

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

M. TECH. REGULATIONS

Full Time Programme – 2 Yrs. (4 semesters)

Part Time Programme – 3 Yrs. (6 semesters)

Revised on September 14, 2011

1. Introduction:

1.1 The provisions contained in these regulations govern the conditions for imparting course of instructions, conducting examination and evaluation of students' performance leading to M. Tech. degree to be offered by the Institute.

1.2 Definitions: In this M. Tech regulations, unless the context otherwise requires,

- a) "Institute" means National Institute of Technology Durgapur
- b) "Board" in relation to the Institute, means the Board of Governors.
- c) "Senate" means Senate of the Institute.
- d) "Regulations" means regulations of the M. Tech. degree
- e) "MHRD" means the Ministry of Human Resources Development, Government of India.
- f) "Director" means the Director of the Institution.
- g) "Dean (Research & Consultancy)" means the Dean (Research & Consultancy) of the Institute
- h) "Dean (Academic)" means the Dean (Academic) of the Institute.
- i) "Dean (Students' Welfare)" means the Dean (Students' Welfare) of the Institute
- i) "HOD" means Head of the Department.
- j) "DPAC" means Departmental Postgraduate Academic Committee.
- k) "PGAC" means Postgraduate Academic Committee.
- l) "Course Coordinator" means the Course Coordinator of the teaching department.

1.3 Specialization: The specializations offered in M. Tech. programmes are as under:

Sl. No.	Department	Specialization
1	Biotechnology	Biotechnology
2	Chemical Engineering	Chemical Engineering
3	Chemistry	Corrosion Science & Technology
4	Civil Engineering	Structural Engineering
5	Computer Science & Engineering	Information Technology (presently) Computer Science & Engineering (w.e.f. the academic session 2012-13)
6	Electrical Engineering	Electrical Systems
7	Electronics & Communication Engg.	Telecommunication Engineering
8	Electronics & Communication Engg.	Microelectronics & VLSI
9	Geology (Coordinating Department)	Environmental Science & Technology
10	Information Technology	Information Security
11	Mathematics	Operations Research
12	Mechanical Engineering	Design & Production Engineering
13	Metallurgical & Materials Engg.	Industrial Metallurgy
14	Metallurgical & Materials Engg.	Materials Engineering
15	Physics	Advanced Materials Science and Technology
16	Computer Applications	Software Engineering

- 1.4 The provisions of this regulation shall also be applicable to any new discipline that shall be introduced from time to time and shall be appended to clause 1.3.
- 1.5 The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of this Regulation at any time considered by the Senate.

2. Admission:

2.1 Student Status: There are four types of student status in the M. Tech. programmes

- a) Full time GATE student
- b) Full time sponsored /QIP student/project staff
- c) Part time sponsored student from Institutes/Industry
- d) Full time Non-sponsored Non-GATE student

NOTE:

I) The duration of study for the M. Tech. programme for full-time student(s) shall be normally two years (four semesters). Full time GATE student(s) shall receive scholarship for the entire duration of four semesters of the M. Tech. programme and are subjected to scholarship rules of the Institute.

II) Full time sponsored /QIP student shall be sponsored and fully financed by the sponsoring organization. The student has to produce a sponsorship certificate as per the given proforma of the Institute.

III) Part time sponsored student from Institute/Industry has to furnish a No-objection certificate from the employer for attending classes for the entire duration of the programme and has to strictly abide by the academic formalities set down by the department /institute from time to time.

IV) The duration of study for the M. Tech. programme for part time students shall be normally three years (six semesters).

V) Students receiving assistantship from the Institute or from any other funding agencies shall be required to perform academic duties assigned to them by the respective department as per rules in force.

VI) The continuation of the assistantship /fellowship /studentship shall be subject to satisfactory performance of the duties assigned by the department and satisfactory progress in the post-graduate programme. In this regard the decision of the Departmental Postgraduate Academic Committee (DPAC) is final.

