreign and Non-Residential Indians

Note:

    i.   Duration: For full-time students, the duration of study shall be a minimum of FOUR semesters and a maximum of EIGHT semesters.

    ii.   A maximum of five sponsored candidates (per M.Tech. Programme) from the public & Govt./private Institutions which have MoU with the institute may be admitted on full time basis. These sponsored candidates should satisfy the conditions regarding sponsorship that may be prescribed from time to time by the Institute.

M.2   ADMISSION

2.1 Eligibility for admission

    a.   Admissions for all the post-graduate programs are made on All India basis, with reservations as per the norms of Government of India. The Institute presently offers Post-Graduate programmes in Technology (M.Tech.)

    b.   Candidates for admission to the first semester of M. Tech. programme shall have qualified for the Bachelor's degree in the appropriate branch as specified below with First Class and not less than 60 % aggregate marks or equivalent CGPA of 6.5/10. In case of SC/ST candidates 55 % aggregate marks or equivalent CGPA of 6.0/10 is the eligibility requirement. For applying as a regular full-time candidate, a valid GATE score is required.

Table. 1 Master of Technology

Dept.	PG Program	Eligible UG degree
Computer Science and Engineering	Computer Science and Engineering	B.E./B.Tech. in Computer Engineering, Computer Science, Computer Science & Engineering, Computer Science & Information Technology, Computer Technology, Information Technology, Computer & Communication Engineering, Computer Engineering & Application, Computer Networking, Computer Science & Systems Engineering, Computer Science & Technology, Information Science & Engineering, Software Engineering, Information Science & Technology, Information Technology and Engineering
Electronics and Communication Engineering (EC)	Communication Systems	B.E./B.Tech. in Electronics & Communication Engineering, Electronics & Telecom Engineering, Electronics Engineering, Telecommunication Engineering, Communication Engineering, Electronics & Electrical Communication Engineering, Electronics Technology, Applied Electronics

		& Telecommunication Engineering, Electronics Communication & Instrumentation Engineering, Advanced Communication and Information System, Information & Communication Technology
Electrical and Electronics Engineering (ET)	Power Electronics	B.E./B.Tech. in Electrical & Electronics Engineering, Control & Electrical Engineering, Electrical and Instrumentation Engineering, Electrical Engineering, Electrical Engineering (Power), Electrical Power Engineering, Power Electronics, Electrical Engineering & Industrial Control, Electrical & Instrumentation Engineering, Electrical & Power Engineering, Electrical Instrumentation & Control Engineering, Electronics & Electrical Communication Engineering, Electronics & Electrical Engineering, Electronics & Power Engineering, Power Control & Drives, Power Engineering, Electrical and Computer Engineering, Electrical and Electronics (Power System), Electrical and Mechanical Engineering, Power Electronics & Instrumentation Engineering, Electrical and Electronics
Mechanical	Engineering Design	B.E./B.Tech. in Mechanical Engineering, Automobile Engineering, Engineering Design, Mechanical & Automation Engineering, Mechanical Engineering Automobile, Mechanical Engineering (Design & Manufacturing)
Electronics and Communication Engineering (EC)	VLSI Design	B.E./B.Tech. in Electronics & Communication Engineering, Electronics & Telecom Engineering, Electronics Engineering, Telecommunication Engineering, Communication Engineering, Electronics & Electrical Communication Engineering, Electronics Technology, Applied Electronics & Telecommunication Engineering, Electronics Communication & Instrumentation Engineering, Advanced Communication and Information System, Information & Communication Technology

2.2 Admission Requirements and Procedure

2.2.1. The applicants who have completed (or) likely to complete (i.e., final year students) all the examinations including the thesis examination, viva, etc., of the qualifying degree may be considered for admission by receiving declaration from the applicant, failing which their admission will be cancelled.

