

# **REGULATIONS**

**Operative from June 2014**

**M.Tech., M.Sc., MCA, MBA**



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

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## Regulations for Post Graduate Programmes (M.Tech., M.Sc., MCA, MBA)

### M.1 QUALIFICATION FOR ADMISSION

- a) Admission criteria/policies for the Post-Graduate programmes 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 (MCA) and Management (MBA).
- 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 below.

#### MASTER OF TECHNOLOGY

Sl.No.	Department Offering the Programme	Specilization	Eligible Degree for Admission (B.E./B.Tech. or Equivalent)
1.	CHEMICAL ENGINEERING	Chemical Engineering	Chemical/ Electro-Chemical Engineering
2.	CIVIL ENGINEERING	Transportation Engineering and Management	Civil / Highway /Transportation / Transportation Urban planning/ Civil and Transportation.
		Structural Engineering	Civil / Structural / Civil Engineering & Planning
		Environmental Engineering	Civil Engineering Civil Environmental Engineering Environmental Engineering Environment & Pollution Control Environmental Science & Engg./Tech. Civil Engineering (Public Health Engineering)
3.	COMPUTER SCIENCE AND ENGINEERING	Computer Science and Engineering	Computer Science & Engg./Tech., Computer Engineering/Technology, Information Engg./Technology, Information Science & Engineering /Technology, Electronics & Communication Engineering.
4.	ELECTRICAL AND ELECTRONICS ENGINEERING	Power Systems	Electrical Engineering Electrical and Electronics Engineering
		Power Electronics	Electrical Engineering Electrical and Electronics Engineering
5.	ELECTRONICS AND COMMUNICATIONS ENGINEERING	Communication Systems	Electronics and Communication Engineering
		VLSI System	Electronics and Communication Engineering Electrical and Electronics Electronics and Instrumentation Computer science and Engineering Instrumentation and Control Engineering
6.	ENERGY AND ENVIRONMENT	Energy Engineering	Chemical /Electro-Chemical/ Mechanical/ Energy/ Energy Science & Engg./Electrical/ Electrical and Electronics Biotechnology/Biochemical.
7.	INSTRUMENTATION AND CONTROL ENGINEERING	Process Control and Instrumentation	Chemical/Instrumentation and Control /Instrumentation/Electronics and Instrumentation/Electrical Engg./ Electrical and Electronics.
8.	MECHANICAL ENGINEERING	Thermal Power Engineering	Mechanical Engineering
		Industrial Safety Engineering	Mechanical /Production /Electrical/ Electrical and Electronics/ Chemical/ Civil

9.	METALLURGICAL AND MATERIALS ENGINEERING	Materials Science and Engineering	Metallurgy/ Metallurgical Engg./Material Science Engg./ Metallurgy & Material Science/ Mechanical / Production/ Chemical/ Ceramic/ Polymer/Industrial Engg./ <b>M.Sc. Degree</b> in Physic/Chemistry/ Material Science/ Applied Physics/ Applied Chemistry.
		Welding Engineering	Metallurgy/ Metallurgical Engg./Material Science Engg./ Metallurgy & Material Science/ Mechanical / Production/ Manufacturing Engg./Industrial / Aeronautical / Automobile / Automotive /Industrial Metallurgy
		Industrial Metallurgy	Metallurgy/ Metallurgical Engg./Material Science Engg./ Metallurgy & Material Science/ Mechanical / Production/ Manufacturing Engg./Industrial / Industrial Metallurgy /Mining/ Nuclear/ Chemical/Automotive/ Mineral/Surface Coating
10.	PRODUCTION ENGINEERING	Manufacturing Technology	Production / Mechanical/ Industrial/ Industrial and Production / Manufacturing/ Manufacturing Process / Mechatronics/ Industrial Manufacturing/ Automobile
		Industrial Engineering and Management	Production / Mechanical/ Industrial/ Industrial and Production / Manufacturing/ Manufacturing Process / Mechatronics/ Automobile/Automotive/ Industrial Management / Industrial Manufacturing
11.	PHYSICS	Non Destructive Testing	Metallurgy/ Metallurgical Engg./Material Science Engg./ Metallurgy & Material Science/ Mechanical/Production/Industrial <b>M.Sc. Degree in</b> Physics, Applied Physics, Applied Science, Engineering Physics, Engineering Physics & Materials Science Instrumentation, Materials Science Solid State Physics