- 2.2 The admissions for "Full time GATE students" shall be on the basis of GATE score and viva voce. The admission to all other types of students shall be based on performance in the qualifying examination, written admission test and viva voce.
- 2.4 Admission to an M. Tech. programme shall be open to candidates who passed the prescribed qualifying examination. The prescribed qualifying examination for each M. Tech. programme shall be specified in the Institute Bulletin/Prospectus for M. Tech. programme.
- 2.5 Seats are reserved for candidates belonging to scheduled caste and scheduled tribes, OBC as per the guidelines issued by MHRD.
- 2.6 A limited number of admissions may be offered to foreign nationals and Indians living abroad in accordance with the rules applicable for such admission to be issued from time to time by the MHRD.

- 2.7 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, Dean (Research & Consultancy) may revoke the admission of the candidates and report the matter to the Senate.
- 2.9 Decision of the Chairman, Senate regarding the admission of student is final and binding.

2.10 Leave Rule(s):

- a) Full-time M. Tech student(s) are eligible for a period of maximum 30 days of leave in an Academic Year. They shall not be entitled to vacations. However, this shall be guided by the rules of MHRD, Government of India.
- b) Absence without obtaining prior sanction of leave from the Supervisor /HOD shall be considered as an act of indiscipline and shall entail reduction of scholarship on a pro-rata basis, besides any other action that may be decided by the Institute.
- c) Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, besides other actions as may be decided by the Institute.

3. Academic Calendar

- 3.1 Each academic session is divided into two semesters: odd semester (July-December) and even semester (January-June).
- 3.3 The Senate shall approve the comprehensive academic calendar consisting of schedules of activities for a session inclusive of dates for registration, end-semester examination, inter semester breaks, vacation, annual sports etc. well in advance of the start of academic session.

4. Programme Structure

- 4.1 a) The programme of instruction for each stream of specialization shall consist of:
- (i) core courses (compulsory)
 - (ii) elective courses
 - (iii) thesis/project work.
 - (iv) sessional courses
 - (v) seminar
- b) The complete programme shall be of 4 semesters duration. The academic programme in each semester consists of course work and/or Thesis/ Project work as specified by the Senate for each specialization.
- c) Every stream of specialization in the programme shall have a curriculum having 100 credit points with the syllabi for the courses to be approved by the Senate.
- d) Credits shall be assigned to the courses based on the following pattern:
- i. One credit for each lecture period per week.
 - ii. One credit for each tutorial period per week.
 - iii. Two credits for 3 or 4 hrs Laboratory/Sessional per week
 - iv. Three credits for 5 or 6 hrs Laboratory/Sessional per week
- e) Electives shall be taken from the list of approved courses in the semester.
- 4.2 The credit for a course is dependent upon the lecture, tutorial and laboratory / sessional hours (L-T-P) associated with the course.

- 4.3 All theory courses shall have the following credit pattern:

Lecture = 4, Tutorial = 0, Sessional/Lab = 0, Total credit = 4.

OR

Lecture = 3, Tutorial = 1, Sessional/Lab = 0, Total credit = 4.

- 4.4 Seminars shall satisfy the following conditions:

- a) Seminar shall be treated as a course for purpose of registration and evaluation.
- b) Seminar coordinators appointed by the DPAC shall organize the seminars and forward the grades awarded by the panels of examiners to the Academic Section.