2.2.2. Candidate(s) has/have to submit the course completion certificate/Provisional certificate/Degree certificate while reporting at the institute. Proof of successful completion of UG degree (Provisional certificate/Degree certificate) must be submitted on or before 15th September of the admitted year.

2.2.3. Candidate(s) whose selection is (are) approved by the Chairperson, Senate will be admitted to the M.Tech. Programme of the institute after payment of the prescribed fees.

2.2.4. If, at any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation, etc., this matter shall be reported to the Senate, recommending revoking the admission of the candidate.

2.3 Criteria for admission of foreign students to M. Tech. Programmes

2.3.1. Students should have earned their qualifying degree from a University/Institute recognized by the Association of Indian Universities / similar Indian body and should have a valid GRE score.

2.3.2. Students nominated by foreign Governments may be accepted to M.Tech. programmes, without any further test/interview, if their request for admission is routed through MHRD / any agency of the Government of India.

2.3.3. Students of Indian origin seeking admission to M.Tech. programmes under NRI quota should have a valid GATE score, if they have obtained their qualifying degree in India.

2.3.4. Students of Indian origin seeking admission to PG programmes under NRI quota should have a valid GRE/GATE score, if they have obtained their qualifying degree outside India.

2.4 Academic Session

Classes for the M.Tech. programme of the Institute will normally commence in the month of July every year. An advertisement will be issued in the month of April/May inviting applications from eligible candidates and the information will be available in CCMT website, https://ccmt.nic.in/webinfo/Public/Home.aspx.

Note: Every year, as the Institute is participating in Centralized Counseling for M.Tech. Programmes (CCMT) jointly conducted for various NITs, so clause 2.1 for "Eligibility criterion for M.Tech. Programmes will also apply to fill the remaining seats after CCMT admission process. The remaining seats may be filled through Institute Spot Round (or) may not be filled. The decision will be taken by the Chairperson, Senate.

2.5 Academic Calendar

2.5.1. The academic year is divided into two semesters.

2.5.2. The Academic calendar includes the approved schedule of academic activities for an academic year, the dates of registration, and dates of continuous assessment.

2.5.3. Each semester will normally be 20-23 weeks, which includes end semester examinations. It may be ensured that the minimum number of effective teaching weeks in a semester is 16.

M.3 FINANCIAL ASSISTANCE

3.1 Full-time student on GATE-HTTRA

Students will receive GATE-HTTRA (Half-Time Teaching Research Assistantship) for the duration of four semesters, which is subjected to the GATE-HTTRA rules of MHRD. A student is expected to devote about eight to ten hours per week towards job(s) assigned to him/her by the department. The renewal of the assistantship is contingent on the student's satisfactory academic performance-being regular in attending academic programme and in the discharge of assistantship duties as assigned to him/her by the department.

3.2 Full-time sponsored students from Industry or other Organizations including Educational Institutions shall be sponsored and financed by the sponsoring organization. He/she should produce a sponsorship-cum-clearance certificate only in the given format of the institute.

3.3 No student can receive scholarship/assistantship/ HTTRA from more than one source during the M.Tech. programme. If it is found that the student is receiving HTTRA/assistantship/scholarship from more than one source, Institute HTTRA will not be provided.

3.4 A student on teaching/research assistantship is also eligible for reimbursement of some contingency expenses as per the approved terms and procedures to be notified from time to time by the institute. The reimbursement for an M.Tech. student is done only once at the time of completion of his/her programme.

3.5 A student is offered HTTRA from the institute during the internship period (minimum of 45 days), only if the internship organization (Government) do not support financially. A certificate from the Internship supervisor mentioning that "The student will not receive HTTRA during the internship

period" is a must to release the HTTRA during the internship period. Also, attendance during the internship must be sent to the concerned HoD by the internship organization to release the HTTRA.

3.6 A student is offered HTTRA from the institute during the project period, only if the project organization (Government) do not support financially.

3.7 HTTRA will not be provided for the students who are doing internship/project under private organization even if the organization do not support financially.

