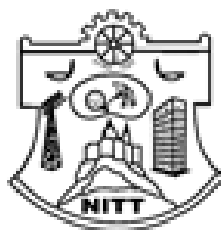


Regulations for Post Graduate Programmes

(Applicable for batches joined in 2006 and onwards)



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015, TAMILNADU INDIA.**

Regulations for Post-Graduate programmes (Applicable for batches joined in 2006 and onwards)

M.1 Qualification for admission

- a. Admission criteria / policies will be decided by the Senate following the guidelines issued by the MHRD, Government of India. The Institute presently offers Post Graduate programmes in Technology (M.Tech.), Science (M.Sc.), Computer Applications (M.C.A.) and Management (M.B.A.).
- b. Candidates for admission to the first semester of a Post- Graduate programme will be required to have qualified for the Bachelor's degree in the appropriate branch (or Master's degree in Science) as specified in Table 1.

TABLE – 1

M.Tech

Sl. No.	Specialization	Department	Eligible Degree
1	Transportation Engg. & Management	Civil Engg.	Bachelor's Degree in Civil Engineering/Highway Engineering
2	Structural Engineering	Civil Engg.	Bachelor's Degree in Civil Engineering / Civil & Structural Engineering
3	Environmental Engineering	Civil Engg. & Chemical Engg.	Bachelor's degree in Civil Engineering / Chemical Engg
4	Thermal Power Engineering	Mechanical Engg.	Bachelor's Degree in Mechanical/ Production Engg
5	Industrial Safety Engg.	Mechanical Engg.	Bachelor's Degree in Engineering / Technology (Any branch)
6	Manufacturing Technology	Production Engg.	Bachelor's Degree in Mechanical/ Production Engg
7	Industrial Engineering	Production Engg.	Bachelor's Degree in Industrial/ Production/ Mechanical Engineering
8	Power Systems	Electrical & Electronics Engg.	Bachelor's Degree in Electrical and Electronics Engineering
9	Power Electronics	Electrical & Electronics Engg.	Bachelor's Degree in Electrical and Electronics Engineering
10	Communication Systems	Electronics & Communication Engg.	Bachelor's Degree in Electronics and Communication Engineering
11	VLSI Systems	Electronics & Communication Engg.	Bachelor's Degree in Electrical & Electronics/Instrumentation & Control/ Electronics & Communication/Computer Science & Engg/Electronics & Instrumentation Engg.

12	Computer Science	Computer Science and Engg.	Bachelor's Degree in Computer Science/ Electrical & Electronics/Electronics & Communication/Instrumentation & Control Engineering / Information Technology
13	Welding Engineering	Metallurgical & Materials Engg.	Bachelor's Degree in Metallurgical / Materials/Mechanical/ Production Engineering
14	Materials Science	Metallurgical & Materials Engg.	Bachelor's Degree in Metallurgical / Materials//Mechanical/ Production/Ceramics/ Polymer Science/Electro-Chemical Engg/Master's Degree in Physics/Chemistry/Materials Science/ Applied Science/Applied Physics/Applied Chemistry
15	Process Control & Instrumentation	Chemical Engg. & Instrumentation & Control Engg.	Bachelor's Degree in Chemical/Electronics and Communication/Electrical and Electronics /Instrumentation and Control / Electronics & Instrumentation / Instrumentation / Mechanical / Electro Chemical / Production / Computer Science and Engineering
16	Chemical Engineering	Chemical Engg.	Bachelor's Degree in Chemical/ Electro-Chemical Engineering and Technology
17	Energy Engineering	Chemical Engg.	Bachelor's Degree in Chemical/ Mechanical/Electrical and Electronics/Electro Chemical Engineering and Technology / Metallurgical Engineering
18	Non Destructive Testing	Physics	Bachelor's Degree in Metallurgy / Materials / Mechanical /Production Engineering /Master's Degree in Physics/Applied Physics / Electronics / Applied Electronics / Materials Science/ Medical Physics

M.Sc.