5. **Registration:**

- 5.1 Every student in M. Tech. programme is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.
- 5.2 On consultation with postgraduate course coordinator of parent department, every student is required to be registered for the approved courses including elective subjects at the commencement of each semester during a period notified in the academic calendar. Late registration may also be permitted with late fee within a period notified in the academic calendar.
- 5.3 Normally no late registration shall be permitted after the specified late registration period.
- 5.4 Only those students shall be permitted to register who have:
 - i) Cleared all Institute and Hall dues of the previous semester
 - ii) Paid all required prescribed fees for the current semester
 - iii) Not been debarred from registering for a specified period on disciplinary or any other ground
 - iv) Registered in the previous semester and appeared in the previous semester examination
 - v) Cleared the minimum academic requirement
- 5.5 A student can register for any semester provided he/she has obtained at least pass grade in all subjects of the previous semester. However, the registration for a student shall be provisional, if he/she gets supplementary in any subject of the previous semester. If the student passes in the supplementary examination, he/she shall be promoted; else, he/she shall repeat the semester.
- 5.7 A student who has been debarred from appearing at an examination either a) as per recommendation of the subject teacher for unsatisfactory attendance or b) by the Institute as a measure of disciplinary action or c) for adopting malpractice at an examination and consequently awarded a grade X may register for the subjects(s) after the term of the debarment expires, provided other provisions of the regulation do not prevent him/her.

6. **Attendance:**

- 6.1 Attendance in all classes (lectures, tutorials, laboratories, sessionals etc) is mandatory. The minimum attendance of a student in a theoretical/sessional subject shall be 75% of the total classes held. A student may be debarred from appearing at an examination on ground of inadequate attendance.
- 6.2 Absence from classes without prior permission shall be considered as an act of indiscipline.

- 6.3 If the period of leave is for a short duration (less than two weeks) prior application for the leave shall have to be submitted to the concerned Head of the Department stating fully the reason for the leave requested along with supporting document(s), and such leave may be granted by the DPAC.
- 6.4 Absence for a period not exceeding two weeks in a semester due to illness or any other unavoidable reasons for which prior application could not be made may be considered by the DPAC provided it is satisfied with the explanation.
- 6.5 If the period of absence is likely to exceed two weeks, a prior application for grant of leave shall have to be submitted through Head of the Department on the recommendation of DPAC to the Dean (Research & Consultancy) with supporting document. In each case, the decision to grant leave shall be taken by the Dean (Research & Consultancy) on the recommendation of the DPAC.
- 6.7 All such students who are debarred from appearing at an examination have to repeat the entire semester.
- 6.8 It shall be the responsibility of the student to get his/her absence from classes condoned by the appropriate authority.

7. Conduct and Discipline:

- 7.1 Student shall conduct themselves within and outside the campus of the Institute in a manner befitting the students of an Institution of National Importance.
- 7.2 As per order of the Hon'ble Supreme Court of India, ragging in any form is banned. Acts of ragging shall be considered as gross indiscipline and shall be severely dealt with.
- 7.3 Detailed rules regarding conduct and discipline are given in Appendix-I.

8. Residence:

- 8.1 Full time GATE and QIP students shall be required to reside in the hostel subject to availability of seats.
- 8.2 The terms and conditions that a student must fulfill during his /her stay in a Hall of residence are mentioned in Appendix-II.

9. Assessment of Performance and Grading System:

- 9.1 There shall be continuous assessment of a student's performance throughout the semester and the grade shall be awarded by the subject teacher.
- 9.2 (a) For arriving at a grade obtained by a student for a particular subject, initially a numeric marks obtained by the student out of hundred is to be determined. Next the failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-VI.

(b) Once that numeric mark is obtained, the same is to be converted to letter grade following the guidelines given in Appendix-V.

(c) A Semester Grade Point Average (SGPA) shall be computed for each Semester. The SGPA shall be calculated following the guidelines given in Appendix-VII.

(d) From the second semester onwards, a Cumulative Grade Point Average (CGPA) shall be computed for each student following the guidelines as in Appendix-VII.

(e) For assessment of a student in a particular theoretical subject the components with respective weights, assigned to these shall be as under.

Components	Weights
Continuous Assessment (CA)	30%
Semester Examination	70%

(f) For assigning marks in Continuous Assessments (CA) performance in home assignments, class-tests, tutorials, viva-voce, attendance etc. are to be considered. The weights of different components of CA are to be announced by the teacher at the beginning of the Semester.