3.8 Contingency grant of Rs.5000/- is permissible for registration fee and travel towards attending conferences/workshops to GATE qualified M.Tech., students.

M.4 COURSE STRUCTURE

M.Tech. program is of 4 (four) semester duration, out of which 2 (two) semesters will be devoted to course work followed by 2 (two) semesters dissertation work.

4.1 Every postgraduate programme will have a curriculum with syllabi consisting of (i) Core courses (ii) Elective Courses (iii) Laboratory/Seminar (iv) Project Phase - I and II.

4.2 Each course is normally assigned a certain number of credits as follows:

- 1 credit per lecture hour per week
- 1 credit per tutorial hour per week
- 1 credit per 2 hours of laboratory practice or 2 credits per 3 or 4 hours of laboratory practice
- (e.g.: A "three credit lecture based course" will involve about 40 lecture hours spread through the semester, with three lecture hours per week.)
- Project work (Phase I and II) will be assigned 20 credits.
- Internship may be done in reputed industries (or) in reputed institutions. Project may be done in the parent institute (or) in National/International Government R & D institutions, private R & D, MNC and reputed industries.

  i. In case of National R & D (Govt.), a student may receive HTTRA either from the parent institute or from the R & D institution, but not in both the places.

  ii. In case of International R & D, **no** financial assistance including travel allowance, daily allowance, and cost of accommodation will be provided by the parent institute. Expenditure for the entire project will be solely borne by the funding/sponsoring agency.

  iii. In case of private R & D, MNC and reputed industries, no financial assistance will be provided by the parent institute. Expenditure for the entire project will be solely borne by private R & D, MNC and reputed industries.

  iv. During the project period, every month, attendance from the concerned R & D institution should be sent from the external supervisor to the M.Tech., Project Coordinator.

4.3 The Departmental Board of Studies (BoS) decides the exact credits offered for the program, the semester-wise distribution of the courses and credits, as well as the syllabi of all M.Tech. programs offered by the department from time to time and recommend the same to the Senate for consideration and approval.

4.4   In order to qualify for a Post Graduate (PG) degree of the Institute, a student is required to complete all the credits specified in the scheme of instruction for that program as approved by the Senate from time to time.

4.5   For the global elective courses, a student may be permitted by the Head of the Department (subject to the consent of the Faculty offering the said course concerned) to take a maximum of 2 elective courses from elective courses of other Post-Graduate programmes. Further, the faculty has the "choice" not to offer the elective course if only less than five students have opted for the course.

M.5   REGISTRATION

A student is required to register each semester for the courses that he/she intends to pursue in that semester. The registration process involves:

a.   Submission of a duly approved course registration form to be followed in the semester within the prescribed registration date.

b.   Payment of fees for that semester and clearance of any outstanding dues of the previous semester. All students who were on authorized leave must also continue to register in the forthcoming semester till they submit their dissertation.

5.1 Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register in another day opened for registration with the approval of the Chairperson, Senate. Any student registering late will be required to pay a fine amount as per the institute norms. In case, if student has not paid the fees with fine, he/she may be terminated with the approval from the Director.

M.6   LEAVE RULES

6.1   M.Tech. student shall be entitled to the following kinds of leave during the academic year, counted from the date of commencement of the session concerned as prescribed in the academic calendar of the institute:

Casual Leave: A student is allowed 4 days per semester as casual leave.

Vacation Leave: A student is allowed for 15 days per in an academic year

Medical Leave: A student is allowed 8 days per semester. Leave will be sanctioned only on producing medical certificate from Medical Officer of the institute/Chief Medical Officer of the Government hospital. However, medical leave cannot exceed 15 days per year.

Maternity Leave: Female students are allowed for 3 months of maternity leave.