19	Operations Research & Computer Application	Computer applications	Bachelor's Degree in Mathematics /Statistics/Computer Science/Applied Science
20	Chemistry	Chemistry	Bachelor's Degree in Chemistry/Applied Science
21	Applied Physics	Physics	Bachelor's Degree in Physics/Applied Physics /Applied Science/Electronics/ Industrial Electronics/Instrumentation

MBA

22.	Business Administration	Management Studies	Bachelor's / Master's Degree in any Discipline
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MCA

Sl. No.	Specialization	Department	Eligible Degree
23	Computer Applications	Computer Applications	Bachelor's Degree of Minimum three-year duration in any discipline with Mathematics at the +2 level

- c. Admission to M.Tech. programmes will be only through GATE examination. Admission to M.Sc programmes will be through an entrance test conducted by the Institute. Admission to M.C.A. programme will be through the NIMCET examination (collectively conducted for NIT's). Admission to M.B.A programme will be through CAT and followed by group discussion and interview.
- d. The Institute will prescribe from time to time other eligibility conditions for admission regarding the class required to be secured by the candidate in the Bachelor's degree, minimum admissible percentage marks therein, permitted number of attempts for obtaining Bachelor's degree, passing requirements in the respective entrance tests conducted by this Institution for Post-Graduate admissions, GATE score percentiles, physical fitness requirements, sponsorship, etc. Further, the committee of Deans shall examine the admission procedures before issuing formal admission letters – especially for M.Tech. programmes for which candidates from different academic backgrounds compete (different specializations in engineering; as well as engineering graduates competing with science post – graduates).
- e. A maximum of two sponsored candidates (per M.Tech. Programme) from Institutions which have MOU with NITT may be admitted on full time basis. These sponsored candidates should satisfy the conditions regarding sponsorship that may be prescribed by this Institute.

- f. A maximum of two QIP scholars (teacher candidates recommended by National QIP coordinator) per programme may be admitted to selected (vide QIP guidelines) M.Tech. programmes, on full time basis. These QIP scholars should satisfy the conditions regarding admissions that may be prescribed by this Institute.
- g. The criteria for admission of foreign students to PG programmes shall be as follows:
- Students should have earned their qualifying degree from a University /Institute recognized by the Association of Indian Universities / similar Indian body.
 - Students nominated by foreign Governments may be accepted to PG programmes, without any further test / interview, if their request for admission is routed through MHRD / any agency of the Government of India.
 - Students of Indian origin seeking admission to PG programmes under NRI quota should have a valid GATE score, if they have obtained their qualifying degree in India.
 - Students of Indian origin seeking admission to PG programmes under NRI quota should have a valid GRE / GMAT / TOEFL score, if they have obtained their qualifying degree outside India.
 - The tuition fee, for NRIs and foreign nationals, may be fixed at rates similar to those for UG programmes under DASA / NRI categories, whichever is higher.
 - The tuition fee, for nominees of foreign Governments, may be fixed at about five times the rate paid by Indian students.
 - A maximum of three seats (additional) may be set aside in each PG programme, for the foreign students.

M.2 Duration of the Programme

- a. The minimum duration required for the completion of the various Post-Graduate programmes has been listed under Table 2. A student may complete the programme at a slower pace by taking more time, but in any case not exceeding the maximum duration.
- b. The duration of each semester will normally be 90 working days (18 calendar weeks), inclusive of examination days.

TABLE – 2

Programme	Minimum period	Maximum period
M.Tech. (Full time)	4 Semesters	8 Semesters
M.C.A (Full time)	6 Semesters	12 Semesters
M.Sc. (Full time)	4 Semesters	8 Semesters
M.B.A. (Full time)	6 Trimesters	12 Trimesters

M.3 Structure of the Programme

- a. Every Post-Graduate programme will have a curriculum with syllabi consisting of (i) Core courses, (ii) Elective Courses and (iii) Project work.
- b. The programmes will also include seminars, practical and practical training as prescribed by the respective Boards of Studies in the curriculum and syllabi and approved by the Senate.