(g) For assigning marks in the sessional subjects the relevant components that are to be considered are: day to day work, regularity, at least one test, assignments viva-voce etc. Percentage weights of the different components in deciding the final marks are to be announced at the beginning of the semester.

9.3 Assessments of Thesis/Project Work:

The Head of the Department would constitute a Project Evaluation Board which shall assess the individual project work. An external expert from any Research/Technical Institution offering M. Tech. Degree would one of the members of Project Evaluation Board. The weightage for evaluation shall be as under:

Supervisor's assessment	50%
Project Report to be assessed by Board	25%
Seminar & Viva to be assessed by Board	25%

9.4 Similarly a separate Viva-Voce Board may be set up by DPAC.

9.5 Based on the CGPA the student shall be awarded 1st Class if the CGPA is equal to or more than 6.50; and 2nd Class if equal to or more than 5.00 but less than 6.50.

9.6 The Grade Report shall contain the letter Grade for each course, SGPA and CGPA information.

10. Examination:

10.1 For each theory paper of any semester, there shall be Continuous Assessment by the teacher concerned and semester examination to be conducted by the respective department. The semester answer scripts shall be dispatched to the subject teacher (examiner) on the same day or the immediate next working day of examination. If the concerned examiner is not available on that date, the copies shall be handed over to the respective Head of the Department/M. Tech. Course Coordinator who shall pass on the copies to the concerned examiner at the earliest.

10.2 A student shall be issued an Admit Card for appearing in the examination only if he/she has:

a) Attendance record to the satisfaction of the teachers in the theory and sessional classes and has completed the assignment works given or satisfied the clause 6.3, 6.4 & 6.5.

b) Paid all the Institute and Hall dues of the semester.

c) Not been debarred from appearing in the examination as a result of any disciplinary proceeding.

- 10.3 A student may be debarred from appearing at the semester examination in the subject based on the report of the subject teacher / Head of the Department, if his/her (a) attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period and (b) performance in the assignment works in the subject during the semester has not been satisfactory.
- 10.4 a) Appearing at the semester examinations in theory paper of a subject is mandatory for a student. If a student fails to appear at the semester examinations, he/she shall be assigned 'F' grade in the subject.
- b) However, if a student does not appear at the semester examination due to serious illness of himself/herself, he/she may appeal to the Dean (Research & Consultancy) through his/her Head of the Department on recommendation of DPAC for permitting himself/herself to appear at the supplementary examination(s) subject to fulfilling of attendance requirement and explaining the reasons of absence in the examination within seven days of the date of examination of the subject(s) including the submission of all relevant documents. A subcommittee consisting of the following members may, after examining the relevant documents and being convinced about the merit of the case, recommend permitting him/her to appear in the supplementary examination(s) with full credit condoning his/her absence:
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| i) Dean (Students' Welfare) | - | Chairman |
| ii) Dean (Research & Consultancy) | - | Member |
| iii) Dean (Academic) | - | Member |
| iv) Associate Dean (Research & Consultancy) | - | Member |
| iv) Concerned HOD | - | Invitee |
| v) One Medical Officer | - | Member |
- 10.5 Students shall be permitted to appear in the examinations only in those subjects for which they have registered at the semester and have not been debarred.
- 10.6 For the subjects having 3 or more lectures and tutorial contact hours per week, the semester examination shall be of 3 hours duration. A separate marksheet indicating the performance of the student in each semester shall be issued to each student.
- 10.7 The Marks obtained and the letter grades awarded to the students in a subject must be submitted by the teachers within seven days from the date of holding the examination to the concerned HOD/Course Coordinator for onward transmission to the Academic Section.
- 10.8 Any change of the grade of a student in a subject, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the DAC and must be forwarded by the Course Coordinator through the concerned HOD within 7 days from the date of commencement of the next semester to the Academic Section.
- 10.9 For the benefit of the students and as a process of learning, the students shall be shown the scripts after correction of all semester examination scripts, class tests, assignments etc. within two weeks from the date of tests/examinations.
- 10.10 In order to provide an additional opportunity to the students who failed (obtained 'F' grade) in one or more subjects due to not being able to score higher than the cut-off marks in the theory components, Supplementary Examinations equivalent to the semester examination arranged by the respective Department, shall be conducted within one month from the commencement of the next session. Regulations relating to the Supplementary Examination are given in Appendix-VI.