On-duty Leave: As per the directions of MHRD received from time to time, the mode of sanctioning of this leave will be determined. As of now, according to F.No.17-2/2014 TS.I, the students attending scientific workshops, technical seminars and conferences will be awarded as "On Duty" leave during the M.Tech. programme. ON Duty leave of 7 working days in a semester is allowed for eligible students. TA/DA during the ON Duty leave will be paid as per the norms.

6.2 **Absence without prior permission:** Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and will entail loss of financial assistantship and also may result in termination by the Director of the institute with the recommendation of the department committee.

6.3 For casual leave, prior permission is required from the Head of the Department Concerned.

6.4 In case of medical emergency, a student may leave the campus without prior approval, but must inform the Head of the Department concerned over telephone/e-mail at the first available opportunity.

M.7 EVALUATION

7.1 In each theory course, the assessment pattern will be as follows:

Table 2: Theory Assessment Practice

S.NO	ASSESSMENT	MARKS
1	Continuous Assessment	50
2	Final Assessment	50

The details of assessments will be given in the course plan of each course which will be uploaded by the faculty handling the respective course at the beginning of the semester.

The assessment pattern will be decided by the subject handling faculty but the pattern has to be informed to the HoD concerned. It has to be discussed in the Class Committee Meeting I (CCM) and finalized. The course plan indicates course goals, develop student learning objectives, create and align assessment patterns, as well as establish a schedule for the course.

7.2 In each practical course, the assessment pattern will be as follows:

Table 3: Laboratory Assessment Practice

SL.NO.	ASSESSMENT	MARKS
1	Continuous Assessment	60
2	Final Assessment	40

The assessment in laboratory course will be based on supervision of the students' work, their performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory manual and an end-semester assessment that contains an experiment and/or a written exam.

7.3 Project coordinator has to prepare the course plan for the project in consultation with the HoD and upload it in the institute website. For Project work (Phase – I and II), the assessment pattern is shown in Table 4. The assessment of projects shall be done by the (common) Departmental Project Work Evaluation Committee (**PWEC**). For each Post Graduate programme, there will be one PWEC.

Table 4: Project Evaluation

Assessment	Weightage
(a) Continuous Assessment	
i. Based on two presentations /one presentation and one dissertation, by the candidate before the **PWEC** (Project Work Evaluation Committee)	25 %
ii. Based on evaluation of final project dissertation by the Internal guide	25 %
(b) Final Assessment Viva Voce will be conducted by a panel consisting of the PWEC and an external examiner from institutions such as centrally funded technical institutions, or a government or government-funded technical institutions, or from reputed industries, having R&D facilities, (for groups of 5 students, may be formed depending on the research area)	50 %

7.4 The end semester laboratory assessment will be conducted by two examiners from the Institute (the faculty handling the practical course and another faculty member familiar with the subject) to be nominated by the Dean (Academic) (or) Head of the Department concerned.

7.5 **Reassessment:** Students absenting from continuous assessment(s), on genuine reason, in any theory course may appear for reassessment with prior permission from competent authority. A candidate may appear for reassessment only once in any course.

7.6 Students should attend the end semester assessment in theory courses as well as laboratory courses in order to get a passing grade. A student cannot pass the course without appearing in the end semester assessment.

7.7 **Reevaluation:** The student shall have access to his/her answer paper(s) in the end semester assessment which may be shown to him/her by the faculty concerned within mentioned period in the academic calendar. If the student is not satisfied, he/she can report to the HoD. The HoD may appoint another faculty who can evaluate the answer scripts to reevaluate the answer script. If there is a variation of more than 5 marks awarded by the first and the second evaluators, HoD will arrange for a third evaluation. The arithmetic average of nearest marks awarded by the evaluators will be considered for grading. This process has to be completed before the Performance Analysis Committee (PAC) meeting.