**MASTER OF SCIENCE (M.Sc.)**

Sl.No.	Department Offering the Programme	Programme	Eligible Bachelors Degree
1.	COMPUTER APPLICATIONS	M.Sc (Computer Science)	i. B.Sc.(Computer Science)/ B.Sc.(Information Technology)/ B.C.A. ii. B.Sc.(Applied Sciences) with Mathematics and Computer Science (10+2+3 scheme) from a recognized university. iii. Any Bachelor's degree in science (10+2+3) from a recognized university with at least 6 papers in Computer Science and 2 papers in Mathematics under semester system or at least 3 papers in Computer Science and 1 paper in Mathematics under Annual System.
2.	PHYSICS	M.Sc. (Physics)	i. B.Sc.(Physics/Applied Physics/Applied Sciences) ii. B.S.(Physics) iii. B.Sc. Hons.(Physics) iv. B.Sc.Ed.(Physics, Chemistry, Mathematics)
3.	CHEMISTRY	M.Sc. (Chemistry)	B.Sc. Chemistry with Mathematics as one of the ancillary subjects

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

Sl.No.	Department Offering the Programme	Programme	Eligible Degrees
1.	MANAGEMENT STUDIES	Master of Business Administration	Bachelor/Master's Degree in any Discipline

**MASTER OF COMPUTER APPLICATIONS (MCA)**

Sl.No.	Department Offering the Programme	Programme	Eligible Bachelors Degree
1.	COMPUTER APPLICATIONS	Master of Computer Applications	Bachelor's Degree of minimum three years duration in any discipline with mathematics at the +2 level

**c. ADMISSION PROCEDURE**

- i. Admission to M.Tech. programmes will be only through GATE examination and through Centralized Counselling for M.Tech./ M.Arch./ M.Plan. (CCMT) where all NITs and reputed Centrally Funded Technical Institutions participate.
  - ii. Admission to M.Sc. programmes will be through an entrance test conducted by NIT Tiruchirappalli.
  - iii. Admission to MCA programme will be through the NIMCET examination (collectively conducted for NIT's) followed by online counselling.
  - iv. Admission to MBA programme will be through CAT score and followed by group discussion and interview conducted by NIT Tiruchirappalli.
- 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 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.

f. 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**

<b>Programme</b>	<b>Minimum period</b>	<b>Maximum period</b>
M.Tech.	4 Semesters	8 Semesters
M.Sc.	4 Semesters	8 Semesters
MCA	6 Semesters	12 Semesters
MBA	6 Semesters	12 Semesters

## 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 laboratory, seminars, and industrial 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.

**TABLE – 3**

<b>Programme</b>	<b>Minimum Credits for courses</b>	<b>Credit for Project Work</b>	<b>Minimum total Credits required</b>
M.Tech.	36	24	60
M.Sc.	57	8	65
MCA	93	8	101
MBA	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 sixty two students is fixed for elective courses, beyond which students shall not be accepted for that elective.

#### **M.4 REGISTRATION AND ENROLMENT**

- Except for the first semester, 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 of Rs. 250/- up to two weeks from the last date specified for registration.
- A student will be eligible for enrolment only if he/she has cleared all the dues to the Institute, Hostel, Library and the NCC Unit up to the end of the previous semester, provided he is not debarred for enrolment by a disciplinary action of the Institute.
- The registration sheet contains the course number, course name, number of credits and category for each course taken in that semester. The student makes the choice of courses in consultation with his Faculty Adviser.

#### **M.5 FACULTY ADVISER**

The Faculty Adviser will 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 a faculty every year for each PG programme who will be called as Faculty Adviser.