11 Post Graduation requirement & Convocation:

- 11.1 In order to qualify for a M. Tech. degree of the Institute covered under these Regulations a student must:
- a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
 - b) Have cleared all dues of the Institute, the Hall of Residence, the Library and the Department.
- 11.2 The minimum total credit requirement that has to be satisfactory completed for the award of M. Tech. degree shall be same for all disciplines and shall be decided by the Senate.
- 11.3 Normally a student should complete all the requirements of M. Tech. degree consecutively in 2 years (4 semesters) and 3 years (6 semesters) as full time and part time student respectively. Academically weaker student may be granted upto 4 academic years and 5 academic years for two-year full time and three-year part time programmes respectively.
- 11.4 The award of M. Tech. degree must be recommended by the Senate.
- 11.5 **Convocation:** The Annual Convocation shall be conducted after the publication of the degree awarding results. Degree shall be awarded in person for the students who have graduated during the current academic year. Degree shall also be awarded in absence of such students who are unable to attend the Convocation.

Gold medal shall be awarded to the student who obtained the highest CGPA in an M. Tech. programme provided that he/she did not get any supplementary during the programme and scored a minimum final CGPA of 8.

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Student shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Athletics and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and the Hall of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form. Any act of ragging shall be considered as gross indiscipline and shall be severely dealt with.
3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke measures:
 - Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
 - Willfully damaging or stealthily removing any property/belongings of the Institute, Hall of fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean (Students' Welfare).
 - Mutilation or unauthorized possession of library books.
 - Restoring to noisy and unseemly behavior, disturbing studies of fellow students.
 - Not intimating his/her absence to the warden of the hall before availing any leave.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hall of residence, examination hall, rustication for a specified period or even outright expulsion from the Institute.

4. For an offence committed (a) in a hall of Residence, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean (Students' Welfare), respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.
All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.
5. (a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by Senate. The Standing Disciplinary Committee consists of the following ex-officio and other members:

1) Dean (Students' Welfare)	-	Chairman
2) Warden of the concerned Hall	-	Member
3) General Secretary of Students' Gymkhana	-	Member
4) All HODs	-	Members
5) Secretary, Warden Council	-	Member Secretary

(b) Recommendation of the committee, which shall include the suggested punishment in cases of guilt proven, shall be forwarded to the Chairman, Senate for necessary action.

6. Resorting to unfair means in the examination hall shall be severely dealt with by the Examination Disciplinary Committee consisting of the following members:

1. Dean (Academic)	-	Chairman
2. Dean (Research & Consultancy)	-	Member
3. Dean (Students' Welfare)	-	Member
4. Professor-in-Charge of Examination	-	Member
5. Head of the Department to which the student belongs	-	Member
6. The invigilator(s) reporting the case	-	Member
7. The paper-setter and concerned Examiner	-	Member

The committee shall take the statements of the student reported against, invigilator(s) and other persons concerned and, subject to establishment of the charges as per its judgment, may recommend following penal actions according to the gravity of the case.

1. Cancellation of the concerned examination and permission to appear for supplementary examination
2. Cancellation of all the examinations subsequent to the concerned examination and permission to appear for supplementary examinations
3. Cancellation of all the examinations and permission to appear for supplementary examinations
4. Repeat of the concerned semester
5. Any other penal action as deemed suitable by the committee

The recommendation of the committee shall be forwarded to Chairman, Senate for necessary action.