7.8 **Withdrawal from Examination:** A candidate may, for valid reasons and on the recommendation of the first year M.Tech. Coordinator and Head of the Department and with the approval of the Dean (Academic) be permitted to withdraw from appearing for the entire Semester Examination, as one unit. Withdrawal application shall be valid only if it is made earlier than the commencement of the last examination pertaining to the semester. Such withdrawal shall be permitted only once during the entire programme and shall not be considered as an appearance for the eligibility of a candidate for the award of classification (Rule M.15). If a candidate falls sick in the middle of the Semester Examinations,

he/she can withdraw from one or more subjects on production of valid medical certificate which should be endorsed by Medical Officer at NIT Puducherry.

7.9 **Grading System**

All assessment of a course will be done on the basis of marks. The subject handling faculty concerned can adopt any method (uniform distribution to be followed) to decide the cluster (range) of the total marks (cycle test, assignment, and semester examination put together for each student) scored for grading. The minimum marks for "E" grade is fixed as 40 marks. (40% of continuous assessment and semester examination marks put together)

a. The letter grades and the corresponding grade points are shown in Table 5.

Table 5. Grades and Grade Points

Letter	S	A	B	C	D	E	F	U	W	Z
Grade (GP)	10	9	8	7	6	5	0	-	-	-

- o **"F" grade** - Students scoring less than the passing minimum (40 marks) marks shall be deemed to have failed.
- o **"U" grade** - Indicates prevention from appearing for Semester Assessment due to shortage of attendance (less than 75%). A student having "U" grade will appear in the Make-up examination after attending mandatory classes. The CGPA will be accordingly revised deleting the "U" in the earlier attempts in that course.
- o **"W" grade** - Indicates the authorized withdrawal.
- o **"Z" grade** - Shall be awarded if the student does not appear for the semester/Make-up examination. Student with "Z" grade shall appear for Make-up examination as and when conducted.

b. A candidate who earns a minimum of 5 GPA grade points without any arrears in a semester is declared to have successfully completed the semester.

c. Based on the performance of the student, the HTTRA will be withdrawn/will be reduced with the approval of the Chairperson, Senate.

7.10 **Course Repetition:** A student securing "F" or "W" grade in an elective course, may change the elective course or repeat it if he/she desires to get a successful grade. A course successfully completed cannot be repeated.

7.11 **Make-up Examination:** Students who have obtained "F" grade (or) "U" grade in a course will have only one chance to clear the course by Make-up examination. This will be of 100 % weightage and will be held at the last week of vacation in the semester. In such Make-up examination, the maximum grade to be awarded shall be limited to "C" grade in absolute scale defined as marks obtained between ≥ 40 and ≤ 50 is awarded "E" grade, marks obtained > 50 and ≤ 60 is awarded "D" grade, marks obtained between > 60 and ≤ 100 is awarded "C" grade and marks obtained < 40 is awarded as "F" grade. If a student misses (or) obtains "F" grade in the reexamination, he will have to redo the course when the course is offered in the subsequent semester/summer course.

Students who have obtained "W" grade in a course will have only one chance to clear the course. This examination will be held for 50 % weightage and other 50 % will be taken from the continuous assessment marks obtained by the student. This examination will be conducted along with the Make-

up examination conducted for those who obtained "F" or "U" grade. After the examination, the student is entitled to an appropriate grade on the basis of his/her continuous assessment and final assessment in Make-up examination. If the student misses (or) secures "F" grade in the examination, he/she will have to redo the course when the course is offered in the subsequent semester/summer course if offered.

M.8 PROJECT, DISSERTATION AND ITS EVALUATION

8.1 Project work will be carried out in the III and IV semesters for M.Tech. It shall be carried out typically under the supervision of a faculty member from within the respective department.

8.2 A student may, however, be permitted by the Head of the Department concerned (with permission due information to the Office of the Dean (Academic)) to work on a project in an Industrial/ Research organization, in the project semesters. In such case, the faculty guiding the student shall be called the internal guide and the scientist/manager guiding the student (at site) shall be called the external guide (the external guide must possess minimum post graduate degree in the appropriate (or) related discipline). The internal guide and the HoD should ensure that all IPR related issues are discussed and settled before starting the project. At the end of the semester, the student has to submit a formal project dissertation.