## M.6 ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

### M.6.1: M.Tech./M.Sc./MCA – Theory/Laboratory courses

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

SI.No.	Assessment	Duration	Weightage
(a) Continuous Assessment			
1.	1st Cycle test	1 hour	20 %
2.	2nd Cycle test	1 hour	20 %
3.	Assignments/Seminar	-	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:

SI.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. **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.
- e. 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.

- f. 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.6.2: M.Tech./M.Sc./MCA – Project Work**

- a. Project work will be carried out in the III and IV semesters for M.Tech. programmes. For M.Sc. and MCA, the project work would be carried out in IV semester and VI semester respectively. The continuous evaluation of the project work shall be carried out by the Department Project Evaluation Committee (DPEC). The constitution of the DPEC is as follows:
1. One Professor - Chairman
  2. One Professor/Asso.Prof. - Member
  3. Asso.Prof./Asst.Prof. (with Ph.D.) - Member

The DPEC shall be constituted by the Head of the Department at the beginning of every academic year. Each PG programme shall have a separate DPEC. The DPEC constituted shall be for the entire academic year. The Chairman/member shall be substituted in the DPEC by another senior faculty member (nominated by the Head of the Department) for the continuous evaluation of a student guided by him/her.

- b. The last date for submission of thesis of the M.Tech. first phase project work is 31<sup>st</sup> December (or last working day of December) and the last date for submission of thesis of the second phase M.Tech./ IV semester M.Sc./ VI semester MCA project work is 31<sup>st</sup> May (or last working day of May) every year.
- c. Panel of external examiners shall be drawn by the Head of the Department, from the names of the examiners suggested by the guides. The panel has to be approved by the Dean (Academic) or his nominee. External examiners may be identified for groups of minimum five students each, depending on the area of project.

The examiners should be a faculty of IITs/NITs/reputed engineering colleges (government/aided)/scientists from central labs. Retired faculty/scientists from these institutions serving in other organizations shall also be in the panel of examiners.

#### **M.6.2.1: M.Tech. (Project work evaluation)**

- a. A preliminary review of the topics chosen by the students is to be conducted during the end of July every year. All the faculty of the department shall be present for the preliminary review. There is no evaluation for this review. The respective guides may apprise the DPEC about the scope of the work and the expectation of the outcome.
- b. The end semester project viva-voce shall be examined by the external examiner and the guide together for both Phase-I and Phase II of the project.

- c. The break-up project evaluation in phase I and phase II of the project work is as follows:

**Continuous evaluation**

Phase I	Marks	Schedule	Phase II	Marks	Schedule
Review I	10	I week of September	Review I	10	IV week of January
Review II	20	I week of October	Review II	20	I week of March
Review III	20	II week of November	Review III	20	IV week of April

**End semester final evaluation**

Phase I	Marks	Schedule	Phase II	Marks	Schedule
Viva Voce	50	I/II week of January	Viva Voce	50	I/II week of June

**The marks distribution for phase I of the project is as follows:**

<b><u>Review I:</u></b>	
Identification of title	5 marks
Literature survey/scope	5 marks
<b><u>Review II:</u></b>	
Methodology adopted	5 marks
PPT presentation	10 marks
Answers to queries	5 marks
<b><u>Review III:</u></b>	
Results obtained	10 marks
PPT presentation	5 marks
Answers to queries	5 marks
<b><u>Project viva voce</u></b>	
Project report	15 marks
PPT presentation	5 marks
Presentation skills	5 marks
Viva-Voce	25 marks

**The marks distribution for phase II of the project is as follows:**

<b><u>Review I:</u></b>	
Time schedule/plan	5 marks
Innovation in work	5 marks
<b><u>Review II:</u></b>	
Intermediate results	10 marks
PPT presentation	5 marks
Answers to queries	5 marks
<b><u>Review III:</u></b>	
Further results/work	10 marks
PPT presentation	5 marks
Answers to queries	5 marks
<b><u>Project viva voce</u></b>	
Project report	15 marks
Project outcome (conclusions)	5 marks
Presentation	5 marks
Viva-Voce	25 marks

**M.6.2.2: M.Sc./MCA (Project work evaluation)**

- a. The end semester project viva-voce shall be examined by a panel consisting of the DPEC and an external examiner.