7. The Post-graduate semester examination shall be conducted under the supervision of the Departmental Post-graduate Academic Committee (DPAC) of the respective department. Following points require mention:

- a) DPAC shall assign paper setter and examiner for each course.
- b) DPAC shall prepare routine for examination and notify it with a copy to the PG & R section.
- c) DPAC shall assign invigilator(s) in the examination halls.
- d) Invigilator(s) shall supervise the examination and shall be responsible for the following:
 - i) Smooth conduct of the examination process.
 - ii) Prevention of any unwanted incident in the examination hall.
 - iii) Prevention of any unfair effort by the examinees of the hall of examination.
 - iv) Seeking help from DPAC or administration to fulfill their above responsibilities, if necessary.
- e) At the end of examination process, the invigilator(s) shall submit a report to the DPAC in a prescribed proforma, informing the following:
 - i) Attendance in the examination hall.
 - ii) Number of answer scripts used.
 - iii) Views of invigilators on the examination process.
- f) DPAC shall accept the report and discuss it and recommend any future action to the higher authority, if necessary.

APPENDIX – II**RULES RELATING TO RESIDENCE IN HALLS**

Following are the detailed rules governing residence requirements of students:

1. The mess of each Hall of Residence shall function as a single integrated unit and shall not under any circumstances be divided into any kind of groups or sub-group.
2. Under special circumstances, the Director/Dean (Students' Welfare) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall however, be attached to a Hall of residence and shall be required to pay seat rent according to rules, and Hall establishment charges fixed by the Hall Management Committee/Warden Council and the warden of the Hall. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate without assigning any reason.
3. No married accommodation shall be provided to any student.
4. No student shall come into or give up the assigned accommodation in any Hall of residence without the prior permission of the Wardens of the concerned Hall.
5. A student shall reside in a room allotted to him/her and may shift to any other room only under direction/permission of the warden of the respective Hall with an intimation to Estate Department through warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting.
7. Student shall be responsible for the proper care of the furniture, fan and other fittings in the room; allotted to them and shall generally assist the wardens in ensuring proper use, care and security of those provided in the Halls of common use of all students.
8. Loss or damage of furniture, fans, or other fitting in the room shall be dealt with severe punishment as shall be suggested by the Warden Council.
9. Students shall be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
10. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the hall of residence is prohibited.
11. During admission, an undertaking has to be signed by the student and his/her guardian that the student shall not be involved in any case of ragging and misbehavior in the hostel, Institute and outside the Institute.
12. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

APPENDIX – III**DEPARTMENTAL POSTGRADUATE ACADEMIC COMMITTEE (DPAC)**

There shall be one Departmental Postgraduate Academic Committee (DPAC) in each Department, which shall be responsible for smooth functioning and monitoring of all academic activities relating to the department.

Composition

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| 1. | Head of the Department | - | Chairman |
| 2. | All regular faculty members of the Department | - | Members |
| 3. | Two external experts in the subject(s) concerned
from the Faculty Members of nearby IIT/University/Industry | - | Member |

One of the faculty Members nominated by Chairman shall act as convenor/secretary, the tenure of whom shall be two academic years. The duty of the convenor/secretary shall be: (1) to conduct at least two meetings each semester in consultation with Chairman as and when needed, and (2) to record and ventilate the proceedings of the meeting to Dean (Research & Consultancy) and (3) to maintain separate register to record the minutes of all the meetings.

POWER AND DUTIES OF DPAC

1. To decide and approve the course structure including the syllabi, distribution of papers and the textbook and reference material for the subjects offered by the department.
2. To consider the satisfactory/unsatisfactory attendance and performance of students reported by subject teachers and recommend for appropriate action.
3. To approve the names of paper-setter, project/thesis supervisor and examiner(s) in the relevant subject and to send the list to academic section for necessary action.
4. To review the cases of weak students and decide appropriate actions.
5. To consider the marginal cases of failure and recommend.
6. To consider any change of grade of a student in a particular subject due to any omission/commission and recommend.
7. To recommend the panel of experts.
8. Load distribution among the faculty of the Department.
9. Any other academic affair as referred by the Senate.
10. To note and approve the action taken by Postgraduate Course coordinator of the Department, the duties of whom shall be as stated in Appendix-VIII.