8.3 The last date for submission of the completed project dissertation will be the last working day of the month as below

December for Project Phase-I & May for Project Phase- II

The last date will be strictly enforced. In case of late submission, the student may appeal to the Dean (Academic) citing the reasons for the delay through the Guide and HoD concerned.

M.9 ACADEMIC REQUIREMENTS

9.1 Attendance Requirement

Students are expected to attend all the classes and achieve 100 % attendance in the class is eligible to appear for the end semester examination in a course of any semester. A candidate shall be eligible to appear for the semester examination in any course, only if the candidate has attended atleast 75 % of the total number of classes held in that course in that semester.

Those who do not attend classes due to medical reasons, minimum attendance of 60 % is required and should attend remedial classes before appearing for Final assessment.

M.10 DISCIPLINE

Every M.Tech. student is required to observe proper discipline and decorous behavior both inside and outside the campus. He/She should not indulge in any activity, which will tend to lower the prestige of the institute.

Any act of indiscipline on the part of M.Tech. student, which is reported to Chairperson, Students Disciplinary Committee will be referred to the Discipline Committee of the Senate from time to time. The Committee will investigate the charges. If the charges are substantiated, Director will impose suitable punishment for the same with the recommendation of the disciplinary committee. The decision of the Director will be final in this regard.

M.11 PROGRESSION TO HIGHER SEMESTER

11.1 A candidate will be permitted to proceed to the next higher semester of a programme only if the candidate has satisfied the eligibility requirements for appearing in the Semester Examinations of the current semester (vide regulations M.7).

11.2 A candidate who is permitted to discontinue may rejoin the course at the appropriate semester only along with the regular students at the time of normal commencement of that semester.

11.3 A candidate who discontinues and rejoins shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his/her rejoining the course.

11.4 Any candidate appearing for supplementary examinations in any course, two years after the first appearance in that course, will be governed by the syllabus in force at the subsequent time.

M.12 GRADE CARDS

12.1 After the results are declared, Grade Cards will be issued to each candidate. Grade card consists of the list of courses for that semester and the grades obtained by the candidate.

12.2 The Grade Point Average (GPA) for each semester will be calculated only for those students who have passed all the subjects of that semester. Similarly, Cumulative Grade Point Average (CGPA) up to any semester will be calculated only for those students who have passed all the subjects up to that semester. GPA is the ratio of the sum of the products of the number of credits of a course (Ci) and the grade points scored in that course (GPi), taken for all the courses, to the sum of the number of credits of all the courses (n) in the semester.

$$GPA = \frac{\sum_{i=1}^{n} C_i \times GP_i}{\sum_{i=1}^{n} C_i}$$

where "n" is the number of courses in that semester.

On successful completion of the programme, the CGPA will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^{n} C_i \times GP_i}{\sum_{i=1}^{N} C_i}$$

where Ci is the credit and GPi is the grade point obtained by the candidate and N is the total number of courses for the entire programme.

M.13 CONSOLIDATED GRADE CARDS

A student should have appeared for the semester examination in any particular subject (mere appearance for the continuous assessment tests is not sufficient) is only eligible for the award of the grade ("S", "A", "B", "C", "D" & "E") in the subject. At the end of the programme, all successful candidates (vide regulation M.15) will be furnished with a consolidated statement of grades which will contain the following particulars:

1. Grades in the subjects of all the semesters

2. CGPA

3. Classification (First class with Distinction/First class/Second class)

M.14 TEMPORARY WITHDRAWAL

A student who has been admitted to M.Tech. programme may be permitted to withdraw temporarily for a period of one semester or more from the Institute on account of prolonged illness/acute problem in the family provided that:

14.1 The student applies to the Institute within 15 days of commencement of the semester or from the last date of attending the classes stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.