- c. 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 or 3 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:
 24 credits for M.Tech., 12 credits for M.C.A., 6 credits for M.B.A. and 8 credits for M.Sc. programmes.
- d. The curriculum for all the Post-Graduate programmes shall be drawn such that the minimum total number of credits for the successful completion of the programme will be as given in Table 3.

Programme	Minimum Credits For courses	Credit for Project Work	Minimum total Credits required
M.Tech. (Full time)	36	24	60
M.C.A (Full time)	93	8	101
M.Sc. (Full time)	70	6	76
M.B.A. (Full time)	57	8	65

- e. For the elective courses, a student may be permitted by the Head of the Department (subject to the consent of the Teacher offering the said course concerned) to take a maximum of 2 elective courses from elective courses of other Post-Graduate programmes. Further, the teacher has the “choice” not to offer the elective course if five or less than five students only have opted for the course. Similarly, an upper limit of forty six students is fixed for elective courses, beyond which students shall not be accepted for that elective.

M.3.1 Project Work

- a. Project work will be carried out in the III and IV semesters for M.Tech, IV semester M.Sc, VI semester MCA which shall be carried out typically under the supervision of a faculty member from within the respective department. Students may be permitted to work under the joint guidance of two members of the faculty – in which case, one of the guides may be from an allied department. Further, in light of the networking activities suggested by the TEQIP, one of the guides may also be drawn from a networking institution such as NIT Warangal and NIT Suratkal. In such cases, the student will continue to be governed by the rules of the Institute (NITT). The names of such guides (from networking institution) may be informed to the Dean (Academic) well in advance. Such guides will have typically the same privileges as the members of the General Test Committee for M.S students.
- b. A student may, however, be permitted by the Head of the Department concerned (with 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 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 report

- c. The last date for submission of the completed project report will be as follows:
31 December for odd semester project
30 May for even semester project

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.

- d. No student will be allowed to submit the project report more than a month prior to the last date for submission.

M.4 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:
- A senior faculty of the department (preferably not offering a course for that class) nominated by the Head of the Department – *Chairperson*
 - All teachers handling courses for that class – *Members*
 - 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 membership 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.5 PERFORMANCE ANALYSIS COMMITTEE

Performance Analysis Committee will consist of the same members as the class committee - but including the Head of the Department and excluding the student

members. The meeting of the Performance Analysis Committee is to be held about one week from the last day of the end semester examinations, to analyze the performance of the students in all courses of study and finalize the grade ranges for each course and forward the statement of grades (along with the attendance register) to the Office of the Dean (Academic) immediately through the Head of the department. The PAC, by collective wisdom, should ensure that the clustering / grading / pass – fail decisions have been reasonably balanced. The Dean (Academic) (or duly authorized Associate Dean) shall go through the statement of grades (and the duly filled attendance register). In case of any problem that can not be set right by the Dean (Academic) then the Chairman, Senate is authorized to take appropriate action in his regard. The finalized list shall then be conveyed to the Chairperson, PAC. It is proposed that the Chairperson, PAC will then arrange to display a copy of the statement of grades in the departmental notice board. It is expected that the results could be displayed within two days from the date of finalizing the grades.

M.6 FACULTY ADVISER

To help the students in planning their courses of study and for getting general advice regarding either the academic programme or any other activity, the Head of the Department concerned will assign every year, a certain number of students from each semester to a Faculty member who will be called as Faculty Adviser. The set of students thus assigned will continue to be under the guidance of this Faculty Adviser till they complete the programme.

M.7 MOVEMENT TO HIGHER SEMESTER

- a. 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.9.).
- b. 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.
- c. 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.
- d. 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.8 ASSESSMENT PROCEDURE – TESTS AND EXAMINATIONS

M.8.1: M.Tech, M. Sc., and M.C.A. Programmes

- a. In each theory course and in the theory portion of each theory and practice combined course, the assessment pattern will be as follows:

Sl.No	Assessment	Duration	Weightage
(a) Continuous Assessment			
1.	1 st Cycle test	1 hour	20 %
2.	2 nd Cycle test	1 hour	20 %
3.	Assignments	-	10 %
(b) Semester Examination		3 hours	50 %

- b. In each practical course and in the practical portion of each theory and practical combined course, the assessment pattern will be as follows:

Sl.No	Assessment	Duration	Weightage
(a)	Continuous Assessment	-	75 %
(b)	Semester Examination	3 hours	25 %

The end semester practical examination will be conducted by two examiners from the Institute (the teacher handling the practical and another faculty member familiar with the subject, to be nominated by Head of the Department).