<b>Assessment</b>	<b>Weightage</b>
<b>(a) Continuous Assessment</b>	
(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>(b) End Semester Viva-voce Examination</b>	<b>50 %</b>

**M.6.3 - MBA PROGRAMME**

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

Sl.No.	Assessment	Duration	Weightage
(a)	<b>Continuous Assessment</b>		
	Mid-term test	1 1/2 hours	25 %
	Any two of the following components each carrying not less than 10 marks: Assignment, Seminar, Case Analysis, Mini Projects & Written Quiz (Common question paper to all the students of a class)	-	25 %
(b)	<b>Trimester Examination</b>	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.7 ELIGIBILITY FOR APPEARING IN SEMESTER EXAMINATIONS**

100% attendance is desirable for a student to appear for the end semester examination in a course of any semester, provided there is no adverse reports regarding his/her conduct by the Head of the Department.

**M.7.1** The minimum attendance for appearing for the semester examination is 75% in each subject. Those students, whose attendance falls below 75% but above 50% in a subject, shall attend mandatory classes after the semester examinations of the current session. Only those students who have completed the mandatory classes will be eligible for condonation and be permitted to appear for supplementary examination. A certificate from the concerned faculty member regarding successful completion of mandatory classes by the student has to be sent to the Dean (Academic), for the student to become eligible for appearing for supplementary examination.

However the mandatory classes requirement can be relaxed for students for the following reasons.

- Participating in the Institute approved extra-curricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference with prior permission. The maximum period for such events is limited to 10 days.
- Prolonged illness and/or hospitalization and admitted to hospital with appropriate medical certificate with an endorsement from the institute medical officer to the HoD, on the date of rejoining classes after the illness.

**M.7.2** Students who have less than 50% of attendance have to rejoin the programme after a year along with the next batch and undergo the courses for which the attendance was less than 50% earlier.

***Condonation of Attendance:*** Every student is expected to put in 100% attendance. The minimum attendance requirement is 75%. For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 75% attendance, he/she should be assigned ‘U’ grade in that subject along with ‘P’ as the attendance code. The percentage of attendance in a subject shall be computed as:

(a) For calculation of attendance in normal cases:

$$\text{Percentage of Attendance} = \frac{\text{Actual no. of classes attended}}{\text{Total no. of classes held till date of compilation of attendance}} \times 100$$

This should be 75% for the student to appear for semester examinations. Such cases will not come under the purview of condonation of attendance.

(b) For calculation of attendance in case of prolonged illness and/or hospitalization with medical certificate:

$$\text{Percentage of Attendance} = \frac{\text{Actual no. of classes attended}}{(\text{Total no. of classes held till date of compilation of attendance} - \text{No. of classes held during the days of prolonged illness and/or hospitalization})} \times 100$$

This should be 75% for condonation.

**Under any case, a student should have more than 50% attendance calculated as per (M.7.2.a) above to be eligible for condonation and for appearing in semester examination.**

The percentage of attendance is calculated up to 3 days before the last working day in the respective semester, and the percentage will be indicated by a code number/letter as follows:

<b>Attendance Rounded to</b>	<b>Remarks</b>	<b>Code</b>
91 – 100 %	Very Good	VG
85 – 90 %	Good	G
84 – 75 %	Marginal	M
74 – 50 %	Poor	P
< 50 %	Very Poor	VP

### **M.8 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.18. 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.9 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME**

A student may be permitted by the Dean (Academic) to withdraw from the programme for a 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.10 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 teachers handling courses for that class - Members.
  - 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 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.11 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 cannot 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.12 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.7).
- 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.