For interdepartmental subject taught by more than one teacher of two or more than two departments, all the academic matter related to that subject shall be dealt by the DPAC of the Department from where the subject is being offered.

The DPAC shall meet often as necessary.

POST GRADUATE ACADEMIC COMMITTEE (PGAC)**COMPOSITION**

1.	Dean (Research & Consultancy)	-	Chairman
2.	Dean (Academic)	-	Member
3.	Dean (Administration)	-	Member
4.	Dean (Planning & Development)	-	Member
5.	Dean (Students' Welfare)	-	Member
6.	Dean (Faculty Welfare)	-	Member
7.	Member Secretary, Senate	-	Member
8.	Professor in-Charge (Examination)	-	Member
9.	H.O.D. of each PG teaching Department	-	Member
10.	One faculty member nominated by DPAC	-	Member
11.	One Representative from IITs/NITs/CFTIs	-	Member
12.	One Representative from Industry	-	Member
13.	Member Secretary (PGAC)	-	Convenor

Note: There shall be only one PGAC for the entire Institute. All PGAC members must possess at least a post-graduate degree.

Tenure: The tenure of the external members in the PGAC shall be for a period of three years.

Power and duties of PGAC

- i. To consider the recommendations of the Departmental Postgraduate Academic Committee (DPAC) on matters relating to postgraduate programme and to make suitable recommendation to the Senate for its approval.
- ii. To frame and revise curricula for the postgraduate course of study.
- iii. To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.
- iv. To make periodic review of ordinances, regulation and instructions pertaining to the postgraduate programme and to recommend to the Senate any modification thereof.
- v. To review the academic performances and make suitable recommendation to the Senate regarding declaration of results, award of degrees etc.
- vi. To recommend to the Senate award of free-studentship, stipends, scholarships, medal & prizes etc. to the students.

- vii. To prepare and approve the general time table (including academic activities, sports activities etc.) for the PG programme to be placed at the Senate for its ratification.
- viii. To conduct at least one meeting each semester and send the proceedings to the Member Secretary, Senate.
- ix. The quorum for each meeting shall be one-third of the total number of committee members exceeded by one.
- x. To maintain separate register to record the minutes of all the meetings.

GUIDELINE FOR AWARDING LETTER GRADES

1. In general, there shall be no rigid mark-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the teacher(s) of the respective subject while converting marks into letter grades.
2.
 - a) The grade 'F' and 'Ex' are to be considered as bench mark grade.
 - b) The cut-off marks below which a student would be assigned 'F' grade is 40 % for a theory paper and 50 % for a sessional paper.
 - c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
 - d) Conversion from marks to grade may be done using the table given below, where 'm' stands for marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cut-off) marks by +/- 5 marks.

Range of marks obtained	Grade
$m \geq 90$ (90-100)	Ex
$80 \leq m < 90$ (80-89)	A
$70 \leq m < 80$ (70-79)	B
$60 \leq m < 70$ (60-69)	C
$50 \leq m < 60$ (50-59)	D
$40 \leq m < 50$ (40-49)	P for Theory paper
$m < 40$	F for Theory paper
$m < 50$	F for Sessional paper

3. DPAC would moderate the results of the different sections of the class if wide disparity in performance across sections were observed.
4. All the requirements for the sessional classes are to be satisfied by a student within deadline set up by the teacher/DPAC before the start of the semester examination. If a student, due to a genuine reason like illness of himself/herself or calamity in the family, cannot complete a particular component, the teacher/DPAC may allow him/her to complete that particular component within a stipulated date and he/she shall be allocated temporarily I grade. However, the requirement in any case has to be fulfilled within 15 days after the end of the end-semester examination and the grade finalized.
5. There is no provision for supplementary examination in the sessional papers. If the student cannot clear the sessional paper, he/she shall be assigned the grade 'F' for that sessional paper only.
6. In some extraordinary circumstances to be decided by the Institute authority in consultation with subject teacher and concerned Head of the Department, such a student may be given a chance to complete the laboratory requirement during the vacation.