14.2 The institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within 4 years of admission to the Program else the registration will stand cancelled.

14.3 There are no outstanding dues or demand from the Institute/ Department/ Centre/ Hostel/Library.

14.4 A student who has been granted temporary withdrawal will be required to pay tuition fee and other fees for the current semester when the student rejoins the program.

14.5 A student shall be granted only one such temporary withdrawal during the program.

14.6 A student, who wishes to join the job, after completion of the entire course work, may be permitted to pursue his dissertation on a part-time basis provided:

    i.   Sufficient facilities are available in the organization where he/she is working

    ii.   There is a competent supervisor in the organization

    iii.   The minimum period for submission of dissertation work shall be double the amount of the balance period.

    iv.   The dissertation of such a part time student shall be under the guidance of two supervisors, one from the organization and the other from the Institute.

M.15 POST-GRADUATE DEGREE REQUIREMENTS

15.1. In order to qualify for a PG degree of the institute, a student:

a)must have completed all the credit requirements for the degree, as prescribed by the senate with grade "E" or a higher grade in each of the subjects for which the student registered in all the semesters.

b) must have obtained a CGPA of atleast 5.00 at the end of the semester in which the student completes all the requirements (including the dissertation) for the degree.

15.2. The degree will be awarded to a qualified student only after

a) the student has cleared all dues of the Institute and Hostel, if any, outstanding against the student.

b) the student has returned all library books borrowed by him/her and also returned instruments, equipment, devices issued to him/her in good condition.

15.3. A student with a CGPA of 8.5 and above, passing all subjects in the first attempt is considered eligible for the award of First Class with Distinction.

15.4. A student with a CGPA of 6.5 and above but less than 8.5 is considered eligible for the award of First Class.

15.5. A student with a CGPA of 5.0 and above but less than 6.5 is considered eligible for the award of Second Class.

M.16 TERMINATION

A student shall be required to leave the Institute without the award of the Degree, under the following circumstances:

(a) If a student fails to earn the minimum credit specified as follows:

  (i) Full-time student

Check Point	Credit Threshold
End of First year	15

Note: The period of temporary withdrawal is not to be counted for the above Credit Threshold.

(b) If a student is absent for more than 6 (Six) weeks in a semester without sanctioned leave.

(c) Based on disciplinary action suggested by the Senate, on the recommendation of the appropriate committee.

M.17 COMMITTEES

The following committees shall be constituted for the Post Graduate Degree programme:

17.1 Board of Studies (BoS-PG) - CONSTITUTION AND FUNCTIONS:

A) The BoS shall be constituted by the department for a period of THREE years.

B) The members of the BoS will be nominated by the Director from the list recommended by the Head of the department.

C) In the absence of the Chairman (BoS), the senior member of the BoS will act as Chairman with the Director's approval.

E) The BoS shall co-opt experts in a particular field as a member of BoS with prior approval of the Director.

F) The Board of Studies shall have a power:

  a. to prepare a detailed content of different courses of each department and submit to the Senate for approval.

  b. revise/update the contents of the syllabi from time to time and submit to the Senate for approval

17.2   Departmental Post Graduate Committee (DPGC):

There shall be one DPGC for every department that is involved in the teaching for any of the PG degree programmes.

Constitution:

(a) HoD / Programme Coordinator ……………..……….……….Chairman

(b) Two Professors (by rotation for one year)…………………….Members

(c) Two Associate Professors (by rotation for one year)………….Members

*In case of non-availability of (b) & (c), Assistant Professor from the same and an allied department may be nominated.

Functions:

- To monitor the conduct of all postgraduate courses of the department.

- To ensure academic standard and excellence of the courses offered by the department.

- To oversee the evaluation of the students in a class, for each of the courses.