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.13 PASSING AND DECLARATION OF EXAMINATION RESULTS**

- a) The Institute follows relative grading with flexibility given to teachers to decide the mark ranges for grades. All assessment of a course will be done on the basis of marks.
- b) For theory and laboratory courses, faculties would be adopting any one of the following methods to decide the clusters (range) of the total marks (cycle tests, assignment and semester examination put together for each student) scored for grading:
- i. Gap theory
  - ii. Normalized curve
  - iii. z-score
- c) For project work, absolute grading with the following mark ranges shall be followed.

Mark ranges	Grade to be awarded
91-100	S
81-90	A
71-80	B
61-70	C
51-60	D
40-50	E
<40	F

- d) A minimum of 15 marks (30 %) should be scored in the final semester examination (for all courses) for a pass.
- e) The minimum marks for E grade is fixed as 40 marks (40 % of continuous assessment and semester examination marks put together subject to the clause M.13.d above).
- f) For Laboratory courses and Project work, there is no limitation on the number of students falling in a particular grade (especially S and A). However, in general, the S grade is restricted to 20 % of the total number of students registered for the course.
- g) The grading structure adopted by the faculty for the course handled by him/her, is to the scrutiny of the PAC and subsequently the Senate.
- h) Any issues related to Grading will be decided by the Dean (Academic), in consultation with the Chairman of the Senate.
- i. The Performance Analysis Committee, which shall meet within seven days after the completion of all examinations, shall analyze the relative cumulative performance of students in all examinations (continuous and end-semester) of a course and finalize the letter grade ranges for the course.

- ii. The letter grades and the corresponding grade points are as follows:

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

Students scoring less than the passing minimum of 40 marks shall be deemed to have failed and be given 'F' grade. The letter grade 'U' indicates prevention from appearing for Semester Examination due to shortage of attendance (50 - 74%), 'V' indicates prevention due to lack of attendance (< 50%), 'W' indicates the authorized withdrawal (Regulation M.8) and 'Z' grade shall be awarded if the student absents for the semester/supplementary examination. A student having U grade need not redo the course, but can appear in the supplementary examination in the following semester after attending mandatory classes. However, a student having V grade (i.e. with attendance of < 50 %) shall necessarily redo the course, when it is offered again. The U/V grade once awarded stays in the record of the student and is deleted when he/she completes the course later, indicating also the number of attempts made in that course. The CGPA will be accordingly revised deleting the 'U/V' 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. Students with Z grade shall appear for supplementary examination as and when conducted.

- iii. A student who earns a minimum of 5 grade points in a course is declared to have successfully completed the course.
- iv. **SUPPLEMENTARY EXAMINATIONS**

1. Students who have failed in the semester examinations with F grade & Z grade and those completed mandatory classes shall take supplementary examinations. Supplementary examinations shall be conducted along with the regular examinations or immediately after the completion of the regular examinations or at the end of each semester (during vacation).
2. Absolute grading as in M.13.c will be followed for all supplementary examinations and shall carry 100 % weightage.
3. Students who have got an F grade may also join/register for the regular classes if they wish to undergo a course before taking up the supplementary examination.

**M.14: 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.15 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.16 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 as specified in M.2.
2. No dues to the institution, Library, Hostels, etc.
3. No disciplinary action pending against him/her.

### **M.17 SENATE - AWARDING THE DEGREES**

The candidate has to complete the prescribed courses of study and satisfy other related norms (M.16). The Senate shall, before the annual convocation, recommend the award of degree to each eligible candidate, by name.

### **M.18 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.8) and authorized break of study (vide regulation M.9) 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.9) 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.19 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.16) 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.18)).

**M.20 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 Welfare)	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.21 RAGGING**

*Ragging is a Criminal and Non-bailable offence, punished by dismissal from the Institute, fine of Rs 10,000/- and imprisonment upto two years.*

**M.22 DRESS CODE**

**Boys:** All the boy students should come with formal dress to the class rooms & computer labs, preferably full pant and shirt. *Wearing T-shirts and other informal dresses in the class rooms is strictly prohibited.*

**Girls:** All the girl students should come with formal dress to the class rooms & computer labs, in saree or churidhar with dupatta. *Wearing T-shirts and other informal dresses in the class rooms & labs are strictly prohibited.*

**M.23 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.