If the student cannot perform satisfactorily and get 'F' grade in the laboratory, he/she has to repeat the sessional paper in the next academic year after clearing which he/she shall be allowed to register in the higher semester.

APPENDIX – VI**RULES REGARDING SUPPLEMENTARY EXAMINATIONS**

1. A student shall be eligible to appear in a supplementary examination in a subject if he/she had actually appeared at the regular semester examination in that subject and obtained the grade 'F'.
2. Intending students must submit their application form duly filled-in and countersigned by the teacher(s) in the subject(s) or by the Head of the Department concerned, along with the necessary fees to the Academic section as announced by a notification.
3. The supplementary examination shall be held as per the schedule of the Academic Calendar for the year.
4. The grade in the subject scored by the student appearing in the supplementary examination shall be recomputed by substituting the marks scored in the semester by that scored in the supplementary examination. A student is entitled to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered, as elucidated in the table:

<u>Grade obtained</u>	<u>Grade to be awarded</u>
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

5. The final grade awarded to the students must be sent to the academic section within 3 days from the date of the supplementary examination.
6. In case a student is not able to write his/her regular examinations due to demise in the family during the examinations, he/she will be permitted to appear in the supplementary examination(s) with full credit condoning his/her absence in the regular examination. The case will be judged by a committee consisting of Dean (Students' Affair), Dean (Research & Consultancy), Dean (Academic) and the concerned head of the department and the recommendation of the committee shall be placed to Director for consideration.

GRADING SYSTEM

1. As a measure of student's performance a **7-scale grading system** using the following letter grade and corresponding grade points per credit, shall be followed

<u>Performance</u>	<u>Letter Grade</u>	<u>Grade point per credit</u>
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there are two transitional grading symbols which can be used by the examiners to indicate the special position of the student in a subject.

I - for 'Incomplete assessment'
X - for 'Debarred'

2. Semester Grade Point Average (SGPA) shall be computed for each semester. The SGPA shall be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i g_i}{\sum C_i}$$

Where 'n' is the No. of subjects registered for the semester, 'C_i'- is the number of credits allotted to a particular subject, and 'g' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA shall be rounded off to the second decimal place and recorded as such. This shall be the performance of the student in the semester to which it refers.

3. Starting from the second semester at the end of each semester a Cumulative Grade Point Average (CGPA) shall be computed as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum c_i}$$

Where 'm' is the total number of subjects the student has registered from the first semester onwards up to and including that semester, 'c_i' is the number of credits allotted to a particular subject s_i and 'g_i' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s_i. CGPA shall be rounded to the second decimal place and recorded as such.

The CGPA shall indicate the cumulative performance of the student from first semester up to the end of the semester to which it refers.

The CGPA and SPGA obtained in a semester shall be intimated to each student at the end of every semester.

4. When a student gets the grade 'I' for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester shall be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester shall finally be recalculated after taking into this (these) grade(s).
5. When a student gets the grade 'F' in any subject during a semester, the SGPA and CGPA from that semester onwards shall be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semester, starting from the earliest semester in which the 'F' grade has been updated, shall be recomputed and recorded to take this change of grade into account.

APPENDIX – VIII**PG Course Coordinator/Faculty Advisor**

The Course Coordinator shall be appointed by the DPAC on rotation basis for each programme, who shall be in charge of the particular programme offered by the Department. The tenure of Course Coordinator shall be one academic year.

POWER AND DUTIES

1. To verify the course details of each student offered by the Department before registration for each semester.
2. To send the list of students to be registered for each course semester wise to HOD of the respective Department for onward transmission of the same to Academic Section for necessary action.

At the end of the course, the marks and the grades awarded to the students by the teachers/faculty members shall be consolidated and sent through HOD to Academic Section within seven days form the date of holding the Examination.