- c. For courses comprising theory and practicals, the percentage weights between theory and practicals will be based on the relative credits allotted for the theory (lecture + tutorial) and practicals for that course. The syllabus book of the respective curriculum will provide information on the relative credits for theory and practicals for any course.
- d. **For Project work** (odd / even semester), the assessment pattern will be as follows: The assessment of projects shall be done by the (common) Departmental Project Evaluation Committee (DPEC) For each of Post Graduate programme, there will be one DPEC. The DPEC shall consist of one Professor and two Assistant Professors, in such a way that faculty members from diverse sub – areas within the department are present in the committee.

Assessment	Weightage
(a) Continuous Assessment	
i. Based on two presentations / one presentation and one report, by the candidate before the DPEC	25 %
ii. Based on evaluation of final project report by the internal guide	25 %
(b) Semester Examination Viva voce will be conducted by a panel consisting of the DPEC and an external examiner from educational institution / industry (for Groups of 5 students may be formed depending on the research area)	50 %

- e. **Retest:** Students absenting from cycle test(s), on genuine reason, in any theory course may appear for retest which will carry 20% weight. A candidate may appear for retest only once in any course. Retest will be held after the II cycle test. The portions of I & II cycle tests put together will be included for this test.
- f. Students should attend the end semester examination 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 examination.

M.8.2: M.B.A. Programme

- a. In each course, the assessment pattern will be as follows:

Sl.No	Assessment	Duration	Weightage
(a) Continuous Assessment			
	Mid term Test	1 ½ h	25%
	Any two of the following components each carrying not less than 10 marks : Assignment, Seminar, Case Analysis, Mini Project & Written Quiz (Common question paper to all the students of a class)	-	25 %
	(b) Trimester Examination	3 hours	50 %

- b. *Summer project*: The assessment of summer project will be based on a viva-voce examination by a Project Evaluation Committee consisting of the Head of the Department or his nominee and the Project Guide.
- c. *Retest*: Students absenting from Mid-term Test in any subject, on genuine reason, may appear for a retest for the same 25% Marks.

M 8.3: Normally, both question paper setting and valuation of answer papers for all the examinations will be carried out by the teacher who had handled the course. However, the Chairman of the Senate will have the discretion to appoint any other teacher or external examiner for setting question paper and valuing the answer scripts of the students in any course.

M 8.4: Revaluation of answer papers of post-graduate courses:

The answer scripts shall, here after, be retained in the custody of the teacher (examiner) after the process of valuation. The teacher shall, in the first week of the subsequent semester, make available (in his / her presence) the answer scripts to the students who had appeared in the said examination. In case of any student feeling aggrieved over the valuation, he can contact the teacher concerned within three weeks from the commencement of the semester immediately following the announcement of the results. The student shall have access to his answer paper(s) in the end semester examination which may be shown to him by the teacher(s) concerned. If the teacher feels that the case is genuine, the teacher may re-examine the case and forward a revised grade, if any, to the Dean of Academic courses through the Head of the Department and the performance analysis committee.

M.9 ELIGIBILITY FOR APPEARING IN SEMESTER EXAMINATIONS

- a. Students are expected to attend all classes and achieve 100 % attendance in the class is desirable for a candidate to be eligible to appear for the end semester examination in a course of any semester. However, students may be given a concession of up to 25 % - on account of sickness. A candidate shall be eligible to appear for the semester examination in any course, only if the candidate has attended not less than 75% of the total number of classes held in that course in that semester.