- To evolve the methods of evaluation of major project including intermediate assessment

- To develop the curriculum for postgraduate courses offered by the department, and recommend the same to the BoS.

- Moderation (only if and when found necessary) in consultation with the Course Instructor, and approval of the finalized grades, before submission of the same to the Academic Section of Dean (A).

- To consolidate the registration of the student and communicate to Course Instructors, and also to the Academic Section of the Dean (A).

- To conduct performance appraisal of Course Instructors.

- To provide feedback of the performance appraisal to the Course Instructor and concerned authorities.

- To consider any matter related to the postgraduate programme of the department.

- In cases where a course is taught by more than one faculty member, or by different faculty members for different sections of students, DPGC shall co-ordinate (only in case of need) among all such faculty members regarding the teaching and evaluation of such courses.

- To conduct at least two meetings each semester and send the Resolutions of the meeting to the Academic Section of the Dean (A), and also to maintain a record of the same in the department.

- Any appropriate responsibility or function assigned by the Senate or the Chairman of the Senate or the BoS or the Chairman of the BoS.

17.3 Project Work Evaluation Committee (PWEC)

Constitution:

(a) Chairman of DPGC or his nominee………..…………………… …Chairman

(b) Project Guide (s)……………………………………………...… Member(s)

(c) One referee preferably senior faculty from outside the Department,... Member nominated by the DPGC in consultation with the HoD

Note:

There shall be one PWEC for each PG project work.

One external guide/referee, if any, invited as a member of PWEC, is entitled for TA/DA as per the Institute Rules.

Functions:

- To evaluate the PG project work and to award an appropriate letter grade.

- The chairman of PWEC shall submit the report, signed by all the members of the PWEC, to PWEC. The PWEC Chairman shall forward this report to the Academic Section of the Dean (A) without moderation.

17.4 Project Guide:

Functions:

- guide the student under him/her in selecting the Project topic.

- monitor the progress of the student working under him/her.

- report to the PWEC the performance of the student from time to time.

- coordinate with the HoD/PWEC to arrange for facilities to carry out the project work.

17.5 Class Committee

a. Every class of the post graduate programme will have a class committee constituted by the respective Head of the Department, for improving the teaching - learning process. The activities of the Class Committee should be taken in earnest and the minutes of the Class Committee meetings should be promptly recorded.

b. The composition of the class committee will be as follows:

   i. A senior faculty of the department (preferably not offering a course for that class) nominated by the Head of the Department-Chairperson

   ii. All faculties handling courses for that class-Member

   iii. Two students of the class nominated by the Head of the Department-Members

In case the students for a particular course are drawn from different programmes (as may be in electives), due care should be taken to ensure that the member of the Class Committee is representative of the class population. In case of project semester, the project guides shall become members of the class committee.

c. The functions of the class committee will be as follows:

The class committee shall meet at least twice during the semester. The first meeting will be held within two weeks from the date of commencement of the semester in which the nature / details of cycle tests for the different courses will be decided. The second meeting will be held two weeks after the first cycle test to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching - learning process and analyze the performance of the students in the cycle tests. In case of project semester, the committee shall ensure that the project reviews are promptly conducted and shall deliberate on the (general) progress of student projects. The Chairperson of the class committee should send the minutes of the class committee meetings to the Office of the Dean (Academic) through the Head of the Department, immediately after the class committee meetings.

M.18 STUDENT APPRAISAL

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester. Students having more than 75 % attendance are only permitted to provide feedback.

M.19 REVISION OF REGULATIONS AND CURRICULUM

The Senate may from time to time revise, amend or alter the regulations, courses of study and syllabus as and when found necessary. Any other relevant rules needing urgent revisions can be framed and implemented by the Director/Chairperson of the Senate and ratified in the subsequent Senate meeting. In case of difference of opinion regarding the interpretation of any of the regulations, the decision of the Chairperson of the Senate shall be final.

M.20 POWER TO MODIFY

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website for the information to the students.