- b. Attendance, for the above purposes, shall be compiled and reported by each teacher (to the concerned HOD) on the day indicated in the academic calendar – typically one in the middle of the semester and other in two days before the start of the laboratory examinations.
- c. Decision on prevention shall be made by the duly constituted Attendance Committee. (M.19).
- d. On duty permission will be granted, subject to a maximum of four days in a semester, for representing the Institute in approved extra-curricular activities such as sports, games, cultural meets, seminars, workshop, conference and interviews arranged through Training & Placement Department. prior permission is required for availing on duty permission.

M.10 PASSING AND DECLARATION OF EXAMINATION RESULTS

- a. All assessment of a course will be carried out on the basis of marks earned by the students. The Performance Analysis Committee (already cited) which shall meet shortly after the completion of all examinations shall analyze the relative performance of students in all assessments (continuous and end-semester) of a course and finalize the letter grade ranges for the course.
- b. The letter grades and the corresponding grade points are as follows:

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

- c. Students scoring less than the passing *minimum (decided on relative basis) marks* shall be deemed to have failed and be given ‘F’ grade. A student having F grade *need not redo the course*, but can appear in the supplementary examination in the following semester.
- d. The letter grade ‘U’ indicates prevention from appearing for Examination (due to shortage of attendance) and ‘W’ indicates the authorized withdrawal (Regulation M.19). However, a student having U grade *will necessarily redo the course*, when it is offered again. The *U grade* once awarded stays in the record of the student and is deleted when he/she completes the subject later, indicating also the number of attempts made in that course. CGPA will be accordingly revised deleting the ‘U’ in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate semester. Every teaching staff member handling a class will take attendance till 3 calendar days before the last instruction day in the semester.
- e. The percentage of attendance, calculated up to this point, will also be indicated by a code number/letter as follows:

Attendance Rounded to	Code
95% and above	H
85% to 94%	9
75% to 84%	8
Below 75%	L

A student who has an attendance lower than 75% whatever may be the reason for the shortfall in attendance will not be permitted to sit for the end semester examination in the course in which the short fall exists. The particulars of all the students who have attendance less than 75% in that course will be announced in the class by the teacher

himself. Copies of the same also be sent to the Dean (Academic) and Head of the Department concerned.

- f. A candidate who earns a minimum of 5 grade points in a course is declared to have successfully completed the course.

M.11 SENATE – AWARDING THE DEGREES

The candidate has to complete the prescribed courses of study and satisfy other related norms (M.15). The Senate shall, before the annual convocation, *recommend the award of degree to each eligible candidate, by name.*

M.12 GRADE CARDS

- a. After the results are declared, Grade Cards will be issued to each candidate and will contain the list of courses (*with L T P C details*) for that semester and the grades obtained by the candidate. The grade cards shall carry the signature of the Dean (Academic). Transcripts, issued upon request from the students, shall also carry the signature of the Dean (Academic).
- b. 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) upto any semester will be calculated only for those students who have passed all the subjects upto that semester. GPA is the ratio of the sum of products of the number of credits of a course (C_i) with grade points scored in that course (GP_i), taken for all the courses in that semester, to the sum of the number of credits of all the courses (n) in the semester.

$$GPA = \frac{\sum_1^n C_i * GP_i}{\sum_1^n C_i}$$

- c. On successful completion of the programme, the CGPA is calculated as follows:

$$CGPA = \frac{\sum_1^N C_i * GP_i}{\sum_1^N C_i}$$

Where C_i is the credit and GP_i is the grade point obtained by the candidate and N is the total number of courses for the entire programme

M.13 SUPPLEMENTARY EXAMINATIONS

- a. Supplementary examinations for failed candidates (F grade) in any course will be conducted *along with the regular semester examinations*, in the subsequent semester. The student's grade will be decided, *on a relative basis, along with the present class of students*. The grade shall be decided (for the "previously failed candidates") solely on the basis of the marks earned in the Supplementary examination.
- b. In case the said course is not offered in a subsequent semester, the examination will be conducted *exclusively for the supplementary candidates*. In such case, the student's grade will be decided based on the *relative scale used when the regular examination for that course was conducted for that class*.
- c. Students registering for supplementary examinations at the end of any semester should register for all the arrear courses (failed courses) accumulated till the previous semester.

M.14 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

- a. A student may be permitted by the Dean (Academic) to withdraw from the programme for an year, for reasons of ill-health or other valid reasons on the recommendation of the Head of the Department. Such student 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.

M.15 ELIGIBILITY FOR THE DEGREE

A candidate shall be eligible for the award of the Master's degree in the appropriate programme if the candidate has:

1. Undergone the prescribed programme of study by earning the minimum total number of credits specified in the programme within the maximum duration specified in M.2.
2. No dues to the institution, Library, Hostels, etc.
3. No disciplinary action pending against him/her.

M.16 CLASSIFICATION

After successful completion of the programme, the P.G. degree will be awarded as per the following classifications based on CGPA.

1. Candidates who get a CGPA of 8.5 and above and who complete the programme in the minimum period, passing all the courses in the first appearance itself, will be declared to have passed in first class with distinction. For this purpose, withdrawal from examination (vide regulation M.18) and authorized break of study (vide regulation M.14) will not be counted.
2. Candidates who get a CGPA of 6.5 and above but below 8.5 and who complete the programme in the minimum period plus authorized break (vide regulation M.15) will be declared to have passed in first class.
3. Candidates who get a CGPA of below 6.5 and who complete the programme within the maximum prescribed period after joining the Institute, will be declared to have passed in second class.

M.17 CONSOLIDATED STATEMENT OF GRADES

A student should have appeared for the semester examination in any particular course (mere appearance for the continuous assessment tests is not sufficient) to be eligible for the award of the grade in the course. 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 courses of the semesters (inclusive of LTPC details)
2. CGPA, and
3. Classification (First class with Distinction / First class / Second class (vide regulation M.16))

M.18 WITHDRAWAL FROM EXAMINATION

A candidate may, for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academic) be granted permission 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 course and shall not be construed as an appearance for the eligibility of a candidate for the award of classifications specified in para M.17. If a candidate falls sick in the middle of the Semester Examinations, he/she can withdraw from one or more subjects. A medical certificate from the CMO is to be produced.

M.19 ATTENDANCE, DISCIPLINARY & GRIEVANCE COMMITTEE

This Committee is constituted for the smooth functioning of the various Post-graduate Programmes of the Institute and it consists of the following members:

Dean (Academic)	CONVENER
Dean (Students)	Member
Respective Head of the Department	Member
Associate Dean (Academic) -PG	Member

This Committee will be dealing with:

1. Matters relating to condonation of attendance shortages of candidates
2. All grievances and disciplinary problems of the students relating to malpractices in tests, end-semester examinations, etc.

The Committee will meet as and when necessary and send the recommendations to the Senate Sub – Committee for Examinations and Awards for consideration and ratification.

M.20 REGISTRATION AND ENROLLMENT

- a. Except for the first semester of any academic programme, registration for a semester will be done during a specified week before the end semester examination of the previous semester. Late registration / enrolment will be permitted with a fine upto two weeks from the last date specified for registration.
- b. From the second semester onwards, all students have to enroll on a specified day at the beginning of a semester. A student will be eligible for enrolment only if he / she had cleared all dues to the Institute, the Hostel and the Library. At the time of enrollment, a student can drop a course registered for earlier and also substitute it by another course for valid reasons.
- c. The registration form contains the course number, course name, number of credits and category for each course taken in that semester. The student makes the choice of course in consultation with his Faculty Adviser. Some courses may also have well defined pre-requisites.
- d. If a student finds his / her load heavy in any semester, or for any other valid reason, he / she may drop courses within three weeks of the commencement of the semester but before commencement of first cycle test with the written approval of his / her Faculty Adviser & Head of the Department.

M.21 POWER TO MODIFY

The Senate – as the Supreme academic body of the Institute - 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 Chairman 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 Chairman of the Senate shall be final. Notwithstanding all that has been stated earlier / elsewhere, the Senate of the Institute has the right to modify any of the above rules and regulations from time to time.



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